

**Early Learning Coalition  
Resource Development Committee  
November 17, 2015 – 10:30 AM  
*Roger Thompson, Chair***

**Committee Members:**

Tammy Hicks	Pam Hagan	Beth Ramirez	Mary Ann Bickerstaff
Roger Thompson	Sissy Carter		

**Staff:**

Vicki Pugh	Dawn Engel	Sarah Whipps	Christy Zukowski
Bruce Watson	Kathy McKechnie	Krystle Aman	Kandee Johnson
Ericka Janssen			

**Partners/Public:**

Debbie Layton	Melanie Perritt	Aisha Adkinson	Melissa Jones
Marcella Copeland	Phyllis Gonzalez	Deborah Goldberg	

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**I. Welcome and Approval of Agenda**

The meeting was called to order at 10:30 am by Mr. Roger Thompson. The Agenda was approved on a motion made by Ms. Sissy Carter with a second by Ms. Mary Ann Bickerstaff.

**II. Public Comments**

No public comments were made.

Mr. Bruce Watson informed the Committee that there is a new statement added to the Agenda regarding the public notification of the meeting. Since the Coalition is covered under Sunshine Laws our meetings must be publicly noticed. This statement, although not required, reaffirms that the meeting was publicly noticed.

**III. Approval of Minutes of September 15, 2015**

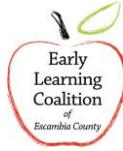
The Minutes of the September 15, 2015 Resource Development Committee meeting were approved on a motion made by Ms. Tammy Hicks with a second by Ms. Sissy Carter.

**IV. Program Reports**

**a. Nursing Services Report**

Ms. Pam Hagan reported that the nurses had tripled their education numbers in October. They went from 3 in September to 10 in October. Screenings have been going well. The nurses have been focusing on handwashing and nutrition.

**b. CCR&R Update**



Ms. Sarah Whipps informed the Committee that there were 69 calls with 42 of them being new callers. The majority of the callers were employed looking for child care. The main inquiries were for schedules, evenings & weekends, cost and transportation.

Ms. Sarah Whipps informed the Committee that OEL has released new guidance and the CCR&R specialists are spending less time on the phone going through a script and more time helping parents with the specific information they are calling in for. CCR&R has put up Family Boards for visitors with parenting tips on them.

### **c. Program Support Summary**

Ms. Vicki Pugh informed the Committee that the Program Summary Report is on page 10 of the packet. Ms. Ericka Janssen was introduced as a new Program Assessment Team member and Ms. Krystle Aman's back up during her maternity leave.

## **V. Old Business**

### **a. Teaching Strategies Gold (TSG)**

Ms. Vicki Pugh informed the Committee that there has been a lot of support going on for the VPK GOLD Program. They were 2,077 children available to be entered in October for the first checkpoint.

### **b. Local training**

Ms. Vicki Pugh informed the Committee that the Super Saturday trainings have not been making minimum enrollment. They need at least 12 participants in order to hold these trainings.

### **c. QRIS**

Ms. Vicki Pugh informed the Committee that the new QRIS matrix has been released. When a provider signs a contract with the Coalition they are automatically a one star program. To achieve the second star, providers are no longer required to submit a portfolio. Ms. Kathy McKechnie and Ms. Vicki Pugh will be going through all of the tier 2 monitoring's since July to see what programs have met the two star qualifications. The Coalition's intent is to begin posting star ratings on the Coalition website for parents to view.

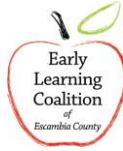
### **d. Contracting Summary**

The Coalition has contracted with 167 providers this fiscal year. Ten of which are new and have never contracted with the Coalition. There have been five contract terminations so far this fiscal year. Two were due to lapses in insurance coverage. There are two more terminations in process due to insurance lapses. Two review hearings have been requested in December.

## **VI. New Business**

### **a. Early Learning Florida Courses**

Ms. Vicki Pugh informed the Committee that all QRIS programs across the state have 3 things in common; CLASS assessments, GOLD assessments and incremental professional development. The Coalition is creating an Infant Toddler Institute. This program will include both online classes as well as Coalition led classes. The course will run from March 7, 2016 to April 29,



2016. The Infant Toddler Institute will have 20 slots, and directors will be asked to nominate two of their staff to participate. There will be a \$125 stipend paid to the participant for successful completion.

#### **b. Committee Meeting Schedule**

Mr. Bruce Watson informed the Committee that the new calendar schedule for meetings is provided in the packet. These dates and times are based on normal meeting times and dates. Mr. Bruce Watson asked the Committee if they would be interested in combining with Eligibility Committee since almost all attendees of the Eligibility Committee also attend the RDC and both committees discuss the same information. The Committee agreed and Mr. Watson stated he'd take the proposal to the Executive Committee on November 19, 2015.

#### **c. Provider Monitoring and Curriculum Requirements.**

Mr. Bruce Watson informed the Committee that monitoring is going well. The non-compliance issues however are back-logged. The sheer quantity of paperwork is greater than anticipated. The new curriculum requirements imposed with the new contract require the provider to show implementation and use of the curriculum, not just showing they have a book on the shelf. The Coalition will begin strictly enforcing this July 1, 2016. The Coalition will give a provider two chances to fix any curriculum issues they have before their contract is terminated. Per the SR contract, the first notification of non-compliance for curriculum will result in a Corrective Action Notice, the second notification will be to place the Provider on probation, and the third will be to terminate their contract for failure to comply.

#### **e. Holiday Reimbursements FY2016/2017 and Beyond**

Mr. Bruce Watson informed the Committee that at least two other Coalitions do not pay their providers for any holidays. Currently our Coalition observes twelve holidays; the ten Federal holidays, plus the day after Thanksgiving, which is a State holiday, and Christmas Eve. Not paying providers for any holidays would add approximately a half million dollars into the budget that could be used to place approximately 100 children off the wait list. Mr. Watson would like input from the Committee. Ms. Sissy Carter informed the Committee that she does pay her staff for holidays off. Ms. Tammy Hicks also does the same. This is one of the few benefits for early childhood providers. Paid holidays helps providers prevent staff burnout.

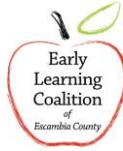
### **VII. Community Partner Updates**

#### **a. ARC Gateway**

Ms. MaryAnn Bickerstaff informed the Committee that they hiring more staff and have added another day of speech therapy onsite at Corry Station and NAS. They are looking at adding additional Occupational Therapy in the future. They have their Christmas tree sales the day after Thanksgiving and also their Tree of Lights December 17.

#### **b. Early Steps**

Ms. Debbie Goldberg informed the Committee that they are staying busy. After 20 years rules for Early Steps are moving into legislature this year. Locally they are still seeing a trend of late referrals of children over 2 ½ year old. They would like to see children under 18 months for



earlier intervention. There is a handout from FirstWords.org called 16 Gestures by 16 Months. This handout is a very good resource for infants and toddlers.

**c. School District Academies**

Ms. Aisha Adkison informed the Committee that they had two events and the Coalition was present to hand out free books. The teachers and instructors put on a play and did activities with the children and families in attendance. The school district has a good partnership with the Coalition. A handout was provided for the Committee showing the outcome of the events held in partnership with the Coalition.

**d. DCF Licensing**

Mr. Roger Thompson informed the Committee that his title has changed from DCF Licensing to DCF Regulation. The office has hired a new part time staff member, Jane Desoi. The CARES system is still moving forward, even though bugs are still being worked out. Some of the data is still not accurate, but once it is fixed the system will be great.

**e. Pensacola State College**

No report from Pensacola State College.

The meeting was adjourned at 12:17 pm.

**Next Meeting:** January 19, 2016 at 10:30 a.m.