



APPROVED AT NOVEMBER 11, 2021 PROGRAM REVIEW COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.

**Program Review Committee Minutes**

**March 17, 2021 – 11:00 AM**

Virtual Meeting

Via GoToMeeting

Members in Attendance	Chair, Khalil Zeinieh; Dawn Liberta; Laurie Sallarulo, Renee Podolsky; Laurie Rich Levinson; Cindy Arenberg-Seltzer
Members Absent	Richard Campillo; Cara Cerchione
Staff in Attendance	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; Elsy Silvestre, 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 not established. Because a quorum was not established, voting on the Consent Agenda was skipped. <b>A quorum was established later in the meeting.</b> Committee Chair commenced with Regular Business.
<b>CONSENT AGENDA</b>  a. Approve December 15, 2020 Meeting Minutes	At our last Program Review Committee Meeting on December 15, 2020 a quorum was not established. Therefore, the meeting minutes for the September 2, 2020 meeting, were not approved. As such, the Committee needed to vote to approve the September 2, 2020 meeting minutes.  There was a <b>Motion</b> to approve the September 2, 2020 meeting minutes by Dawn Liberta. <b>Seconded</b> by Khalil Zeinieh. <b>Unanimously Approved. Motion Passes.</b>  There was a <b>Motion</b> to approve the December 15, 2020 meeting minutes by Laurie Salarullo. <b>Seconded</b> by Cindy Arenberg-Seltzer. <b>Unanimously Approved. Motion Passes.</b>

**REGULAR BUSINESS**

a. PRC213RB1 –  
Waitlist  
Update/Enrollment  
Strategy Update

**PRC213RB1 Waitlist Update/Enrollment Strategy Discussion:**

Keisha provided an update on the waitlist. To date we have enrolled 1,068 children since the November push began.

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.

Committee Chair mentioned new technology with smart phones that phones can now scan documents and make them pdf.

**PRC213RB2 CLASS Observations Update:**

Sr. Director of Education & Quality, Allison Metsch introduced Ayme Hamoui who is the Program Assessment Manager and assists with CLASS assessments to the Committee.

b. PRC213RB2 – CLASS  
Observations  
Update

OEL has revised the program assessment rules for CLASS observations. We can now use scores from CLASS Observations conducted during FY 18/19, 19/20 or 20/21 to be used towards the CLASS requirement in the next fiscal year's contracts. We are starting the process by speaking to providers and surveying them in order to gauge their readiness to start the process. OEL is also suspending the rule passed last year that would have moved up the minimum acceptable CLASS score threshold for contracting with the ELC's from a 3.5 to a 4. This will impact 38 of Broward schools that received a score between 3.5-4. Those schools will be placed on a Quality Improvement Plan for the next year. These 20 providers will receive a waiver to allow them to agree to a Quality Improvement Plan so that they may have an additional year to improve their score. We will be working with some outside CLASS vendors that will help us with the class assessments.

**PRC213RB3 – Business Process/Roundtable Discussions Update:**

CPO provided an update on roundtable discussions. He mentioned a huge win in Tallahassee that we can attribute to our roundtable discussion as OEL has now programmed EFS to make identification of children's redetermination dates easy for Providers to see. This was a direct result of the Roundtable cheerleading CIO Hubert to advocate heavily at the statewide level for this change.

<p>c. PRC213RB3 – Business Process/Roundtable Discussions Update</p>	<p>The A-Team trainings went well, we learned some good lessons from the first round and got great feedback. The next training is called The 19<sup>th</sup> because providers get paid on the 19<sup>th</sup> of every month. This training is aimed to help providers understand the payment scale. The roundtables are providing us to establish better relationships with our providers.</p> <p>We also did a deeper dive at the roundtable regarding data. We discussed what we look at every month when we are trying to project enrollments and absences. The providers had a lot of great questions.</p> <p>What we have to do as an organization is the overall external and internal satisfaction of our services. We will send to the whole Board the official and final version of OEL’s program monitoring. OEL also does an independent survey with our providers to see their satisfaction with us. We score consistently between 85-90% satisfaction, consistently from the providers. It’s hard to provide these results in just one meeting, we are happy to schedule with 2-3 board members at a time to go over our data.</p> <p>Chair mentioned that the A-Team announcements/trainings would be a great introduction to new board members as well as all current board members.</p> <p><b><u>PRC213RB4 Parent Ambassador Update:</u></b></p>
<p>d. PRC213RB4 - Parent Ambassador Update</p>	<p>Keisha provided an update on the Parent Ambassador program. This is an opportunity to engage with our parents and to give them a voice. This program educates families about the importance of School Readiness and VPK. Families will be trained on SR and VPK services and will also work with Allison’s team and learn about the importance of child development. Coalition staff will also focus on the importance of building positive relationships while providing platforms to parents/guardians to help facilitate partnerships, build positive relationships, and affect change in the community.</p> <p>We are truly partnering with the parents to help them. Once we start engaging and doing the focus groups and see how we can better serve them. We want to get closer to our customers.</p> <p><b><u>PRC213RB5 - BLI Contract Renewal:</u></b></p> <p>Allison and CPO have attended most of the BLI trainings. The only outcome we can gauge are pre and posttest outcome. Providers have the most difficulty with the licensing rules and regulations and this is the hardest test to pass.</p>

<p>e. PRC213RB5 - BLI Contract Renewal</p>	<p>We have been pleasantly surprised at the level of attendance and professionalism and the quality of the materials being presented. The trainings have been virtual. All participants are still in business and they are accessing grants and loan programs for their business needs. We will track other outcomes. We are reporting that they are not on track for the total of pre-test. BLI has done a very good job with these trainings and we are recommending approval of the contract renewal with BLI for Business Development Training for Child Care Operators for FY 21-22.</p> <p>Chair discussed the professionalism of BLI during the procurement process last year. With this being the final renewal, look at ROI measures that we can look into it so it can make decision making easier. Cindy mentioned that she was most impressed that all BLI providers are still in business. She mentioned that she would like to know if it was due to what they learned at the BLI training.</p> <p><b>A Motion</b> was made by Cindy Arenberg-Seltzer to approve BLI Contract Renewal. <b>Seconded</b> by Laurie Sallarulo. <b>Unanimously approved. Motion passes.</b></p> <p><b><u>PRC213RB6 - Book Club for Families with Young Children:</u></b></p> <p>Because children have not been in programs due to pandemic, the Executive Committee discussed learning loss and developing a program that could help combat learning loss occurring across the early childhood population.</p>
<p>f. PRC213RB6 - Book Club for Families with Young Children</p>	<p>ELC is proposing to coordinate a Summertime Book Club for Broward families with children ages 0-5 in order to provide family engagement and learning opportunity to these families in their own homes. Families would sign up and receive a packet of activities and books from us. We would then engage with the families to engage in the activities and readings with these families. So far the books will be in English and Spanish. We will possibly add books in Creole as well. Laurie Canning did a few months ago and has been a fantastic partner in helping us roll this out. Scholastic will be doing direct mailing. Finance committee will explain the finance part of this. We are excited about the partnership opportunity this will enable.</p> <p>The timeline will be to get it done in 3-3.5 months. Want to promote the Broward Reads Partnership. Cindy Arenberg Seltzer and Renee Podolsky are co-chairs. All these opportunities are endless.</p> <p><b>A Motion</b> was made by Cindy Arenberg-Seltzer to approve Book Club for Families with Young Children. <b>Seconded</b> by Renee Podolsky. <b>Unanimously approved. Motion passes.</b></p>

	<p>Chair mentioned that he really likes this idea. Providing families with carefully selected books and that this is a good opportunity to get messaging out to the community. This can educate families about the ELC and what the ELC can offer.</p> <p>Cindy mentioned that a letter from the four co-chairs and highlighting for them the Broward reads website, and families can find out about the tutoring programs and volunteer opportunities.</p> <p>There was a discussion about costs. We are looking at a ballpark of about \$500k. The majority of the cost will be the mailing costs. Laurie asked if there was another approach or different ways to do this?</p> <p>Laurie Rich Levinson spoke about the success of delivering books to the families. This way made sure the books got into the hands of the families and there was so much positive feedback.</p> <p>CAO discussed about that it is better to have direct delivery to the families because this helps us to manage risk a little bit better. We only pay for what is actually ordered. It would be more of a risk if we had to warehouse and distribute the books.</p> <p><b><u>Scorecard Quarter 2, first 3 Pillars</u></b></p> <p>COO presented the Scorecard Quarter 2. We are on target on everything. Covid things are still on hold.</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>	June 7, 2021 at 10am
<b>ADJOURN</b>	Cindy Arenberg-Seltzer moved to adjourn the meeting at 12:00 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.*