



APPROVED AT APRIL 20, 2022 PROGRAM REVIEW COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.  
**Program Review Committee Minutes**  
November 10, 2021 – 1:30 PM  
 Virtual Meeting  
 Via GoToMeeting

Members in Attendance	Chair, Khalil Zeinieh; Dawn Liberta; Renee Podolsky; Cindy Arenberg-Seltzer; Cara Cerchione; Laurie Rich Levinson
Members Absent	Laurie Sallarulo; Richard Campillo;
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Keisha Dunn-Pettis, Sr. Director of Family Services; Allison Metsch, Sr. Director of Education and Quality; Ayme Hamoui, Program Assessment Manager; Lizbeth Juan, Executive Assistant
Others in Attendance	

Item	Action/Discussion
Welcome & Call to Order	Chair, Khalil Zeinieh called the meeting to order at 2:02 PM.  Roll was called and a quorum was established. Committee Chair commenced with Regular Business.
<b>CONSENT AGENDA</b>  a. Approve March 17, 2021, meeting Minutes	There was a <b>Motion</b> to approve the March 17, 2021 meeting minutes by Cindy Arenberg-Seltzer. <b>Seconded</b> by Dawn Liberta. <b>Unanimously Approved. Motion Passes.</b>

**REGULAR BUSINESS**

**PRC211RB1 –Federal Stimulus Program Funds Discussion:**

a. PRC211RB1 – Federal Stimulus Program Funds

Howard provided an update on the Federal Stimulus Funds. DEL decided to reopen phase 5 for the folks to didn't apply. We are going to wait a few weeks so those who already applied don't reapply. We are in day 1 of Phase 6. DEL announced that more than \$28 million in CRRSA funds were finally being released. In phase 5 grants, providers needed to submit a budget; however, they don't need to submit one in phase 6. The amount of the award will be determined by license capacity. We ask the providers what's their license capacity, (which we verify), and how many children are currently enrolled. ELC Broward has also added a provider survey to phase 6 grant application, which is required for providers to complete before submitting their grant applications. There is also \$337,479 in DEL funding for Coalition Program outreach, Awareness, and family Support. This funding may be used at the Coalition's discretion for outreach to encourage families to sign up for subsidized services, promote early education as a profession and raise awareness with families and providers about all the services offered by ELC.

b. PRC211RB2 – Enrollment Updates

Additionally, \$128, 086 has been allocated to compensate providers for COVID related VPK classroom closures.

**PRC211RB2 –Enrollment Updates**

Howard provided an update on the waitlist enrollment. To date we have enrolled 1,068 children since the November push began. Our enrollment strategy/philosophy has been shifted to reduce lag time between enrolling on the waitlist and being called by ELC. As of today, ELC's lag time of 14.5 weeks, which is pretty good. Two weeks ago, we were at 17 weeks. At the rate we are pulling children, will be able to clear the waitlist by the end of the fiscal year. An average of around 240 families get on the waitlist each month, we are unable to break it down by child, only by families.

ELC is sending notifications to families of approximately 400 children every two weeks. Additionally, ELC Family Services staff are calling and emailing parents who were sent notification, as a reminder and to offer assistance in producing/uploading necessary documentation. Parents have also been offered the option of scheduling virtual meetings via Teams with Family Services Specialists for more in-depth conversations and questions. ELC is also notifying parents that they can make appointments to come to the ELC office and receive help with scanning documents if they are having trouble with their own technology options.

Cara Cerchione mentioned that across the state many childcare centers have closed classrooms within their center because of lack of teachers and have pages of children on the waitlist. Every single day the centers are getting phone

<p>c. PRC211RB3 – Class Assessment Update</p>	<p>calls with parents wanting to enroll them, but we aren't able to enroll them because we don't have the staff to accommodate them.</p> <p>CEO proposed to invite the Program Review Committee to the next workforce workgroup committee, as they already share many members and are discussing many of the same issues concerning the child care workforce.</p> <p>Committee Chair said it is a great idea.</p> <p>Howard also reported that while EFS Mod gives child care businesses the opportunity to pull rosters of children/families whose deadlines for redetermination are approaching, EFS is not an easy system to navigate. As a result, we have decided that, rather than to train on a system that's not user friendly, we will pull this information on a monthly basis and send individual lists to providers informing them of whose eligibility is due for re-determination.</p> <p>Hubert shared with the committee that we wanted to give parents more access to our Family Services staff, so we have a link that says "Chat with me" at the bottom of my signature line, and any parent can just click on that link and have direct access to chat with a staff. It is secured and staff and parents are finding this very helpful. We are trying it out with about 10 staff members before we make it available to all Family Services staff.</p> <p>CPO also shared about our outposts. Traditionally our outposts have been most successful on problems uploading documents and figuring out documents as appose to counseling on eligibility. We are looking at where we could be where families go all the time and families could use our services when they want.</p> <p>Sr. Director of Education &amp; Quality, Allison Metsch provided an update on CLASS observations. She mentioned that observations in Broward ceased during the pandemic and began again in May of this year (2021) and that there were many important rules and other changes. Some of those changes were:</p> <ul style="list-style-type: none"><li>• Minimum acceptable CLASS Scores for contracting with ELC has been increased from 3.5 to 4.</li><li>• In most schools where CLASS Observations had been conducted pre-pandemic, there may be new educators and directors who are not familiar with CLASS, and/or are not yet educated skilled in the classroom management techniques necessary to achieve a score reflecting quality. And, children are coming back with behavior issues that seemed to be pandemic-related.</li><li>• Legislation passed earlier this year that requires all Voluntary Pre-K classrooms to be CLASS Observed beginning next fiscal year (FY 22/23). This adds an additional estimated 400 classrooms to the approximately 1100 classrooms the ELC currently observes.</li></ul>
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	<p>We are working with directors on how they can bring CLASS to their programs, and we are doing monthly webinars, specifically for VPK providers so they are prepared for CLASS.</p> <p>Chair mentioned that he felt the Legislative update the prior week was very helpful.</p>
<b>NEW BUSINESS</b>	No discussion.
<b>MATTERS FROM CHAIR</b>	No discussion.
<b>MATTERS FROM COMMITTEE</b>	No discussion.
<b>PUBLIC COMMENT</b>	There was no comment.
<b>NEXT MEETING DATE</b>	TBA
<b>ADJOURN</b>	Khalil Zeinieh adjourned the meeting at 2:58 PM

*These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.*