



SERVICE DELIVERY & EFFICIENCY COMMITTEE MEETING AGENDA

Thursday, May 3, 2018 at 2:00 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 30, 2018 Meeting

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. VPK Contract Enforcement Procedures S. Hayes
- B. School Readiness High Risk Providers/Compliance Issues L. Gamson

IV. ACTION ITEMS

V. DISCUSSION ITEMS

- A. Contract Denial Process A. Chowning
- B. Hurricane Preparedness A. Chowning

VI. ADJOURNMENT

UPCOMING MEETINGS

Executive/Finance Committee Meeting- Monday, May 21, 2018 at 9:00 am

Board Retreat- Monday, May 21, 2018 from 10:00 to 3:00 pm

Board of Director's Meeting- Monday, June 11, 2018 at 3:00 pm

UPCOMING EVENTS

Provider Appreciation Event- May 5, 2018 from 10:00 am to 3:00 pm.



**SERVICE DELIVERY &
EFFICIENCY COMMITTEE
UNAPPROVED MINUTES**

Tuesday, January 30, 2018 at 2:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Angela Chowning, Chair

Committee Members Present:

Angela Chowning, Mary Hancock, & Liz Welch*. Dr. Daphne Fudge arrived at 3:14 pm.

Committee Members Absent:

Dr. Jacquelyn Jenkins

Board Members Present:

Kelley Parris*

ELCHC Staff:

Bobbi Davis, Lorinda Gamson, Sharon Hayes, Kelley Minney, and Karen Perkins

Other Attendees:

Marina Harkness, Kathy Kaaa, Cindy 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 November 3, 2017 Service Delivery & Efficiency Committee Meeting Minutes.

Mary Hancock made a motion to approve the November 3, 2017 Service Delivery & Efficiency Committee meeting minutes. Angela Chowning made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

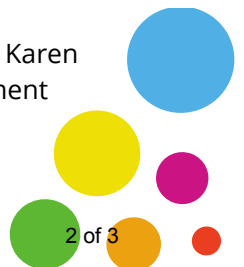
OLD BUSINESS

There was no Old Business.

ACTION ITEMS

Voluntary Pre-Kindergarten (VPK) Contract Progressive Enforcement Procedures

There was a discussion regarding the VPK Contract Progressive Enforcement Procedures. Karen Perkins, ELCHC Interim CEO, reported that Attorney Steve Lee had reviewed the enforcement



procedures and recommended minor adjustments to contract language. Ms. Perkins stated that Attorney Lee's recommendations had been added to the document, as highlighted text, for the Committee's review.

The Committee recommended the following addition to the enforcement procedures:

1. Liability insurance and consequences for non-compliance.

There was a discussion regarding the consequences to the VPK ratio and/or group size requirements. The Committee recommended the following amendments:

1. A corrective action plan be added to the 1st occurrence.
2. 2nd occurrence- change language from "provider may be ineligible to contract for a period of 5 years" to "provider shall be ineligible to contract for a period of 5 years." In addition, the Committee recommended that language throughout the contract be changed from "provider may be ineligible to contract for a period of 5 years" to "provider shall be ineligible to contract for a period of 5 years."

The Committee had a discussion regarding the notification to parents of a provider with a 1st occurrence violation. Angela Chowning requested that staff consult with Attorney Steve Lee on whether parents could be notified of provider violations.

Karen Perkins stated that the recommendations to the Voluntary Pre-Kindergarten (VPK) Contract Enforcement Procedures would be made, and that the amended document would be sent to the Committee for their review and approval to move forward to the February 12, 2018 Board meeting.

DISCUSSION ITEMS

Emergency Preparedness Plan

The Committee agreed to move the Emergency Preparedness Plan discussion to the next Committee meeting.

School Readiness Fraud

There was a discussion regarding the effectiveness of the School Readiness (SR) Contract Progressive Enforcement Procedures. Sharon Hayes, ELCHC Provider Services Manager, reported that a large number of providers were repetitive with contract violations that were discovered through the monitoring process.

Kathy Kaaa, with the School District of Hillsborough County clarified that the Coalition investigated provider fraud and that the School District investigated parent fraud. The Committee recommended that the School Readiness Contract Progressive Enforcement Procedures be revisited at the next meeting to discuss the addition of contract language.

Mary Hancock reported that Voluntary Pre-Kindergarten (VPK) testing was changing and that the changes could potentially affect provider's performance scores. Ms. Hancock stated that the new testing in the school system required students to test on a computer, unassisted.

ADJOURNMENT

Citing no further business, Dr. Daphne Fudge made a motion to adjourn the meeting at 4:10 pm. Mary Hancock made a second. The motion carried unanimously.