



QUALITY COMMITTEE MEETING MINUTES
Tuesday, September 10, 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, Jim Farrelly, 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 4:05 p.m. and welcomed Committee members.

II. Review and Adoption of Draft Minutes from August 13, 2013 Meeting

Ms. Doucet requested a motion to approve the minutes from the August 13, 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 that no incentives were being presented for approval this month; however, several incentives have been received and are awaiting assessments to be performed by Provider Specialists.

Ms. Doucet explained the Quality budget was currently less than 1% expended. Ms. Rand moved to approve the budget as presented and Ms. Watkins seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly directed the Committee's attention to the line item for Training Materials that shows an amount of (\$507.90) and requested further clarification. Ms. Doucet explained these are materials that have been purchased for providers in advance of upcoming classes at which time the Coalition will be reimbursed.

IV. Public Input

Ms. Doucet informed the Committee the 6th Annual Early Learning Conference has 559 attendees registered as of this afternoon and registration has only been open for two (2) weeks. Additionally, thirty-eight (38) exhibitors will be represented in the Exhibit Hall.

Ms. Doucet explained that the keynote speaker, Dr. Mel Jurado will host an invitation only, 1-hour session for twenty-five (25) attendees of which twenty (20) have been confirmed. Ms. Borrego had requested that Dr. Jurado provide a round-table discussion that would include Ms. Watkins and other directors/owners of high quality programs, to promote a dialogue. Mr. Farrelly will also participate on the panel along with Dr. Jurado.

Ms. Watkins inquired why the early bird discount for conference registration had been extended. Ms. Doucet explained that Coalition staff has found that owners/directors who received the email alerts were not informing their staff of the upcoming conference and the increase in the registration fee which resulted in the extension to September 13, 2013.

Ms. Doucet and Ms. Borrego also explained that providers wishing to register multiple staff or staff members who may have to delay payment must contact Ms. Doucet so that a registration mechanism that drops registrants for non-payment can be adjusted.

Ms. Rand inquired if the Coalition was utilizing services provided by Children's Forum for registration as she is informing other Coalitions about this Coalition's registration process.

V. Schedule Next Meeting Date – October 8, 2013

The next Quality Committee meeting was scheduled for Tuesday, October 8, 2013 at 4 p.m.

VI. Adjournment

Ms. Doucet adjourned this Quality Committee meeting at 4:15 p.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant