

Early Learning Coalition



of Pinellas County, Inc.

Provider Support Committee MINUTES

ELC Office

August 16, 2011 at 6:30 p.m.

August 17, 2011 at 1:30 p.m.

In Attendance 8/16/11:

Anne Brookes, Lynn Gibson, June Moody, Katie Yeates, Julie Ulibarri, Lindsay Carson, Bonnie Rizzo

In Attendance 8/17/11:

Anne Anderton, Gerri Carboni, Mary Gray, Linda Lynch, Pam Perez, Juli Ulibarri, Lindsay Carson

- I. Welcome and Introductions
- II. School Readiness Enrollment/Waitlist Update
At present, there are 3248 children on the waiting list. Currently there are 7,325 children in care.
- III. Coalition Plan Amendment
5.4 Discretionary Funds Related to Inclusive Early Learning: proposed changes in language reflect new mandates regarding outcome measures. Highlighted changes: 75% of children who receive individualized Supportive Intervention Services will pass the ASQ or the ASQ:SE rescreen. 75% of providers who receive site-based Supportive Intervention Services will meet and complete the Case Plan Goals.
The 8-10-11 unapproved draft of SCHOOL READINESS COMPLIANCE POLICY FOR CHILD CARE CENTERS AND LICENSED FAMILY CHILD CARE HOMES ELCPC-61.2.1 policy was reviewed. New language reflects changes in ELC procedure for termination of school readiness contracts and parent notification of the same.
- IV. VPK Online Registration www.vpkpinellas.net
VPK online registration is up and running. In January 2012, CCC will be holding mass registrations at the CCC office.

VPK summer registration numbers appear to be decreasing; however school year VPK registration is on the rise.
- V. Professional Development Requirements

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Lesson Planning Training is now being offered once each month. It will be held on Saturdays at the ELC office and on Thursday evenings at McMannis Preschool in South St. Petersburg. A flyer for Family Child Care Lesson Planning 101 was distributed; those who wish to attend can visit the Training Times on the ELC website to register. Cost is \$10.00 per session. Lesson planning topics will repeat for both the Saturday and Thursday classes; therefore, it is advised to attend just Saturdays or just Thursday to receive training in six different topic sessions. New providers can and are encouraged to attend. The ELC Resource Library will be open during the Saturday trainings. There is now a Lesson Plan template on the ELC website for provider's use.

Training Hours Log: logs must be submitted to ELC and if a provider does not have all of the training hours as detailed in their contract, ELC will deduct pay and the provider will be placed on a service improvement plan. It was suggested that ELC staff provide a training checklist and review provider staff training records while on site visits in order to indicate to the provider what training area needs more hours for compliance; there is some confusion regarding the 4 areas of competency.

Discussion: Many contracted providers are on service improvement agreements due to failure to send in documentation of their training hours on the required form. The form is the same as PCLB's and the due date is the same as for licensing. It was suggested by the group that some enforcement remedies could include requiring non-compliant providers to go to a contract class or be subject to an increased training hour requirement. It was also suggested by the group that new providers receive an itemized overview of all requirements during certification meetings; historically emphasis during these meetings has been placed on resources available to contracted providers.

VI. Revised SR Compliance Policy

The draft revised policy School Readiness Compliance Policy for Child Care Centers and Licensed Family Child Care Homes, ELPC-61.2.1, dated August 10, 2011 was reviewed. Proposed changes to Section IV, A, Level 2 School Readiness Enforcement, Parent Notification are as follows: rather than noticing parents at the beginning of the 10 day period of contract in jeopardy, ELC will notify parents at the end of the 10 day time frame that they need to find a new child care provider. The parents will receive 10 days of paid care while they search for a new provider. This change will prevent providers who are able to become compliant within the 10 day time frame from having to deal with upset parent clients. It was noted that if a provider is de-funded due to non-compliance they cannot charge the family private pay.

Parent Signatures (Discussion) This requirement is a federal requirement and the basis for payment to providers. The parent signature on sign in/out sheets

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must match the signature on their ID/driver's license and/or their ELC application for care.. For example, a parent whose ID is signed with a first initial and last name would be able to sign in/out with a first initial and last name, as this is consistent with their official signature. It was suggested that providers have consistent procedures for sign in/out signatures regardless if the parents are subsidized or private pay customers. Lindsay Carson, ELC will check to see if "a.m." and "p.m." also needs to be on the in/out sheets; if so, this will be added to the draft policy prior to it's submission to the ELC Board of Directors for approval.

Discussion: Liability Insurance Letter. Providers found the language on this form letter to be off putting. ELC will review.

VII. WorkNet Referrals

Providers voiced concerns regarding requirements for documentation of employment by WorkNet of the parents; providers are receiving term letters and reinstatement letters sent out within a few days of each other. Lindsay updated providers that the ELC will no longer be signing exception requests for WorkNet clients if the exception is based on WorkNet Staff error or parent non-compliance with WorkNet requirements. WorkNet has been invited to send a representative to the Provider Support Meetings.

VIII. Program Assessment Workshop

ELC is developing a workshop regarding the assessment tools used by ELC staff on monitoring visits for providers to better understanding the tools, scoring and process.

IX. Transition of Family Services & Reimbursement

ELC is working with CCC on the transition of CCC services to the ELC office. CCC's contract to provide services officially ends as of next June; however ELC will be assuming CCC's duties regarding payments and eligibility throughout the coming year. Providers will be informed when new procedures are developed for these functions.

X. Provider Concerns

Market Rate: too variable per provider. The market rate survey is done statewide in the fall; Lindsay will update providers with that information when it is published.

Lending Library: providers requested that the library be open to all child care providers whether or not they are contracted. It was suggested that non-contracted providers be allowed to use the equipment but must bring their own supplies. At this time, the library is a perc for SR providers, many of who have special needs children in care; these children are more difficult to care for and have more needs than the average private pay child. The professional

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development department will research ways in which to make the library open to all while still operating in a cost effective manner.

Food program: the Tier 1 and Tier 2 funding structure is based on the poverty level of the surrounding demographic area and results in inequities in allocation to providers.

A booklet entitled "There's No Place Like Home" which has just been published by the Florida Family Child Care Home Association was distributed.

XI. Other

Discussion: Uniformity of Requirements. Providers report that there are different and sometimes conflicting requirements by the PCLB and the Fire Marshall.

Redetermination: Katie Yeates of CCC will send an outline of the redetermination process to Lindsay to be forwarded out to providers and will bring a redetermination packet to the next Provider Support Meeting for distribution and review. The redetermination process is currently ongoing for School Age Children: as parents are determined to be ineligible (no longer employed, etc), the wait list will move and younger children will be placed into care. Providers requested that they be notified when parents are determined to be ineligible as soon as possible so they are not providing free care.

Smoke Detector Test Logs: Lindsay will research and report back at the next meeting as to whether this is a requirement.

XII. Next Meetings:

A. October 18th at 6:30

B. October 19th at 1:30