



## PROGRAM COMMITTEE MEETING MINUTES

September 1, 2016

Via Teleconference

ELC Main Office, 10 SE Central Parkway, Suite 200, Stuart

<b>Present:</b>	Donna Rivett (via teleconference) Jennifer Corkern (via teleconference)	Brooke Flood (via teleconference) Joy Yates (via teleconference)
<b>Excused:</b>	Sabina Guthrie	Deborah Schooley
<b>ELCIRMO Staff:</b>	Jacki Jackson Loretta Toth	Pat Houston

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### I. CALL TO ORDER

The teleconference meeting was called to order at 8:22 a.m. by Chair, Donna Rivett. Roll call was taken and a quorum was present.

### II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA – Ms. Rivett welcomed the two new Committee members Jennifer Corkern and Joy Yates.

### III. ADOPTION OF THE AGENDA

*Motion to adopt the agenda, was made by Jennifer Corkern, seconded by Joy Yates and passed unanimously.*

### IV. CONSENT AGENDA

#### A. Program Minutes – May 5, 2016

*Motion to approve the consent agenda was made by Brooke Flood, seconded by Jennifer Corkern, and passed unanimously.*

### V. OLD BUSINESS

- A. Provider Assessment Stipends** – A total of \$41,250 was awarded to 29 School Readiness providers. Ms. Houston explained that the stipend was developed three years ago to reward performance in the classroom assessment. This was the first year that an application process was used, at the recommendation of Florida's Office of Early Learning. Providers were given the application and instructions at the May provider meetings in each county. After the close of the application deadline, a complaint was received from an Okeechobee owner that they were unaware of the stipend. After review by ELC staff and since the Okeechobee providers did not receive an email that was sent to the other counties, it was decided that an opportunity to submit an application be given to the Okeechobee providers. Three additional Okeechobee providers took advantage of this extended opportunity and will receive payment in the 2016-17 fiscal year. Ms. Rivett felt it was a good resolution. Ms. Houston further commented that because of the amount of funding available, the stipend amounts were doubled this year. In addition, those providers taking part in the Performance Funding Pilot grant were ineligible for the stipend. This is due to they already receive financial rewards for their performance in the pilot program and assessing Performance Funding Pilot classrooms are not paid from the school readiness grant.
- B. Education Stipends** – A total of \$7,400 was awarded to 24 individuals from 14 facilities. The stipend was developed to encourage staff and directors to further their education. The stipend allowed for a two-course maximum at \$200 per 3-credit course.
- C. Advisory** – Ms. Houston provided background regarding the Advisory Councils that had been created in each of the counties years ago. Noting that attendance at the Advisory Council

meetings has declined, the Program Committee had suggested monthly reports. To meet this need, the ELC has reformatted their monthly provider newsletter to incorporate information that was generally shared with the community partners, including “children served” and “wait list” reports.

## **VI. NEW BUSINESS**

### **A. Program Updates** – Ms. Houston shared the following:

- The Program Department’s name has changed to: Provider Services.
- Provider Services Department now encompasses School Readiness Contracts and School Readiness Contract Monitoring, which was formerly a function of the Finance Department.
- Year 3 of the Performance Funding Pilot has begun. There are eight providers participating, some with 10 classrooms. Tiers 2 and 3 require pre- and post-assessments on all classrooms and four TA visits per classroom at 90 minutes per visit. Tier 1 providers must participate in the MMCI trainings. Overall, it appears that providers have performed well last year and will be rewarded financially.
- Child development assessment (E-LAP & LAP-3) software program is outdated and no longer works with certain browsers. Webinars will be conducted to train providers on the use of the new updated software program. Assessments start in mid-October.
- A staff member has received Nemours BrightStart curriculum training (12-hr.), who will train other staff members. This curriculum is on the approved list for providers on probation.

### **B. Year-End Reports** – Ms. Houston briefly reviewed each of the reports:

1. **Inclusion Report** – The report tracks the number of calls made to the “warm line” by parents or providers who may have a concern about a child’s behavior or development. Staff may schedule observations, help with strategies and interventions, and make referrals.
2. **ASQ Monthly Report** – A total of 1,943 ASQ screens were administered in fiscal year 2015-16. 78% of the children were within typical development. A training on the new ASQ tool will be presented in October.
3. **ASQ Below Level Monthly Report** – A total of 430 children reported below level on developmental screens. The two lowest scoring areas were communication and problem solving.
4. **Program Assessment Reports** – Reports reflect annual assessments using the ERS and/or CLASS tools. FCCERS is specific for family child care homes. Pre- and post-assessment scores are reported for those providers participating in the Performance Funding Pilot.
5. **Child Developmental Assessment Summaries** – Tracked by county, the report indicates pre- and post-assessment scores using the E-LAP and LAP-3 tools. This is a progressive tool, with skill areas increasing in difficulty.

**VII. FUTURE AGENDA ITEMS** – For the benefit of the new members, Ms. Rivett explained that each month the Committee develops talking points on program-related topics to educate the board members. Since the September board meeting is the first meeting of the year and anticipating a large agenda, it was decided to forego the talking points until the next board meeting.

**VIII. BOARD MEMBER COMMENTS** – None

**IX. PUBLIC COMMENTS** – None

## **X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:05 a.m.

**Next Meeting: October 6, 2016**

Respectfully submitted,

*Approved 1/5/17*

Donna Rivett, Chair  
DR/lt