

PALM BEACH STATE COLLEGE
Afterschool Business Partnership Council
Meeting Minutes
December 7, 2017
9:30 am – 11:30 am
Greenacres Community Hall – Youth Program Division

- Council toured Greenacres Community Center 501 Swain Blvd, Greenacres, FL 33463

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 work for and their role in Afterschool/Youth Development. She read the mission and went on to say, I welcome everybody here today and we obviously have a passion for Afterschool Youth Development that's why we are all here. She said I know we have some new members. Jowie has been appointed as one of the new members for the Business Partnership. Lisa Fisher, who is with the YMCA is not here today. She is the Executive Director so I'm assuming they keep her very busy.

Data Source consulted: Not applicable

Action: Not applicable

ITEM 2. Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College

Discussion: Luisa mentioned that she brought in a couple brochures to the meeting in case if anyone needed one and also for the new members. If anyone is interested joining our council, please provide them with a brochure so they can review it and see what their responsibilities would be if they would like to join. They can always come as a guest, so we highly encourage you to bring a guest that you might think would be interested in joining our council so they can see what we do here and maybe bring fresh ideas.

Data Source consulted: Not applicable

Action: Not applicable

**ITEM 3. Michele Thompson, Chairperson, Leisure Services Department Director, City of Greenacres
Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College**

Discussion: Michele brought up the follow up for the DCF Transcript update for the Advancing Youth Development curriculum. I know that when Jowie goes on to the DCF transcript, he doesn't see his staff that have completed it. We are talking about the DCF transcript and AYD; so we are not sure what the status is on that. Luisa said that the last that we hear it was approved and they had decided that they were

going to add it but to the second page of the training transcript. We would have to come up with a way in which once they completed the training we would supply it somehow like we used to in the past and then they would upload it because it's not a DCF mandated course that's why they wouldn't add it to the DCF training transcript, correct Courtney? Courtney responded and said yes. Courtney stated that the last time he spoke with anyone from DCF in Tallahassee was in April. I think and I was told that they were positively considering working on it and I haven't heard anything since. Luisa agreed with Courtney and said she had seen it at one point, but just the name and then I haven't seen it since. I know that there has been so many things going on right now that that's not a priority which has always been the issue but it's definitely something that we receive lots of phone calls about asking why they don't see it on their training transcript and they don't understand because we tell them it's a requirement if they want to enter the School-Age Professional certificate and then they don't see it, listed with the rest of their requirements. Jowie asked if the people who did AYD years ago, how are their transcripts or certificates getting into DCF then? Luisa explained that we have a record of anyone that has completed the AYD so we keep a log in our office and we keep things on our shared drive so we have records of that. If we needed to at some point hopefully soon we can always send out that information. Way back before the DCF had a training transcript, that's how we used to do it. We used to have someone who would submit all the information and then they would put it all on once we verified that the student had successfully completed the trainings. So I think that's the route that we would end up going initially but we just need to know when and who to send this information to. Courtney said he would make a call to DCF and follow up on this.

Data Source consulted: Not applicable
Action: Not applicable

ITEM 4. Michele Thompson, Chairperson, Leisure Services Department Director, City of Greenacres

Discussion: Michele started on the next agenda item and said updates on CEU's/ Courses for Directors. I know that we had talked about how those directors that have the Florida director's credentials can utilize the college or the courses within the college to get the CEUS that they need for renewal. The renewal is every 5 years. I know in the past we've had some issues. If you're certified through the FRPA, you can use some of those CEU's or if there is another national organization, they can use those to count towards the directors credentials. But if it's an educational component, then you can't use those. Jowie was curious and asked what CEU's are available out there? Does the college have any CEU classes? Luisa responded saying that the Department of Children and Families has some trainings that they offer that you can receive CEU's once you complete but I don't know if their specific for the after school population or what the expectations are for the directors. Rene asked if the college is able to offer CEU's. Jennifer responded saying yes. We actually develop courses for the school district and we submit certificates to the district and they give them service points. We can develop CEU classes if we wanted to. We can look at courses that have been offered in the past and see if there is something that meets your needs. Luisa added that the director's credential is offered through our credit side at the college. That is Dr. Colleen Fawcett's area and so when we receive phone calls regarding director's credentials we normally send it to her. So we haven't heard specifically that we have issues with people not being able to receive the training that they need to update their director's credential. We can certainly meet with Dr. Fawcett and see what kind of questions she's receiving and go from there and report at our next meeting because that is an area of concern.

Data Source consulted: Not applicable
Action: Not applicable

ITEM 5. Rene' Connors, Recreation Manager, City of West Palm Beach

Discussion: Rene spoke about the employee recruitment efforts. We don't have enough staff. So I'm just putting it out there to make an announcement. We pay \$14.00 an hour. These positions are called Recreation Specialist II which were created for our licensed afterschool facilities. They get partial benefits. They get sick time and vacation time. They don't get health insurance or anything like that but we are still having a hard time. I have four sites that need staff and they are all over the city. Luisa mentioned about having a job fair and said do they have a job fair that's specific for just afterschool and summer camps? That's something that maybe us as a council, that you all seem to be having issues with that, could try to come up with a time during the year that you would feel would be a perfect time to start recruiting. We need to find a location and then have a representation from each of our sites. We could promote it during our information sessions or our classes and inform students that we're going to be having this event if you're interested in looking for a career. Jennifer explained that our department has really focused a lot on marketing over this past year so one of Natalie's focuses for us is using social media for marketing our programs. If we could post something like that and if you have Facebook pages and you share it on your pages, it just helps to get the word out as quick as possible. We could do flyers at the school district and various locations that you think would be beneficial. There's a lot of different options and things that we can do in the month of January and try to get people there in February and see how it goes. That'll help us determine how big we need to be the next year. What we'll do is go back and speak with our scheduling office. We have to think about how many facilities are going to be there hiring. We have to think about size wise.

Data Source consulted: Not applicable

Action: Not applicable

ITEM 6. Group Discussions & Debriefing

Discussion: Michelle asked if anyone wanted to share other programs during open discussion topics. Courtney added that their staff has improved and they now have Holly, who is the Childcare Program Coordinator. Michelle said that now that Holly is on board, Courtney, we're going to be hopefully having a provider meeting about the Rules and Regulations revisions? Courtney mentioned it would be soon and that Holly has taken over many things that I struggle to get done so things are running much more smoothly. We also have another supervisor that starts Friday. Michelle asked Christin what she does. Christin replied saying that she had lots of trainings coming up if anyone is interested in attending the trainings. Luisa asked what kind of trainings. Christin then replied that she does Inclusion trainings so any disability related. Luisa asked if there were any pamphlets or brochures so that we can provide to our students that take the 10-hour Special Needs course because we have a lot of outdated information and the instructors are always looking for something more current. Maybe something that they can share with the students because the ones there are normally very much interested in continuing a career with children with special needs.

Data source consulted: Not applicable

Next Meeting: March 29, 2018,

Attendance:

Members

Kathleen Bolander	Christin Martin	Jowie Mohammed	Courtney Shippey	Debra Strange
Michele Thompson				

Guest(s):

Rene Connors	Kathleen Hamilton-Moore	Susan Sims	Holly Strawser	Tracy Douglas
Benjamin J. Dexter II				

Submitted by: Luisa Brennan
Natalie Fernandez, Scribe