



Subsidized Programs Consortium Minutes
Wednesday, August 3, 2011, 9:00-11:00 a.m.
Community Bridges, 236 Santa Cruz Ave. Aptos, CA

Consortium Co-Chairs: Ellen Ortiz (Child Care Consultant and Co-Chair)

Members in Attendance: Sohyla Fathi, UCSC, Kathy Lathrop (Cal SAFE and PVUSD), Cathy Lusk (Walnut Ave. Women's Center), Leticia Mendoza (YWCA), Sita Moon (Child Development Resource Center), Jerri Winner (Head Start), LeeAnn O'Connell, UCSC.

Absent Members: Ariba Alston-Williams (Cabrillo College), Larry Drury (Go Kids), Elaine Henning (Voucher Project), Barbara Griffin (Campus Kids Connection), Lisa Hindman Holbert (Community Bridges), Tricia Pastor Cross (Live Oak), Stacey Reynolds (Pacific Elementary).

Guest: Ana Aguado, (SCCCC), Frances Ayon (PVUSD), Jessica Fernandez (PVUSD), Cathy Guaracha, (Voucher Project), Karen Hamman (PVUSD), Christina Herrera, (CDRC), Yolanda Ocampo, (PVUSD), Lisa Sandoval (PVUSD).

Facilitated by: Diane Oyler (Child Care Planning Council Coordinator)

I. Welcome and Introductions. Additions to Agenda

- No additions to the agenda

II. Enrollment Procedures Discussion and Categorical Program Monitoring (CPM)

- Walnut Ave Women's Center: due to transition of existing children enrolled in the program only one child from the community was enrolled this year.
 1. Would like to learn from others about their CPM visits.
 2. WAWC need job verification forms.
- PVUSD: Grappling with enrollment issues: five programs on three calendars, 14 sites, and four contracts. The program has grown very quickly and systems were challenging.
 1. CPM processes learned from recent visit; verification of employment, Migrant Ed. eligibility, tracking recertification's, job search for full day care, school and training programs tracking schedules related to course work, transcripts, attendance and procedural write ups.
 2. PVUSD brought enrollment packet to share.
 3. PVUSD: Develop your own internal income edibility list to show CDD there were only 15% of families over the income levels.
 4. PVUSD is using Center Track data base, web based enrollment system, to enroll and track family case loads.
 5. PVUSD shared state preschool enrollment packets.
 6. PVUSD shared community information with parents is required; they have a separate portfolio for parents given by

teachers to parents. Orienting families to 211 systems. Working on building partnerships, mental health, family resources, funding etc. use Healthy Start Programs, Family Resource Centers, and 211 models. Web site, Live Oak Resource brochure.

7. PVUSD: Big difference in CPM procedures and policies are important in tandem. Don't leave out the procedures for enrollment, family size, employment need, and use a training guide.
 8. Jessica is conducting 280 enrollments a day.
- UCSC is moving towards self audits for contract compliance system. It was suggested to have a colleague to perform the audit.
 1. UCSC: when you come up with a good system, case management system and showed an organized sample of the self audit, parent files etc.
 2. Sohyla will share templates to programs and suggested training on the templates and family files in the near future. Template was passed around the table.
 3. UCSC uses NoHo system to track enrollment system.
 4. UCSC has enrollment forms Diane will scan and send to members.
 5. UCSC develops an enrollment packet for child care; in addition there is a subsidy packet. Packets are returned and missing information is collected and conducts the program orientation
 - YWCA enrollment and forms are state required eligibility and food program forms. It was helpful to have feed back from other programs had their CPM conducted earlier in the year.
 1. They conducted a self audit prior to the CDD visit. There were two families over income eligibility level.
 2. They learned that a few families could be over income 15% as long as there are no other families for state preschool only, not CCTR.
 - Head Start uses data system
 1. Head Start has an enrollment packet for state preschool.
 2. Head Start has a community resource brochure – will send to D to send out.
 - Voucher Project, families income edibility is reviewed each month and do a complete audit of family's files.
 1. Ellen suggested flag specific time periods for CDD consultants
 2. Voucher Project shared enrollment and edibility forms and tracking system etc with members. Forms are shared with families as part of one on one enrollment process. Diane will scan forms and send to members.
 3. Verification of schedule is needed.
 4. Family Needs Assessment check list was developed and resources are distributed once a need has been established, at
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parent enrollment periods and parent conference is reviewed again at this time.

- CDRC families have been walking in asking for help filling out forms. What is the best way to handle this situation?
 1. The answer to the question is families may have some time to return the enrollment packets etc.
 2. Contact the agency if this occurs in the future.
 3. Most programs do not let the packets go home with the families.
 4. Enrollment process takes about 40 to 1 hour long.
 5. Some families take some part of the packet home.
- The committee agreed to focus on the following:
 1. Enrollment packets will go out electronically email if there are additional questions.
 2. Schedule training on family files, UCSC will provide training in future.
 3. Develop a table for packet information.
 4. LPC may be able to coordinate self review audit...look for funding.

III. List of State Subsidized Centers

- Sita circulated the draft center list to the members.
- The development of the list was due to lack of CEL funding this year and directors wanted to know where state funded centers were located.
- Enrollment coordinators contact information is included.

IV. State Budget Update

- Contracts have been received and amended contract dollar amounts will be sent soon.
- The contract amounts are very different this year and were based on changes in the state budget.
- The good thing is we did not get a 10% additional cut.

V. CEL

- Ellen is waiting on decision from Elaine about who was going to participate on the voluntary basis. Most programs may participate.
 - PVUSD the are a question mark, is may happen is shifts, some programs are not entering data. Those who don't put names in should not have access to the CEL. It is frustrating and not successful for them. Inactive child names were some confusion on removing names from CEL etc. Need to re-evaluate whether to participate in the CEL.
 - Only entering those they are not able to serve at this time.
 - Need to have a conversation on who has access and agreements on how to use the CEL.
 - Ellen: would you consider putting children back on the CEL if they will no longer continue with PVUSD. We would have them call CDRC or Voucher Project.
 - Head Start does their own enrollment and don't need to use it. We refer to PVUSD instead.
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- UCSC: Need to be supportive of the project. Perhaps we should have a review and agreement, MOU, to use the CEL in explicit ways agreed upon. Short term solution.
- **Ellen, look at the original MOU and review it at next meeting in September. Ellen will check in with Elaine.**
- Voucher should let parents know they may qualify for other programs; families are confused because they receive letters from differing agencies.

VI. AB212

- Diane presented a summary of last year's AB212 program
 1. There were 101 participants who attended workshops offered by AB212 program this year.
 2. Of the 101, 72 received educational awards ranging from \$100 to \$400 dollars. Educational awards totaled \$18,850 dollars.
 3. Participant break down is as follows: 14 teacher assistants, 22 teachers, and 36 site supervisors/administrators.
 4. Retention survey showed a slight decrease in staff retention levels from last year; staff retention rate last year was 3.56 % compared to 2010-2011 staff retention rate of 3.33%. This is less than 1% decrease in the staff retention rate overall.
 5. Factors contributing to staff retention noted in the survey were: job satisfaction, increased understanding of teacher's roles and responsibilities, and positive outcomes realized from implementation of professional development, which supported their ability to be affective in the classroom.
 6. Contributing factors to staff changes were: job reclassification/changes due to state budget cuts to child care and development programs, which caused programs to reduce some full time positions to part time positions, reduction in the number of staff needed to operate programs, staff relocation to other states, maternity leave, and securing full time employment in other fields.
- This year's plan includes the following professional development topics:
 1. CPIN's Inclusion Works combined with distribution of Path To Inclusion Resource binder and overview of the binder contents.
 2. CSEFEL Leadership workshop.

VII. Program Updates

- Head Start will open new center, Via Del Mar at the end of August and the State program will start August 16th.
 - CAISAFE: Lisa announced enrollment and waiting for class schedules, at Watsonville High infant care sites. Collaboration with Healthy Start and Head Start serve 80 to 100 students each year. PVUSD average is 90% graduating state average is 73%. PVUSD is currently serving 50 – 60 students.
 - WAWC is serving Santa Cruz Schools.
 - CDRC, largest cut for GLC, CCIP is cut and will be very different, new forms to track all participants in workshops to be submitted to the state. Redesigned the program PITC and Family Child Care at It's Best can be offered if followed by local training.
 - YWCA opened on Monday serving 64 children; afterschool summer program averages 10 children.
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- PVUSD enrollment for state preschool needs children, send them to PVUSD. Buena Vista construction is almost completed, serving children by FCC providers.
- Kathy wants to be on the agenda: last year fully funded, need everyone to keep the program rolling in the future.
- PVUSD , Karen, FCC services have expanded 24 – 40 providers in the FCC Network. There are many families wanting child care and we are maxed out for this contract.
- WAWC they have an official playground at the center. 120 Weeks Street, CalSAFE program carried the contract on, this year we had to close the program and moved them to the main WAWC building. Eventually the S.C High School will return the program if funding returns.
- Is participating in Workshare program, state program through EDD, for teaching staff members. All members must be reduced by 10% in order to participate. Ratios are a challenge. They have furlough time all staff is taking the change well.
- UCSC transition plan for the change of administrator. Summer program has been going well two summer sessions were offered. Are incorporating home visits with families to develop partnerships. Desired Results at the beginning of the academic year and at the end and reviewing them with families. Enrollment is being conducted for fall.

VIII. Announcements/Programs

- Diane announced the upcoming CCECE Conference on Saturday, October 1st at Cabrillo College, 6500 Soquel Dr. Aptos, CA.

IX. Adjournment

Next Meeting: September 7, 2011, at Community Bridges administrative offices, 236 Santa Cruz Ave. Aptos, CA. Meeting Schedule: Members meeting every month location will resume at Community Bridges administrative offices.