



Coalition Monthly Meeting

3/9/2007

8:30 AM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL 33441

Members in Attendance:

Harry Duncanson, Chair, Robin Bartleman (arrived 8:48) Shukree Cha Jua, Larry Rein, Dr. Barbara Weinstein, Sidney Calloway, Vice Chair (arrived 8:35), Jeffrey Dwyer, Corey Hicks, Deborah Hill, Mason Jackson, Secretary, (arrived 8:35), Latha Krishnaiyer, Shawn Lamarche, Alan Levy, Jack Moss, Robyn Perlman, Treasurer, Dr. Steven Ronik, Desorae Giles-Smith

Members Absent:

Stacy Angier, Irma Hunter Wesley, Cindy Arenberg Seltzer, Anita Byer, Patricia Good, Dr. Kevin Keating, Maria Kuhn-Brotton, Cindy Stoddart

Staff in Attendance:

Penny Westberry, Executive Director, Ainsworth Geddes, Director of Finance, K. Lee Tirpak, Director of Program Operations, Leticia Boswell, ECE Program Specialist, Janice Carter, ECE Program Specialist, Sandra Gonzalez, Staff Accountant, Deborah David, Director of CRRD, Debbie Bainton, Executive Assistant, Inez Webb, Administrative Assistant

Others in Attendance:

Doreen Moskowitz, Ken Dresner, Ann de las Pozas, Claudia Dean, Nancy Lieberman, Anita Platt, Richard Schagrin

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:33 am
Roll Call was taken – quorum established

Report of the Chair

Harry Duncanson reported that the legislation has begun deliberations, pointing out good news that in the Governor's State of the State speech there was a lot of mention of children and early learning. An ELAC legislative update was distributed at the meeting. Mr. Duncanson mentioned HB 1107 which would adopt a Quality Rating System. He also mentioned HB 1103 which creates an Office of Early Learning under the Governor's office. If passed, this will consolidate Reading Readiness, VPK, Child Care Facility Licensing and all of the Workforce, DCF and Department of Education departments which would be the lead agency for all Federal programs. Mr. Duncanson shared with the Coalition that he has written to all Broward legislators regarding the funding formula. Mr. Duncanson, recognizing that the Coalition can not lobby, encouraged Board Members to speak with their legislators on an individual basis.

Executive Director Report

Penny Westberry gave an update on the status of the Funding Formula. She expressed her concern that the lobbyist for Palm Beach County CSC was stating that Broward would be gaining \$6 million more under this formula. Ms. Westberry stated that it would be \$4.5 million. It was being painted that Broward was the biggest winner. She also stated that there is misinformation that indicated that all Coalitions have waiting lists. Ms. Westberry stated that to the best of her knowledge there is no schedule for the formula to be heard in the corresponding house committee. She indicated that she would keep the Members posted.

Florida Kindergarten Readiness Screener (FLKRS) Results

Penny Westberry prefaced the presentation on FLKRS by pointing out the following:

- This is the score that will eventually be attached to VPK providers
- Concern over process; VPK providers that serve at-risk children may look worse because there is no pre-test and since providers may choose what children they wish to take this could eventually be a disincentive for providers to serve at-risk children.
- FLKRS scores will be broken down by domains in the future to obtain more detailed information

Lisa Feeney, Senior ECE Program Specialist, gave an overview of the report pointing out the following:

- ECHOS is an observational instrument which is used by the care giver closest to the child
- First year ECHOS is being used by the state
- DIBELS are a set of standardized, individually administered measures of early literacy developed used by trained staff on a one on one basis.

Harry Duncanson asked if there were any national figures to compare this to. Penny Westberry stated that it was her understanding that there was not a National test that was consistent across the nation,

pointing out that the ECHOS was brand new. Shukree Cha Jua indicated that the DIBELS is national and comparable data should be available. Nancy Lieberman indicated that ECHOS is something that the State had put together and is based on Florida Standards and that is why there is not a national comparable.

Penny Westberry indicated the full report was available upon request.

Consent Agenda

Motion made by Sidney Calloway to approve the minutes of February 9, 2007. **Seconded** by Desorae Giles-Smith. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	3/12/07

Committee Reports and Recommended Action Items

Executive Committee

VPK Expanded Monitoring Protocol

Motion from Executive Committee to approve the following VPK Monitoring Initiative Protocol and allocate \$34,311 to VPK Monitoring, Seconded by Mason Jackson. Unanimously approved.

As of 1/29/07 the Office of Early Learning (OEL) requires that each Early Learning Coalition (ELC) monitor 50% of their VPK programs by the end of the fiscal year, June 30, 2007. In Broward there are 379 VPK providers and 50% is 190 programs. Each Coalition received funding based on the number of providers/children served. The ELC of Broward received an allocation of \$34,311 to support the VPK monitoring initiative. The following elements are being required for VPK monitoring:

1. License &/or accreditation documentation
2. Instructor Credentials
3. Instructor completion of emergent literacy training
4. Instructor/director background screening
5. Director credential
6. Instructor/child ratio
7. Attendance verification
8. Instructional Hours (school year or summer program)

Current Monitoring Functions

The VPK Quality Assurance Pilot Project, a 6 month peer-review demonstration initiative, approved by the Coalition at the December 8, 2006 Coalition meeting, will monitor 78 programs by June 30, 2007.

The Coalition currently contracts with the ELC1 service provider, to maintain documents that correspond with monitoring elements (1-5). This information is collected as part of the VPK provider approval process and kept in the VPK providers file. Data necessary for monitoring the remaining 112 VPK programs will continue to be collected by the ELC1 service provider as well as through the following additional monitoring methods:

1. Monitoring by ELC4 (QRS)

The ELC4 service provider has agreed to verify three elements (6-8) at those centers where there is a VPK program participating in QRS through June 30, 2007. The three elements are:

- Instructor/child ratio
- Attendance verification
- Instructional Hours (school year or summer program)

Documentation from both vendors will be submitted to the ELC and combined into one monitoring file for the VPK site. A check list will ensure that evidence of all items exists in the file.

2. Monitoring by ELC Temporary Staff and/or Peer Reviewers

The remaining VPK programs will be monitored using ELC Temporary staff and/or Peer Reviewers who will make onsite visits to selected providers to verify the same three elements listed above (6-8). Documentation will be submitted to the ELC for each site and a VPK monitoring file will be developed with a completed check list ensuring that evidence of all items exists in the file.

3. Annual Program Monitoring

Coalition staff will continue to review/verify elements 1-5 during regular annual monitoring of the ELC1 service provider and will review providers involved in the monitoring process. The information verified during this review will be combined with information obtained from the onsite visits by the ELC4 service provider, ELC temporary staff or Peer Reviewers to complete the requirements for monitoring all eight elements.

Non-Compliance Procedures

Providers found to be non-compliant will be sent a letter requesting a corrective action plan to address the issue within two weeks. Follow-up visits to verify that the correction has been made will be done within 30 days. If the problem still exists, a sterner letter will be sent notifying the director that they are in non-compliance with the VPK agreement and that they are in danger of losing their certified status. The director will also be notified that parents of attending VPK children will be notified of the situation within a given period of time unless compliance is immediate. If the problem is not corrected, parents will receive a letter and offered the option for emergency transfers to another facility of their choice, due to the provider's non-compliance. Parents who choose to remain at the facility will not be forced out, if they are satisfied with the provider.

Reallocation of Unspent Funds

Motion brought forth by the Executive Committee to approve the following reallocation:

1. Move \$ 3,432 from ELC unallocated funds to the ELC 1 Contract.
2. Move \$41,103 from ELC 2 contract to ELC unallocated funds.
3. Move \$17,431 from ELC unallocated funds to the ELC 3 Contract.
4. Move \$19,925 within the ELC 4 contract from under-spent line items into the Awards/Grants category, with a forthcoming incentive plan to be approved by ELC staff.
5. Move \$ 5,361 from ELC unallocated funds to the ELC 5 Contract.
6. Release \$225,863 from ELC unallocated funds to ELC2 School Readiness slots for approximately 243 slots.

Seconded by Sidney Calloway. Unanimously approved.

Revised FPL for Co-Payment Sliding Fee Scale

Motion brought forward by the Executive Committee to approve the revised Parent Co-Payment sliding fee scale for staff to forward, as an Amendment to ELC of Broward County, Inc.'s Early Learning Coalition Plan, to the Office of Early Learning with proper justification of how the sliding fee scale meets the federal requirement that the co-payment be affordable. **Seconded by Sidney Calloway.**

Unanimously approved.

Quarterly Services Indicator Report

K. Lee Tirpak, Director of Program Services, gave an overview of the report. Robin Bartleman questioned the cost of children in VPK and providers charging the same rate as previously charged for the rest of the day. Penny Westberry explained that some providers upped their rates for the balance of the day when VPK came about. She stressed that the providers can not charge for VPK, pointing out that it is a decision between the provider and parent for charges on care after the VPK program. Penny Westberry indicated that parents are educated that they should not pay for VPK and that it is their choice as to where the child can go. Alan Levy suggested that the Coalition take a proactive stance on this situation by putting information out to the local newspapers educating parents. Sidney Calloway suggested a document with all the providers and the rates they charge be given to parents. Mason Jackson suggested including the topic of monitoring in the Board retreat for further discussion on how parents can serve as effective monitors by educating them about what to look for.

Procurement Committee

Jack Moss, Chair of the Procurement Committee, gave a brief overview of the status of the procurement process. Penny Westberry stated that the proposals that came in require more funding than the Coalition has and decisions will need to be made as to what the Coalition needs to buy and what they can buy. Sidney Calloway requested any information available be distributed as soon as possible prior to having to make decisions. It was requested that information distributed to the Procurement Committee for their next meeting be distributed to the Coalition members at the same time. Penny Westberry informed the Coalition that the original timeline included bringing final decision to the Coalition in April. She stated

that the scheduling of pre-meetings to work out details has changed the timeline somewhat and materials for final decision will be brought forth at the May meeting.

Personnel Committee

Jeffrey Dwyer, Chair of the Personnel Committee, deferred this report to Penny Westberry. Ms. Westberry indicated that staff is ready to move forward with items to be discussed by the Personnel Committee, noting that the Committee meeting had to be cancelled due to a lack of a quorum. She indicated that the Report Writer/IT Services will be discussed today under staff recommendations.

Community Relations and Resource Development

Corey Hicks, Chair of the CRRD Committee, thanked Cindy Arenberg Seltzer, Robyn Perlman and Harry Duncanson for their assistance in helping the Committee obtain sponsors and or funding for the Health Fair. He stated that things look great and the committee is working hard to obtain a title sponsor.

Mr. Hicks referred the Coalition to Tab 12 and explained the benefits of the Coalition joining the Chambers of Commerce listed.

Motion brought forth by the Executive Committee to approve joining the following Chambers of Commerce at the recommendation of the Community Relations and Resource Development Committee:

- Coral Springs Chamber of Commerce
- Greater Fort Lauderdale Chamber of Commerce
- Greater Hollywood Chamber of Commerce
- Miramar Pembroke Pines Chamber of Commerce
- Greater Plantation Chamber of Commerce

Seconded by Robyn Perlman. Unanimously approved.

Jack Moss commented that going to Chambers does nothing unless there is participation in the Chambers. Robyn Perlman suggested a cultivation process be put together with a tactical plan to increase funding for the following year.

Finance Committee

Financial Statements

Ainsworth Geddes, Director of Finance, gave an overview of the financial statements. There were no questions.

Utilization Report

Ainsworth Geddes gave an overview of the utilization report. There were no questions.

Follow-up VPK Program Questions

Ainsworth Geddes stated that the Finance Committee had questions at their meeting and those questions with answers are behind Tab 9.

Action items:	Person responsible:	Deadline:
Reallocate funds as approved	Director of Finance	3/15/07
Submit revised RPL for Co-Payment Sliding Fee Scale to the Office of Early Learning	Director of Program Operations	3/15/07
Pursue having a Provider List with rates they charge for care	Director of Program Operations	3/15/07
Place issue of monitoring VPK on retreat agenda	Executive Director	TBD
Distribute future staff summaries from procurement to Coalition Members. Deborah Hill requested the staff summaries of the initial proposals	Executive Director	TBD
Distribute procurement information to Coalition members as soon as possible prior to having to make decisions	Executive Director	

Staff Reports and Recommended Action Items

This item was taken out of order after Personnel Committee report with no objection from the members.

Report Writer/IT Service

Penny Westberry gave a status report on the search for a Report Writer and IT Service person.

Motion made by Jack Moss to approve entering into an employee sharing contract with the Early Learning Coalition of Palm Beach County for Report Writer and Information Technology services at a cost of approximately \$11,000 this fiscal year dependent on start date) and approximately \$45,000 annually. **Seconded** by Sidney Calloway. **Unanimously approved.**

Information on Services to Infants and Toddlers

As a result of inquires from Deborah Hill and several other Board Members, Penny Westberry stated that information was collected explaining who the Coalition is serving now and why. That information is contained behind Tab 14. Ms. Westberry stated that the numbers that are in care in different categories and age groups are based on the following:

- Mandated cases from Workforce 0-13
- Coalition prioritization of 0-13 of at risk population
- Income eligible, including those that age into the school age population

She indicated who winds up on the wait list and stays on the wait list is based upon the above prioritization.

Deborah Hill stated that she appreciated the time and effort that went into obtaining the information

indicating that she is disappointed with the data. Ms. Hill indicated that the Coalition should be spending its funds so that it is aligned with the Coalition Vision and Mission. Ms. Hill requested that this item be placed on the retreat agenda for discussion. Harry Duncanson agreed that the item should be discussed at the retreat. Shawn Lamarche commented that more work needs to be done with regards to school age children, pointing out that there are a lot of other resources in the community for after school time like the Boys and Girls Clubs. Larry Rein voiced his concern that this issue must not be discussed in a vacuum and the Coalition needs to look at the many children of working poor are not being served while children in Weston being subsidized with VPK. Harry Duncanson agreed with Mr. Rein, pointing out that it is the law and we must follow the law.

Action items:	Person responsible:	Deadline:
Proceed with Contract for Report Writer/IT Services	Executive Director	3/15/07
Place discussion of prioritization of services on retreat agenda	Executive Director	

FYI - none

Unfinished Business - none

New Business - none

Public Comment

Nancy Lieberman reported that Family Central and the School Board have been working together for VPK registration. She stated that the School Board has been providing sites for registration at no cost in addition to translating documents again at no cost to the Coalition. Ms. Lieberman informed the Coalition that she has been appointed to a VPK Special Needs Workgroup in Tallahassee.

Lee Tirpak announced that CSC will be providing funds for after school care for children enrolled at seven of the school board sites that are providing VPK.

Dr. Barbara Weinstein introduced Richard Schagrin, Vice Chair of Family Central. Dr. Weinstein also thanked the library system for their help and commitment to assist with VPK registration.

Next Meeting – April 13, 2007 8:30 am

Adjourn – Meeting adjourned at 10:20 am

These minutes contain the action items of the meeting of the Early Learning Coalition. They do not include all facets of each issue discussed. A tape recording of the meeting is held in the Coalition office. Corrections from the Coalition members will be taken prior to approval at the next meeting.

Submitted by

Debbie Bainton

Reviewed by

Penny Westberry, Executive Director

Harry Duncanson, Chair

Mason Jackson, Secretary