

**PALM BEACH STATE COLLEGE**  
*Afterschool Business Partnership Council*  
**Meeting Minutes**  
June 16, 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. Michele thanked everyone for their referrals to get more committee members involved. She read the mission of the Afterschool Business partnership council, so that everyone has a clear pathway and reviewed the purpose of the council. She stated that the council has been effective, but there was some faltering in the past year and that we need to get the mission back on track and get some true advocacy happening to achieve the goals set by the committee. Michele asked Luisa Brennan if our outcomes have been met. Luisa confirmed they have not been met and this is why there was a request at the previous meeting to have the Afterschool Council meeting more than twice a year, which was a concern that too much time went by between setting the goals, causing things getting lost in the pathway. Luisa mentioned that it has been very difficult to get in touch with the members or to get returned communication. There needs to be some type of response if they are able to attend or have any agenda items, so that we can be successful in the pathway to reach the agenda goals. However this doesn't apply to all who attended today, but if everyone in attendance would encourage those who they have invited to attend, to please also follow up with them and let them know this is an active council, and that we need their participation or if they cannot make it, to send someone else or at least communicate they will not be able to attend. This way if we only have 5 or 6 people, we could reschedule the meeting to another time, especially during the summer when everyone is extremely busy. Dennis Carpenter requested an active list of council, to ensure it is up to date. Debra Strange asked if it is standard practice to send someone else if they could not attend. Luisa encourages everyone to send a designee if the committee member cannot attend, there is always space for guests and it is encouraged that guest attend to see what the council has to offer or what they could bring to the council, then if they choose to join that is always encouraged. Michele explained that we want to expand the representation as a community as well and that we are looking for possible members from the YMCA, and some program directors, as well as some line staff. Michele thanked Courtney for his participation and feels he is key to what the committee does and is trying to do. Michele asked if the committee wanted to review the Interested in joining a Business Partnership Council flyer or read on their own. Luisa informed everyone to share the flyer and if they want more copies to let her know and we will email them.

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

**Action:** (Not applicable)

**ITEM 2. Courtney Shippey, Child Care Licensing Coordinator, PBC Health Department**

Courtney said the AYD program syllabus was sent to Samantha at the Child Care program office in Tallahassee, which she sent to her training team for evaluation. Courtney followed up with her June 15 and they hadn't made a determination yet. Courtney also gave Luisa's contact information to them, in case they have any further questions. Luisa reviewed with the committee that the goal was to get the AYD coursework onto the DCF transcript and asked if anyone knew what they are reviewing, at this time, he did not know.

The Child Care rules and regulations process hasn't started. They are still working on the Family child care rules but because of staffing changes has been held up for over a year. There is a new assistant administrator Todd, who is currently reviewing it and should be presented to the board within the next

month. As soon as this process happens then there will be a review of childcare rules and revisions, with the hope that it will be managed so it goes quickly through the process and Courtney is requesting everyone's participation in the process, which is expected to start in September 2016. The department is still trying to recover from a rash of retirements. They have new supervisory staff, 6 new inspectors to train and without seasoned supervisors the training is slow. Michele asked if there is a new succession plan, due to this experience. Courtney stated that in government it is hard to do succession planning because each position has to be considered on its merits and have to advertise open to the community, so any department staff can apply for any job as long as they have the core competencies. In the meantime the goal is to prepare the current staff, with specialized training, counseling and coaching. Dennis mentioned that they have a 40 percent turnover rate, for mostly part time employees and asked if everyone was having this issue. Michele stated they have seen the same with their part time staff, which is understandably as the part timers make their way through college, get their degree and move onto full time employment. Luisa asked Dennis if they were currently hiring/advertising and if he sent the information to the career center at the college, he does. She also explained that she gets email from the career center with listing of positions that are available and that at the information session we will have a listing of employment opportunities. Michele asked about our annual job fair at the college. Susan Sims stated there are two, one in spring at the Lake Worth Campus and one in fall at the Palm Beach Gardens campus, but employers can advertise all year around. Michele and Kathleen Moore requested being notified about the job fair in case they want to have a booth. Jennifer Johnson suggested inviting Career Source to a business partnership meeting and possibly advertising with them. They have a whole center where people can walk in and receive guidance from advisors, helping them match their education with employment. They also have training rooms, testing and a youth program.

**Data/data source:** Not applicable

**Action:** (Not applicable)

#### **ITEM 5. Luisa Brennan, *Program Director*, Palm Beach State College**

**Discussion:** Luisa introduced her new administrative assistant Cynthia Parent and the new director for the Institute of Teacher Certification, Early Care & After School Programs Jennifer Johnson. Jennifer announced she was glad to meet everyone, that Luisa informed her a little bit about the mission and goals and looks forward to seeing how she can participate in helping the committee achieve the goals. Hopefully she will be able to join in the future and to let her know how she can help.

#### **ITEM 6. Group Discussions & Debriefing**

Dennis mention that they have a training club at the Drexel and Belvedere location. This is used when they hire staff, to go through an on boarding process. The new hires will go through some on-line trainings and then shadow an employee who is working in the same position they will be working in, for a few days. This is to familiarize the new employee with what will take place for them to see if it is something they want to do. They had found hiring staff and putting them right into the position had created some frustration, so they hope to alleviate this with the new on boarding training process.

Michele asked Dennis if all of their sites are accredited. Two of them are but are still grandfathered in as non-licensed. Michele asked, because they aren't licensed they don't have to go through the 40hrs, AYD. Dennis stated they did make it mandatory a few years ago for the staff to go through the trainings, but had to make some adjustment with some other trainings, due to having to budget the dollars and time. Luisa asked if it would be helpful if the trainings went to them and he stated that was a great suggestion. Dennis wanted to know how many hours the training is, Michele explained it was 12 hours that could be done in 2 six or 4 three hour segments, depending on the way the program is operating and when staff would be able to attend. Dennis wanted to know the number of employees that would be required and Luisa said there is flexibility with off-site trainings but would like to have 10-12 participants.

Michele reviewed the goal about continuing development for the Director credential, wanting to know if anyone had thoughts about specific trainings or heard from any of the directors about what they could be taking, because if they don't participate on a committee, lecture, conference presentations, or other things that could be used, they could need the 3 college credits. Then when they reviewed the available courses at the college level, they are not appropriate to what is needed. This is one of the committee goals and why Michele wants to try and get some of her front line staff at the meetings. Michele talked about one of the directors having an issue renewing his director credential in the past due to not having training available, or that he had already taken the available trainings in the past. She wasn't sure if other people were having the same problem and if it was worth it to develop a course or promoting it at another college site. It was agreed upon that one of the biggest problem is that they are waiting until the last minute. Even though the directors have 5 years to renew and accumulate the renewal requirements, the directors sometime realizes that their credentials are going to expire and try to get everything accomplished at the last minute. There is still a concern if there is enough course content available for youth development, where even if the director waits until the last minute are there enough options available to them. The committee reviewed the renewal requirements of 4.5 CEU's or 45 hours and what they possibly are taking to renew their credential. If a lot of them are taking repeat classes, or if they are even taking course work in youth development and that the Director's credential is a requirement for licensing and funding purposes.

Courtney let the committee know that there is going to be a whole new set of requirements for exempt programs. They are going to have to be monitored and Office of Early Learning is currently creating rules that will be administered at the Early Learning Collation level and possibly ask licensing to do some expanded monitoring, for health and safety purposes, for those programs that are not licensed. The program is required to submit an exemption request due to their program meeting certain criteria, i.e. the program clearly presents that they are academic nature and are only instructional. The licensed programs will also need to do some additional monitoring.

Another identified goal is introducing other agencies, in the county, that has staff that are going through the career pathways, identifying key players at the school district and private child care centers that are also running afterschool programs, to promote youth development pathways. The need to get other committee members to be able to get more detailed information across all avenues. Another suggestion is to get an invitation to the Early Childhood Coalition meetings because the providers who attend these meetings may also have the afterschool programs or sister sites for afterschool, summer camp, school age programs and there could be a presentation and/or have information present to distribute.

**Data/data source:** Not applicable

**Action:** Not applicable

**Next Meeting:** October 6, 2016, Palm Beach State College, Institute of Excellence WPB 9:30-11:30am

**OTHER**

**Attendance:**

Luisa F. Brennan	Dennis Carpenter	Courtney Shippey		
Debra Strange	Michele Thompson			

**Guest(s):**

Susan Sims	Nancy Cabrera-Chambers	Kathleen Moore	Jennifer Johnson	
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Submitted by: Luisa Brennan  
Cynthia Parent, Scribe