



EXECUTIVE COMMITTEE MEETING
Minutes
Thursday, July 12, 2011 at 5 p.m.

Attendance:

Executive Committee Members: Ken Peluso - Chair (arrived at 5:30 p.m.), Craig Phillips - Treasurer, Mike Pachik, Cindy Jameson - Secretary, Anne Ryan

Absent: Jack Geller - Vice-Chair

Board Members: Guy Cooley

Guests: Sheila Sosnowski, Paul Runyon, Debbie Watts

Coalition Staff: Janet Chapman, Lindsay Carson, Merita Kafexhiu, Barbara Scarsbrook, Lisa Zawistowski, Bonnie Rizzo

I. Call to Order

A quorum was present and Treasurer Craig Phillips called the meeting to order at 5:03 pm

A. Treasurer Craig Phillips called for approval of the agenda for the July 12, 2011 Executive Committee meeting.

A motion was made by Cindy Jameson and seconded by Mike Pachik to:

Approve the July 12, 2011 Agenda.

The motion passed unanimously to approve the agenda.

B. Treasurer Craig Phillips called for approval of the March 2011 Executive Committee meeting minutes.

A motion was made by Cindy Jameson and seconded by Anne Ryan to:

Approve the May 5, 2011 Executive Committee Minutes.

Discussion: Guy Cooley requested to amend and clarify his statement regarding the Child Care Resource & Referral program. "Guy Cooley added that efficiencies and cost savings are significant for the variety of reasons outlined in the "Proposed Revised Service Delivery Model" in the packet." (*Item I. B. Discussion May 5, 2011*)

The motion passed unanimously to approve the minutes with noted correction.

II. Discussion Items

A. Transition of Services

A copy of the June 21, 2011 memo from Guy Cooley to Janet Chapman withdrawing CCC from providing ELC core services to ELC July 30, 2012 was reviewed. Janet reported that a series of meetings to orchestrate the transition is being scheduled; transition of services in house could be staggered. By September 2011, a timeline for the transition will be established. Eligibility functions may be contracted to an outside vendor, which might entail an RFP process. Janet reported that there are ample opportunities for community partnership; it would be a requirement of the RFP that any entity applying must have facilities and equipment already in place, in a central location that is user friendly to parents. Guy stated that due to implementation of the ELIS system, eligibility should only require half of the staff currently employed by CCC to perform this function.

B. Anti-Fraud Campaign

The handout entitled Random Sample Audit Status Report as of 7-7-11 was reviewed. YTD totals indicate that 246 children (from 170 families) have had their services terminated due to being ineligible for services. To date, 16 providers have had contracts terminated and 50 providers have voluntarily terminated their contracts. Pinellas County does not have a capacity issue; therefore the termination of these contracts will not significantly impact parents ability to find care. It was emphasized that the fraud documented has been determined to be intentional, not due to mistakes made by providers or parents. Intentional is defined as a repeated pattern over time; these cases are referred to the State Attorney or the Department of Finance, Bureau for Welfare Fraud, for further review. Lisa Zawistowski gave an overview of the on-site auditing process. Trenam Kemkar (legal counsel) is working closely with ELC on this issue. A 90 day project has begun involving the hiring of several temps to review attendance sheets (cross referencing manually); IT staff is developing a system to electronically cross reference the data base to look for duplicate payments for the same child. A statewide workgroup of the ELC's Executive Directors is exchanging ideas and best practices, particularly due to the recent media attention to this matter. Fraud impacts on the Coalitions include costs in attorney's fees and lack of movement on the waiting lists.

C. Performance Evaluation for Janet Chapman, E.D.

Committee members were reminded that the Executive Director's performance evaluation will be due in September 2011

III. Action Items

- A. **2011-2012 Coalition Budget 11.07.01** – Fiscal Year 2011-2012 Proposed Budget was reviewed. A handout entitled 2011/2012 Budget Reductions (draft) was reviewed. This handout outlines recommendations from the Executive Director to cut various services such as provider scholarships, reduce contracts for CCC, SEEK and FL First Start, elimination of the Quality Counts Program, re-assignment of Quality Counts staff to the vacant CCR&R position, and reductions in administrative functions.

A motion was made by Mike Pachik and seconded by Cindy Jameson to:

Approve Action Item 11.07.01 2011-2012 Coalition Budget

The motion passed unanimously.

B. 11.07.02 2010-2011 Coalition Budget Amendment 3

11.07.02 recommends that the Coalition Administrative and Quality Programs surplus of \$200,000 be moved to child care slots.

Background: Due to the economy, children are not exiting the program and thus no slots are opening due to attrition. Parents are not quitting their jobs or moving. 700 school age slots will leave the SR funding stream but these slots will be picked up by the JWB funding stream. Eligibility requirements will remain the same. The school age recertification process is in progress.

A motion was made by Michael Pachik and seconded by Cindy Jameson to:

Approve 11.07.02 2010-2011 Coalition Budget Amendment 3 as proposed by the Coalition staff.

The motion passed unanimously.

C. Coalition Plan Amendment 11.07.03E

Recommended by the Program Development Committee pending approval of the proposed 2011-2012 Coalition Budget (III. A)

A motion was made by Mike Pachik and seconded by Craig Phillips to:

Approve the Coalition Plan Amendment 11.07.03E as proposed by the Coalition Staff.

The motion passed unanimously.

D. Unacceptable Behavior Policy

Janet Chapman presented. This policy was written in response to incidents of Coalition staff being denied access to caregiver's homes when there in an official capacity to monitor, provide technical assistance, or audit. Staff have experienced verbal and physical threats on these occasions, necessitating filing of at least one police report. In some instances, it has become a budget issue as two staff, rather than one, may be required to go on site visits due to staff not feeling safe

Discussion: It was noted that anything of a "he said/she said" nature is hard to prove and that a clearer definition of aggressive and/or abusive language is needed. Additionally, it is unclear if the policy is enforceable, and there are questions as to how it would be enforced. The committee recommended that the policy undergo a legal review by Trenam Kemkar prior to taking any actions. It was suggested that rather than write a policy, appropriate language concerning this issue should be incorporated into the provider and client contracts.

A motion was made by Cindy Jameson and seconded by Anne Ryan to:

Table Agenda Item III. D. Unacceptable Behavior Policy 11.07.04E

The motion passed *unanimously*.

E. Provider – Client Fraud Policy

Janet Chapman presented. The Coalition has identified multiple instances of suspected fraud or misrepresentation. The proposed policy outlines Coalition actions in suspected fraud incidents/investigations, subsequent actions and guidelines reflective of AWI requirements and local decisions.

Discussion: The Coalition defines fraud as a repeated pattern of intentional misrepresentation. However, it is unclear if the policy as written is enforceable, and there are questions as to how it would be enforced. The committee recommended that the policy undergo a legal review by Trenam Kemkar prior to taking any actions.

A motion was made by Cindy Jameson and seconded by Anne Ryan to:

Table Agenda Item III. E. Provider – Client Fraud Policy 11.07.05E

The motion passed unanimously.

IV. Other Business

The meeting session closed at 5:50 p.m. to the public. The committee officers and members met with Charles Harris of Trenam Kemkar, P.A., to discuss a legal issue concerning the Coalition. Court Reporter Debbie Watts transcribed the proceedings.

The meeting re-opened at 6:05 p.m.

IV. Public Comment None

A motion was made by Chair Peluso Jameson and seconded by Craig Phillips to Adjourn.

Adjournment: The meeting adjourned at 6:10 p.m.

Next meeting – September 15, 2011 at 5 p.m. at the Coalition Office, Bay Vista Gardens II, 5735 Rio Vista Dr., Clearwater 33760.

Dr. Ken Peluso
Chair

Date

Michael Pachik
Secretary

Date