



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

Committee Members Present: Joe Mascaro, Chair; Heidi Rand

Committee Members Present via Phone: Steve Kanakis

Committee Members Excused: None

Coalition Staff Present: Bev Doucet, Jim Farrelly, Jak Jakubauskas

Others Present: None

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

Mr. Mascaro called the Quality Committee to order at 4:02 p.m., introduced and welcomed Committee members.

II. Review and Adoption of Draft Minutes from June 11, 2013 Meeting

Mr. Mascaro requested a motion to approve the minutes from the June 11, 2013 meeting. Dr. Kanakis so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, Budget FY 2013-14

Ms. Doucet explained there have been no changes to this budget, but Ms. Berche is in the process of transitioning from QuickBooks to Sage and the Committee should be seeing the budget in its new format in the near future.

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

IV. Final Approval, Incentives, FY 2012-13

Mr. Mascaro referred the Committee to the incentive report and Ms. Doucet explained that Nancy Nairns Large Family Child Care Home had been pre-approved, with FY 2012-13 funds, to attend the Florida Family Child Care Home Conference. As the conference concluded on June 29, 2013, the attendance certificates were not able to be submitted until the beginning of this month.

Regarding Great Start Learning Center, Ms. Doucet explained documents were missing when the incentive was originally submitted. Those documents were received, but the incentive was not processed.

Mr. Mascaro requested a motion to approve the two (2) incentives; Ms. Rand so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Mascaro inquired what the total amount submitted for the Professional Development incentive was in FY 2012-13 as only \$2,000 has been allocated for FY 2013-14. Ms. Doucet informed him that information would be researched and presented at the August meeting.

V. Incentives Wording, FY 2013-14

Ms. Doucet explained the wording highlighted in yellow is a direct result of Coalition staff learning that some providers, after receiving their incentive reimbursement checks, have taken certain items that were purchased for their centers and returned them to receive additional funds. The only incentive the new wording would not apply to would be Professional Development.

Mr. Farrelly explained incentive applications were reviewed and, due to lack of available staff, only those items that were valued at \$500 or more were audited by Coalition staff. No discrepancies were found on these items. A brief discussion followed on whether or not to request original receipts and requesting staff to be more vigilant in centers.

Ms. Rand recommended the following wording: “Items for which quality incentive funds are paid **MUST** remain...”

Mr. Mascaro requested a motion to approve the new wording for the incentive applications presented. Ms. Rand moved to approve the wording with the addition of the word “must”. Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Mascaro inquired if Ms. Doucet has received any incentives for the new fiscal year. She informed the Committee that one (1) incentive has been received and that she has also received a number of calls from providers with questions as to what types of items are allowable.

VI. Public Input

None.

VII. Schedule Next Meeting Date – August 13, 2013

The next Quality Committee meeting was scheduled for Tuesday, August 13, 2013 at 4 p.m.

VIII. 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