



QUALITY COMMITTEE MEETING MINUTES
Tuesday, May 21, 2013, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Joe Mascaro, Chair

Committee Members Present via Phone: Steve Kanakis, Heidi Rand, Teresa Suarez

Committee Members Excused: Kathryn Starkey

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

Others Present: None

I. Welcome and Call to Order: Mr. Joe Mascaro, Chair

Mr. Mascaro called the Quality Committee to order at 4:05 p.m. and welcomed Committee members.

II. Review and Adoption of Draft Minutes from April 9, 2013 Meeting

Mr. Mascaro requested a motion to approve the minutes from the April 9, 2013 meeting. Dr. Kanakis so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, Budget FY 2012-13

Ms. Borrego explained that due to the large number of incentives being presented today, (over \$25,000 has been submitted), \$16,934.17 in line item realignments is being proposed. She explained that once the Incentive Report has been reviewed, the proposed realignments will be presented which consist of the majority of the remaining Quality Budget. Currently, the budget is expended at 68.77%, with the addition of the \$25,000 in incentives; the budget will be at 99% expended, leaving approximately \$620 in the budget.

IV. Review, Incentive Applications and Necessary Realignment #1

Ms. Borrego stated that twenty (20) providers submitted twenty-three (23) applications totaling \$25,007.75 in incentives. Ms. Borrego brought to the Committee's attention that a provider, Claire Elliott Family Child Care Home (under Provider Support), submitted curriculum support items under this category as this curriculum is not approved by the Coalition.

Ms. Borrego explained that the document entitled Realignment #1 with the proposed changes indicated will cover the incentives presented. With the remaining \$620.94 in the budget, Ms. Borrego suggested moving this amount to First Aid/CPR in order to be able to offer an additional CPR class.

Mr. Mascaro requested a motion to approve the Incentive Report presented with the necessary realignments as indicated on Realignment #1. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

V. Realignment #2

Ms. Borrego explained that the document entitled Realignment #2 will move a total of \$3,250 from Community Outreach Resource Materials to Training Materials and to First Aid/CPR. This is to cover additional training materials as well as additional First Aid/CPR classes.

Mr. Mascaro requested a motion to approve Realignment #2. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review, Notice of Intent Summary

Ms. Borrego explained that based on final figures, the Coalition has received Notices of Intent from providers totaling an additional \$57,000 which must be submitted prior to June 1, 2013. Mr. Farrelly explained that if these incentives are submitted, they will be considered at the June meeting and if additional funds remain in the Coalition's Direct Services budget, funds may be reallocated to the Quality Budget to fund these incentives.

Mr. Mascaro stated this would be a good time to stress to providers the importance of submitting their incentives earlier rather than waiting until the end of the year when funds may be depleted.

VII. Third Reading, Incentives, FY 2013-2014

Ms. Doucet explained that an additional sentence has been added to each application that reads, "The applicant must have school readiness children enrolled in their program at the time of assessment and submission of incentive application." Ms. Suarez recommended capitalizing School Readiness.

Mr. Mascaro requested a motion to approve the Accreditation, Curriculum, Professional Development, Provider Support and Reduce Reuse Recycle incentive applications with the change noted. Ms. Suarez so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Second Reading, New Incentive, Extreme Classroom Makeover Application

Ms. Doucet explained the score average has been changed to 85% - 100% and item #11 under Application Criteria was added. Ms. Suarez stated she did not believe item #11 was a criterion and suggested making it a note instead.

Ms. Borrego inquired how the Committee wanted to proceed with this incentive; award it on an annual basis or set aside funds as a “perk” incentive. She reminded the Committee that it may be difficult to award this incentive from a logistic standpoint. The choice would be to either make it a standard incentive or use it as done this year if funds become available. Mr. Mascaro stated he prefers the “if available” version because the format is now in place.

Ms. Rand inquired whether under the Approved Items category, school supplies consisted of consumable items. Ms. Doucet explained it included manipulative and other items to set up the centers and it could also include consumables. Ms. Rand stated that for the Makeover application, the provider should have school supplies as they are a basic staple and these additional dollars should be used to improve the facility itself.

Ms. Suarez stated the provider may not have the correct consumables and this is where the Coalition’s Provider Specialist would provide guidance as to what is needed. Ms. Doucet explained that with the current Makeover winners, Ms. La Cava is focusing on items such as bookshelves and larger items, rather than consumables.

Mr. Mascaro suggested that as school supplies are reimbursed under the Provider Support incentive, that they be removed from the Makeover application.

Ms. Suarez suggested removing the word “allocations” however; Mr. Mascaro stated this is correct and based on the availability of funds each quarter.

Ms. Borrego suggested another option would be to revert back to the process used this year and use a separate application and an essay rather than this incentive application. The essays would again be reviewed by staff and Committee members. Ms. Suarez suggested leaving the incentive document and Ms. Rand agreed.

Mr. Mascaro requested a motion to approve the Makeover Incentive application with the following recommendations: the word “allocations” would remain, school supplies would be removed and item #11 would be changed to a “note” and not listed under criteria. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

IX. Public Input

None.

X. Schedule Next Meeting Date – June 11, 2013

The next Quality Committee meeting was scheduled for Tuesday, June 11, 2013 at 4 p.m.

XI. Adjournment

Mr. Mascaro adjourned the Quality Committee meeting at 4:42 p.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant