

# Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Quality Committee Meeting  
Thursday, June 10, 2010 – 6:00 PM  
Charlotte Office

**Members Present:** Jan Gravelin, Deb DeKeulenaere, Alan Grimes  
**Excused:** Joyce McClelland, Tina Lawler, Becky Johnson  
**Staff:** Anne Bouhebent, Anna Brookbank, Marjorie Bateman, Diana Stanton, Marie Webster, Nan Wade, Arvilla Brito  
**Guest:**

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**I. Welcome and Introductions (Jan Gravelin)**

Jan Gravelin called the meeting to order at 6:00 p.m. Introductions were made.

**II. (a) Proposed revision to ELCFH Policy No. SR/VPK 1: SR/VPK Provider Contract, Compliance and Monitoring**

Anne Bouhebent stated the ELCFH had a discussion with a Highlands County provider after the policy amendments had been approved. The provider stated concern on the payment disallowance and the example given was with reference to Class 1 violations and the instances regarding employees within that facility committed an act that could be considered child abuse or neglect. If this happened, the Director, showing due diligence, would be required to call it into the hotline. As a result, if there is a finding, the commission is documented on the center's report as a Class 1 violation and the center/ owner is fined \$500 by DCF. Within the current policy, the ELCFH is then informed and disallows payment to the facility thereby penalizing the center/owner again. The ELCFH is suggesting a proposed revision to the policy to address extenuating circumstances impacting the Class I violation and applicable sanctions/disallowment may be considered at the discretion of the Executive Director. A discussion ensued and it was agreed not to revise the language with the understanding that ELCFH staff meets to review non compliance issues before ELCFH authorized sanctions are issued. Instances such as the one described can be classified as extenuating and disallowment deferred. Staff will address in internal policy to apply as warranted.

**The Committee determined no revision to ELCFH Policy No. SR/VPK Provider Contract, Compliance and Monitoring is necessary and therefore the proposed revision will not be on the next Board meeting agenda.**

**(b) Community Event Sponsorship (CES): determine maximum funding amount per organization**

Jan stated the Community Event Sponsorship proposed budget is \$5,000 and historically, the award amounts have been a maximum of \$2,000. Anne Bouhebent stated the FY 10-11 budget for this line item has been reduced from \$10,000 to \$5,000 and is to be reviewed and approved by the Board. The Committee is asked to determine maximum funding amount per organization. A discussion ensued and it was agreed to recommend a maximum funding amount of \$1,000 per organization.

**The Committee recommends the Board approve the Community Event Sponsorship maximum funding of \$1,000 per organization.**

- (c) **Update: providers with multiple notices of non-compliance - development of self-study process.**

Anne stated ELCFH staff has reviewed the resource Program Administration Scale: Measuring Early Childhood Leadership and Management (authors Talan and Bloom). Anne further stated it addresses the business aspect of child care and is beneficial to providers as it mirrors the ERS and its methodology. The ELCFH is implementing a current plan under development which would be initiated with providers with multiple non-compliance issues. Anne stated there is also the Business Administration Scale (BAS) for family child care which is being purchased for distribution. A discussion ensued and the Committee agreed to support the use of these tools for providers with multiple notices of non-compliance.

**The Committee approves the ELCFH implementation of the PAS (Program Administration Scale) and the BAS (Business Administration Scale) to be initiated with providers with numerous non-compliance issues.**

- (d) **Offering Livescan service to providers in ELCFH office(s)**

Anna Brookbank distributed and referred to a memorandum issued on June 1, 2010 from OEL/AWI with reference to VPK Background Screening Documentation. Anna further stated this also relates to school readiness and the most important change is the fact that staff must be screened using the Level 2 screening standards in S.435.04, F.S. before employment. Anna stated this is a major change. Livescan is a portable piece of equipment that takes fingerprints which are transmitted electronically to FDLE. An email is sent with the results from FDLE within 24 hours. Anna stated the ELC SWFL has implemented this Livescan with its providers with great success. Some of the benefits of Livescan is the quick turnaround and that it meets DCF rules and regulations and is portable so that it can be used in all four counties. Anna further stated the two year warranty to include training, support and equipment is \$15,000 with upgrades every two years at \$1,600. There is another add on component piece to this equipment for child safety ID to include software, camera, printer and tripod. Anna stated this is an item that is a sole source so there is no need to go out to bid. A discussion ensued and it was agreed to recommend Board approval of the purchase and implementation of Livescan.

**Committee recommends the Board approve the purchase and implementation of the Livescan service with prior approval from OEL.**

- (e) **FY 10-11 Quality Budget**

Anne stated the proposed FY 10-11 Quality Budget reductions were discussed by the Finance Committee and Board during the May meetings. A follow up email was sent to Board members after these meetings detailing the impact of the proposed reduction by line item. Anne reviewed the impact of the proposed budget and stated it does not reflect the planned salary freeze for FY 10-11 and possibly the following year. A discussion ensued and the Committee agreed to recommend the Board's approval of the proposed FYI 10-11 Quality Budget.

**The Committee recommends the Board approve the proposed FY 10-11 Quality Budget.**

### III. **Quality Committee meeting dates FY 10-11**

Anne stated the Quality Committee currently meets quarterly at 6:00 PM on Thursday and requested Committee input on the schedule FY 10-11. A discussion ensued and it was agreed to keep the same schedule however, change the time from 6:00 PM to 5:00 PM.

**The Committee recommends the Board approve the FY10-11 Quality Committee meetings dates to be held quarterly: September 9, 2010, December 9, 2010, March 10, 2011 and June 9,**

**2011. The Committee agreed to change the time from 6:00 PM to 5:00 PM**

**IV. Open Forum**

Anne Bouhebert stated ELCFH is concerned about the personal rights of children as there have been instances witnessed by ELCFH staff where children's rights have not been considered at the facilities. Anne reviewed a draft of the rights of children. A discussion ensued with reference to adding these rights as an addendum to the provider contract and presenting for Board approval at the meeting in October. Other ideas included recognizing providers with no violations with a commemorative pin, certificate and implementation of media correspondence. An educational workshop was also discussed for parents. Anne stated the ELCFH will continue to review the draft and will submit to the Committee for review at the next meeting in September.

**The Committee agreed to have the ELCFH prepare a draft of the personal rights of children with proposed implementation for Committee review in September for Board approval in October.**

Anne gave an update to the Committee with reference to the license exemption policy review which is on the agenda for the ELAC meeting which will be held in Tampa on June 15<sup>th</sup> – June 18<sup>th</sup>. An update will be given on the results of this at the upcoming Board meeting.

**V. Adjournment**

Jan Gravelin adjourned the meeting at 7:20 p.m.

**The next Quality Committee Meeting is scheduled for September 9, 2010 at 5:00 PM  
in the ELCFH Charlotte Office. Conference calling will also be available at  
866-628-8620, passcode 504163#.**