



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, January 8, 2013, 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Jo Ann Carman, Chair; Steve Kanakis, Heidi Rand**

**Committee Members Excused: None**

**Committee Members Present via Phone: Joe Mascaro, Kathryn Starkey, Teresa Suarez**

**Coalition Staff Present: Danielle Berche, Kim Borrego, Bev Doucet, Jim Farrelly, Jak Jakubauskas**

**Others Present: None**

**I. Welcome and Call to Order: Ms. Jo Ann Carman, Chair**

Ms. Carman called the Quality Committee meeting to order at 4:06 p.m. and welcomed attendees.

**II. Review and Adoption of Draft Minutes from December 18, 2012 Meeting**

Ms. Carman requested the Committee review the minutes from the December 18, 2012 meeting. Ms. Suarez stated she would like to make the following correction: under Item V. Public Input – the minutes should state “Common Core State Standard, national standards for K-12<sup>th</sup> grades.”

Ms. Carman requested a motion to approve the minutes from the December 18, 2012 meeting with the correction noted. Ms. Rand so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, Incentive Applications**

Ms. Doucet explained that two (2) providers submitted two (2) Provider Support incentive applications for a total of \$2,168.99.

Mr. Mascaro moved to approve the incentive report as presented. Ms. Starkey seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Rand inquired as this is the closing of the second quarter, if the leftover funds would be transferred to slots. For Mr. Kanakis’ and Ms. Starkey’s benefit, Ms. Rand further explained the new policy of dividing the \$100,000 incentive budget into a quarterly budget of \$25,000 with any leftover funds at the end of each quarter being transferred to the School Readiness budget for slots.

Mr. Kanakis stated he believes it is the Committee's responsibility to find new ways to provide "quality" programs for child care providers and suggests seeking alternative ways to spend Quality dollars rather than turning the funds over to School Readiness slots. Ms. Carman stated that staff has tried repeatedly to encourage providers to utilize the incentive programs, but many providers hold off until the end of the fiscal year.

There was further discussion on the approximate \$32,000 that could possibly be transferred to School Readiness which would result in the placement of fifteen (15) children from the waitlist.

Mr. Farrelly suggested the Committee permit staff to develop alternative ways to spend the \$32,000 and they will present their suggestions at the next Quality Committee meeting for further discussion.

Mr. Kanakis moved to direct staff to come up with a Quality Initiative Plan to be discussed at the next meeting; Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

#### **IV. Review, Budget for FY 2012-13**

Ms. Doucet distributed a revised Quality Budget Report (attached). Ms. Suarez suggested having a discussion at the next meeting about what the actual figure is to spend and to make sure that figure is actually being spent. The Committee was informed the Coalition is mandated to spend a minimum of 4% of its annual budget on Quality which it currently does through the Gold Seal Standards, meeting the 4% cap. This Quality Budget is over and above the 4%.

Mr. Kanakis moved to approve the budget as presented. Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

#### **V. Public Input**

Ms. Suarez stated the incentives promote some centers to improve their scores, but some centers are not as well-run and nothing has worked in an attempt to "clean them up." She explained some of these centers are not high quality programs and inquired if the Coalition could do anything to get them up to par.

Mr. Farrelly explained the Quality Programs are an instructional standard overseen by this Committee. The outside/inside appearance of a center is out of the Coalition's jurisdiction and the responsibility of the owner or possibly DCF.

Ms. Suarez continued explaining it has been witnessed that children in a center are being extremely physical with each other and there seems to be a lack of group control and/or teacher control. This facility is in need of Technical Assistance, but has not requested it. DCF has been informed and has stated this does not fall under their purview. Ms. Carman suggested contacting both DCF licensing and the DCF hotline to obtain results.

Ms. Rand suggested a possible idea for the expenditure of Quality funds may be to purchase the Second Step Violence Curriculum. She recommends this curriculum highly and stated that it is used within her programs with excellent results.

Ms. Doucet explained she has a scholarship opportunity for directors/owners and family child care home providers to attend the upcoming Florida Association for Child Care Management scheduled for May 17-19, 2013 in Orlando. This conference offers fifty (50) sessions/workshops and the funds could come from the Quality budget. She proposed the following options:

1. The cost for one (1) person to attend would be \$619 - \$329 in registration fees and a 2-night stay at \$145 per night – offer two (2) scholarships
2. Registration fee only of \$329 - offer three (3) scholarships
3. Registration fee for Saturday attendance only of \$219 – offer five (5) scholarships

The director/owner or Family Child Care Home provider would have to write a 500 word essay on how attending the conference would benefit them and improve their facility.

Mr. Farrelly suggested including this scholarship opportunity with the new Quality spending plan to be presented next month for Committee consideration.

**VI. Schedule Next Meeting Date – February 12, 2013**

The next Quality Committee meeting has been scheduled for Tuesday, February 12, 2013 at 4 p.m.

**VII. Adjournment**

Ms. Carman requested a motion to adjourn the Quality Committee meeting. Ms. Rand so moved and the meeting was adjourned at 4:40 p.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant