Satellite Advisory Committee Meeting Minutes

Tuesday, September 10th, 2019
6:15 – 8:15 pm
2096 Red Arrow Trail, Madison 53711

Present: Abby Abrisham, Kate MacCrimmon, Shannon Davis, Tami DuFrane, Jillian Clemens, Coral Manning, Terri Strong, Amy Christianson

1. Welcome and Introductions

2. Satellite Family Child Care System Accreditation Review
   Coral Manning and Terri Strong from the City of Madison presented findings from the Family Child Care System Accreditation Review for the City of Madison (dated August 5, 2019). The last review was in July 2015, and typically this process occurs every 2 years. There was an RFP in 2018 so the review was postponed until 2019. Coral and Terri shared responsibility for this process.

   Sections of the System Accreditation Review:
   *System Organization and Administration*
   - strengths – evaluations are conducted regularly and results are shared; records are kept for each provider, and personnel records are thorough
   - areas for improvement – narrative of how the evaluation process (procedures) occurs needs to be documented; appeals process needs updating with Madison General Ordinances

   *Operating Policies*
   - strengths – the System has documentation for several policies and procedures required for accreditation; information in changes to policies is shared at staff meetings
   - required changes – create a System Policy and Procedure Manual – action plan due by October 15th

   *Governance*
   - strengths – Satellite is part of Reach Dane, which has a board of directors with representation from Satellite on the board; there is a clear line of communication to the Reach Dane board of directors; clear documentation of advisory committee minutes are kept
- areas for improvement – parents and providers to attend Satellite Advisory Committee meetings; policy created for when this Committee goes into closed session; meeting minutes should be posted online and made available by request; create an orientation plan for Advisory Committee members
- required changes – by the end of 2019 to have at least one parent represented on the Satellite Advisory Committee – look to alternate ways that the parents can participate and possibly parents whose children participated in Satellite

*Financial Management*
- strengths – balanced budget; financial information shared with Advisory Committee members; professional development funds from the City ($5000.00)
- areas for improvement – staff salaries are lower than would be desired; continue to find ways to provide professional development for fcc providers

*Personnel*
- strengths – current staff have extensive knowledge and experience in ECE; documentation of performance improvement plans are thorough; the System director is well qualified and capable of administering the family child care system; staff have opportunities to participate in professional development; staff receive cost of living increases; the System is using reflective supervision
- areas for improvement – require that new staff have the family child care credential, an associate’s degree in EC or equivalent; document procedure of orientation for staff; By-laws of Reach Dane need to include parent input regarding decisions related to the System Director; evaluation procedures for staff and the director should be written and included in policies and procedures.

*Health and Safety*
- strengths – staff receive pre-employment health exams; references are provided and checked during the hiring process; probationary employment procedures are well documented
- question - Look at TB test and physical exam annual requirement for accreditation

*Family Child Care Accreditation*
*Compliance with the ordinance*
- strengths – the System ensures that fcc programs are free from religious affiliations; the System monitors providers with compliance to state licensing and county certification; the System ensures providers complete the annual rate survey
*Compliance with the Standards*
- strengths – the City of Madison provides certificates and plaques for providers at the (re) accreditation process; child ratio exceptions are communicated; Satellite FCC providers participate in YoungStar; Satellite policies and procedures support providers in meeting, maintaining and sustaining the Madison Accreditation Standards; a bilingual staff member supports providers; contract reporting is done
in a timely manner
- areas for improvement – consider solutions to allow for the rotation of providers who are Spanish-speaking

Question about changes in services to providers – concerns about receiving services – discussion with Jen Bailey and Reach Dane BOD – arranging for professional development training – survey – emails and communication – saw some improvement – Satellite used to have more interpersonal focus – mission and vision of Satellite is unclear

RFP 2017 – accreditation as main focus, and support services to compliment what occurs in group centers.

City funds can’t be used for fundraising

Conversation about the difficulty in recruiting low income families – suggestion to connect with Rommel in the Child Care Tuition Assistance program

*Training*
- strengths – Satellite promotes and sponsors professional development for the providers, collaborates with WI Family Child Care Association (WFCCA), and organizes a mini-conference annually; Satellite encourages providers to present for trainings based on their interest and professional expertise
- areas for improvement – What is the process of identifying developing training plans for providers to meet the goals during their annual accreditation review?

*Services to Providers*
- strengths – the System has a written agreement with providers and assist providers in meeting and maintaining the Madison Accreditation Standards; services and resources enhance providers’ professionalism; the System has a plan for the rotation of providers between Consultant caseloads; the Consultants have strong, trusting and professional relationships with the providers; providers are surveyed to obtain information and suggestions
- areas for improvement – What additional support has the System put in place for providers who are caring for City of Madison Tuition Assistance clients?
- question - How are providers being pushed to extend beyond their comfort zone in their own professional development?
Utilizing research and best practices in supporting providers including using educational television

*Services for Families*
- strengths – families have the opportunity to provide formal evaluations and feedback; Satellite’s website facilitates referrals to providers, and the provider list is on the City of Madison Child Care Unit’s web page; communication about families
receiving City of Madison Tuition Assistance occurs if issues arise
- areas for improvement – families should receive written materials from the System
and provider about Satellite

*Community Collaboration*
- strengths – the System director and staff maintain relationships and connections
in the EC community; the System director participates in advocacy on behalf of the
field
- areas for improvement – continue to find ways to elevate Satellite providers within
the community

3. **We Care for Dane Kids and Shared Services**
   Satellite is helping with the creation of a shared services network (in collaboration
with WECA) as part of the We Care for Dane Kids project.

4. **UW-OCCFR Contract and Professional Development Funds**
   The UW-Office of Child Care and Family Resources is offering professional
development funds for Satellite staff and providers to attend conferences.

5. **Other items**

6. **Adjourn**
   Meeting ended at 8:25 pm.

2019 Meeting Dates (6:15-8:15 pm):
- Tuesday, December 10 (social gathering)