

**SERVICE DELIVERY &
EFFICIENCY COMMITTEE
MEETING AGENDA**

Friday, November 3, 2017 at 11:00 am.
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 September 25, 2017 Service Delivery & Efficiency Committee Meeting (Pg. 2)
- C. Approval of Minutes for October 23, 2017 Service Delivery & Efficiency Committee Meeting (Pg. 5)

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

- A. Hurricane Preparation & Recovery Plan A. Chowning

IV. ACTION ITEMS

- A. Voluntary Pre-Kindergarten (VPK) Progressive Enforcement Plan (Pg. 8) A. Chowning

V. DISCUSSION ITEMS

VI. ADJOURNMENT

UPCOMING MEETINGS

Executive/Finance Committee Special Meeting (conference call)- Tuesday, November 7, 2017 at 9:30 am.

Board Retreat- Monday, November 13, 2017 from 12:00 pm to 2:30 pm.

Board of Director's Meeting- Monday, November 13, 2017 at 3:00 pm.

UPCOMING EVENTS

Governor's Budget Recommendations Due – Monday, December 11, 2017

Provider Meeting – Saturday, January 6, 2018

2018 FL Legislative Session Begins – Tuesday, January 9, 2018

Hillsborough Day at Capitol – Wednesday, January 17, 2018

2018 Celebrate Literacy, Florida! – Monday, January 22 – Friday, January 26, 2018

Day of Play- Sunday, February 25, 2017



**SERVICE DELIVERY &
EFFICIENCY COMMITTEE
UNAPPROVED MINUTES**

Monday, September 25, 2017 at 2:00 pm
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Angela Chowning, Chair

Committee Members Present:

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

Committee Members Absent:

Dr. Jacquelyn Jenkins

ELCHC Staff:

Bobbi Davis, Steve Costner, Sharon Hayes, Kelley Minney, and Karen Perkins

Other Attendees:

Marina Harkness, Deena Osorio, Cynthia Rodriguez, and Sandy Show.

*Indicates attendance by phone.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Chowning called the meeting to order at 2:00 pm.

Approval of August 25, 2017 Service Delivery & Efficiency Committee meeting minutes.

Mary Hancock made a motion to approve the August 25, 2017 Service Delivery & Efficiency Committee meeting minutes. Angela Chowning made a second. The motion passed unanimously.

PUBLIC COMMENT

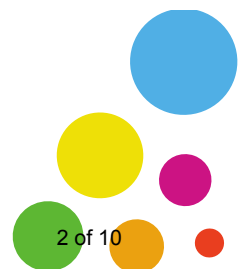
There was no Public Comment

OLD BUSINESS

There was no Old Business

ACTION ITEMS

There were no Action Items.



DISCUSSION ITEMS

Voluntary Pre-Kindergarten (VPK) Progressive Enforcement Plan

The Committee tabled the Voluntary Pre-Kindergarten Progressive Enforcement Plan until the next Committee meeting.

Ms. Sharon Hayes, ELCHC Provider Services Manager reported that the Voluntary Pre-Kindergarten contract meetings had been cancelled due to Hurricane Irma. Ms. Hayes added that the September 16, 2017 School Readiness contract meeting had been cancelled, but all other scheduled School Readiness contract meetings had been held. Ms. Hayes stated that the Voluntary Pre-Kindergarten contract meetings would be rescheduled. Ms. Karen Perkins added that webinars would be offered and posted to the ELCHC Learning Management System (LMS) for providers who were not be able to attend the contract meetings in person.

Ms. Hayes informed the Committee that the School Readiness Progressive Enforcement Procedures had been mailed to all providers. The Committee discussed that the Progressive Enforcement Procedures would go into effect October 1, 2017, and that providers would start with a clean slate, unless there was a Corrective Action Plan (CAP) in place.

Hurricane Preparation and Recovery Plan

The Committee had a discussion regarding the Voluntary Pre-Kindergarten and School Readiness provider payments. Ms. Perkins reported that the Office of Early Learning (OEL) stated, in rule, that the Coalition was only permitted to reimburse a Voluntary Pre-Kindergarten provider for five (5) closed days within a calendar year due to a disaster or an act beyond their control, and that after five days, it would be necessary for the provider to change their calendar in order to meet the required 540 hours of instructional time during the school year. Ms. Perkins added that she was waiting for a response from OEL regarding non-instructional days.

Ms. Perkins stated that the following reasons were permitted by the Office of Early Learning for School Readiness providers to close:

1. A declared State of Emergency by a Federal, State or local official.
2. The School District closed.
3. The Coalition implemented its Continuity of Operations Plan (COOP).

Ms. Perkins, also added, that a School Readiness provider may close due to a situation beyond their control, and there was no stipulation in rule for the number of days that a provider was allowed to close. Ms. Perkins added that the Office of Early Learning stated that a Coalition may reimburse payment to School Readiness providers that were closed, but that it was not required; the decision to reimburse would be a local decision.

The Committee recommended that the School Readiness providers who had closed during the storm would automatically receive payment for the three (3) days that the County and Coalition had been closed. Ms. Perkins recommended that payment for any additional days closed would be based on individual circumstances, and that the provider would be required to submit a letter of explanation to the Coalition for payment to be considered.

Ms. Perkins added that it was optional for providers to waive parent co-payments during a disaster.

Ms. Perkins provided resources regarding "Child Care Disaster Preparedness" from Child Care America and "Tracking Costs for Disasters" from the Office of Early Learning.

Chair Chowning requested a Doodle poll to schedule the next Committee meeting.

Ms. Perkins recommended that providers be reminded to submit their Ages and Stages Questionnaire's prior to October 1, 2017.

ADJOURNMENT

Citing no further business, Dr. Daphne Fudge made a motion to adjourn the meeting at 3:50 pm. Mary Hancock made a second. The motion carried unanimously.

Read and approved by: _____
Lynne T. Hildreth, Secretary Date



**SERVICE DELIVERY &
EFFICIENCY COMMITTEE
UNAPPROVED MINUTES**

Monday, October 23, 2017 at 2:00 pm
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Angela Chowning, Chair

Committee Members Present:

Angela Chowning, Dr. Daphne Fudge, and Mary Hancock*.

Committee Members Absent:

Dr. Jacquelyn Jenkins and Liz Welch

ELCHC Staff:

Bobbi Davis, Kelley Minney, and Karen Perkins

Other Attendees:

Maria Negron and Rebecca Lopez

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Chowning called the meeting to order at 2:09 pm.

Chair Chowning requested that the September 25, 2017 meeting minutes be approved at the next committee meeting to provide Committee Members additional time to review.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

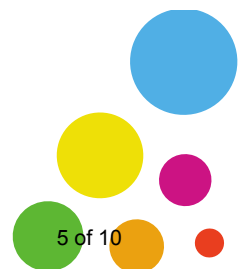
Hurricane Preparation and Recovery Plan

There was a discussion regarding the need to develop a Hurricane Preparation and Recovery Plan for the child care community. Ms. Karen Perkins, Chief Program Officer recommended that the Committee connect to Child Care of America for technical assistance to help guide the process.

Ms. Karen Perkins stated that the Coalition had received a waiver from the Office of Early Learning (OEL) stating that Coalitions may reimburse Voluntary Pre-Kindergarten (VPK) providers who had closed during Hurricane Irma a total of seven (7) days.

ACTION ITEMS

There were no Action Items.



DISCUSSION ITEMS

Voluntary Pre-Kindergarten (VPK) Progressive Enforcement Plan

Ms. Chowning recommended that the contract termination process be reviewed. Ms. Chowning stated that if the Coalition based contract termination on Child Care Licensing actions that it would be prudent for the Coalition to wait to terminate the contract until after the appeal process was over.

The Committee reviewed the proposed VPK Progressive Enforcement Plan and made the following changes:

1. A child is being served in the location other than the location indicated on the Certificate of Eligibility.
 - 1st Occurrence- change "reenrolled" to "enrolled" & add "technical assistance."
 - 2nd Occurrence- add "provider will not be paid", *add* "corrective action plan which may include increased monitoring."
 - 3rd Occurrence-Termination of contract.
2. License or accreditation is in effect for the contract period.
 - 1st Occurrence- add "technical assistance", "provisional licenses are allowed", and "if provider is unable to obtain accreditation the contract shall be terminated."
 - Remove 2nd Occurrence.
 - Remove 3rd Occurrence.
3. The provider employs a director that has a valid Director's Credential.
 - 2nd Occurrence- "If provider hired a Director's credential and they left, non-payment and termination of contract. Upon application, if provider does not have a Director's credential by date determined they are not eligible to apply."
4. The Provider shall employ teaching staff with the required credentials, background screening and Affidavit of Good Moral Character.
 - 1st Occurrence- add "technical assistance."
 - 2nd Occurrence- "If no credentialed staff in place, non-payment would start on date that staff member lost credential or was terminated."
 - 3rd Occurrence- Terminate contract.
5. The provider shall notify the Coalition and any and all VPK program changes within 14 calendar days of the change.
 - 1st Occurrence- add "technical assistance."
6. The provider requires parents to verify each child's attendance on forms prescribed by the office of Early Learning in Rule 6M-8.305, F.A.C. each month.
 - No changes
7. The provider is required to administer the VPK pre-and-post-assessment per the requirements established by the Office of Early Learning.
 - 1st Occurrence- If provider conducted pre-assessment within 30 days of first instructional day, but didn't upload to provider portal then technical assistance would be required.
 - 2nd Occurrence- if the post-assessment is not uploaded to the portal within the last 30 days, no contract would be issued for next school year.

Ms. Perkins reported that due to Hurricane Irma, that the Office of Early Learning (OEL) had increased VPK class ratio to 1:12 until the end of the 2017-2018 school year.

8. VPK class ratio is out of compliance.

- 1st Occurrence- class out of ratio, provider will not be paid and technical assistance would be required.
- 2nd Occurrence- non-payment and written corrective action would state that if non-compliance the provider would be terminated for 12 months.

Ms. Perkins reported that the Office of Early Learning (OEL) stated that Coalitions may serve School Readiness (SR) children impacted by Hurricane Maria, but that the children would be required to be placed on the waitlist, unless they were connected with the Homeless Coalition or Metropolitan Ministries.

Ms. Chowning requested that the VPK Progressive Enforcement Plan would go before the full board for approval at the Board of Director's meeting on November 13, 2017.

The Committee scheduled the next meeting on November 3, 2017 at 11:00 am.

ADJOURNMENT

The meeting adjourned at 3:30 pm.

Read and approved by: _____
Lynne T. Hildreth, Secretary Date _____

Voluntary Prekindergarten Contract Enforcement

Child(ren) are not being served in the location listed on the Certificate of Eligibility.	<p>1st Occurrence: The provider will not be paid for services provided to the child(ren) for any days the child is served at a location other than the location specified on the Certificated of Eligibility (COE). Coalition staff will provide technical assistance to ensure that the VPK Program is aware of the terms and conditions of the of the VPK Contract.</p> <p>2nd Occurrence: If it is determined during monitoring that the VPK Program is in non-compliance for the second time during the VPK Program year, the VPK Provider's contract will be terminated.</p>
The provider's accreditation or license expires during the VPK program year and the accreditation or license is not renewed in a timely manner.	<p>First Occurrence: The Provider will be required to revise the VPK program calendar to ensure that the 540 instructional hours (school year) or 300 instructional hour (summer) are delivered in accordance with the requirements of Florida Statute.</p> <p>Payments shall be suspended until the license or accreditation is in force.</p> <p>If the VPK Program is unable to renew its or accreditation, payments received after the expiration of the license or accreditation shall be considered disallowed costs and the provider will be required to repay the coalition from the date of accreditation or license expiration.</p>

<p>The VPK Program director does not meet the educational requirements (credential and/or training) required by Florida Statutes. (Expired credential, director resigns or is terminated).</p>	<p>If no other staff member meets has a Director's Credential, the Program must report the loss of director to Child Care Licensing. The program will be placed on a provisional license for a period not to exceed 6 months.</p>
<p>The VPK lead instructional staff does not meet the education requirements (credential and/or training) required by Florida Statute.</p>	<p>The VPK program shall be give fourteen calendar days to submit documentation to the Coalition that staff meets the educational requirements required by Florida Statute.</p> <p>If the provider is unable to provide the necessary documentation within the 14 calendars days, payments shall be suspended until the VPK Program can employ staff that 1) meet the statutory requirements and 2) staff credentials are approved by the coalition. The provider may be required to modify its calendar to ensure children received the required number of hours of services.</p>
<p>The VPK Program does not maintain adequate attendance records as specified by 6M-8.305 F.A.C.</p>	<p>1st Occurrence during VPK Program Year: Provider shall submit proof of child(ren)'s attendance within ten (10) calendar days. The provider shall not be reimbursed for any children whose</p> <p>2nd Occurrence during VPK Program Year: Payment will be suspended until appropriate attendance document is provided to the Coalition.</p> <p>3rd Occurance during VPK Program Year: All attendance records will be monitored. Any/all attendance does not have supporting documentation</p>

	signed by parents will be disallowed. Contract may be subject to termination.
Provider does not adhere to the VPK ratio and/or group size requirements.	<p>1st occurrence: Program will not be reimbursed for services delivered that are not in compliance with ratio and/or group size. Program will be subject to additional monitoring</p> <p>2nd occurrence: Program will not be reimbursed for services delivered that are not in compliance with ratio and/or group size and must submit a corrective action plan. Program will be subject to additional monitoring.</p> <p>3rd occurrence: Contract will be terminated for a minimum of twelve (12) months.</p>
Provider does not administer the VPK pre-assessment within 30 days of 1 st VPK instructional day or does not conduct the post-assessment within 30 days prior to the final day of VPK instruction.	The contract will be terminated for failure to adhere to the VPK assessment requirements.
Provider does not submit the VPK pre-assessment via Bright Beginnings within 45 days of the 1 st day of VPK instruction and/or does not submit the post-assessment within 15 days of administering the post assessment.	<p>First occurrence: Provider will be required to implement a corrective action plan.</p> <p>Second occurrence: Contract will be terminated.</p>