



EXECUTIVE COMMITTEE MEETING

Thursday, October 29, 2009

5 P.M. to (or until business is concluded)
5735 Rio Vista Drive
Clearwater, FL 33760

PROPOSED AGENDA

I. CALL TO ORDER

- A. Approval of October 2009 Agenda
- B. Approval of August 2009 Minutes

II. DISCUSSION ITEMS

- A. Legislative Update
- B. Strategic Planning
- C. Request for Proposals
- D. Meeting Schedule

III. ACTION ITEMS

- A. VPK Provider Certification
- B. Executive Director Performance Evaluation

IV. OTHER BUSINESS

PUBLIC COMMENT

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and its committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

V. ADJOURNMENT

Next meeting – TBD



EXECUTIVE COMMITTEE MEETING

Thursday, August 27, 2009

4 p.m. to (or until business is concluded)

**Early Learning Coalition Office
5735 Rio Vista Blvd., Clearwater**

Executive Committee Members: Ken Peluso-Chair, Jack Geller Vice-Chair, Mike Pachik-Secretary and Cindy Jameson

Board Members: Carla Recker, Cindy Seletos, Dr. Claude Dharamraj, Guy Cooley

Coalition Staff: Janet Chapman, Lindsay Carson

Guests: Lisa Easler- Coalition Attorney, Gary Cernan, Gayle Guidash

I. Call to Order

A quorum was present and Chair, Ken Peluso called the meeting to order at 5:00 pm

A. Chair Peluso, called for approval of the agenda for the August 27, 2009 Executive Committee meeting.

A motion was made by Jack Geller and seconded by Mike Pachik to:

Approve the August 27, 2009 Agenda.

The motion passed unanimously to approve the agenda.

B. Chair Peluso, called for approval of the minutes for the Executive Committee meetings on:

June 30, 2009	Regular Meeting
July 21, 2009	Emergency Meeting
August 3, 2009	Emergency Meeting
August 13, 2009	Emergency Meeting

A motion was made by Jack Geller and seconded by Mike Pachik to:

Approve the Executive Committee Minutes.

Discussion: Jack Geller noted that he was not in attendance on July 21, 2009. Chair Peluso noted he was not present on August 3, 2009 and Jack Geller was present. Guy Cooley clarified that the reference to utilization of Peopleware in the August 13, 2009 minutes was made by Doug Oakes, not himself. Since the August 13, 2009 meeting, there is been further review and clarification on the VPK Provider File monitoring referenced. Jack Geller asked that a footnote be added directing readers to review the August 27, 2009 minutes for final results.

The motion passed unanimously to approve the minutes with noted revisions.

II. Discussion Items

August 27, 2009

Page 1 of 2

A. Interagency Taskforce

Janet Chapman presented that an Interagency Taskforce meeting was held. Several issues were identified to be reviewed in the coming months. Each item will be reviewed to:

1. Implement and maintain practices that are good for customers.
2. Eliminate duplication of effort,
3. Increase cost efficiencies to the greatest extent possible.

1. VPK Provider Certification

Janet Chapman presented that after the correction period of the Summer 2009 VPK Provider File Audit Coordinated Child Care was at a 95% rate of compliance. Guy Cooley agreed that the final results were fair and accurate. He also added that additional corrective action steps have been made as they are striving for 100% compliance. While CCC's performance in the is area has substantially improved, this exercise revealed possible efficiencies to be gained if the service was reassigned to Child Care Licensing who already tracks or collects many of the same documents.

Upon review of this activity it appears there is a duplication of several efforts between Coordinated Child Care and Child Care Licensing. A workgroup convened to review the detailed process for possible efficiencies. Child Care Licensing is currently examining the program to develop a proposed budget to administer this service.

The consideration of this transition is based on possible efficiencies, not on performance of Coordinated Child Care.

B. Triennial Assessment

Janet Chapman presented the Triennial Assessment results from the Agency for Workforce Innovation. There were very few findings which have already been addressed or corrected. Coordinated Child Care is preparing a response to the issues identified under Child Care Resource & Referral.

C. Executive Director Performance Evaluation

Chair Peluso shared that Janet Chapman's performance evaluation will take place in September 2009. The evaluation form will be distributed via email to all board members. All Executive Committee members are required to complete the evaluation. Other Board members may complete the evaluation. A staff member will collect all evaluations and provide them to Chair Peluso.

III. Adjournment

Next meeting – **October 29 at 5:00 p.m.** at the Coalition Office, Bay Vista Gardens, 5735 Rio Vista Dr., Clearwater 33760

Dr. Ken Peluso
Chair

Date

Michael Pachik
Secretary

Date

Early Learning Coalition of Pinellas County, Inc.
October 29, 2009

Subject: VPK Provider Certification

BACKGROUND

The Coalition contracts with Coordinated Child Care of Pinellas, Inc. to administer the VPK Provider Certification process. Coalition or its designee must demonstrate compliance with 60BB-8 F.A.C. To this end documentation of all background screening, educational credentials must be maintained by CCC. Most of these documents are also tracked by Child Care Licensing.

At the request of the Executive Committee, Coalition staff have explored an alternative service delivery model that reduces duplication while creating cost efficiencies.

PROPOSED COALITION ACTION

Approve reassignment of VPK Provider certification to the Pinellas County Health Department, Child Care Licensing Program beginning with the Summer 2010 program. The Early Learning Coalition will serve as the transition agency, assuming responsibility of the 2009-2010 School Year VPK programs effective November 15, 2009.

Supporting Documentation Attached:

VPK Provider Certification Review

VPK Provider Documentation Comparison

Pinellas County Health Department, Child Care Licensing Proposal

Approval

Chair

Date

Strategic Planning Review Recommendation

VPK Provider Certification

Background:

VPK rules require documentation for all: providers, directors, teachers and assistants, be maintained in their VPK file at CCC. Many of these documents are also maintained or tracked by Child Care Licensing. Some documents are actually sent from CCL to Coordinated Child Care. Tracking of these documents can be cumbersome as certifications, credentials, licenses etc. expire throughout the year. New data systems being implemented at CCL have the capacity to track these dates thus making it easier to maintain compliance. CCL is already tracking most of the necessary documents for licensing purposes.

Preliminarily it appears that contracting with the Pinellas County Health Department, Child Care Licensing Program could:

1. Create cost efficiencies
2. Reduce duplication
3. Simplify the certification process for VPK providers.

Proposed Change:

Reassignment of VPK Provider certification to the Pinellas County Health Department, Child Care Licensing Program beginning with the Summer 2010 program. The Early Learning Coalition will serve as the transition agency, assuming responsibility of the 2009-2010 School Year VPK programs effective November 15, 2009.

Rationale:

Reduce duplication

The Child Care Licensing Program of the Pinellas County Health Department currently monitors and tracks expiration of most documents required of VPK sites, directors and teachers. Additionally, CCL has a data system in place used for licensing purposes which can also be applied to VPK. No new data systems will need to be developed.

Simplify process for VPK providers

VPK providers will now only be required to submit most documents to one agency. Some documents are actually produced by Child Care Licensing which would require no action on the part of the provider.

Expanded Services Digital Fingerprinting

VPK provider must have a completed Level 2 Screening before working in a VPK classroom. These screenings are traditionally submitted on finger print cards and it can take several weeks to receive results. This can create hardships and potential compliance issues for VPK providers who experience staff turnover. Child Care Licensing requires provider have fingerprints submitted within 10 days of hire. A provider may work at a center pending approval. Screenings submitted with digital fingerprints receive results typically within a few days. Child Care Licensing will provide access to LiveScan Fingerprinting for VPK providers along with all other child care providers in Pinellas. This serves as an additional safety measure for potentially all children as disqualified teachers can be identified more quickly and removed for a center.

Cost efficiencies

JANET -

Fiscal Impact:

(Additional Information will be provided at the Executive Committee Meeting)

Current VPK Provider Document Collection

Required Document	Coordinated Child Care	Child Care Licensing
VPK 20-Provider Agreement	Yes	No
AWI VPK10 (Site)	Yes	No
AWI VPK11 (per classroom)	Yes	No
License	Provided by licensing. Information is also used by CCR&R and School Readiness.	Yes
Faith Based Exempt	Provided by licensing. Information is also used by CCR&R and School Readiness.	Yes
Licensed or Accredited (L/A) If claiming faith-based exemption	Provided by licensing. Information is also used by CCR&R and School Readiness.	Yes
Gold Seal	Provider receives distinction from CCL and submits to CCC. This information is also used for CCR&R and School Readiness provider reimbursement.	Yes
VPK Director Credential	Duplication - DCF Child Care Training Transcript. Outside of VPK, tracking by CCC is unnecessary.	Yes - DCF Child Care Training Transcript
Director Credential	Duplication - DCF Child Care Training Transcript. Outside of VPK, tracking by CCC is unnecessary.	Yes - DCF Child Care Training Transcript
CDA or Equivalent	Duplication - DCF Staff Credential Verification. Outside of VPK, tracking by CCC is unnecessary.	Yes - DCF Child Care Training Transcript
Emergent Literacy or Early Literacy prior to 11/1/05	Duplication - DCF Child Care Training Transcript. Outside of VPK, tracking by CCC is unnecessary.	Yes - DCF Child Care Training Transcript
Higher Education Degree	Duplication - DCF Staff Credential Verification. Outside of VPK, tracking by CCC is unnecessary.	Yes - DCF Child Care Training Transcript
Valid Educator Certificate	Duplication - DCF Staff Credential Verification. Outside of VPK, tracking by CCC is unnecessary.	Yes - DCF Child Care Training Transcript

FDLE Screen- valid for 5 years from date of screen	Duplication, Outside of VPK, tracking by CCC is unnecessary. Provider receives from licensing. Licensing holds documents for Directors. For teachers, Licensing monitors during inspections and tracks in database. Actual documents are held at provider site. These are all mailed to CCC with VPK application/changes.	Yes - DCF Background Screening Database. Hardcopies are also held for all Directors and Family Child Care Homes. Different standards apply for VPK than for licensing but the information is still tracked.
Local Screen-Valid for 5 years from date of screen	Duplication, Outside of VPK, tracking by CCC is unnecessary. Director sends to both CCC and Licensing. Fore teachers, Licensing monitors during inspections and tracks in database.	Yes - DCF Background Screening Database. Hardcopies are also held for all Directors and Family Child Care Homes
FBI Screen- valid for 5 years from date of screen	Duplication, Outside of VPK, tracking by CCC is unnecessary. Director sends to both CCC and Licensing. Fore teachers, Licensing monitors during inspections and tracks in database.	Yes - DCF Background Screening Database. Hardcopies are also held for all Directors and Family Child Care Homes. Different standards apply for VPK than for licensing but the information is still tracked.
Good Moral Character Document-valid for 1 year from date of signature	Duplication, Outside of VPK, tracking by CCC is unnecessary. Director sends to both CCC and Licensing. Fore teachers, Licensing monitors during inspections and tracks in database.	Yes - DCF Background Screening Database. Hardcopies are also held for all Directors and Family Child Care Homes
VPK Calendar Calculation Worksheet	Submitted by provider. Is required for both provider certification and for payment purposes.	No
Documentation File monitoring has occurred	Yes	Yes- current practice
Low Performing Provider Status	<i>Administered by ELC, required for VPK provider certification.</i>	
Verification of Curriculum	Required for Low Performing VPK providers only. Submitted by provider with application if applicable.	No