



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, October 8, 2013, 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Joe Mascaro, Chair; Heidi Rand, Toni Watkins**

**Committee Members Present via Phone: None**

**Committee Members Excused: Dr. Steve Kanakis, Diane Rowden**

**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 4:18 p.m. and welcomed Committee members. Introductions were made.

**II. Review and Adoption of Draft Minutes from September 10, 2013 Meeting**

Mr. Mascaro requested a motion to approve the minutes from the September 10, 2013 meeting. Ms. Rand so moved and Ms. Watkins seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Approval, Incentives, FY 2013-14**

Ms. Doucet explained three (3) providers submitted three (3) incentives totaling \$2,828.87. She explained that the difference in amount requested vs. amount recommended for Carol's Smart Start was that several invalid receipts were submitted. Additionally, Kids Stop n'Play requested the total maximum amount rather than 50% of the total receipts submitted.

Mr. Mascaro requested a motion to approve the incentives presented. Ms. Rand so moved and Ms. Watkins seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Transfer Incentive Funds from Quality Budget to School Readiness Direct Services**

Ms. Doucet explained that \$21,919.30 remained in the first quarter that could be transferred to direct services. Mr. Mascaro requested discussion to see if there were other possible uses within Quality for these funds.

Mr. Farrelly explained the Committee had agreed to spend 25% of the budget per quarter and transfer any leftover funds to School Readiness. Last year, an option was made to use some of the remaining funds for the Extreme Classroom Makeover grant. A third option would be to roll the funds over into the second quarter.

Ms. Watkins inquired how will transferring the funds affect the end of the year as many providers wait until then to submit their incentive applications. Mr. Mascaro explained that providers are not encouraged to wait.

Ms. Watkins moved to transfer the remaining \$21,919.30 from the first quarter Quality budget to School Readiness slots; Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

#### **V. Review, Budget FY 2013-14**

Ms. Doucet explained the Quality budget was currently less than 1% expended. Purchases have been made and these expenses will be reflected on future budgets. She explained the \$328.54 credit under Provider Scholarships was due to a provider accepting a grant for computer classes, subsequently dropping out of the program and returning the funds. Additionally, the \$507.90 credit under Training Materials reflects materials that were purchased for providers in advance of upcoming classes at which time the Coalition will be reimbursed by the class attendees.

Mr. Mascaro requested a motion to approve the budget as presented. Ms. Watkins so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VI. Update, 6<sup>th</sup> Annual Early Learning Conference**

Ms. Doucet informed the Committee that currently over 650 individuals have registered for the conference and 50 exhibitors will participate. Twenty-three (23) classrooms at Bishop McLaughlin have been set aside for the breakout sessions as well as the performing arts center, gym and cafeteria.

Ms. Watkins inquired if the students of Bishop McLaughlin have been approached to volunteer their time at the event. Ms. Doucet explained the school has no one on staff at the present time to speak to the students about the event or to assist with recycling. Ms. Watkins volunteered to speak to the principal.

Ms. Doucet explained the Honor Guard from Springstead High School is confirmed as well as children from a local (Hernando) center who will lead the conference in the Pledge of Allegiance.

**VII. Public Input**

Mr. Farrelly explained that due to the current financial situation, the Coalition has developed a state of preparedness. VPK, as a state program, will continue unaffected and School Readiness has funds through October 31, 2013. If the holdout continues another week, providers will begin to be notified that they may or may not be reimbursed for any children they enroll on or after November 1, 2013.

Mr. Farrelly explained that as far as Coalition staff, a list of essential vs. non-essential staff has been created and staff will be given a two (2) week notice, as required, with announcements made on October 21, 2013, but only if necessary.

**VIII. Schedule Next Meeting Date – November 12, 2013**

The next Quality Committee meeting was scheduled for Tuesday, November 12, 2013 at 4 p.m.

**IX. Adjournment**

Mr. Mascaro requested a motion to adjourn. Ms. Rand so moved and this Quality Committee meeting was adjourned at 4:45 p.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant