



**SERVICE DELIVERY &
EFFICIENCY
COMMITTEE MEETING
AGENDA**

Thursday, February 2, 2017 at 1:30 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for January 19, 2017 Regular Meeting (Pg.2)

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. OLD BUSINESS

IV. ACTION ITEMS

V. DISCUSSION ITEMS

- A. Review Contract for Additional Enforcement Needs
- B. Draft Stipulated Agreement Template

VI. INFORMATION ITEMS

VII. ADJOURNMENT

UPCOMING MEETINGS

Board of Directors Meeting-Monday, February 13, 2016 at 5:30 pm.

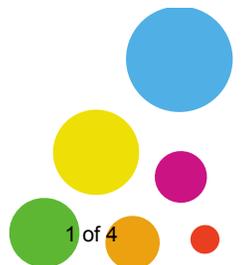
Upcoming Events

ELC Lightning Fundraiser- Thursday, February 2, 2017.

IECP Ribbon Cutting- February 28, 2017 from 5:00 pm to 7:30 pm.

Hillsborough Day of Play- Sunday, March 12, 2017 from 10:00 am – 3:00 pm at Al Lopez Park.

Hillsborough Day at the Capital- Wednesday, March 22, 2017 from 11:30 am – 1:00 pm.





**SERVICE DELIVERY &
EFFICIENCY
COMMITTEE MEETING
UNAPPROVED MINUTES**

Thursday, January 19, 2017 at 10:00 am
6800 N. Dale Mabry Hwy, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Angela Chowning, Committee Chair

Committee Members Present:

Angela Chowning, Dr. Daphne Fudge, Mary Hancock, and Liz Welch

Committee Members Absent:

Dr. Jacquelyn Jenkins

ELCHC Staff

Karen Perkins, Sharon Hayes, Nancy Metsker, and Kelley Minney

Other Attendees:

Cynthia Rodriguez, Sandy Show, and Marina Harkness

CALL TO ORDER

Noting a quorum had been established, Chair Chowning called the meeting to order at 10:00 am.

Approval of December 13, 2017 Service Delivery and Efficiency Committee Meeting minutes.

Dr. Daphne Fudge made a motion to approve the December 13, 2017 Service Delivery & Efficiency Committee meeting minutes. Angela Chowning seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

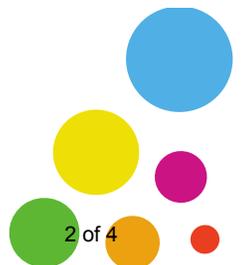
OLD BUSINESS

There was no Old Business.

DISCUSSION ITEMS

Review Draft Chart for Enforcement Procedures

The Committee reviewed the chart for enforcement procedures that was drafted during the December 13, 2017 Committee meeting for the School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) contracts.



The Committee modified the draft enforcement procedures for lapse of liability insurance to read as follows:

- First instance of lapse of insurance would result in a loss of School Readiness dollars for every day that the provider was not covered by insurance. The provider would have ten (10) days to obtain a minimum of a 6 month pre-paid insurance policy and submit to the Coalition proof of receipt from the provider's insurance company.
- Second instance of lapse of insurance would result in the termination of the contract for one (1) calendar year from the date of notice of termination. The provider would be notified of termination by telephone and a follow-up email through the portal.

A provider's contract would be terminated for engaging in fraudulent practices, regarding insurance coverage, and the time of the contract termination would be a maximum of five years, which would match OEL contract.

Karen Perkins recommended that the requirement state "failure to comply with all insurance requirements" so the consequences apply to all insurance that was a requirement of the contract; not just liability insurance.

The Committee modified the draft enforcement procedure for failure to submit attendance records by the third business day of the month from "timely payment cannot be guaranteed" to "payment cannot be guaranteed."

The Committee reviewed the draft enforcement procedures for failure to submit developmental screenings on children enrolled. Ms. Chowning stated that the stipulated agreement would be discussed at the next Committee meeting.

The Committee modified the draft enforcement procedures for intentional program violation to read as follows:

- A provider's contract would be suspended while under investigation for intentional program violation, and if the investigation determined fraud, the provider's contract would be terminated with restitution of funds and turned over to the appropriate law enforcement for possible prosecution.

The Committee agreed to recommend the following enforcement procedures for failure to issue receipts:

- First instance would result in written corrective action to include implemented procedure regarding receipts.
- Second instance would result in provider contract placed on probationary status with a stipulated agreement.
- Third instance would result in contract termination for two (2) calendar years from the date of notice of termination.

Cynthia Rodriguez provided Early Learning of Florida hand-outs regarding Health and Safety Provider Pointers, Health and Safety Modules, and Pre-Service Training Requirements. Ms. Chowning stated Child Care Licensing had provided four Health & Safety Workshops to providers and that the next workshop by DCF was scheduled for February 1, 2017 in Lakeland, Florida. Ms. Perkins stated that the ELCHC had recommended to providers to start their staff on option 2, but to make sure that staff starts their 45 clock hours within 90 days of hire to remain within contract compliance.

The Committee agreed to table the Health and Safety Standards and the Stipulated Agreement template until the next Committee meeting.

The next Committee meeting was scheduled for Thursday, February 2, 2017 at 1:30 pm. Ms. Perkins stated that she would email the 2017-2018 SR contract and staff recommendations for health and safety standards to the Committee for their review prior to the next Committee meeting.

ADJOURNMENT

Angela Chowning made a motion to adjourn the meeting at 11:30 am. Mary Hancock seconded the motion. The motion carried unanimously.