

Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Quality Committee Meeting
Wednesday, September 16, 2009– 6:00 PM
Charlotte Office

Members Present: Jan Gravelin, Deb DeKeulenaere (via conference call), Tina Lawler
Excused: Becky Johnson, Joyce McClelland
Staff: Anne Bouhebent, Marjorie Bateman, Jeanne Griffith, Arvilla Brito

I. Welcome and Introductions (Jan Gravelin)

Jan Gravelin called the meeting to order at 6:02 PM. Introductions were made.

II. Community Event Sponsorship Application Review

Jan referred to the packet sent to the Committee which included a Board Member conflict of interest statement, CES Application Overview and Guidelines as well as a review sheet and copies of the four applications.

The Committee reviewed the application submitted by *Charlotte County Healthy Start Coalition, Inc.* – the amount requested is \$1,267.50. The funding is for the purchase of 1,000 cotton canvas tote bags for the New Mom Totes. The totes will be distributed throughout the year to expectant mothers who are registering at Peace River Medical Center. Included in the totes are materials as a result of collaboration between twelve local agencies. Printed on the outside of the totes are the list of 12 collaborating agencies and the ELCFH logo. Anne Bouhebent presented a sample of the tote bag. Staff reviewed eligibility for funding and determined the full proposed event is eligible for funding.

The Committee recommends the Board approve the Community Event Sponsorship for Charlotte County Healthy Start Coalition, Inc. in the amount of \$1,267.50.

Jan reviewed the application submitted by *Healthy Start Coalition of Hardee, Highlands and Polk Counties* – the amount requested is \$1,562.17. The funding is being requested for the Second Annual Autumn Family Resource Festival. The event is scheduled to be held September 19, 2009 in Highlands County. It is expected that 250 families will attend. The event targets pregnant women and families with pre-school children. Funds will be utilized for advertising, bounce house, face painting, balloon art, door prizes, wrist bands, story telling and arts and crafts. The Committee was concerned about the event being in two days. Jeanne Griffith stated the event would still be held and if funding approved, items would be purchased locally. Anne Bouhebent informed the Committee that the ELCFH cannot fund door prizes. The Healthy Start Coalition changed the budget line item from Door Prizes in the amount of \$360.00 to purchasing children and family card games for distribution to families to encourage family play time. Staff reviewed eligibility for funding and determined the full proposed event is eligible for funding.

The Committee recommends the Board approve the Community Event Sponsorship for Healthy Start Coalition of Hardee, Highlands and Polk Counties in the amount of \$1,562.17 to include utilizing funds to purchase games to be distributed to families instead of door prizes

Jan reviewed the application submitted by *South Florida Community College*– the amount requested is \$2,000.00 The funding is being requested for a one day professional development conference for child care directors and staff to focus on the topic of early childhood character development. The conference will provide 6 hours of in-service credit. The conference will focus on early childhood workshops, presentations and hands on activities. The featured presenter for the conference is Ronda Friend, a children’s author/story teller/musician, singer, songwriter and motivational speaker. It is estimated 150 individuals will attend the conference. Staff reviewed eligibility for funding and determined the full proposed event is eligible for funding. Anne Bouheben noted the ELCFH cannot fund food and the ELCFH will screen the receipts received.

The Committee recommends the Board approve the Community Event Sponsorship for South Florida Community College in the amount of \$2,000

Jan reviewed the application submitted by *Friends of the Hardee County Public Library*– the amount requested is \$2,000.00. The funding is being requested for workshops for parents/guardians and daycare providers of children ages birth to 5 years old. Three evening workshops will be offered to accommodate 20 adults and 20 children in each session. Susan Bard, an Early Literacy Consultant will be the instructor and will focus on providing necessary tools to help parent and child or provider learn skills to help children become good readers. A translator will be provided for families needing interpretation. The event will be marketed through agencies and media. Jan noted an error on page 10: RCMA should be Redlands Christian Migrant Association. Staff reviewed eligibility for funding and determined additional information was needed in order to determine if the proposed event is eligible for funding.

The Committee requested additional information in order to determine a recommendation for funding at the time of the ELCFH Board Meeting on 9/23/09

III. Committee Discussion:

Anne asked the Committee if ELCFH should establish a base ERS score as a condition of provider contracting with the ELCFH as a School Readiness Provider. A discussion ensued and it was determined the ELCFH will provide the following at the next Committee meeting for further discussion:

- 1) define the quality standard (ECERS)
- 2) define provider support piece (pre-contract)
- 3) trends with other ELC’s on baseline scores

IV. Open Forum

Anne Bouheben stated the ELCFH will present all non compliance issues cited since July 1, 2009 at the next Board meeting. Anne presented a report to the committee showing non-compliance issues and asked the Committee if they would like review issues and trends at the quarterly meetings.

The Committee agreed to review provider non-compliance issues and trends at quarterly meetings.

V. Jan Gravelin adjourned the meeting at 7:45 p.m.

The next Quality Committee Meeting is scheduled for December 10, 2009 at 6:00 PM in the ELCFH Charlotte Office. Conference calling will also be available at 866-628-8620, passcode 504163.