



QUALITY COMMITTEE MEETING MINUTES
Thursday, December 19, 2013, 8:30 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Toni Watkins

Committee Members Present via Phone: Joe Mascaro, Chair; Dr. Steve Kanakis, Heidi Rand

Committee Members Excused: None

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

Others Present: None

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

Mr. Mascaro called the Quality Committee to order at 8:45 a.m. and requested a verbal roll call from Ms. Jakubauskas of on-site attendees.

II. Review and Adoption of Draft Minutes from November 12, 2013 Meeting

Mr. Mascaro requested a motion to approve the minutes from the November 12, 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 three (3) incentives for a total of \$3,689.43 have been submitted for approval. She directed the Committee to the Provider Support Incentive for November 5, Kids Stop n Play, explaining the provider had submitted \$2,900 in receipts, requested only \$800 and was awarded \$780.64. This provider had submitted a previous incentive which had left this amount in their account.

Ms. Rand moved to approve the incentives as presented; Ms. Watkins seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Mascaro inquired if any incentives have been submitted for January's meeting. Ms. Doucet explained she has received three (3) but one of the providers has no School Readiness children enrolled so that incentive will not be processed at this time.

Mr. Farrelly stated during January's Quality meeting that a recommendation will be made to transfer unspent Quality dollars to the School Readiness budget. Ms. Doucet informed the Committee that because funds continue to be transferred out of Quality, she will be holding an incentive training meeting for providers on January 22, 2014. This training will help owners and directors by providing a question and answer session as well as assisting them with filling out actual incentive applications. She would like to ensure that the Coalition has exhausted all options that would enable more providers to

participate in the incentive program. Mr. Mascaro requested additional information on this meeting to place on his calendar.

Ms. Doucet also informed the Committee she has been contacting and visiting providers regarding incentives. Mr. Farrelly explained the training was Ms. Doucet's idea to benefit the providers. Ms. Watkins remarked it was an excellent plan and offering assistance to a provider who is applying for the first time is a good idea.

IV. Review, Budget FY 2013-14

Ms. Doucet explained the Quality budget was currently expended by 11% but funds are being spent, as next month's budget will reflect.

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. Public Input

Mr. Farrelly informed the Committee that a financial matter will be coming to the attention of the Executive Committee and the full Board in January regarding the Coalition's finances which are in an excellent position. He reminded them that the ELC of Pinellas had lapsed \$2.4 million last year, however this Coalition is projecting a surplus of School Readiness funds for the current year.

He reported the Coalition currently has no wait list and requested Mr. Mascaro to advise his staff to inform their clients that children eligible for services are being placed immediately. The Coalition will begin advertising the "no wait list" in January and spending initiatives will be discussed at January's meetings.

Ms. Doucet reported that the Coalition participated in three (3) holiday parades in Zephyrhills, Brooksville and New Port Richey distributing over 3,000 books to children.

VI. Schedule Next Meeting Date – January 14, 2014

The next Quality Committee meeting was scheduled for Tuesday, January 14, 2014 at 4 p.m.

VII. Adjournment

Mr. Mascaro adjourned this Quality Committee meeting at 8:59 a.m. with no further discussion.

Respectfully submitted by,
Ramute "Jak" Jakubauskas
Administrative Assistant