

**PALM BEACH STATE COLLEGE**  
*Afterschool Business Partnership Council*

**Meeting Minutes**

April 7, 2016

**9:30 am – 11:30 am**

Palm Beach State College – Institute of Excellence- Second Floor

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**ITEM 1. Welcome – Michele Thompson, Chairperson, Leisure Services Department Director, City of Greenacres**

**Discussion:** Michele Thompson, Chairperson, called the meeting to order and asked that everyone introduce themselves, identify which agency they worked for and their role in Afterschool/Youth Development. She read the mission of the Afterschool Business partnership council; and discussed what the purpose of the council is; to be an active working group, establish our outcomes and achieve the goals that we set. We need to demonstrate the impact of afterschool within our community. We started to do that by asking the PBC Health Department to integrate our training and courses that the college offers for Afterschool into the Rules & Regulations. Michele asked if Luisa Brennan would like to share the college's perspective. She stated that she would like to see that whatever goals we set we move towards achieving those goals so that by the next meeting we have something concrete to say we have/or are moving forward with and we are seeing changes in those areas. Katherine Gopie, Prime Time PBC, Inc. gave a little historical background on why the council was originally convened we did not have pathways when we first started. The council was formed to get together to figure out what competencies we really wanted to see in our Afterschool practioners and to develop an educational pathway at Palm Beach State College. We've achieved that goal and although it seems slow and it doesn't seem like things are progressing we have achieved a huge milestone and we have met it at the college level to a Bachelor of Applied Science in Supervision and Management. Now that we have accomplished that, we are hearing from practioners what more they want. What more do they need the college to provide to them as far as education? Clarification was asked, therefore, this is the venue where we come together as a council to discuss and try to achieve what the community is requesting in terms of education? Katherine said this is why the Registry is so important because it helps provides the hard data. Prime Time does a practioner survey every two years that is specific to their professional and coaching wants and needs. What they would like to see is a more tailored course work in the Bachelor's program. As a committee we decided a long time ago that we wanted a Bachelors that had to do with business because if a practioner wanted to become an Afterschool Director or run a non-profit that made sense and it was a perfect fit. As practioners have successfully gone through the program they feel they need more concentrated course work in the upper division credits. Although they are getting it in the AS degree level, when they reach the Bachelors program it is all business concentration coursework. That is some of the data Prime Time has furnished to the college throughout the years. Michelle agreed that this is a good point because it is a mandate of the Health Department that those who hold a Director's credential take continuing education courses to keep up with their credential and it is difficult to find those trainings in afterschool.

**Data source consulted:** (Not applicable)

**Action:** (Not applicable)

**ITEM 2. Katherine Gopie, Director of Professional Development – Prime Time Palm Beach County, Inc.**

**Discussion:** Changes have taken place to the Youth Development College Credit Pathways effective fall term. The College Credit Certificate in Youth Development is currently 30 college credits and will be changed to 18 college credits starting in the fall semester. Prime Time will be starting to advise current and

new practioners entering the program in the summer to help guide them into the classes they need to take. Originally, this council voted to make it 30 college credits because if a practioner wanted to become a substitute teacher the school district, they required at least 30 college credits. Mandates have come down to the college that all of their College Credit Certificates (CCC) have to be reduced. What has occurred is that the remainder of the credits have been moved to the AS degree.

**Data source consulted:** A credit pathway sheet was provided by Prime Time, Palm Beach County Inc.

**Action:** Not applicable

**ITEM 3.** Elizabeth Yufit, *Registry Coach/Instructional Designer*, **Prime Time Palm Beach County Inc.**

**Discussion:** Was unable to attend because she was ill. Katherine Gopie will request that Elizabeth email a sample registry report, to show the council some of the data that is being collected and how it is being used with career advising for practioners.

**Data/data source:** Not applicable

**Action:** Not applicable

**ITEM 4. Courtney Shippey**, *Child Care Licensing Coordinator*, **PBC Health Department**

The Health Department lost quite a few inspectors over that past few years. They are finally hiring and training new inspectors which is where their priorities are focused on at the moment. Due to lack of inspectors the rules revision piece has suffered. The last time the Family Childcare Rules & Regulations were updated was in 2006. Childcare Rules & Regulations have not been revised and they are aware that there are needs/wants but they have to make sure that maximum provider participation; stakeholders, agencies and organizations that have a vested interest in what happens agree with any changes made. Palm Beach County has always been a pioneer/trendsetter in childcare rule making. The health department depends on the state system and the state is requesting that the 5 local licensing agencies throughout the state use the unified system therefore, they are trying to meet the states framework. The good news is that DCF is adding to the training transcript, in the section that says "introductory training requirements" Part II will now include: *School-Age Child Care 40 Hour Training Requirement has been completed: Yes/No*. A question was posed, how will DCF know that they have completed the AYD certification? Will the college need to report it so that if a student takes it, they will meet the requirement? He is not sure about that yet, hopefully he will be able to get some answers soon.

**Data/data source:** Not applicable

**Action:** Follow up with the Health Department/DCF

**ITEM 5. Group Discussions & Debriefing**

**Discussion: 2014/2015 Goals/Objectives** In our last meeting Kimberly Allen asked that we set a goal to identify key players in the School District and in Private Childcare centers that are also running afterschool programs to promote youth development pathways. That goal has not been met. Clarification was requested by members so that we can better understand the goals/objectives of the council and what it means.

Therefore, what is being asked of the council members is to seek 1 or 2 providers in the community that will support what we are doing in Youth Development and to get them more involved in this council and help move forward with what we want to do in the future of Youth Development. What was suggested was that Prime Time along with council members give recommendations of key players in afterschool that want to see changes being made that will benefit the Afterschool/Youth Development future.

The council agreed that representation from Faith Based, Private Organizations, Program Directors, and Frontline Staff join the council. Any recommendations made should be sent to Luisa Brennan and Michelle Thompson via email by April 29, 2016. The council also agreed that they should meet more than twice a year possibly meet quarterly. A clearer direction of the next meeting should be that we give a history of what this council has done in the past and do a bit of brain storming to allow the new members that we hope will be joining us shape were this council is going in the future.

**Data/data source:** Not applicable

**Action:** Provide Luisa Brennan and Michelle Thompson with a recommendations of possible new members by April 29, 2016.

**Item 6. Luisa Brennan, Program Director, Palm Beach State College**

**Discussion:** Luisa gave an update on the department Institute of Early Care & Afterschool programs, Kimberly Allen has now moved on to Associate Dean of Business and Computer Science her previous position is currently vacant. By the end of May we hope to have someone hired but it depends on how long it will take. The position hasn't been posted yet. Luisa has taken over responsibility for the School-Age Professional Certification (SAPC) program as of April 1, 2016. She is currently also without an administrative assistant, the position is posted and hopefully we can have someone hired by mid-May.

**Data/data source:** Not applicable

**Action:** Not applicable

**Next Meeting:** June 16, 2016, email to follow with time and location

**OTHER**

**Attendance:**

Luisa F. Brennan	Kathleen Bolander	Katherine Gopie	Evelyn Gomez (on behalf of Debra Strange)	
Courtney Shippey	Michele Thompson			

**Guest(s):**

Susan Sims	Nancy Cabrera-Chambers	Kathleen Moore		

Submitted by: Luisa Brennan  
Nancy Cabrera-Chambers, Scribe