



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, April 9, 2013, 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Dr. Steve Kanakis, Joe Mascaro**

**Committee Members Present via Phone: Heidi Rand, Kathryn Starkey**

**Committee Members Excused: Teresa Suarez**

**Coalition Staff Present: Kim Borrego, Bev Doucet, Jim Farrelly, Jak Jakubauskas, Sherri Singleton**

**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.

**II. Selection of Committee Chair**

Mr. Farrelly explained, as per the By-Laws, a Chair must be elected at this meeting. He explained the Chair must be available to run each monthly meeting; work with Ms. Borrego and Ms. Doucet in preparing the agenda for each meeting and to attend each Executive Committee as a representative of the Quality Committee.

Mr. Farrelly requested nominations from the floor. Dr. Kanakis nominated Mr. Mascaro. As no other nominations were received, Mr. Farrelly requested a second to the nomination; Commissioner Starkey so moved. All were in favor with no abstentions and the nomination carried.

**III. Review and Adoption of Draft Minutes from March 12, 2013 Meeting**

Mr. Mascaro requested a motion to approve the minutes from the March 12, 2013 meeting. Commissioner Starkey so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Review, Incentive Applications**

Ms. Doucet distributed the (attached) revised Incentive Application Report. She explained a late receipt had been submitted which resulted in an overall difference of \$70 under March 1 in the Provider Support category.

Ms. Doucet stated that \$21,172.76 in incentives has been received from nine (9) providers who submitted seventeen (17) applications and there were no discrepancies.

Mr. Mascaro requested a motion to approve the Incentive Application report as presented. Commissioner Starkey so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

**V. Third Quarter Quality Incentive Funds Remaining**

Ms. Doucet reported there were no remaining funds for this quarter.

**VI Realignment of Quality Funding**

Ms. Doucet explained this realignment was discussed last month, but it now has the corrected dollar amounts. Additionally, \$13,968.95 has been transferred to School Readiness for slots.

Mr. Mascaro requested a motion to approve the corrected realignment. Commissioner Starkey so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

**VII. Review, Budget for FY 2012-13**

Ms. Doucet explained that over \$56,000 remains in the Quality Budget which is 56.86% expended. With the final realignment, the budget should be about 58% expended. However, for this time of year, the budget should actually be at 75% expended. She explained that June 1<sup>st</sup> is the deadline for providers to submit their final incentive applications. The Committee should decide at the May meeting if left over funds should be moved to School Readiness.

Commissioner Starkey inquired if there were providers who have not applied and why. Ms. Borrego explained the number of attempts made by Coalition staff and Board Provider Representatives to involve a larger number of providers over the years. The Committee was informed that approximately 75 out of 300 providers use the incentive program.

The Committee agreed that a Notice of Intent should be emailed to providers with a deadline date of May 7, 2013 to give the Coalition an idea of how many providers will be submitting incentives prior to the June 1<sup>st</sup> deadline. A report will then be prepared and presented to the Committee at the May 14, 2013 meeting.

Mr. Mascaro requested a motion to accept the budget as presented. Dr. Kanakis so moved and Commissioner Starkey seconded the motion. All were in favor with no abstentions and the motion carried.

**VIII. Second Draft – Quality Incentives, FY 2013-2014**

Ms. Doucet explained no new changes had been made in the Accreditation, Professional Development or Reduce Reuse Recycle incentives. Ms. Suarez had recommended

adding the following language “as approved by the state” to the Curriculum incentive, which has been added. Ms. Suarez had also suggested adding the following wording to the Provider Support incentive under non-approved items - “computers and related devices which would include E-readers, Nooks, Kindles, iPods, etc.” These suggestions have been added.

Ms. Rand moved to approve the Incentives with the changes indicated and Commissioner Starkey seconded. Mr. Mascaro requested discussion and inquired if all the incentives would remain at the 85% minimum. Ms. Borrego informed him they would with the exception of Provider Support which has the three (3) tiered categories.

Mr. Mascaro requested a vote on the motion. All were in favor with no abstentions and the motion carried.

## **IX. First Reading, New Incentive, Extreme Classroom Makeover**

Ms. Doucet explained this new incentive uses the majority of the standard verbiage as on the other incentives. However, criteria type needs to be discussed. Will this incentive target low performing providers or should it be directed to higher performing providers. She explained that lower performing providers may not have the upfront funds necessary to purchase the items for the Makeover. This was evidenced by the number of essays that were withdrawn from the contest because of the upfront cost.

Mr. Farrelly stated he supports the idea of benefiting the lower performing providers by helping them makeover a classroom. However, as business people, providers must realize they have to invest to get returns. State guidelines require a reimbursement procedure. The Coalition is not able to give providers money and ask for receipts to be submitted.

Ms. Doucet explained the applications received for the Makeover incentive required additional effort on behalf of staff and a Sub-Committee to review the essays. Ms. Borrego suggested looking at this incentive again next year if there is a surplus in Quality funds.

Mr. Mascaro recommended leaving the Makeover incentive amount in the FY 13-14 budget and using the funds for another “contest.” This incentive will be brought back to the May meeting for a second reading and the percentage will be reduced to 85% to entice more providers to participate.

Ms. Rand suggested considering the process for this incentive. She believes the Provider Specialist needs to go in and see where the needs are and not put this on the provider as they may not see the need. She inquired if the Coalition could make purchases for the centers based on need.

Mr. Farrelly explained the Coalition cannot slight one provider over another, but a numerical rating could be added to the assessment as the Provider Specialist must be objective. But the provider would still be required to purchase the items themselves and submit for reimbursement.

The Committee requested adding that providers could ask a Provider Specialist for guidance in the criteria for the incentive.

**X. Review, First Draft Budget FY 2013-2014**

Ms. Doucet explained this is the first draft and it contains \$150,000, the same amount as this fiscal year. She explained some of the minor reductions in several line items. Mr. Farrelly reminded the Committee that the Coalition's final budget will not be approved until the July Board meeting.

**XI. Public Input**

Ms. Doucet reported that the Storybook Forest event was a success. Over 1,900 people signed in, but there were at least 2,300-2,500 people who came to the park. Within the first forty-five (45) minutes, 600 goody bags with children's t-shirts had been distributed. Additionally, approximately 1,200 books, signed and autographed by all three (3) characters, were also distributed. Providers, as well as exhibitors, have already begun to ask to be included in next year's event.

Mr. Farrelly explained this event raised \$2,200 for the Coalition with no cost to the Coalition. He congratulated Ms. Doucet on a wonderful job.

Mr. Farrelly explained the contract has been finalized with the keynote speaker for the annual conference. Dr. Mel Jurado will be returning as the keynote and she will also hold a breakout session. Ms. Borrego stated that Dr. Mel will provide some of her articles that will be sent to providers in upcoming emails and the newsletter.

**XII Schedule Next Meeting Date – May 14, 2013**

The next Quality Committee meeting was scheduled for Tuesday, May 14, 2013 at 4 p.m.

**XIII. Adjournment**

Mr. Mascaro requested a motion to adjourn. Dr. Kanakis so moved and this meeting of the Quality Committee was adjourned at 4:50 p.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant