

**PALM BEACH STATE COLLEGE**  
*Afterschool Business Partnership Council*  
**Meeting Minutes**  
March 13, 2019  
**10:30 am – 12:00 pm**  
Arc of the Palm Beaches

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**Tour of The Arc of the Palm Beaches**

**ITEM 1. Welcome – Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College**

**Discussion:** The meeting was called to order by Luisa Brennan, Program Director. Introductions commenced with everyone introducing themselves and the organization they represented.

**Data Source consulted:** Not applicable

**Action:** Not applicable

**ITEM 2. Review of Mission Statement**

**Discussion:** Luisa read the mission statement as a reminder to all members.

**Data Source consulted:** Not applicable

**Action:** Not applicable

**ITEM 3: Safety**

**3.1: Guest Speakers: Gregg Orenstein and Cassandra Wilbanks, icert CPR**

**Discussion:** Gregg and Casey introduced icert CPR.

History of company: In 2012, Gregg was a Membership Director at the YMCA. The idea of becoming a CPR instructor was introduced to him by one of his members who was a security officer and CPR instructor. Gregg was sold on the thought of making money on the side by doing these training. Since he possessed a strong business mindset, he decided that he could not just be an instructor, he wanted to open a corporation. icert CPR began as a hobby business, only holding about 2 classes within the first year. Today, Gregg works with over 60 Preschools in Palm Beach and Broward County and moving north into the Orlando area.

CPR Nationwide: Statistics show that, while many people are registering to complete their CPR certification, whether it is required for their profession or just to become more knowledgeable, there is still a 10% survival rate nationwide. This is clear evidence that poor CPR is being performed. For this reason, the American Heart Association is considering making recertification mandatory to every 6 months.

As educators, we all know that if something is not done regularly, the chances of retaining that information is slim. One goal of the company is to begin looking at CPR in an inter-disciplinary way, incorporating team building activities and making social connections in the process. With this in mind, icert CPR recognizes the importance of collaborations with the directors to develop and implement meaningful courses to fit the company/industry needs. Since not all facilities will have the same needs, a full assessment is done to assist in customizing the most effective trainings for the company. (A list of all services is included in the packet to be distributed via email).

Team Building Activities: This is something that is being developed and will be available soon. Currently, team building activities are implemented in parts naturally within each course. A full curriculum is currently being developed.

The idea of implementing this concept into the CPR trainings was introduced by another CPR company at a convention in New York. This session presented CPR as a natural team building activity. (Ex. If someone collapses in a room, everyone will play a role in assisting to ensure the safety of the one in need: one person will be assigned to call for help; one person assigned the role of communicator, etc.) This system of assigning and executing tasks, is a concept that is also necessary in the work place. Everyone is reminded of how to work together which in turn, elevates the performance of each employee and the success of the company.

Casey spoke about her background in education, beginning in Early Childhood and now working at PBSC as a professor in the Education Dept. She facilitates the CPR/First Aid courses that focuses on the educational environments (classroom within after school facilities, family child care homes, preschools, and elementary school.)

As educators, 99% of their duties includes first aid (cuts, fever, bruises etc.). These trainings focus on how to manage the classroom while tending to the child in need. They look at the licensing requirements on safety (i.e.: peeling paint, outlet covers, etc.) and tailor trainings based on the facilities' needs. All trainings are hands on to ensure that the concepts and steps are cemented into memory. CEUs are available for the classes to be used for licensing.

It has been reported that the licensing procedures will be changing soon. The current procedure states that at least one (1) teacher is required to be trained in CPR /First Aid per facility. Soon, this requirement will change to require ALL teachers be certified in CPR/First Aid. It is Casey's belief that all high-quality programs should have all their teachers certified to ensure coverage is available at any time.

Safety Workshops: Workshops are also available to be added into customizable session. (A list of available workshops is included in the packet to be distributed via email.) Parent workshops can be created based on the facility's needs. Currently, a 4-session workshop(1hr/session) is available and can be built for education facilities/center. Free resources are also provided to parents in these workshops.

Maximum class sizes for session: Available to accommodate any size for training.

Pricing: Contact Gregg for customized package bundles.

**Data Source consulted:** Not applicable

**Action:** Council members were forwarded icert CPR brochures and contact information. Greg and Casey both voiced their interest in joining the council as official members. Luisa will follow up.

### **3.2: Michelle Thompson- City of Greenacres, Leisure Services Department, Director**

#### **Active Shooter Trainings:**

**Discussion:** Michele Thompson shared information about the Palm Beach Sheriff's Office, District 16 trainings and facility safety inspection workshops she attended.

All employees of District 16 are requirement to complete Violence in the Workplace and Active Shooter trainings. An entire agency review was completed by the PBSO which focused on crime prevention through environmental design. An overall report was provided to each agency that identified if the facility was prepared for any safety threat. Safety tips and techniques are also provided to the agency to think about implementing as they see fit (ex. Window black out blinds, trimming bushes etc.).

In addition, at the most recently County Parks and Recreation Directors agency round table meeting, another representative from PBSO, conducted a training like the See Something, Say Something

trainings. It identified behaviors that a person may display. These trainings and workshops also help get everyone thinking in a different manner to provide safety within their respective facilities.

**Data source consulted:** Not applicable

**Action:** See the below PBSO contact person for any training sessions you may be interested in utilizing at your facility is Mr. Kevin Stanfill Email: [StanfillK@pbso.org](mailto:StanfillK@pbso.org) Phone: 561.688.3916. The Active Shooter Training Contact is Corporal Ray Ruby Email: [rubyr@pbso.org](mailto:rubyr@pbso.org) Phone: 561-242-5832.

#### **Item 4. Employment Needs**

##### **4.1: Michelle Thompson- City of Greenacres, Leisure Services Department, Director**

Spring and Summer Camp personnel needed. Casey offered to hang job postings on her door. Many students have gotten jobs because of the flyers on the door.

Sue Sims provided flyers for the PBSC Career Centers and spoke about the option of posting jobs to the Palm Beach State website or the Career Center webpage. In addition, a new tool called Handshake can be utilized for postings. This is not restricted to PBSC students; there are over 600 other colleges in the system who will have access to see all postings.

##### **PBSC Upcoming Job Fairs:**

- April 17<sup>th</sup>, 2019: Full
- Sept. 2019: Accepting agencies (must be registered in Handshake to be invited)

**Data source consulted:** Not applicable

**Action:** Council members encouraged to create a profile through Handshake (flyer distributed) to be invited to all future PBSC job fairs; post all available job postings on handshake, and forward flyers to Sonya Rawlins for distribution.

#### **Item 5. Professional Development**

##### **5.1: Michelle Thompson- City of Greenacres, Leisure Services Department, Director**

CEUs that suffice those required for FL Director's Credential: Council members were provided with the Push Past It! A Positive Approach to Negative Classroom Behaviors flyer. An event hosted by PBSC on April 26<sup>th</sup> in which CEUs will be provided.

Christina Barone, Career Advisor and Scholarship Coordinator for the Institute of Excellence, PBSC spoke about the current summer noncredit course schedule in which CEUs are available. The SEEK scholarship will also cover these courses if the student is currently employed in the Preschool settings with children 3-5 year of age. Some courses are available in Spanish.

The council was also provided with the summer schedule for PBSC Early Childhood Education credit course which will be accepted toward the state's credential renewal requirements.

**Data source consulted:** Not applicable

**Action:** Council members were provided with course schedules and department contact information.

## **Item 6. Grace McCauley, Community Engagement & AmeriCorps Manager**

### **6.1 The Arc of the Palm Beaches AmeriCorps Presentation**

AmeriCorps was just started at The Arc this year. There are 15 members currently serving at most locations (on site and at various Arc group homes on the weekends). Members mentor adults with developmental disabilities, vocational skills, healthy education and daily life skills.

This year, members began in November and January. The next cycle for orientation will begin in May for the summer institute program. Members will be working in the recreation and leisure programs of The Arc. There are currently 8 spots available for the 300-hour commitment (10 wks., 30hrs/wk.)

Qualifications:

- Must be at least 17 years of age
- Be a U.S. citizen or lawful permanent resident
- Have a high school diploma or equivalency
- Must have reliable transportation

Benefits:

- \$360 Biweekly living stipends (maximum total pay \$1,800.00)
- Eligible to receive the Segal Educational Awards at the end of each service period, July 31<sup>st</sup>.

Members will help individuals with developmental disabilities learn and perfect much needed skills, provide community inclusion opportunities and promote self-advocacy. Members develop job readiness, employment soft skills, explore job opportunities, and provide vocational training as part of their service.

Beginning in August, a 450-hour positions will become available for members to apply. Next year, 700-hour positions will be made available for members. All awards and stipends will be increased as the hours increase. There is a max of 7 years of service.

**Data source consulted:** Not applicable

**Action:** Council members were provided with the AmeriCorp.

### **6.2: Stand Up Presentation**

This is another mentoring program which is focused on teens 14-18 to mentor during spring and summer camps. Leadership trainings are available through this program. A Leadership retreat is provided to teens in preparing them to work with other teens with disabilities at the summer programs/camps.

Volunteer hours are available for all who participate in this program.

**Data source consulted:** Not applicable

**Action:** Council members were provided flyers and contact information for Grace. Best reached via email.

## **Item 7. Partner/Family/ Community Events**

### **7.1: Recommendation Request for free- swimming programs available.**

Water safety trainings can be provided by icert CPR.

Palm Beach County drowning prevention.

Drowning Prevention Coalition provides vouchers. Contact Anna Stewart for more information. Parents may have to initiate the process to be provided with the vouchers.

**Data source consulted:** Not applicable

**Action:** Council members were provided with contact information and flyers.

## **Item 8. State/County Policy Updates**

### **8.1: Courtney Shippey, Child Care Licensing Coordinator, PBC Health Department**

Courtney began by apologizing for not being able to make the last meeting. The council meetings have been scheduled on the 2<sup>nd</sup> Wednesday of the month which conflicts with his monthly Child Care Advisory meeting.

The program has been experiencing some very challenging times due to the lack of staff to assist with the normal daily functions. Many have retired or no longer with the program. Currently, they are recruiting and hiring new staff. 6-7 new inspectors are being trained now. For the past few months, there has not been a manager at the Belle Glade office. Courtney is currently managing both offices.

Due to these circumstances, the Rules and Regulations revisions for PBC have been placed on hold. It is the goal to begin revisions before the end of this year.

To date, the county is still operating under the 2011 Rules and Regulations requirements. While DCF has made revisions, the county cannot be less stringent. They can enforce the DCF requirement even if those requirements have not been updated on the county level. Michele and Jowie noted that this may cause hardship within with facilities. It is recommended that until PBC has completed all revisions, facilities should refer to both county and DCF requirements. The county will begin aligning all requirements based on the DCF updates.

Michele posed the question about the DCF proposed water trip 1:6 ratio. The current county requirement is 1:10. This proposed change will force facilities to reevaluate their water trip activities. Courtney was unaware of this proposed change, but will follow up with DCF and report back to the council.

Council members requested to remain informed of any future changes that may affect the remainder of the spring and summer programs.

**Data source consulted:** Not applicable

**Action:** Courtney will continue to keep the council informed of any changes with county child care program requirements. To avoid conflicts with health department meetings and ensure representation the council agreed to meet on a different day rather than the 2<sup>nd</sup> Wed. of the month.

## **Item 9. Program Activates & Updates**

### **9.1: Elisa Moro & Nicole Tarsia, Prime Time Palm Beach, Inc.**

Council members were provided with the current Prime Time training calendar. All trainings are free.

New trainings available:

- Teen Trainings: Focused on middle -high school students.
  - Teen Advisory Council (Series)
  - Teen and Family Connect Series
- Well-Being Tools for Practitioners and Youth (Series)
- Reframing Behavior Management (Series)

All Prime-Time trainings can be requested to be completed on-site. A request can be submitted to Prime Time for scheduling. Visit the Prime Time website (<https://www.primetimepbc.org/>) to access the scheduling forms and directions.

Courtney mentioned that he noticed that there were no health safety and nutrition trainings being offered on the training schedule. The health department has seen an increase in diseases over the past few months. It would be a good idea to ensure that teachers are re-trained in these areas.

Casey mentioned that Palm Beach State will be offering a summer 45-hour credit course entitled Health/Safety/Nutrition. This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child and his/her family. Emphasis is placed on learning to incorporate current concepts in health, safety, and nutrition into a quality childcare setting.

The course will be scheduled on a Wed. 6:30 PM- 9:45 for the summer term and available for the fall term. This course can also be used to meet re-certification requirements. More information can be found on the College webpage (<https://www.palmbeachstate.edu/programs/childcare>).

**Data source consulted:** Not applicable

**Action:** Not applicable

#### **Item 10. Vote for Council Chair/Vice-Chair**

##### **Jennifer Johnson, PBSC, Early Childhood & K-12 Programs, Director**

Last meeting, there was not a quorum to cast a vote. Today, we still do not have quorum. We encourage any who are interested in becoming an official member to contact Luisa or Sonya. Once the members are finalized, an electronic vote will be casted to vote in our new chair and vice-chair.

Jennifer reviewed the roles of the chair and vice-chair as per PBSC Business Partnership and Program Advisory Councils handbook.

It has been about 3 years since the mission and vision of the council was made. Without a new chair and vice-chair, revisions cannot be completed.

**Data source consulted:** PBSC Business Partnership and Program Advisory Councils Handbook.

**Action:** All non-members interested in joining the council are encouraged to submit their requests as soon as possible. An electronic vote will commence thereafter for the new chair and vice-chair.

#### **Item 11. Open Discussion**

##### **11.1 Achieve Palm Beach, Train the Trainer Workshop**

Luisa Brennan shared information forwarded by Gabby Como, Achieve Palm Beaches who was unable to make our meeting. Gabby is trying to set up a Train the Trainer event for providers working with middle school and high school students. The sessions are free and are composed of 5 hours that include a free lunch. 2-hour training, 1-hour lunch and 2-hour training. The tentative date is April 16<sup>th</sup> and 17<sup>th</sup>. Luisa will confirm the date, times etc. and share with the council.

**Data source consulted:** Not applicable

**Action:** Council members will be provided with further information about this event via email.

### **11.2 The Arc of the Palm Beaches**

There are still available spots for students with disabilities for the Arc's summer program. If you know of anyone who needs services for the summer, please refer them to The Arc of the Palm Beaches.

### **11.3: Event Flyers**

Please continue to send all event flyers to be posted on the PBSC ECE Facebook page.

**Next Meeting:** Thursday, September 12, 2019 (SAVE THE DATE) Place: TBD

#### **Attendance:**

##### **Members**

Christin Martin	Jowie Mohammed	Nicole Tarsia	Michelle Thompson	
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##### **Guest(s):**

Rene Connors	Elisa Moro	Luisa Brennan	Sheree DiDonato (Representing Kathleen Hamilton Moore)	Jennifer Johnson	Gregg Orenstein (icert CPR)
Sonya Rawlins	Susan Sims	Christina Barone (Representing Debra Strange)	Cassandra Wilbanks (icert CPR)	Courtney Shippey (DOH)	

Submitted by: Luisa Brennan

Sonya Rawlins, Scribe