



**SERVICE DELIVERY &  
EFFICIENCY COMMITTEE  
MEETING AGENDA**

Friday, October 19, 2018 at 10:00 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 May 3, 2018 Committee Meeting (Pg. 2)
- C. Approval of Minutes for August 24, 2018 Committee Meeting (Pg. 4)

**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**

- A. Approval of Revised CLASS 1 Violation Enforcement Policy (Pg. 6)

**V. DISCUSSION ITEMS**

**VI. ADJOURNMENT**

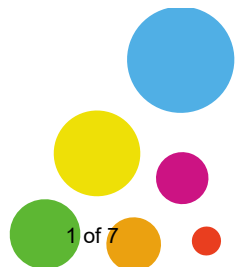
---

**UPCOMING MEETINGS**

**New Board Member Orientation-** Monday, October 22, 2018 at 4:00 pm  
**Relocation Workgroup Meeting-** Wednesday, October 31, 2018 at 3:00 pm  
**Communications & Outreach Committee-** Thursday, November 1, 2018 at 3:00 pm  
**Governance Committee Meeting-** Thursday, November 8, 2018 at 2:00 pm

**UPCOMING EVENTS**

**Read for the Record-** October 25, 2018





**SERVICE DELIVERY &  
EFFICIENCY COMMITTEE  
UNAPPROVED MINUTES**

Thursday, May 3, 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, Dr. Daphne Fudge  
Dr. Jacquelyn Jenkins arrived at 2:30 pm.

**Committee Members Absent:**

**Board Members Present:**

Marie Caracciola

**ELCHC Staff:**

Bobbi Davis, Megan Folts, Lorinda Gamson, Gordon Gillette, Sharon Hayes,  
Kelley Minney, & Abby Perez

**Other Attendees:**

Marina Harkness, Rebecca Lopez, & Sandy Show

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum had been established, Chair Chowning called the meeting to order at 2:02 pm.

**Approval of January 30, 2018 Service Delivery & Efficiency Committee Meeting Minutes.**

***Mary Hancock made a motion to approve the January 30, 2018 Service Delivery & Efficiency Committee meeting minutes. Dr. Daphne Fudge made a second. The motion carried unanimously.***

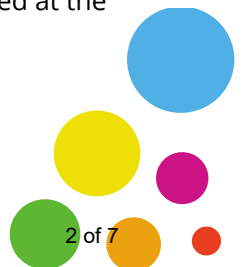
**PUBLIC COMMENT**

There was no Public Comment.

**OLD BUSINESS**

**Voluntary Pre-Kindergarten (VPK) Contract Enforcement Procedures**

Ms. Hayes reported that after the January 30, 2018 Committee meeting, Mega Folts, ELCHC Special Projects Liaison was asked to review the enforcement procedures due to her VPK policy experience at OEL. Ms. Hayes added that Ms. Folts had found several enforcement procedures that were not in alignment with OEL. The Committee requested that a revised enforcement plan be presented at the next Committee meeting.



### **School Readiness High Risk Provider**

Lorinda Gamson, Provider Services Coordinator, stated that a procedure or plan was not in place for School Readiness providers who continued to be high risk after their Tier II monitoring. Ms. Gamson stated that a high- risk provider could be placed on probation, but that probation was not defined. The committee recommended that staff develop a Tier II plan, which included technical assistance, and to present the plan at the next Committee meeting.

### **ACTION ITEMS**

There were no Action Items.

### **DISCUSSION ITEMS**

#### **Contract Denial Process**

The Committee discussed the contract denial process. Ms. Hayes stated that, in the past, providers were notified verbally that their contract was denied. The Committee recommended, as part of the contract denial process, to notify the provider in writing.

#### **Hurricane Preparedness**

There was a discussion regarding Hurricane Preparedness. Gordon Gillette stated that the ELCHC had a high- level responsibility to provide communications and guidance to the provider community. Ms. Abby Perez, Family Services Coordinator, reported that she was in the process of coordinating a committee to review the Continuity of Operations Plan (COOP) with key partners.

#### **Action steps for next Committee meeting:**

Tier II Monitoring Plan for continuous non-compliance  
Revised VPK Enforcement Procedures

### **ADJOURNMENT**

***Citing no further business, Dr. Daphne Fudge made a motion to adjourn the meeting at 3:25 pm. Angela Chowning made a second. The motion carried unanimously.***



**SERVICE DELIVERY &  
EFFICIENCY COMMITTEE  
UNAPPROVED MINUTES**

Friday, August 24, 2018 at 11:00 am  
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 Dr. Jacquelyn Jenkins

**ELCHC Staff:**

Megan Folts, Lorinda Gamson, Sharon Hayes, and Kelley Minney

**Other Attendees:**

Marina Harkness, Cynthia Rodriguez, and Sandy Show

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum had been established, Chair Chowning called the meeting to order at 11:02 am.

**Approval of Minutes for May 3, 2018 Service Delivery & Efficiency Committee meeting.**

The May 3, 2018 minutes were not included in the packet and were not approved.

**PUBLIC COMMENT**

There was no Public Comment.

**OLD BUSINESS**

There was no Old Business.

**ACTION ITEMS**

**School Readiness and Voluntary Pre-Kindergarten Progressive Enforcement Procedures**

Ms. Lorinda Gamson, Manager, Compliance, stated that the School Readiness (SR) Progressive Enforcement Procedures and Voluntary Pre-Kindergarten (VPK) Progressive Enforcement Procedures were revised to better align with the Florida Administrative Code, Florida Statutes, and Office of Early Learning (OEL). Ms. Gamson noted that citations were included as a reference in both documents, and language was updated.

Ms. Gamson clarified that the AP2 was not included in the VPK Progressive Enforcement Procedures, because it was not a requirement.

The Committee recommended the addition of "up to 6 months-probationary period" be added to the SR Progressive Enforcement Procedures.



***Dr. Daphne Fudge made a motion to approve the School Readiness Progressive Enforcement Procedures with the amendment of up to 6 months-probationary period be included and that the Florida standards be reviewed for accuracy of the codes. Mary Hancock made a second. The motion carried unanimously.***

The Committee reviewed the VPK Progressive Enforcement Procedures. Ms. Folts clarified that disallowed cost was taken from the VPK contract, and that the monthly review monitoring was once a month for six months.

***Mary Hancock made a motion to approve the Voluntary Pre-Kindergarten Progressive Enforcement Procedures. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.***

### **Class 1 Violation Enforcement Policy**

The Committee reviewed the Class 1 Violation policy. Ms. Folts stated that if a provider had a Class 1 violation, the Coalition may refuse to contract with the provider or revoke the provider's eligibility. Ms. Folts added that an amendment to the SR Coalition plan would be submitted to OEL regarding the Coalition's Class 1 violation enforcement policy.

There was a discussion regarding #5 of the Class 1 Violation Enforcement Policy. Ms. Folts proposed to add the sentence, "special circumstances may be considered with the criteria in section three."

***Dr. Jacquelyn Jenkins made a motion to approve the Class 1 Violation Enforcement policy with the additional language to #5 "special circumstances may be considered with the criteria in section three." Dr. Fudge made a second. The motion carried unanimously.***

### **DISCUSSION ITEMS**

There were no Discussion items.

### **Adjournment**

***Angela Chowning made a motion to adjourn the meeting at 12:07 pm. Dr. Daphne Fudge made a second. The motion carried unanimously.***



## **CLASS 1 VIOLATION ENFORCEMENT POLICY**

FOR VOLUNTARY PREKINDERGARTEN (VPK) & SCHOOL READINESS (SR) PROGRAMS  
EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY (ELCHC)

### **I. INTRODUCTION**

In accordance with sections 1002.55(5)(b) and 1002.88(2)(b) of the Florida Statutes, if a provider has been cited for a Class 1 violation the Early Learning Coalition of Hillsborough County (ELCHC) may refuse to contract with the provider or revoke the provider's eligibility for the School Readiness or VPK programs for ~~up to~~ 5 years. The ELCHC monitors Class 1 violations and receives notification of Health & Safety non-compliances through the Childcare Administration Regulation & Enforcement System (CARES). Any action taken under this policy shall be documented by the ELCHC. This policy is used in conjunction with the ELCHC SR Monitoring Plan and Procedures as well as the Health & Safety requirements of the SR program (Rules 6M-4.610 and 6M-4.620, of the Florida Administrative Code), as applicable. Below you will find the ELCHC's policy regarding the enforcement of this law.

### **II. GENERAL ~~STANDARDS~~PROVISIONS**

1. The ELCHC may refuse to contract with the provider or revoke the provider's eligibility for ~~up to~~ 5 years if they have been cited for one or more Class 1 violations pursuant to this policy.
2. The provisions of this policy do not supersede the ELCHC's discretion to terminate a provider's contract and revoke eligibility based on their action, or lack of action, which threatens the health, safety or welfare of children per the Statewide Provider Contracts for VPK and School Readiness.
3. All VPK & SR providers shall be subject to the terms of this policy for Class 1 violations that have occurred in the last 2 years.
- ~~4. The timeframe for revocation of eligibility and/or ineligibility to contract shall be determined by the ELCHC, per the considerations listed in section 3.~~
- ~~5.4.~~ 5.4. New providers that did not have a VPK or SR contract for the previous program year that have been cited for a Class 1 violation within the last 2 years shall not execute a VPK or SR contract with the ELCHC. Special circumstances may be considered with the criteria in section 3.
- ~~6.5.~~ 6.5. Providers with 3 or more Class 1 violations within 2 years will have their contract terminated for cause and eligibility will be revoked for 5 years.



7.6. The ELCHC will notify the provider at least 14 calendar days prior to terminating a contract with children actively enrolled, except for severe violations that pose an immediate threat to the health & safety of children.

### III. CONSIDERATIONS

1. In determining whether to revoke a provider's eligibility and/or determining whether to contract with a provider~~the time-period for which their eligibility will be revoked~~, the ELCHC will consider the following factors:
  - a. Severity of the provider's actions (or inaction) that led to the Class 1 violation.
  - b. Whether the Class 1 violation was self-reported.
  - c. The impact that the revocation would have upon the local community.
  - d. Whether the provider had previously violated the terms of the Statewide Provider Contract.
  - e. The provider's overall record of licensing violations.

### IV. DUE PROCESS

2. A provider may appeal any ELCHC decision regarding this policy as follows:
  - a. A provider may opt for the decision to have a secondary review by ELCHC Executive Leadership in which the provider submits any relevant documentation that demonstrates that the circumstances that led to the violation(s) have been resolved and measures have been taken to prevent future violations.
  - b. A provider may additionally request a review hearing appeal per the Statewide Provider Contract (Forms OEL-VPK 20 and OEL-SR 20).