



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

Thursday, June 2, 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 Barker
Jeanne Martin

Catie McRae
Linda Nelson

Committee Members Absent:

John Grosskopf
Sarah Glass
Sharon Gaskin
Traci Leavine
Maria Pouncey

Staff Present:

Lauren Faison, Chief Executive Officer
Sabrina Williams, Executive Assistant
Kathy Hayes, QAA Director
Maurice Gosby, IT Director

Guests Present:

n/a

1. Welcome and Roll Call

Dr. Elsie Burton, Chair, welcomed committee members and staff. Roll call was taken. Quorum was not established.

2. Approval of Agenda

Could not approve of agenda, quorum was not established.

3. Approval of Minutes for March 4, 2011

A motion could not be made to approve the minutes because quorum was not established.

4. Public Comment

There was no public comment.

5. Discussion Items

Lauren informed the committee members that auditors from the Inspector General's office were going to be coming to the office to conduct a legislatively mandated study. They are going to go over the governance, finances, and performance. They will be here for two weeks. We are the

first of ten audits performed by the Inspector General's office. Ed Feaver said he would attend the initial meeting with the auditors. Lauren informed that unfortunately, the weakest Coalitions will speak for the entire state, not the strongest Coalitions.

a. Policy Index

Lauren informed the committee she identified that the organization needed to work on organization, wording and formatting of our operational and fiscal policies to protect ourselves. A paralegal from our attorney's office is helping with this. Kathy H. went into more detail on the process of rewriting our policies. She informed the committee that we are mapping out the entire organization to see where policies may need to be written, even if it is not apparent as of yet. Lauren said that by the end of the fiscal year the ELC should have indexed and rewritten all of our policies. We are pulling in additional resources to help us get this done. Governance policies is first then HR. We need to see where there are policy gaps. We are going to link policies to procedures to ensure we are following our own policies. It was brought up that we also need to meet state mandated policies and we need to align our policies to those. Kathy H. is creating a large flow chart to show how all of the policies interact with each other and how the policies will affect each other. Jeanne M. commented on how well organized the process was and the end result should be very good as a result. Ed F. asked what this committee's involvement would be in the policy development. Asked what the timeline was on for this committee's involvement would be, which would be by the next committee meeting.

b. Provider Toolkit

We are developing a provider toolkit for online and hard copy to give them everything to our providers that will make their relationship with us and their parents better. One of our big focuses for the year is to strengthen our relationship with our providers. We need their help come session to talk to legislators about the Coalition and early learning. The toolkit will help them to understand the system, how parents become eligible, how to turn in paperwork; basically everything they need to know about the ELC. We are meeting with all of the providers during the month of June to see where their knowledge deficiency is. It is going to be a very user friendly tool for the providers, a true resource that sets them up for success. The committee asked about the family's involvement in this process, which will be sometime in the further future, but is in the plan.

c. Outdoor Learning Environment Project Update

The ELC is working with Dr. Pam Phelps of Creative Preschool on this project. The consultant has done all of the pre-assessments and there has been two meetings so far. The first was with just the directors and the second was with the whole staff. Dr. Phelps has a magical way of working with the participants; they just listen to what she says as the gospel true. There have been pre-pictures taken of all the sites. It is a rush to get everything purchased by the end of the fiscal year. Jeanne M. would like to invite the licensing staff to come and view the centers after the work has been completed. It was also suggested that we show the Governor as well. The plan is to create a small promotional piece after everything is completed to be able to show to legislators, administrators and executive officials. Pam is also going to write a research report to go along with the project at the end. A list of the participating providers is on the website. Dr. Burton asked about the list of winners from Evening with the Stars, it is on the website.

d. Quality Support Services for 2011-2012

The main focus is our partnership with our providers and secondly professional development. We are going to enhance our distance learning, which the providers love. Ed F. commented on how well people enjoy distance learning, but at TCC the passing rate is very low and the programs are dumbed down. Ed is worried about those problems with our program. Lauren F. spoke to how Kathy D. works very hard to create a strong curriculum and constant participation during the program. Ed asked about using QRIS to check the efficacy of the DL

programs at the different providers. Ed commented the ELC needs to ensure that participants of the DL programs need to show performance in the classroom. The ELC is reaching out to the teachers instead of just the director's.

e. Performance Measures – Statewide and Local

Lauren spoke of her meeting with all of the EDs to see what indicators can be used throughout the entire state to get some measurements that are cohesive statewide. The ELC's are going to look in to sharing resources so we are utilizing are resources effectively. Statewide data is going to be available soon. The coalitions are going to come together to solve this issue instead of waiting for the state to step in. Ed F. asked about how the ELC is going to use the information to determine what makes a good or bad program. Lauren F. said we are not at that point yet, but those conversations are happening.

f. Non-Compliance Procedures Update

We created a policy that is very open and fair to deal with providers that are out of compliance. Kathy H. spoke on this policy. This will ensure that all providers are treated equally across infractions; that providers committing the same infraction are receiving the same punishment. Providers can be charged a fine between \$15 and \$300 depending on the infraction. It is meant to be a progressive policy instead of a regressive or punitive system. This is a fine/levy which is different from withholding payment for noncompliance. The fine will not be refunded upon coming back into compliance. The fine schedule was included in the committee packet. If the fine is not paid, it will be with held form their payment. The question arose of whether it would make more sense to just withhold funds until compliance was met or to charge the fine. There are different systems for contract noncompliance and visitation noncompliance issues. Lauren asked Jeanne M. to look over the policy to get her input. The policy has the flexibility for mitigating circumstances to change the punishment. Providers can first appeal to the Executive Director, then the Board and finally take the ELC to court. Permanent withholding is what it takes for our providers to come into compliance.

g. Process Mapping Project Update

We are taking every component of what we do to provide consistency and ensure there are no gaps in practices. It is allowing us to become more efficient. This will allow us to create procedures. This is a part of our policy indexing.

There was an article in the Democrat this morning about Big Bend Community Based Care, and everyone is a teacher effort. Lauren has talked to Mike Watkins, his consultant and Lynn Eldridge and the three of them are working very hard to change how we work with child protective services and foster care to make sure we limit the bouncing around different child care centers and continuity of care. Half of their kids are in child care centers not the school system and so they need to work with child care providers. We are working on a MOU between all of the agencies to discuss and actual course of action. This partnership will hopefully help us prepare our providers to best serve those children's needs.

Dr. Burton informed the committee this would be her last meeting at this committee as she is being rotated off of the board. She thanked everyone for their service and commented that we should lower the number of people on the board so it is easier to make quorum. She thanked everyone and said goodbye. Lauren thanked Dr. Burton for her service.

Meeting adjourned at 10:32 am

Minutes recorded by: _____
Sabrina Williams, 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.

DRAFT