



QUALITY COMMITTEE MEETING MINUTES
Tuesday, February 12, 2013, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Joe Mascaro, Heidi Rand, Teresa Suarez

Committee Members Excused: Steve Kanakis

Committee Members Present via Phone: Kathryn Starkey

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

Others Present: None

I. Welcome and Call to Order: Mr. Jim Farrelly, Executive Director

Mr. Farrelly called the Quality Committee to order at 4:07 p.m. and welcomed Committee members. He informed them that Ms. Carman had retired from DCF as of January 31, 2013 and would no longer be on the Board. Mr. Farrelly thanked her for her leadership of the Quality Committee.

II. Selection of Interim Chairperson

Mr. Farrelly explained that a reorganization of the Committee Chairs would take place at the March Board meeting and Coalition By-laws require each Committee select a chair. An interim chair for the Quality Committee must be selected for the February and March meetings and an election for the Committee Chair will be held at the April Quality meeting.

He explained the chair has two (2) responsibilities: to prepare for and lead the meetings and to represent the Quality Committee at the Executive Committee meetings held on the third Thursday of each month. Mr. Farrelly has spoken with Dr. Steve Kanakis who is willing to serve as interim chair. Commissioner Starkey moved to nominate Dr. Kanakis as Interim Quality Chair and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly requested Mr. Mascaro chair the remaining portion of the Quality Committee meeting.

III. Review and Adoption of Draft Minutes from January 8, 2013 Meeting

Mr. Mascaro requested the Committee review the minutes from the January 8, 2013 meeting. Commissioner Starkey moved to accept the minutes as presented and Ms.

Rand seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Incentive Applications

Ms. Doucet explained that eight (8) providers submitted eight (8) incentive applications for a total of \$5,247.05 with a total expense of \$23,700.83 for the year. She explained the difference between the amount requested by the provider and the amount actually reimbursed.

Mr. Mascaro inquired about 23-Jan under Provider Support and was informed the curriculum support items were being used to supplement a curriculum not approved by the Coalition. Mr. Mascaro noted that the Reduce Reuse Recycle incentive was not being utilized and inquired if the Committee should reconsider replacing it next year.

Ms. Rand moved to approve the Incentive Application report as presented and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

V. Review, Budget for FY 2012-13

Ms. Doucet explained the Quality Budget was 25.68% expended for the year to date. She explained that in-house spending for books and other items used by the Mobile Outreach Specialists was proceeding. Ms. Rand requested that the Budget be reviewed line item by line item so the Committee would have a better understanding of the line items. This occurred.

A brief discussion followed on Inclusion and the purchase of Second Step kits for specialized training for providers.

Mr. Mascaro requested a motion to accept the budget as presented. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Discussion, Quality Funding Options

Ms. Doucet explained that staff had been requested to investigate and propose ways to spend Quality dollars instead of transferring the funds to School Readiness slots. Based on internal and provider feedback, this Quality Funding Report (attached) was generated.

- Scholarships to Annual Conferences – Commissioner Starkey inquired about the hotel accommodations and was informed the conference was being held at the Clearwater Sheraton Sand Key. The Committee discussed limiting the scholarships to those providers who have not attended the conference in the past. Ms. Borrego explained that last year an application with a brief essay was

requested for six (6) scholarships being offered but only four (4) providers actually attended the conference.

Mr. Farrelly explained this conference is geared toward Family Child Care Homes and there is not a great deal of participation. Ms. Rand stated that since this is based on a reimbursement method, some providers will not have the funds to pay for the hotel and conference fees in advance. Mr. Farrelly explained the State will not allow the Coalition to provide advance funds, receipts must be presented. The Committee was informed the Coalition contracts with approximately thirty (30) family child care homes.

- Scholarships to Join Professional Organizations – Ms. Doucet explained the amount of \$3,125 is budgeted for a total of twenty-five (25) providers.
- Extreme Makeover: Classroom Edition – The Committee was informed that staff members have noticed that some center classrooms are in need of makeovers to revitalize and enhance the overall quality of the program. This incentive could be used by both child care providers and family child care homes. The School Readiness provider, based in Pasco or Hernando, would have to buy the items and follow the “contract” to be reimbursed.
- Libraries – Ms. Doucet explained the Teacher Resource Books are based on an approximate cost of \$20 per book and Mr. Mascaro inquired if the providers would choose the books. Ms. Suarez commented that the Second Step program has books that support the program and inquired if the Coalition would be able to provide books for providers who were trained. Ms. Rand stated that certain curricula require certain book sets.
- Provider Wish List – Ms. Doucet explained that these items were from provider feedbacks and the majority of items could be covered under the current incentive applications.
- Classes for Providers – Ms. Doucet explained these computer classes would be for those providers who struggle with technology. These are basic classes the providers would attend in person. Ms. Suarez stated that a number of free, on-line tutorials are available and suggested giving the providers the website information. Mr. Farrelly explained that a number of providers are not capable of using the tutorials because of their lack of knowledge and believes these classes would be better utilized.
- Provider Training – Ms. Borrego explained the provider would have to attend a training to obtain the Second Step program kit. Both Ms. Damaris Conner and Ms. Anne McHugh are trainers for this program.

The Committee was informed that \$10,458 under Provider Wish List could be moved around into different categories, if so desired. Ms. Rand and Ms. Suarez stated the Second Step program makes a crucial difference in classrooms and they would like to

see the program available to any center who would utilize the training. It was suggested to increase the kits to twenty (20) for a total of \$7,180 which would leave \$6,509 from the \$10,458 under the Provider Wish List.

Ms. Rand recommended increasing the Extreme Makeover to \$2,000 per classroom, leaving \$4,509 to be distributed. The Committee discussed the Libraries category and stated there was no training connected to this incentive. Ms. Suarez suggested that if the books support the social – emotional skills, the providers need to be trained for the Second Step program to obtain the books.

Ms. Suarez suggested reallocating the remaining \$4,509 to School Readiness slots which would open approximately five (5) slots for children. Ms. Rand suggested taking the \$4,509 and the \$2,864 from the Libraries category and allocating the total of \$7,373 to slots.

Mr. Mascaro requested a motion to approve the following Quality Funding: \$3,102 for Scholarships to Annual Conferences; \$3,125 for Scholarships to Join Professional Organizations; \$8,000 for Extreme Makeover: Classroom Edition; \$0 for Libraries; \$0 for Provider Wish List; \$4,935 for Classes for Providers; \$7,180 for Provider Training and \$7,373 to be allocated for School Readiness slots. Ms. Rand moved to approve the motion and Ms. Suarez seconded. All were in favor with no abstentions and the motion carried.

Mr. Farrelly stated that the budget will be revised and applications will be created and sent to Committee members for review.

VII. Review, Quality Spending State Restrictions – Ms. Danielle Berche

Ms. Berche explained the following financial information was based on December figures. She reminded the Committee that a minimum of 4% of the Coalition’s budget must be allocated to Quality. As of December 31st, \$361,000 of the School Readiness budget of over \$11 million or approximately 77% has been expended for Quality. This does not include Gold Seal provider payments.

VIII. Review, 6th Annual Early Learning Conference – Keynote Speaker

Ms. Doucet distributed the (attached) information on Mr. Manuel V. Scott and Mr. Farrelly stated Mr. Scott will be the keynote speaker at this year’s conference. Mr. Farrelly gave the Committee some additional background information on Mr. Scott and Ms. Borrego stated Mr. Scott will be the keynote speaker for the upcoming Pasco Afterschool Conference.

IX. Public Input

Ms. Suarez stated the Pasco School Board is creating a new Office of Early Childhood with Ms. Angela Porterfield as the current Acting Director. This office will combine

Head Start, VPK, ESE classes and the teen pregnancy program under one department. She explained that Coalition staff may be invited to future meetings to provide input on funding opportunities.

Mr. Farrelly stated he and Ms. Borrego had met with Pasco Superintendent Kurt Browning to discuss the importance of Early Learning.

Mr. Mascaro requested staff have all the new Quality Incentive Applications for FY 2013-14 available for the Committee to review at the March meeting.

X. Schedule Next Meeting Date – March 12, 2013

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

XI. Adjournment

Mr. Farrelly adjourned this meeting of the Quality Committee at 5:15 p.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant