



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 2.16.2023

Time: 10:30 a.m.

Board Approved: 4.28.23

# Program Committee Meeting Minutes

## **Program Committee Members Present:**

Ray Sansom, Private Sector - Radar Group - Chair

Kathy Curry, Representative of faith-based childcare providers - Director

Amanda Colwell, Okaloosa County Health Department director or designee

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

Don Edwards, Private Sector - Renasant Bank - Via Zoom

## **Program Committee Members Absent:**

Kendrick Rattray, Private Sector - Hatchlings Academy

## **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 - Ray Sansom calls the meeting to order at 10:32 am

II. Agenda

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

Motion – Amanda Colwell

Second – Kristen Murdy

III. New Business

a. Corrective Action for Providers

Amber states that she and Amy worked together to draft the Classification of violations by mirroring how DCF classifies their violations. It is noted that this policy is a working draft open for revisions and discussion. Amy discussed how they worked the Monitoring into it the Corrective Action Plan. After discussion among the Committee, it is recommended that Providers should be given until the end of the next business day to report a Class I violation and three business days to submit a written report of the incident to the Coalition. The Committee goes through each tier of violation and discusses the consequences of each. It is suggested to create a timeline to define “habitual” within each Class violation. Once the suggested edits and outline are complete, the Committee will review before it goes to the Coalition Board for approval.



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b. Conference Discussion

Dana reminds the Committee that the Spring Conference will take place May 6<sup>th</sup>, 2023, at the HSU Foundation if they would like to volunteer or sponsor the event.

It is determined that the next meeting will be scheduled for May 18, 2022, at 10:30am.

IV. Public Comment: None

V. Adjournment

- a. Ray adjourned the meeting at 11:28 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Coordinator