



Location: 1130 N Eglin Pkwy
Date: 12.15.2022
Time: 10:30 a.m.
Board Approved: 1.27.23

Program Committee Meeting Minutes

Program Committee Members Present:

Ray Sansom, Private Sector - Radar Group - Chair
Don Edwards, Private Sector - Renasant Bank
Kathy Curry, Representative of faith-based child care providers - Director
Amanda Colwell, Okaloosa County Health Department director or designee
Kendrick Rattray, Private Sector - Hatchlings Academy

Program Committee Members Absent:

Kristen Murdy, Representative of private for-profit child care providers - Director of Operations

Coalition Staff Present:

Dana Crupi, CEO
Amy Minkewicz, Interim COO
Amber Wookey, COO
Lori Monson, Compliance Manager
Deanna Hernandez, Executive Coordinator

Public Present:

None

- I. Call to Order / Establish Committee Chair
 - a. Ray Sansom volunteers to be the Chair of the Program Committee
Members of the Committee introduce themselves.

- II. Agenda

Motion Result: Motion to approve the Agenda as presented- Unanimous

Motion – Kathy Curry
Second – Don Edwards

- III. New Business

- a. Fraud Policy / Procedure – Amy goes over the Board approved Policy and explains the procedure. Amy states that although we have never had reason to make accusation against a parent or provider regarding fraud, we do need to create a process and have a letter in place for the foreseeable future should it be needed. The State has specific language that is required to be in the letter.
- b. Corrective Action for Providers – Amy displayed the corrective action form as she discussed corrective action and provides some scenarios of how the form can be used. Then she poses the question as a Coalition, how should we follow up on the corrective actions. A discussion takes place on different actions. We must be consistent across the board. It is suggested that we create a Sub-Committee specifically dedicated to Due-Process with at least one board member. A point system assigning point values to different violations is recommended and discussed.



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- c. ARPA – Amy presents the ARPA schedule and goes over the details of the World CLASS Workforce which is designed to prepare providers for the CLASS Assessments. The CLASS Assessments are a program assessment of the child/teacher interaction in which providers must have a minimum score of 4.0 (four) to contract with ELC. In the past, only School Readiness (SR) was required to have assessments, this year every VPK classroom is required to have assessments. Amy gives a brief overview of the ARPA grant and the calendar created by ELC of the scheduled training to be provided through Teachstone.
- d. Special Needs Matrix – Amy explains the Special needs matrix tool which is a service tool provided by the State as a best practice to document and pay for children with special needs.

Dana talks about the May conference, which is scheduled for May 6, 2023, at the Hsu Foundation. She asks the members if they know anyone who can help sponsor the food and/or decorations for the event. We have a sponsor to help with the cost of food, but we still need more sponsors.

Discussions ensue regarding the frequency of the Program Committee Meetings. It is determined that the next meeting will be scheduled on February 16, 2022, at 10:30am.

IV. Public Comment: None

V. Adjournment

- a. Ray adjourned the meeting at 11:48 a.m.

Motion Result: Motion to adjourn the meeting at 11:48 am - Unanimous

Motion – Don Edwards

Second – Kathy Curry

Respectfully Submitted,
Deanna Hernandez
Executive Coordinator