



QUALITY COMMITTEE MEETING MINUTES
Tuesday, November 12, 2013, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Joe Mascaro, Chair

Committee Members Present via Phone: Dr. Steve Kanakis, Heidi Rand, Toni Watkins

Committee Members Excused: 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 4:07 p.m. and welcomed Committee members.

II. Review and Adoption of Draft Minutes from October 8, 2013 Meeting

Mr. Mascaro requested a motion to approve the minutes from the October 8, 2013 meeting. Ms. Watkins so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

III. Approval, Incentives, FY 2013-14

Ms. Doucet explained one (1) provider submitted an incentive totaling \$1,042.32.

As there was no discussion, Mr. Mascaro requested a motion to approve the incentive as presented. Dr. Kanakis so moved and Ms. Watkins seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Mascaro inquired if there has been any feedback from the providers due to the shorter months because of the upcoming holidays and how it affects their submission of incentives. Ms. Doucet explained that she currently has three (3) incentives to process for approval for next month's meeting. She informed the Committee that she has plans to visit providers in the near future to discuss and answer any questions on the incentive program.

Ms. Doucet explained that most providers do wait until the end of the year to submit their incentive applications. Last June, more incentives were submitted than funds remained in the budget.

IV. Review, Budget FY 2013-14

Ms. Doucet explained the Quality budget was currently expended by approximately 7% as the \$21,000 that was transferred from Quality to School Readiness Direct Services was divided among the five (5) incentive line items. Ms. Doucet reviewed the figures as compared to last month's budget for the Committee's edification.

Mr. Farrelly suggested having Ms. Berche add another column to the budget report that shows the original budget amount in each line item.

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

V. Recap, 6th Annual Early Learning Conference

Ms. Doucet reported there were 736 registered attendees for the Conference. Also present were guests, presenters, exhibitors, staff, and volunteers. Overall, the Coalition has received good feedback from the conference evaluation forms with only four (4) individuals indicating they were dissatisfied. The largest issue was that some of the classrooms were too cold. Exhibitor surveys also indicated a high level of satisfaction with a number requesting to be invited back for the next conference. Many of the presenters would also like to be invited back for the next conference and some have offered to do trainings for the Coalition.

Mr. Farrelly thanked all the Board members who attended or participated and thanked Ms. Doucet for all her endeavors that resulted in an extremely successful conference.

Ms. Watkins stated that as an attending provider, one who has attended many different conferences over the years, this is an excellent conference. She stated there was something for everyone - at all levels of experience.

Ms. Doucet explained that one presenter did cancel at the last minute, but the attendees for those sessions were re-routed and were pleased with their new sessions.

VI. Public Input

None.

VII. Schedule Next Meeting Date – December 10, 2013

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

VIII. Adjournment

Mr. Mascaro requested a motion to adjourn. Dr. Kanakis so moved and this Quality Committee meeting was adjourned at 4:22 p.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant