



SERVICE DELIVERY & EFFICIENCY COMMITTEE MEETING AGENDA

Wednesday, March, 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 February 2, 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

VI. ADJOURNMENT

UPCOMING MEETINGS

Executive/Finance Committee Meeting- Tuesday, March 14, 2017 at 3:00 pm

Board of Directors Meeting- Monday, April 17, 2017 at 3:30 pm

UPCOMING EVENTS

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

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



SERVICE DELIVERY & EFFICIENCY COMMITTEE MEETING UNAPPROVED MINUTES

Thursday, February 2, 2017 at 1:30 pm.
6800 N. Dale Mabry Hwy, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Angela Chowning, Chair

Committee Members Present:

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

Committee Members Absent:

Dr. Jacquelyn Jenkins, and Mary Hancock.

Board Members Present:

Marie Caracciola

ELCHC Staff

Lorinda Gamson, Sharon Hayes, Nancy Metsker, Kelley Minney, and Karen Perkins.

Other Attendees:

Marina Harkness, Cynthia Rodriguez, Sandy Show, Shantay Biatz*

*Indicated attendance via telephone.

CALL TO ORDER

The meeting was called to order at 1:35 pm.

Approval of January 19, 2017 Service Delivery & Efficiency Committee meeting minutes.

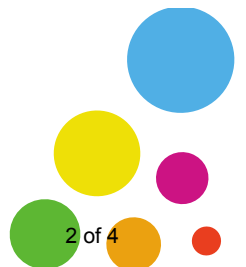
Liz Welch made a motion to approve the January 19, 2017 Service Delivery & Efficiency Committee meeting minutes. Dr. Daphne Fudge seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

ACTION ITEMS:

There were no action items



DISCUSSION ITEMS

The Committee reviewed the enforcement procedures that were agreed to at the January 19, 2017 Committee meeting for the School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) contracts. Lorinda Gamson, Provider Services Specialist requested that the Committee revisit the first instance under failure to comply with all insurance requirements. Ms. Gamson stated that the "6 month pre-paid" requirement under the first instance as written on the enforcement chart would be a challenge for providers. Ms. Gamson stated that insurance policies are written annually and it would depend on where a provider was in the course of their insurance policy to be able to obtain proof that they had paid the policy for 6 months. Karen Perkins made a recommendation to rewrite the "6 month pre-paid insurance policy" to "provider must provide proof of payment of insurance until the duration of the term of the contract." Angela Chowning recommended the addition of a caveat to the first instance that would read "If the term of the insurance policy would expire prior to the contract expiration date, the provider must provide, to the Coalition, proof of additional insurance coverage." Ms. Perkins recommended that Attorney Steve Lee review the proposed enforcement procedures before taking to the full board for approval.

The Committee reviewed the second instance under failure to comply with all insurance requirements and agreed to the following modification:

- Second instance would result in a loss of School Readiness (SR) dollars and the provider would have ten (10) days to provide proof of a paid insurance policy that would cover the term of the contract. If proof of a paid insurance policy has not been submitted to the Coalition within (10) days, the Coalition has the right to terminate the contract for a total of twelve (12) months from the date of notice of termination.

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 (5) years, which would match OEL contract.

Ms. Perkins read paragraph 56 of the 2017-2018 School Readiness (SR) contract regarding corrective action notice and probation for non-compliance of contract.

The Committee reviewed the enforcement procedures for failure to submit developmental screenings on children enrolled, intentional program violation, and failure to issue receipt for provider payments.

Marina Harkness noted that the third instance under failure to issue receipt for provider payments would need changed to "contract terminated for two (2) calendar years from the date of notice of termination" instead of "contract terminated for a two (2) year period."

Angela Chowning reviewed the Class I, II, and III violations for health and safety standards as outlined by OEL and classified by severity. Ms. Chowning provided a sample of a stipulated agreement from Child Care Licensing for the Committee to review. Ms. Perkins recommended Attorney Steve Lee to draft a stipulated agreement that would follow the same format of the stipulated agreement from Child Care Licensing.

The Committee reviewed enforcement actions 1-12 of the School Readiness (SR) Contract Compliance Chart and agreed to the following modifications for indicators 1, 8, 9, and 10:

Indicator 1: Children enrolled in accordance with SR payment certificate.

- a. First instance, the provider would not be paid for services provided prior to obtaining permission to change a child's service location and a corrective action plan with technical assistance would be put in place.
- b. Second instance, the provider would not be paid for services provided prior to obtaining permission to change a child's service location and the provider would be placed on probation for a total of six (6) months which would include a stipulated agreement.
- c. Third instance, the provider's contract would be terminated for two (2) calendar years from the date of notice of termination.

Indicator 8: Provider adhered to the provisions of the Rilya Wilson Act for each at-risk child under the age of school entry by documenting any notification contact made with the DCF or community-based agencies' case manager.

- a. First instance would result in a corrective action plan and the provider would receive help with documentation of absences. The enforcement would take effect July 1, 2017.
- b. Second instance would result in termination of the provider's contract for two (2) calendar years from the date of notice of termination. The enforcement would take effect July 1, 2017.

Indicator 9: Provider allow coalition staff or OEL staff immediate access to facility per contract.

- a. First instance, payment would be withheld for any day that Coalition, OEL and/or local licensing is not granted access to the facility and spaces used to offer the SR program.
- b. Second instance would result in termination of the provider's contract for two (2) calendar years from date of notice of termination.

Indicator 10: Provider allowed coalition staff or OEL staff immediate access to records per contract.

- a. First instance, payment would be withheld for any day that Coalition, OEL and/or local licensing is not granted access to the facility and spaces used to offer the SR program.
- b. Second instance would result in termination of the provider's contract for two (2) calendar years from date of notice of termination.

The next Committee meeting was scheduled for March 1, 2017 at 1:30 pm.

ADJOURNMENT

Liz Welch made a motion to adjourn the meeting at 3:35 pm. Dr. Daphne Fudge seconded the motion. The motion carried unanimously.