



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, June 11, 2013, 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Joe Mascaro, Chair; Steve Kanakis**

**Committee Members Present via Phone: Teresa Suarez**

**Committee Members Excused: Heidi Rand, Kathryn Starkey**

**Coalition Staff Present: Kim Borrego, 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 4:00 p.m., introduced and welcomed Committee members.

**II. Review and Adoption of Draft Minutes from May 21, 2013 Meeting**

Mr. Mascaro requested a motion to approve the minutes from the May 21, 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/Approval, Incentive Applications, Subject to Availability of Funds**

Mr. Mascaro initiated a brief discussion on the various amounts providers have requested for reimbursement. Ms. Borrego explained that some providers include sales tax in their requests which is not reimbursable. Additionally, a number of providers have already submitted incentive applications and were almost maxed out on several of the incentives, but still requested the full amount. Mr. Mascaro referred to Maria Bules and was informed a request of over \$5,500 had been submitted for a sprinkler system for her family home child care which is not reimbursable.

Ms. Borrego explained that the Notices of Intent generated a response from thirty (30) providers who submitted intents for approximately \$57,000. Of those, fourteen (14) providers actually submitted incentives totaling \$21,592.65. Ms. Borrego proposed to the Committee that they consider approving payment of these incentives pending availability of funds. This information will be available after Ms. Berche has closed reimbursement for the month. At that time, staff will have a better idea of what funds remain in the general administration budget.

Ms. Borrego explained that if there are not enough funds left to cover the entire amount of \$21,592.65, providers would be considered in the order they submitted their incentives

Ms. Borrego requested a motion to approve the incentives pending availability of funds. Ms. Suarez so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried. Mr. Mascaro further clarified by adding that incentives would be considered by date submitted if there were not enough available funds.

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

Ms. Borrego explained that the budget was 90.78% expended and that while some line items indicate funds remain, receipts are pending for these line items. The budget should be fully expended by the end of the month.

**V. Review/Approval, Extreme Classroom Makeover Incentive Application**

Ms. Borrego explained this incentive has been brought back due to a change and referred to page 2. She explained that a criteria item had been removed and changed to a “note” as requested, but the note now refers to a “Curriculum Specialist” not a “Provider Specialist” as originally worded. Ms. Borrego explained the Curriculum Specialist would perform the technical assistance for this incentive.

Additionally, further clarification is required on whether this incentive is being added as a sixth standard incentive or if it will only be used when excess funds remain in the Quality Budget, as was the case this fiscal year. The Committee agreed it would be used in the case of excess funds remaining in the budget.

Mr. Mascaro requested a motion to approve the Makeover Incentive application with the new wording and it being used in the case of excess funds remaining in the budget. Dr. Kanakis so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

**VI. Approval, Quality Budget FY 2013-14**

Ms. Borrego briefly reviewed the new budget with the Committee and explained the reduced funds under Inclusion were added to Provider/Community Outreach for the purchase of additional books.

The Committee discussed the Second Step kits that have been purchased; nine (9) providers are currently participating in the training and eleven (11) kits remain. The Committee also discussed the funds under Itinerant Evaluation and Ms. Borrego explained these funds will be available if a child should require speech therapy.

Dr. Kanakis moved to accept the Quality Budget for FY 2013-14 as presented; Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

**VII. Public Input**

Ms. Suarez stated this was her last Quality Committee meeting and it has been a pleasure working with the Committee. Mr. Mascaro thanked Ms. Suarez for her work on the Committee.

Ms. Borrego distributed information on the Coalition's upcoming "Are You Smarter than A Preschooler?" adult spelling bee event.

**VIII. Schedule Next Meeting Date – July 9, 2013**

The next Quality Committee meeting was scheduled for Tuesday, July 9, 2013 at 4 p.m.

**IX. Adjournment**

Mr. Mascaro adjourned the Quality Committee meeting at 4:17 p.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant