



QUALITY COMMITTEE MEETING MINUTES
Tuesday, August 13, 2013, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Toni Watkins

Committee Members Present via Phone: Steve Kanakis, Joe Mascaro, Heidi Rand

Committee Members Excused: Diane Rowden

Coalition Staff Present: Kim Borrego, Bev Doucet, Jak Jakubauskas

Others Present: None

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

At Mr. Mascaro's request, Ms. Doucet called the Quality Committee to order at 4:02 p.m. and welcomed Committee members.

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

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

III. Approval, Incentives, FY 2012-2013

Ms. Doucet explained that remaining funds in the FY 2012-13 budget allowed these incentives to be reimbursed from last year's funds. Mr. Mascaro questioned the date of submission for Discovery Point 58 and Ms. Doucet explained the provider had submitted an incomplete application at that time. The center had made a down payment on the cribs therefore the incentive was not able to be processed until the center paid for the cribs in full. Additionally, this provider was reimbursed for the shipping charges, which they did not include in their total reimbursement request.

Ms. Doucet requested a motion to approve the incentives for FY 2012-13. Dr. Kanakis so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Budget FY 2013-14

Ms. Doucet explained the budget was currently 0.2% expended with the expenditures being in the First Aid and CPR category. The Committee was informed the final Budget for the Coalition for FY 2013-14 has not yet been finalized.

V. Incentive Wording, FY 2013-2014

Ms. Doucet reminded the Committee that Ms. Rand had suggested the word “must” be included on each of the incentives in the following sentence: “Items for which quality incentives are paid **must** remain the property of the requesting center/FCCH.”

Ms. Borrego explained this statement is being added to the incentives because the Coalition had “heard” that some providers were returning items purchased with incentive reimbursement funds for additional dollars. Having this spelled out on the incentive application would allow Coalition staff to audit items recently purchased.

Ms. Borrego stated another item is being considered for addition to the incentive applications. With CLASS Assessments being added now to the toddler and pre-school classrooms, and as these assessments are focused on teacher and child interaction, a School Readiness Provider Assessment will not be done in centers having the CLASS Assessment. Ms. Borrego recommended adding a minimum score for those centers such as 4, 4.5 and 5 for the overall CLASS Assessment. This will give the provider the option to request a School Readiness Provider Assessment if their CLASS Assessment is too low to allow them to qualify for incentive reimbursement.

A discussion followed on whether the two (2) assessments are comparable and Ms. Borrego explained that forty (40) providers will be participating in the “pilot” CLASS Assessment with 15% of toddler classrooms and 15% of preschool classrooms.

Further discussion followed as the CLASS Assessment covers only one (1) classroom whereas the School Readiness Provider Assessment covers the entire center/FCCH. The Committee agreed it may be difficult to assess an entire program based on one (1) classroom assessment.

The Committee decided to table this discussion until the new CLASS Assessment for toddlers and preschool classrooms has been utilized for a full year.

VI. Public Input

Mr. Mascaro requested an update on the Conference. Ms. Doucet informed him the Coalition hopes to begin live registration on August 23, 2013 and thirty (30) presenters have been secured to offer a total of eighty (80) sessions. She also informed the Committee that the Preschool Palooza was a success with over 300 children and their parents attending the event.

Ms. Watkins stated she had received requests from several providers to have the providers once again receive re-determination information for children in their centers. Currently, only the parent is receiving this information and it is not always shared on a timely basis with the provider/FCCH. Ms. Borrego will check with the Eligibility and report back to Ms. Watkins.

Ms. Doucet explained that Mr. Mascaro had questioned last month how much was expended on the Professional Development incentive for FY 2012-13. Ms. Doucet informed him that approximately \$3,000 had been expended.

VII. Schedule Next Meeting Date – September 10, 2013

The next Quality Committee meeting was scheduled for Tuesday, September 10, 2013 at 4 p.m.

VIII. Adjournment

Ms. Doucet requested a motion to adjourn the Quality Committee meeting. Ms. Watkins so moved and the meeting was adjourned at 4:25 p.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant