



**PROGRAM COMMITTEE MEETING MINUTES**  
**April 11, 2012 at 8:30 a.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present: Jayne Goldstein, Chair; Angela Porterfield, Jean Rags**

**Committee Members Attending Via Phone: None**

**Committee Members Excused: Rene Akins, Ann-Gayl Ellis, Dawn Harvey**

**Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas**

**Guests Present: None**

**I. Welcome and Call to Order - Ms. Jayne Goldstein, Chair**

Ms. Goldstein called the Program Committee to order at 8:33 a.m. and welcomed all attendees.

As a quorum was not present, the approval of the minutes from the March 14, 2012 meeting will be tabled until the May meeting.

**II. Discussion, Centers Below and Above Monitoring Standards**

Ms. Borrego reviewed the following centers:

VHFCCH: The letter cancelling the provider contract was sent.

FUMC: CAP received and approved; follow up is due after April 19, 2012.

TT: Minimum requirements were met.

CK: Minimum requirements were met.

SPP: Minimum requirements were met.

MPCA: Minimum requirements were met.

BBP: Minimum requirements were met; however, this provider is not utilizing a Coalition approved curriculum. The Curriculum Specialist has visited twice and found no current lesson plans in place and children watching TV. Mr. Farrelly suggested the Committee allow him to invite this provider to meet with himself and Ms. Borrego. The Curriculum Specialist will be asked to provide another visit and the results will be brought back next month.

KSnP: Minimum requirements were met.

LPCD: CAP received and approved; follow up will be conducted after April 23, 2012.

LLP: Minimum requirements were met.

LFS: Follow up visit was rescheduled.

KUC: Minimum requirements were met.

PB: CAP was received and approved; follow up is due after April 23, 2012.

DC: CAP was received and approved; follow up is due after April 26, 2012.

KS: CAP is due on April 16, 2012.

LEP: CAP is due on April 16, 2012.

FFP:L: CAP was received and approved; follow up is due after April 26, 2012.

ABFP: CAP was received and approved. This provider is not using a Coalition approved curriculum and was sent a letter. Follow up is due after May 7, 2012.

Ms. Borrego stated that an additional fifteen (15) providers had scored 87% or above on their assessments.

### **III. Update, Legislative Activity**

Mr. Farrelly informed the Committee there has been no action as of yet. The bill went to the Governor on Friday, April 6, 2012 and he has fourteen (14) days to sign or veto the bill. A discussion followed on the merits of the bill which include statewide provider rates, changing the age range from 0-5 and pre and post testing for School Readiness.

### **IV. Recommendation, CLASS Implementation for Provider Assessments**

Ms. Borrego explained the CLASS tool consists of 20-minute segments of observations of the classroom followed by 10-minute segments of note taking followed by further segments of observations. Only classroom observations are done, no outdoor activities are observed. Because of individual class schedules, these observations may have the Provider Specialist spending a full day at the center followed with a separate visit for feedback to the director.

Ms. Borrego distributed the (attached) chart. Currently, the preschool tool is the only tool being used. Ms. Porterfield stated the 2-year old tool is being used in Pasco Schools.

Ms. Borrego explained the chart shows the cost implications of hiring staff versus contractors. The chart was reviewed and discussed by the Committee. Ms. Borrego explained the contractor costs are based on a Deveraux assessment which is \$600 per assessment. Discussions followed on the need to have the same person perform the assessment and do the follow up to maintain continuity. Ms. Rags suggested contracting with the school systems for substitute teachers who may be willing to sub-contract.

Mr. Farrelly explained the Coalition will have to do CLASS and it will be added to the Coalition's Annual Plan and the budget. He recommends a slow implementation and suggested using the third row of the first tier on Ms. Borrego's Breakdown of Cost chart. A discussion followed on the various tiers of assessments and whether the state's new budget and the changes in age range will affect the total number of assessments projected.

#### **V. Update, USDA Disqualification List**

Ms. Borrego stated that information had been received from the state that seven (7) providers were being investigated for potentially defrauding the food program. These centers are to receive no services from the Coalition. Four (4) of the centers have closed, one has come off the list and two (2) remain on the fraud list. Both of these Pasco-based centers are being investigated for fraud and are no longer able to contract with the Coalition as of July 1, 2012. The fraud charges will follow the person responsible not the center itself.

#### **VI. Public Input**

Mr. Farrelly informed the Committee that Ms. Sharon Hayes, Quality Supervisor, resigned her position to accept an eligibility position with the ELC of Pinellas County. Until a suitable person is hired to replace Ms. Hayes, Ms. Borrego will assume her job responsibilities

#### **VII. Next Meeting Date – May 16, 2012 at 8:30 a.m.**

The next Program Committee meeting is scheduled for Wednesday, May 16, 2012 at 8:30 a.m.

#### **VIII. Adjournment**

Ms. Goldstein adjourned the Program Committee at 9:20 a.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,  
Administrative Assistant