



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 Sub-Committee Meeting

Monday, January 24, 2011

9:00am to 11:00am

Early Learning Coalition of the Big Bend Region

Northwood Centre, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303

Committee Members Present:

Dr. Elsie Burton, Chair
Ed Feaver
Jeanne Martin

Staff Present:

Lauren Faison, Chief Executive Officer
Amy Mitchell, Family Services Director
Carrie Pafford, Director of Provider Services
Regina D'Souza, Quality Assurance Director
Megan Gocs, Executive Assistant

Committee Members Absent:

n/a

Guests Present:

n/a

1. Welcome and Roll Call

Dr. Elsie Burton, Chair, welcomed sub-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 Jeanne Martin. This motion was seconded by Ed Feaver. This motion was approved.

3. Approval of Minutes for January 10, 2011

Jeanne M. and Ed F. requested two minor changes be made to the minutes of January 20, 2011. The motion to approve the minutes for the Program Policy and Strategy Sub-Committee Meeting of January 10, 2011 with the suggested changes was made by Ed F. This motion was seconded by Jeanne M. This motion was approved.

4. Public Comment

There was no public comment.

5. Continued Discussion on the Proposed School Readiness Contract Disciplinary Action and Termination Procedure

Lauren Faison presented the amended proposed School Readiness Contract Disciplinary Action and Termination Procedure to the sub-committee. She informed the sub-committee that as a result of their recommendations, the title of the procedure was changed to the School Readiness Contract Progressive Enforcement Process.

The committee made the following recommendations for either changes or additions in verbiage;

- Delete school from the contract suspension definition
- Add FBI Background Screening to the listing of required documentation under Contracts for School Readiness Services
- Omit the words ‘Contracts for’
- In Level II 2, the wording needs to be changed to, parents have two options, either transferring to a new provider or switching to be a private pay parent
- In Level II 3, it was requested that the wording be changed to, ‘If the required documentation is received by the ELC no later than the date specified, the ELC will remove the provider from their suspended status’
- In Level III, 2, remove the term still
- In Level III 2, it should state that this period is six months from the time of termination

Ed F. questioned the appeals process, including what if the provider won this appeal process. Lauren F. informed Ed F. and the sub-committee that she would need to talk to Brian Crumbaker, the Board’s attorney, about this process, especially because this may include reimbursing funds that were held. Ed F. believes that the Coalition needs to have one standard process of appeal.

The sub-committee was also presented with the draft letters, which would be sent to the provider, and to parents, for their review. Upon examination of the letters, the sub-committee suggested that the letters should be simplified so the child care providers can clearly understand them.

The sub-committee was also presented with the process for the immediate suspension or termination of a provider based on certain fatal criteria. The sub-committee recommended adding the word ‘authorized’ to the first bullet, children not supervised by an adult at least 18 years of age. After reviewing the criteria for immediate suspension or termination with the committee, Lauren F. suggested that this list may need to be revised to address actions or inactions that are more serious than others. For example, ratios are more serious violation than not having a working phone line. It was agreed that refusal of entry should remain on the list.

Jeanne M. informed the sub-committee that the Department of Children and Families considers supervision, fire arms, ratios and child abuse to be the most serious violations for child care providers.

Ed F. discussed the violation of child abuse specifically with the sub-committee and staff. He believes that child abuse should be dealt with separately, as a separate issue.

Jeanne M. suggested that we check the statute reference for the definition of authorized adult.

6. Further Recommendations

Elsie B. suggested that staff work with an editor on the language in this policy. Policies and processes need to be carefully reviewed for content, readability and legibility. The Coalition also needs to ensure that policies are consistently written across the board.

Meeting adjourned at 10:45am.

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.