



PROGRAM COMMITTEE MEETING AGENDA

September 10, 2018
8:15 a.m.

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

Mission: Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

Vision: Building Blocks for Educational Success

*** Item requires action**

I. Call to Order, Roll Call, Determination of Quorum	PAGES	Barbara Clowdus
II. Announcements and Additions/Deletions to Agenda		Barbara Clowdus
III. Adoption of Agenda *		Barbara Clowdus
IV. Consent Agenda * A. Program Minutes – August 2, 2018	1 - 3	Barbara Clowdus
V. Old Business A. Update - Reaching Underserved Communities B. Quality Initiatives / Fundraising – Partnerships Update C. Policy Review – Class I Violations (House Bill 7055) D. Provider Rep Update E. Discussion – Program Committee Schedule Change (Day/Time)	4 - 11	Barbara Clowdus Pat Houston/Pat McCoy Rhi Forker
VI. New Business A. Program Updates		Pat Houston
VII. Future Agenda Items		Barbara Clowdus
VIII. Board Member Comments		Barbara Clowdus
IX. Public Comments		Barbara Clowdus
X. Adjournment		Barbara Clowdus

Public comments may be offered at every Early Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Chair in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

PROGRAM COMMITTEE MEETING MINUTES

August 2, 2018

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

Present:	Barbara Clowdus (via phone) Rhiannon Forker (via phone)	Shonda Hunter (via phone)
Excused:	Pat McCoy	Donna Rivett
ELCIRMO Staff:	Marsha Powers Pat Houston	Loretta Toth

I. CALL TO ORDER

The meeting was called to order at 8:16 a.m. by Chair, Barbara Clowdus. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - None

III. ADOPTION OF THE AGENDA

Motion to adopt the agenda was made by Shonda Hunter, seconded by Rhi Forker and passed unanimously.

IV. CONSENT AGENDA

- A. Program Minutes – April 5, 2018
- B. Program Minutes – May 3, 2018.
- C. Program Minutes – June 7, 2018

Motion to approve the consent agenda was made Rhi Forker, seconded by Shonda Hunter and passed unanimously.

V. OLD BUSINESS

- A. **Update – Reaching Underserved Communities** - Ms. Houston reported that flyers were distributed at a recent outreach event to solicit families identified as needing services but don't have transportation. Flyers were also distributed to community partners such as Healthy Start, the library, and the Health Department. The Okeechobee School District is firmly committed to the project by offering to provide transportation to children attending childcare centers along the bus route. Individual childcare providers will determine their capacity.

Ms. Clowdus has reached out to Martin County School District to provide the same service in Martin County. Ms. Powers indicated there may be an opportunity to reach out to donors to provide transportation in the much-needed areas such as Indiantown, Port Salerno and Pinewood. There is a pay-to-ride system in Martin County.

- B. **Quality Initiatives / Fundraising – Partnerships Update** – To date, Ms. Houston has hosted three meetings with community partners who have indicated there is a need to focus on behavioral health needs. Indian River County has specifically requested an Inclusion Specialist. It was suggested contracting with Early Steps to provide behavioral training. Indian River County also expressed an interest in offering the VPK Completer's Program in their high-needs areas.
- C. **Child Care WAGE\$** - Due to the workforce issue, the Child Care WAGE\$ program may be an opportunity to entice good teachers to continue in early education. Stipends for professional development are being offered as well as the T.E.A.C.H. program.

- D. Performance Funding Project (PFP) 2018-19 Update** – The program is very similar to last year. Assessments are being done. Composite scores will drive the contract, which will be fully executed by September 1. ELCIRMO had 32 providers who applied this year compared to 26 who applied last year, 19 of whom completed all deliverables.
- E. House Bill 1091 Update** – Providers not in the PFP will be participating in a similar tier-based program. OEL has launched a new platform for online training for the CLASS tool which will kick off on September 15th. MMCI training is not part of this program. There is no pay differential for providers attached to this program. Ms. Clowdus questioned why providers would not register to participate in the PFP in order to receive the pay differential. Ms. Houston explained the challenges providers encounter for each of the programs.
- F. House Bill 7055 Update** – Ms. Houston provided a brief overview referencing Mr. MacKinnon's email which provided guidance to coalitions until rule is promulgated. The bill allows coalitions the authority to refuse to contract with providers who have received a Class I violation. All coalitions are required to develop a policy on how to deal with providers who have Class I violations. Two policies have been included in the agenda packet for the Committee's review. Ms. Powers offered to review the policies with Ms. Houston and submit a recommendation to the Committee at the September meeting. The Committee may review the policy and make any changes/additions, which can then be submitted to the Board at the September meeting. Committee members were encouraged to email Ms. Powers or Ms. Houston with any thoughts on the policy in advance of the September Committee meeting.

VI. NEW BUSINESS

- A. ELC Provider Rep Initiatives** – Information was shared by Rhi Forker regarding VPK Readiness Rates. She provided a history of FLKRS, observations and potential consequences of the new STAR Early Literacy exam and encouraged providers and boards to write to legislators. A Provider Rep Organization has been formed, organized by a provider representative for Broward County ELC, which held their first meeting in July in Tampa. The organization will serve as a platform for providers' voices to be heard. ELC's are encouraged to provide time during board meetings and provider meetings for the provider representative to share information and request feedback. Ms. Powers commented on the importance of this statewide issue, noting that all coalitions should come together, becoming part of the legislative platform.
- B. Program Updates** - Ms. Houston provided the following updates:
- Results from the 2017-18 PFP will be shared at the next meeting.
 - The 2017-18 VPK Completer's Program just finished. Data will be shared at the next meeting.
 - There has been a slight delay in the implementation of the Bridges to Continuity program due to the state's data migration issues.
 - ELCIRMO was awarded a grant in the amount of \$56,606 for the program, "Facilitating Language Development in Young Children" in Indian River County, effective October 1.

Ms. Powers expressed excitement with the award of the early literacy grant. She noted that additional funding may be required to find someone with that expertise. Ms. Houston suggested that program funding received for assessments performed may be an option to cover any additional funding required.

Ms. Houston inquired whether the Program Committee members should be surveyed as to whether the date/time of the Program Committee meetings continues to work with everyone's schedule, as there has not been a quorum for the past few meetings. The members will be surveyed.

- VII. BOARD MEMBER COMMENTS** – Ms. Clowdus welcomed Ms. Powers to ELCIRMO. Ms. Clowdus indicated she will begin attending the Finance Committee meetings in order to have a closer association between both finance and programs.

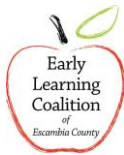
VIII. PUBLIC COMMENTS – None

IX. ADJOURNMENT - There being no further business, the meeting was adjourned at 9:33 a.m.

Respectfully submitted,

Barbara Clowdus, Chair
BC/lt

DRAFT



Early Learning Coalition of Escambia County Office Policies & Procedures

Title: Provider Contract Eligibility Policy and Procedure

ELCEC 3201.1D

1.0 PURPOSE: This policy is to insure consistency of practices and policy application regarding Provider eligibility for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) contracts made by the Early Learning Coalition, and to insure compliance with related Office of Early Learning, State and Federal regulations.

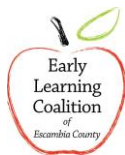
2.0 BACKGROUND AND DISCUSSION:

2.1 It is the charge of every Coalition to help ensure families have access to affordable, quality early care and education services. Efforts include informing and assisting parents in their efforts to choose care that provides a healthy, safe and developmentally appropriate environment for their children. Additionally, the Coalition uses a multi-prong approach to quality improvement. The Coalition School Readiness Program Quality Rating and Improvement System (QRIS) Stars Over Escambia, accreditation, VPK Provider Readiness Scores, VPK child assessments, and similar strategies are means to achieve quality improvement. However, there are Providers who may not be accredited, nor participate in SR QRIS, who pursue quality in their own way, but in choosing to do so may not achieve an acceptable level of quality.

2.2 The Florida Office of Early Learning has established eligibility requirements for contracting to provide services in the SR and VPK programs through Rules 6M-4.610 and 6M-8.301, respectively. These two Rules also publish the Statewide School Readiness Provider Contract, Form OEL SR-20, and a Statewide Voluntary Prekindergarten Contract, Form OEL-VPK 20; which further define the requirements for the SR and VPK programs. These contracts include enforcement procedures that authorize local Coalitions to act when a contracted Provider fails to deliver services that meet requirements or endangers the health and safety of children. Additionally, the Florida Office of Early Learning has issued a School Readiness Program Health and Safety Standards Handbook, 6M-4.620, to be used in conjunction with Sections 1002.82-1002.88, Florida Statutes, with standards for Coalitions and the Department of Children and Families (DCF) to enforce and procedures for Coalitions to follow in the provider fail to meet these standards.

2.3 Providers must demonstrate the capacity to meet the requirements of the contracts, Rules, statutes, and associated regulations; including their ability to meet the conditions required to maintain their legal operating status; and adherence to the licensing, accreditation and/or SR health and safety standards that are critical to the health and safety of the children in their care.

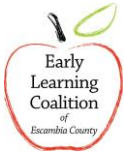
3.0 SCOPE: This policy covers eligibility for all service provider contracts, SR and VPK, made by the Early Learning Coalition of Escambia County.



Early Learning Coalition of Escambia County Office Policies & Procedures

4.0 CONTRACT ELIGIBILITY REQUIREMENTS: The following are both pre-requisites for contracting as well as requisites for current contracts. Current contracts may be terminated if any of the following requirements are not met.

- 4.1 Effective July 1, 2018, a provider may not be eligible to contract, if they have any Class I licensing violations within 24 months of contracting;
- 4.2 The provider may not be eligible to contract, if they have three or more Class II licensing violations on separate occasions, within 12 months of contracting, or five or more Class II licensing violations of the same standard within 24 months of contracting;
- 4.3 The provider may not be eligible to contract, if they have five or more Class III licensing violations on separate occasions, within 12 months of contracting, or six or more Class III licensing violations of the same standard within 24 months of contracting;
- 4.4 The provider may not be eligible to contract, if they have a combination of four or more Class II and Class III violations within 12 months of contracting;
- 4.5 Currently contracted providers may not be eligible for continued contracting if they receive a licensing violation(s) during their contract period that, when combined with other violations received within the 12-month period prior to contracting or during the current contract period puts them over one of the violation thresholds in 4.1 to 4.4;
- 4.6 The provider is not eligible to contract, if they have been placed on probation by the DCF Child Care Regulation Office; or
- 4.7 The provider is not eligible for contracting, and they may not be eligible for continued contracting, if they are under investigation by any governmental entity.
- 4.8 Rules 6M-4.610 and 6M-8.301, determines School Readiness and VPK Program Ineligibility respectively. For the purposes of this subsection “individual associated with a provider” means an individual or family member of an individual who, regardless of compensation, holds a management position, oversees the operations of a provider, or is an officer, shareholder, beneficial owner or member of the board of directors of a provider. A provider shall not be eligible to contract to offer the SR or VPK program if any of the following circumstances apply:
- 4.8.1 The provider is on the United States Department of Agriculture National Disqualified List;



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4.8.2 An individual associated with the provider was, or is, associated with another provider that is on the United States Department of Agriculture National Disqualified List;

4.8.3 The provider has been terminated from participation in the program due to fraud and is currently not eligible to participate in the school readiness program or VPK program;

4.8.4 An individual associated with the provider was, or is, associated with another provider that has been terminated from participation in the program due to fraud and is currently not eligible to participate in the school readiness program or VPK program;

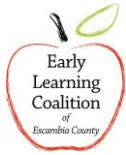
4.8.5 The provider is currently ineligible to participate in the program pursuant to Section 1002.88(2), F.S. or Section 1002.67(4).

4.8.6 An individual associated with the provider was or is associated with another provider that is currently ineligible to participate in the program pursuant to Section 1002.88(2), F.S., or Section 1002.67(4).

4.8.7 For multi-site providers, such as corporate chains or school districts, School Readiness program ineligibility identified in paragraphs (e) and (f) above, is per site and may not apply to all locations unless specifically determined otherwise by the coalition. In determining ineligibility of multi-site providers, the coalition shall consider the following factors: the severity of the provider's actions leading to the ineligibility, the health, safety and welfare of children enrolled at the provider sites, the financial impact of the provider's actions, the impact that ineligibility would have upon the local community, consistency with coalition's actions against other providers for similar violations of the Contract or program requirements, the length of time that provider provided services under the contract with the coalition, and whether the provider had previously violated the terms of the Contract and prior contracts with the coalition.

4.8.8 For providers removed from eligibility due to noncompliance specifically related to VPK pre- and post-assessment or VPK readiness rates under Section 1002.67(4), F.S., the removal from eligibility applies to VPK program type (school-year or summer) and therefore, in paragraphs (e) and (f) above, ineligibility to contract is per program type.

4.8.9 By Rules 6M-4.610 and 6M-8.301 when a provider is removed from eligibility it is not just the owner and directors that lose their eligibility but all persons involved



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in operations and management; to include the facility Director, Assistant Director, or any staff listed on a provider's application Owner/Operator Information Form that were given authorization to sign contractual and financial documents on behalf of the company.

4.8.10 The definition of "family member of an individual" for the purposes of enforcement of this policy is:

A spouse or significant other, a parent, sibling, or child, or any other individual residing in the household.

a. Parent includes: father, mother, father-in-law, mother-in-law, stepfather, or stepmother.

b. Child includes: son, daughter, son-in-law, or daughter-in-law, step-son or step-daughter.

c. Sibling includes: brother, sister, step-brother, step-sister, half-brother, half-sister, and all spouses of these siblings (brothers-in-law and sisters-in-law).

d. Family also includes: grandparents, aunts, uncles, nieces and nephews, and first cousins.

5.0 ASSOCIATED DOCUMENTATION:

5.1 Florida Statutes Chapter 1002 Part V - Voluntary Prekindergarten Education Program and Part VI - School Readiness Program

5.2 Statewide School Readiness Provider Contract, Form OEL-SR 20

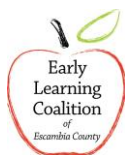
5.3 Statewide Voluntary Prekindergarten Provider Contract, Form OEL-VPK 20

5.4 6M-4.620 Health and Safety Checklists and Inspections; and the eight Health and Safety Standards Handbooks, Checklists and for each School Readiness provider type, Forms OEL-SR-6201-6208, that are incorporated by reference.

5.5 6M-4.610 Statewide Provider Contract for the School Readiness Program

5.6 6M-8.301 Standard Statewide Provider Contract for the VPK Program

5.7 Associated documents produced by the Department of Children and Families (DCF), accreditation agencies, or other governmental agencies.



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5.8 Exhibit 2 Owner/Operator Information Form required by the Statewide School Readiness Provider Contract, Form OEL-SR 20, and Statewide Voluntary PreKindergarten Provider Contract, Form OEL-VPK 20.

6.0 RESPONSIBILITY / AUTHORITY:

6.1 The Coalition Contracts Administrator will be responsible for reviewing information pertaining to licensing violations through the Department of Children and Families for any program interested in contracting with the Coalition; and annually as part of the application process for Providers who apply for a contract in the coming fiscal year.

6.2 The Executive Director shall review applications and reapplications per the procedure, and is responsible for monitoring the current status of all contracted Providers and taking necessary action as required. All extenuating circumstances, past performance of the provider, and precedence in similar circumstances, shall be taken into consideration, with an emphasis placed on the health and safety of children, when determining a provider's eligibility to contract, or to continue contracting. The thresholds of paragraphs 4.1 to 4.5 are not absolutes, but minimums that trigger the requirement to evaluate the provider's performance and render a decision regarding their contracting eligibility.

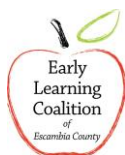
6.3 The Program Integrity Unit shall review most recent licensing inspection during the Tier 2 On-site Review for excessive licensing violations and act if necessary as required.

7.0 PROCEDURE: Providers need to demonstrate the capacity to meet the required elements of the contract, including their ability to meet the conditions of legal operation and licensing standards that are critical to the health and safety of the children in their care.

7.1 Reports and documentation from all sources, but in particular the DCF Child Care Regulation Office, will be reviewed by Coalition staff for determining eligibility for all policy requirements.

7.2 The Coalition Executive Director will determine, on a case-by-case basis, whether or not a contract may continue for the remainder of the contract period or be terminated, relative to provisions of the Provider Contract Eligibility Policy. The Executive Director shall also determine if each new contract applicant meets the Provider Contract Eligibility Policy eligibility requirements.

7.3 All extenuating circumstances, past performance of the provider, and precedence in similar circumstances shall be taken into consideration, with an emphasis placed on the health and safety of children, when determining a provider's eligibility to contract, or to continue contracting. The thresholds of paragraphs 4.1 to 4.5 are not absolutes, but



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minimums that trigger the requirement to evaluate the provider's performance and render a decision regarding their contracting eligibility.

7.4 The Program Integrity Unit shall review most recent licensing inspection during the Tier 2 On-site Review for excessive licensing violations and take action if necessary as required.

7.5 For new providers, when a decision is made that they are ineligible to contract under the thresholds established in paragraphs 4.1 to 4.5 they may file an appeal in writing. The appeal must address the reason the prospective provider disagrees with the decision, an explanation for why each DCF violation in their record should not be considered in their case, and any other information that is pertinent. The Executive Committee of the Coalition Board of Directors will address any appeals and make special exceptions, when appropriate. Their decision is final.

7.6 For existing providers, when a decision is made based on the thresholds of paragraphs 4.1 to 4.5 to either terminate an existing contract, or to not re-contract in the coming year, this decision is subject to the due process procedures contained in the Statewide School Readiness Provider Contract, Form OEL-SR 20 and/or Statewide Voluntary Prekindergarten Provider Contract, Form OEL-VPK 20, as applicable.

8.0 RECORDS RETENTION: Previous year's records will be retained for five years in accordance with the Coalition's Fiscal Policy.

9.0 ATTACHMENTS: None.

Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
<i>May 22, 2014</i>	<i>Initial approval and publication</i>
<i>April 13, 2017</i>	<i>Revision to incorporate new OEL Rules.</i>
<i>October 23, 2017</i>	<i>Revision to incorporate provisions of Rule 6M-4.610 and Rule 6M-8.301</i>
<i>June 14, 2018</i>	<i>Revision to incorporate changes to F.S. Chapter 1002 Parts V and VI, and incorporate Procedure ELCEC 3201.2B into the policy</i>

Early Learning Coalition of Alachua County Action Item

Subject: _____

Date: _____

History:

Proposed:

To be presented to ELCAC _____ Staff/Committee on _____.

If approved this Action Item will be presented to the Coalition Board of Directors on _____.

Comments/Changes (for additional see attached)

Approved by _____

Not Approved by _____

Approved by Board of Directors

Not Approved by Board of Directors

Signature: _____ Date of Board Approval: _____

Board Chair or Designee

2018-2019 FISCAL YR

Providers	DCF VISIT DATE	Complaint Yes/no	Inadequate Supervision- Imminent Threat	Staff no hand washing	Inadequate Supervision	No Immediate Notification	Harmful Items Not Labeled	Play Equipment not sanitized	Less than 35 square feet per child	Diapering/ Change clothes- child unattended/ Harness Used	No supplies in collecting facility	Safety Deficiency low/ no potential for harm	Transport Log Missing Info.	No Sanitary Storage	Unsanitary- toys/equipment/furnishings	Unsafe Storage Of Dangerous Material	Incomplete Fire Drill Record	Change areas/surface- unrelated items present	Facility Not In Good Repair	Fall Zone Surface Not Maintained	Immun- Record Incomplete	Arrival / Depart. Times Not Included	Student Health Exam. Unacceptable	Facility not clean	Staff 10hr in-service incomplete	Head cover/hair restraints not used
Apple Tree Academy-Central	8/22/2018	yes	1							1				1			1									
Busy Bee's Academy	8/31/2018																		1							
EOC ST Helen's Head Start Ctr	7/6/2018																1									
First Impressions Daycare II	7/26/2018						1	1			1															
Little Scholars CDC	7/27/2018	yes						1																		
Okeechobee Children's Academy	7/18/2018									1		1			1			1	1							1
Schools Depot-Cradles to Crayons	7/13/2018	yes				1							1		1								1			
TLC Preschool of Sebastian	7/16/2018	yes	1	1	1																					
Vero Beach Preschool	7/13/2018					1						1								1	1	1		1		

Key:

Class 1 violation
Class 2 violation
Class 3 violation
FLU