



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

## PROGRAM COMMITTEE MEETING MINUTES

September 10, 2018

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

**Present:** Barbara Clowdus  
Rhiannon Forker  
Shonda Hunter (via phone)  
Donna Rivett (via phone)

**Excused:** Pat McCoy

**ELCIRMO Staff:** Marsha Powers  
Pat Houston  
Loretta Toth

**Others:** Malissa Morgan, A Child's World

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### I. CALL TO ORDER

The meeting was called to order at 1:31 p.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 Rhi Forker, seconded by Shonda Hunter and passed unanimously.*

### IV. CONSENT AGENDA

#### A. Program Minutes – August 2, 2018

*Motion to approve the consent agenda was made Donna Rivett, seconded by Rhi Forker and passed unanimously.*

### V. OLD BUSINESS

**A. Update – Reaching Underserved Communities** – Although the program was advertised to parents via flyers, open houses, child care centers, the newspaper and the school district Facebook, there have been no families registering for the program. In addition to the need for transportation, families do not have the resources to pay for the wrap-around care to have their children attend all day. Additional follow-up is required.

**B. Quality Initiatives / Fundraising – Partnerships Update** – In response to requests received from Indian River County, ELCIRMO has submitted a letter of intent for a grant from the United Way Indian River to offer a VPK Completer's Program in a high-need area for next summer. In addition, a Literacy Coach has been hired for the recently awarded CSAC Indian River grant, which begins October 1<sup>st</sup>. Fundraising is needed to provide additional quality initiatives.

**C. Policy Review – Class I Violations (House Bill 7055)** – Policies from other coalitions have been shared with the Committee for discussion. ELCIRMO must draft a policy outlining action to be taken for Class I, II and III violations. The policy should take into consideration the severity of the violation, the impact on the community and most importantly, the safety of the children. Ms. Powers suggested adding a parental notification to all parents in the event of a child injury, as well as having an attorney review the policy. The Committee discussed repeated violations, what type of violation would terminate funding, would termination of SR funding only apply if the violation involved an SR child, and inequity of inspections among the various providers, i.e.

licensed versus non-licensed. It was suggested to obtain input from providers when developing the policy and have providers review the final policy before submission to the Board for approval.

**D. Provider Rep Update** – The Provider Rep Organization meeting scheduled for the beginning of September was cancelled. Ms. Forker expressed the importance of giving technical assistance and the tools needed to the providers to help prepare children to do well in the kindergarten assessments. Changes to the assessment are still recommended as it does not measure the whole child.

**E. Discussion – Program Committee Schedule Change (Day/Time)** – In order to accommodate changing schedules among committee members, all future Program Committee meetings will be held on the first Monday of the month at 1:30 p.m.

Ms. Hunter announced that she is resigning from CareerSource effective September 28<sup>th</sup> and will no longer be part of the Program Committee or the Board.

**VI. NEW BUSINESS**

**A. Program Updates** – No further updates.

**VII. FUTURE AGENDA ITEMS**

- Policy for DCF Violations

**VIII. BOARD MEMBER COMMENTS** – None

**IX. PUBLIC COMMENTS** – None

**X. ADJOURNMENT** - There being no further business, the meeting was adjourned at 2:39 p.m.

Respectfully submitted,

***Approved 12/3/18***

Barbara Clowdus, Chair  
BC/lt