



Approved at September 26, 2019 Program Review Committee Meeting  
 Early Learning Coalition of Broward County, Inc.

**Program Review Committee Minutes**

**July 26, 2019 – 9:30 am**

1475 W. Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

Members in Attendance	Chair, Cindy Arenberg-Seltzer; Laurie Sallarulo via phone; Renee Podolsky via phone; Richard Campillo; Laurie Rich Levinson; Dawn Liberta
Members Absent	Khalil Zeinieh
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Keisha Dunn-Pettis, Director of Family Services; Allison Metsch, Director of Education and Quality; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel via phone; Cara Cerchione; Robyn Perlman, Wendi Siegel

Item	Action/Discussion
Welcome & Call to Order	Chair Cindy Arenberg-Seltzer was running late and asked that the meeting start without her. Howard called the meeting to order at 9:50 am.  Roll was called and a quorum was established once Cindy arrived.
<b>CONSENT AGENDA</b>  a. Approve May 13, 2019 Meeting Minutes	<b>A Motion was made by</b> Richard Campillo to approve the ELC of Broward Program Review Committee meeting minutes from May 13, 2019. <b>Seconded</b> by Laurie Rich Levinson. <b>Unanimously approved.</b>
<b>REGULAR BUSINESS:</b>  ITEM # IV (a) PRC201RB1 Enrollment/Outreach Update  ITEM # IV (b) PRC201RB2 Quality Update  ITEM # IV (c) PRC201RB3 New QA Plan  ITEM # IV (d) PRC201RB4 Small Business Training	<b><u>PRC201RB1 Enrollment/Outreach Update:</u></b>  <ul style="list-style-type: none"> <li>Office of Early Learning awarded ELC of Broward an additional \$7.2 million in School Readiness funding. In response to that ELC of Broward launched an initiative to enroll eligible children off of the SR waitlist which was at 2,945.</li> <li>A total of 2,283 new children have been enrolled.</li> <li>Due to the additional SR funding, the SR waitlist is down 1,760</li> <li>ELC has kicked off a new outreach initiative to increase community awareness. An outreach calendar for FY 2019-2020 was provided.</li> <li>There are numerous outreach events wherein the community is being educated about the services provided by the ELC.</li> <li>PRC Chair, Cindy noted that the number of ineligible families is still high.</li> <li>ELC noted that there are different reasons as to why families become ineligible (i.e. change in income, family size, inaccurate applications, etc.)</li> <li>Renee stated that OEL is in the process of implementing a funding formula for each coalition so that we understand our numbers and fight for what need for the community.</li> </ul>

- Richard mentioned that we should be aware of all of the information that is being sent to parents. ELC is in the process of overhauling its branding, ELC is mindful of the content and amount of communication. Currently working with staff on branding.

***FOLLOW UP NEEDED:*** Analysis of ineligibility. Add reason code to identify why families are ineligible.

**PRC201RB2 Quality Update:**

- ELC has begun to use Tableau to examine and analyze the data it has collected regarding child care facilities.
- Tableau has the ability to sort attributes, including by zip code, center, etc.
- ELC of Broward has begun to follow the attributes to the School Readiness and VPK child care facilities. Among the attributes being tracked are:
  - CLASS Score
  - VPK Readiness Score
  - PFP Participation 2018/2019
  - PBIS Participation
  - Accreditation
  - Class 1 violations in 2018/2019
- This data is being analyzed in an effort to help guide and support providers.
- This is the first year that the state has rolled out a minimum threshold for contracting with ELC's, using CLASS scores to measure that threshold. OEL held multiple public workshops to get feedback on the implemented threshold. It has also begun holding workshops on increasing the threshold for next year.

**PRC201RB3 New QA Plan:**

- The OEL annual report summarizes the School Readiness services that local ELC's provide. It also documents child disenrollment actions implemented during the fiscal year.
- ELC of Broward conducted a deeper analysis of the FY 2017-2018 data, including child termination data provided by OEL.
- Data analysis revealed that there are inconsistencies on how terminations and other data points are being documented in the system.
- ELC of Broward has implemented some changes:
  - Review of basic procedures
  - A QA case file review process has been implemented as of 7/1/19
  - Monthly debrief sessions and monthly QA composite scores will be assessed and tracked in order to better identify ongoing training opportunities.
  - FY19/20 planned new hires: Family Services Training Manager and QA Manager.

	<ul style="list-style-type: none"> <li>• We need basic performance metrics to help measure where we are in the QA world. We need a QA composite score.</li> <li>• Feedback loop between results and staff to continue improving.</li> </ul> <p><b>FOLLOW UP NEEDED:</b> Keisha will provide more information in the next PRC meeting regarding new ELC QA plan and data.</p> <p><b><u>PRC201RB4 Small Business Training:</u></b></p> <ul style="list-style-type: none"> <li>• At the May 13, 2019 PRC meeting, the Program Review Committee asked for additional information to address the role of ELC providing funding.</li> <li>• Three years ago, ELC awarded Business Leadership Institute (BLI) a sole source contract.</li> <li>• BLI provides a “Master Class” series of 5 workshop trainings for people that are interested in improving their child care business or opening a child care center business.</li> <li>• Every student is assigned a mentor, there is a graduation and an alumni group as well as additional training offered after graduation.</li> <li>• BLI offers classes in Miami/Dade in English and Spanish, Children’s Trust funds the program in Miami/Dade.</li> <li>• BLI is implementing Master Classes in Orange County.</li> <li>• We currently spend \$50k for business development</li> <li>• There are other training options available: Broward College; The Office of Economic and Small Business Development; SCORE and Children’s Services Council.</li> <li>• ELC staff recommends continuing to invest through procurement for training. Business training is good and necessary. Feedback from providers is positive.</li> <li>• Research has shown that this service is needed and requires procurement.</li> <li>• Committee to decide what elements are to be put in the procurement.</li> <li>• Suggested program requirements: self-assessment on business strengths/weaknesses before any student begins workshop; skilled mentors to be built into training system; participants can choose from multiple workshops; a rich offering of workshops to take deep dives on a variety of subjects; a minimum of 8 program session offerings; periodic follow-up or refresher for previous students; business plans need to be created.</li> <li>• Identify what is needed for RFP then meet again and to discuss procurement and elements.</li> </ul> <p>A Motion was made by Cindy Seltzer to have staff recommend to the finance committee to develop a budget to support business learning/training with the suggested outcome requirements. <b>Seconded</b> by Richard Campillo. <b>Unanimously approved.</b></p> <p><b><i>FOLLOW UP NEEDED:</i></b> Board to decide what elements they want in procurement and must determine how much money is available through procurement.</p>
<b>NEW BUSINESS</b>	No discussion.

<b>MATTERS FROM CHAIR</b>	No discussion.
<b>MATTERS FROM COMMITTEE</b>	Need another meeting before the scheduled October 14, 2019 meeting to talk about RFP. New meeting set for September 26, 2019 at 3:00 PM.
<b>PUBLIC COMMENT</b>	There was no comment.
<b>NEXT MEETING DATE</b>	September 26, 2019 @ 3:00 PM
<b>ADJOURN</b>	Cindy motioned to adjourn the meeting. The meeting adjourned at 12:15 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.*