

Minutes

Early Learning Coalition of Broward County

Community Partners System Meeting

10/17/07
10:00 a.m.
6301 NW 5th Way, Suite 3400
Ft. Lauderdale, FL 33309

Attendees:

Willie Cameron, Nicole Carter, Claudia Dean, Ethel Edwards, Jill Gelman, Yanick Goutier, Mark Gross, Melanie Magill, Helen Magnuson, Julia Musella, Anita Platt, Gilbert Rincon, Terri Shermett, Wendi Siegel, Melissa Trentham, Amy Ungor, Carol Wasserman, Mary Jean Woika

Staff in Attendance:

K. Lee Tirpak, Director of Program Operations, Janice Carter, ECE Program Specialist, Leticia Boswell, ECE Program Specialist, Deborah David, Director of CRRD, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant

I. Welcome and Call to Order

K. Lee Tirpak

The meeting was called to order by K. Lee Tirpak at 10:07 a.m.

II. Introductions

Self-introductions were made.

Lee thanked everyone for their participation in the Office of Early Learning (OEL) monitoring and announced that the coalition should receive their evaluation report in February. About 10 families attended the parent focus group meeting, hosted by Julia Musella of Baby Boomers Child Care. The provider focus group was attended by six providers.

III. Review and Approve Agenda

The agenda was approved by consensus.

IV. Review and Approve Minutes – 10/17/07

The minutes were approved by consensus with the following corrections: Page 4, under the heading Intentional communication between System Leaders and Providers; last point: “Training; awareness; accountability group; timeliness, accuracy and clarity in content of communication; proof-reading.”

V. Introduction: Melissa Trentham – K. Lee Tirpak
 Child Care Program Analyst
 Department of Children & Families

1. Melissa Trentham was introduced as the Child Care Program Analyst who monitors Florida Child Care Professional Credential Training Programs (FCCPC), (formerly CDAE) statewide. Melissa can also act as a liaison for DCF Child Care Training and Staff Credentials, in areas of Jacksonville to Key West, Sarasota and Manatee County. Melissa’s office is located in Broward County; she can be reached at (954) 759-5443.
2. Melanie Magill from Workforce One was welcomed back to the group.

Action Items:	Person Responsible	Deadline

VI. Workgroup Discussion Topics K. Lee Tirpak

At 10:25am partners separated in two groups for the workshop:

1. New Website Format: facilitated by Deborah David

The workgroup members focused on the draft template.

The following suggestions were made:

- Add a link under Family Central, Inc. for VPK provider information
- Add a link for FLDRS/Child find under Broward County Public Schools
- Change the first link for the Broward County Public Schools to: www.browardschools.com
- Add wording ‘developmental screenings’ next to the link for FLDRS/Child find
- Check on correct title for the Nova Southeastern University link
- Add the words ‘listed below’ in the top paragraph after community partners
- Add link for Preschool Disability Programs/Preschool ESE under Broward County Public Schools
- Title the page “Broward County’s Early Care and Education System”

The website format featuring the paragraph and list of links would appear on the Coalition’s website. Community partners would then feature a link at the bottom of their web pages that are linked in order for visitors to link back to the system list.

Deborah David inquired about the next steps to adding the link to partner websites. The partners stated they would check with their individual IT departments and then contact Deborah with a time frame for implementation.

2. How to Structure Systems Meetings to Meet Early Care and Education Providers’ Needs – facilitated by K. Lee Tirpak

The discussion opened with an overview of the purpose of the systems meeting. Ms. Tirpak stated that the meeting was designed to bring Early Care and Education leaders in the community together to identify system issues that the community can process and determine solutions for quality improvement, conduct strategic planning for future needs of the ECE system, and identify improvement mechanism necessary to serve the children and families in Broward County. The System group creates consensus on topics that

require Board action and present recommendations to the Board for local and/or state implementation. Brainstorming pursued to address how to structure System Meetings to meet the ECE providers’ needs:

- Terminology used can send unintended messages
 - “Meeting” thought of as a harsh word
- Partnership in Communication
- Change the mindset of all partners and improve communication technique. (discussed in September)
- Share information, e.g., new policies that affect business practices
- Suggestion: Retreat for system partners
- Look at how we share information and who we share it with
- Look at ownership and measurement
- Create an evaluation for each meeting to assess if the goal of the meeting is reached
- Celebrate successes; show benefits and choices; “Ring bell” more often: e.g. A center gets “5 Stars”
- Seize the moment to change providers’ perspective
- Review Mission of the meetings:
 - Seek out agenda items from partners
 - Opportunity for members to air concerns
 - Add “Workforce Update” to agenda.
 - Announce new policies and updates
 - Integrate celebrations and successes (sharing time)
- Post ‘celebrated’ information on the website – in the hallway or a newsletter
- Additional ideas for operationalizing:
 - Different Partners host/facilitate meeting
 - Rotate location
- Everyone involved has choices: clarify the effects of choices
- Providers’ develop representative approach for various geographical areas
- Every one needs to take responsibility from their own perspective

The groups reconvened at 11:00 am, a summary outcome was presented by each facilitator.

Action Items:	Person Responsible	Deadline
1. Partners check with their individual IT departments and contact Deborah with a time frame for implementation.	Partners	November 19, 2007
2. Name of meeting changed to “Community Partners System Gathering.”	ELC staff	Next meeting
3. Agenda Item renamed “System Update” to “Celebrations”	ELC staff	Next meeting

VII. System Updates

Broward County Child Care Licensing & Enforcement (BCCCLE)

BCCCLE is the first licensing organizations in the country to go through the COA process of accreditation. The COA review will take place on November 5 and 6, 2007. Child Care Licensing will be sending letters out inviting selected people to participate in the COA process.

Family Central, Inc. (FCI)

1. ELC5: The new Director for Family Support Services: Maria Hernandez.
2. C-QuELL's new Director: Jill Mosovich
3. School Readiness update: Increase in workforce and at-risk clients over the past three months
4. Signing of Service agreements in process: 616 provider agreements sent to providers; 575 received for processing at this time; 290 signed and approved.
5. Co-location with Hispanic Unity located in Hollywood in place, office at: Johnson Street and State Rd 7; open 4 days a week.
6. VPK Certificates issued – 13,138: Children enrolled in VPK – 11,125.
7. New Intake Process for eligibility determination: An effort is made to more efficiently serve clients to maximize services and reduce clients' waiting time.

Workforce One (WF1)

1. There has been an increase in the number of professional clients in the One Stop centers, which may create lead to additional child care enrollments.
2. Starting January 2007, a new work registration process was implemented, resulting in a decrease in the mandatory welfare population by approximately 53%.
3. Community service programs are being offered for people to work a certain amount of hours for their TANF checks, in non-profit organizations and governmental agencies. WF1 can produce workers for interested organizations; however, there is a work experience component which doesn't have to be government or non-profit, and relates to some kind of training e.g. Child care.
4. Subsidized employment, where WF1 pays their salary, on the contingent that the worker is retained on staff.
5. On-the-job training is also available; wages are typically higher than child care wages. (\$17.30/hour or \$36,000 annually)
6. There is a new contract with Children's Services Council for the summer employment program for 2008. Last year the project served over 700 youth ages 16-18. WF1 is hoping to begin the 2008 program by January 2008.
7. Training funds are available for the targeted occupational list identified by the State.

Discussion: AWI salary survey conducted in the Spring of 2007. Results should be forthcoming. ELC should partner with WF1 to add child care as a targeted occupation in the state.

Report from Board Member - Julia Musella

1. Board held a retreat in October focusing on the dynamics of communication about the Coalition's core foundation; children, families, and providers. Everyone was very sincere in their effort to

serve children, as well as support for providers.

2. As provider representative on the Board, Ms. Musella announced use of email to communicate information with other providers.

School Board

Reference was made to an article by Jack Shonkoff from Harvard University, showing a combination of the economic results and his knowledge on brain development. He will be presenting at the Governors Summit in January. The article will be forwarded to the Coalition for distribution to the partners.

Health Department

1. The Department has been considering what is being done to meet the threshold of the Immunization program. Beginning January 2008, there will be a new immunization requirement; sample flyers were distributed, additional flyers will be made available for distribution by all partners to families.
2. Hand-out "Preventing the Flu in 2007-2008" Strategies and Resources for Child Care Providers and Out-of-Home Caregivers of Children.

Nova Southeastern University

1. NAEYC Accreditation New requirements:
 - Play ground inspections by a Certified Playground Inspector. Cost is currently high and the closest person with credentials lives in Washington DC.
 - Emergent practices will be complete by 2010.
2. NSU will create a list of emerging courses as they are developed to meet this requirement.

Early Learning Coalition

1. FCI and ELC staff looking at combining the VPK provider celebration event and a training/conference session to be held in August before the new school year, instead of in July. An item previously identified as needed at previous System Meetings.
 - Event would look to providers and System Partners for "in kind" speakers.
2. The next Coalition meeting will be held November 9, 2007:
 - QRIS revised Protocol will be presented for Coalition adoption January 1, 2008.
 - Peer Monitoring pilot project Summary report will be presented to the Board.
2. The Coalition contracted with Licensing to carry out VPK Monitoring along with the monitoring of Informal Care providers.
3. Coalition staff begins local System Monitoring of service providers; the process will be at the end of the month through December.
4. October 30, 2007 provider requested "Town Hall" meeting with Board Members.
5. Proceeds from the fund-raiser "Un-Event night" will be used to remove children waiting for financial assistance to attend child care.
6. Wachovia donated \$50,111 to serve children on the waiting list through the CCEP program.
7. K. Lee Tirpak will be meeting with Howard Bakalar, Chief Strategic Officer at FCI to discuss the System Partners' involvement in FCI's annual Food and Toy Drive. FCI has set a goal to assist 500 families through the Thanksgiving food drive. . All providers were notified to submit name so of

needy families that they serve. The number of applications received to date match the available resources. SBBC expressed desire to participate in collecting and obtaining resources so that families involved in the 63 centers they are working with this year will benefit.

- 8. Partners were asked to think of ways they can participate through their ‘spheres of influence’ to assist FCI in growing the toy resource this year.

Action Items	Person Responsible	Deadline
Follow up with the state on status of R&R Salary Survey	ELC	November 19, 2007
Forward article to Coalition regarding economic benefits of early childhood education.	Claudia Dean	October 2007
Partners identify ways to obtain toys for the Toy drive and bring ideas to the next meeting.	Partners	November 19, 2007
Distribute FCI Toy Drive forms for Partner participation	Lee	
SBBC contact Howard Bakalar to determine involvement opportunities for food drive.	Claudia Dean	

	VIII. Old Business	Partners
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IX. New Business	Partners
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The coalition will consider addition to the Agenda items: Clarifying functions for each service provider, specifically Technical Assistance for a clearer understanding of the role that Technical Assistance plays.

Action items:	Person responsible:	Deadline:
Future System agenda item: Service Provider Functions in Quality Improvement Support System	ELC	TBD

X. Public Comments

None

Action items:	Person responsible:	Deadline:

X1. Adjourn

The meeting was adjourned at 12:30pm

Next Meeting: November 18, 2007

These minutes contain the action items of the Community Partner Systems Meeting. They do not contain all items discussed. A tape recording of the meeting is held in the Coalition office. Submitted by: Inez Webb