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*The Coalition's Mission is to provide leadership and advocacy that builds a community  
where all children are prepared for success in school*

**Program Policy and Strategy Committee Meeting**

**Tuesday, May 18, 2010**

**9:00am – 11:00am**

**Early Learning Coalition of the Big Bend Region**

**325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303**

**Committee Members Present:**

Dr. Elsie Burton, Chair

Ed Feaver

Catie McRae

Jeanne Barker

Linda Nelson

Jeanne Martin

Sharon Gaskin

**Staff Present:**

Chris Duggan, Chief Executive Officer

Lauren Faison, Chief Operating Officer

Sam Sweazy, Vice President of Program Services

Kathy Hayes, Controller

Megan Gocs, Executive Assistant

**Committee Members Absent:**

Lesia Johnson

Sarah Glass

Jeremy Cohen

Traci Leavine

Maria Pouncey

**Guests Present:**

n/a

**1. Welcome and Roll Call**

Dr. Elsie Burton, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 9:03am.

**2. Approval of Agenda**

The motion to approve the agenda for this meeting was made by Catie McRae. This motion was seconded by Jeanne Barker. This motion was approved.

**3. Approval of Minutes for February 18, 2010 and April 30, 2010**

The motion to approve the minutes for the Program Policy and Strategy Committee Meeting of February 18, 2010, and the Program Policy and Strategy Sub-Committee Meeting of April 30, 2010 was made by Ed Feaver. This motion was seconded by Catie McRae. This motion was approved.

**4. Public Comment**

There was no public comment.

## 5. Updates

Chris Duggan provided the committee with a copy of the Association of Early Learning Coalitions' working document *Planning for Rule Development*. Chris D. highlighted areas of this document and discussed them with the committee. The Association of Early Learning Coalitions are concerned that the Early Learning Coalitions have not been named as a concerned and affected party in Senate bill 2014. They are also concerned about how the bill will be interpreted and whether the interpretation of the bill will take away each Coalition's local control.

### a. Quality Rating Project

Chris D. informed the committee that staff met with Serena Moyle, Kim Kelling Engstrom and Courtney Atkins on May 11, 2010 to discuss how the Early Learning Coalition, with the assistance of community partners, Moms Like Me and Whole Child Leon, are going to market the Quality Rating System. Staff want to ensure that the star rating system is presented in a way in which parents can understand it. For that reason, staff will bring in a parent focus group to ensure that parents clearly understand the rating system.

The committee was informed that the Early Learning Coalition has always monitored network providers, but now we are just informing the public of the results. As part of the 2010 – 2011 Provider Network Agreement, providers need to score at least a star rating of three to participate in the Early Learning Coalition's provider network. The quality rating system will measure the child care provider's curriculum, screening and assessments; family engagement; health and safety; staff qualifications and program administration. If providers score less than three stars, they will have ten days to increase their score. Staff believes that the Quality Rating System will create measurable goals for providers.

The Early Learning Coalition hopes to release the results of the Quality Rating System to the general public by July 1, 2010.

### b. Policy Project

Lauren Faison informed the committee that after analyzing the Coalition's current policies, staff determined a need to amend existing policies, and create new policies. So over the next nine months, staff plan to amend existing policies that need amending, and creating new policies where policies are needed. Lauren F. asked for the committee's support in reviewing and approving a new complete set of Coalition policies. Chris D. asked the committee how they would like to handle the review of these policies, either in the current standing committees, or in Board workshops. The committee supported the idea of having Board workshops where all Board members are encouraged to attend, to review the policies and provide necessary feedback on them, before the Board is asked to approve the policies.

## 6. 2010 – 2011 Provider Contracting Process

Chris D. informed the committee that all network child care providers have been asked to complete and return their 2010 – 2011 Provider Network Agreements by June 15, 2010 to be eligible to start providing services on July 1, 2010. Staff have already received a number of agreements from providers.

## 7. Action items

### a. Approval of Enrollment Priorities for School Readiness Services

On April 30, 2010 a sub-committee of the Program Policy and Strategy Committee met to discuss the Coalition's priorities for enrollment for School Readiness services. The sub-committee reviewed data on current waitlist and enrollment numbers and held a lengthy discussion on the Coalition's mission in relation to School Readiness services and the

large number of school age children currently enrolled in the program. After an informative discussion on funding streams, the number of children ages 0 to 5 currently on the Coalition's waitlist, and current enrollment numbers, the sub-committee recommended the enrollment priorities be revised. The sub-committee recommended that beginning July 1, 2010, the Early Learning Coalition enrollment priorities for School Readiness services be modified to the following;

- TANF Recipients (Ages 0 to 12) – children listed on child care authorizations from local Workforce partner agencies;
- Children at risk of abuse or neglect (Ages 0 to 12) – protective services, foster children and children listed on child care authorizations from the Department of Children and Families, and
- Low income working families (Ages 0 to 8) – families who are working or going to school at least part-time and whose income does not exceed 150% of the federal poverty level.

Implementation of the proposed revised enrollment priorities would result in the Early Learning Coalition no longer funding care for children ages 9 to 12 through the School Readiness Program.

All of the 9 to 12 year old children currently being served from low income working families are being funded through the ARRA (American Recovery and Reinvestment Act) funds. When these families recertified with the Coalition during the past six months, families were told that they may only receive six months of care due to the limited ARRA funds. With approval of the revised enrollment priorities, those families would not be recertified for tuition assistance for the 2010 – 2011 school year.

The motion to approve the new enrollment priorities for School Readiness services was made by Ed F. This motion was seconded by Linda Nelson. This motion was approved.

## 8. Other Business

Chris D. spoke to the committee about Evening with the Stars which is coming up on June 18, 2010. This year the Coalition has decided to recognize the child care program of the year, family child care home of the year, infant/toddler teacher of the year, preschool teacher of the year, and the director of the year. Chris D. asked the committee if they would consider being on the panel to judge the recipient of these awards based on, innovation, dedication, leadership, respect for children and families and commitment to professional growth. Elsie B., Jeanne Martin, Linda N., Catie M. and Jeanne B. offered to be on this panel. Staff will organize for the panel to review the nominations after entries close June 1, 2010.

Meeting adjourned at 10:25pm.

Minutes recorded by: \_\_\_\_\_  
Megan Gocs, Executive Assistant

Full Committee Approval Date: \_\_\_\_\_

Committee Chair's Initials: \_\_\_\_\_

Board Secretary Initials: \_\_\_\_\_

*A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.*