



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, January 14, 2014 at 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Dr. Steve Kanakis, Heidi Rand**

**Committee Members Present via Phone: Joe Mascaro, Chair**

**Committee Members Excused: Toni Watkins**

**Coalition Staff Present: Bev Doucet, Pam Dudek, 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 4:06 p.m.

**II. Review and Adoption of Draft Minutes from December 19, 2013 Meeting**

Mr. Mascaro requested a motion to approve the minutes from the December 19, 2013 meeting. Dr. Kanakis so moved and Ms. Rand 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 a total of five (5) incentives for approximately \$4,500.00 for approval. She explained there were no major discrepancies just a few non-approved items causing some fluctuation between amounts requested and actual amounts to be reimbursed. She directed the Committee to the Provider Support Incentive for December 20, Sea of Learning, explaining the difference in amounts was because the provider did not calculate the reimbursement would be 50% of the total amount submitted.

Mr. Mascaro inquired since additional funds are available for School Readiness slots if the Quality funds left in this quarter could remain in the Quality budget. Ms. Doucet explained that \$15,637.34 is slated to be moved from Quality. This discussion will be continued at the February meeting.

Ms. Doucet explained that providers are submitting incentive applications and she currently has four (4) to process for February's report. Mr. Farrelly stated that a training has been scheduled for January 22, 2014 on the incentive application process and this should bring an influx of new applications.

Dr. Kanakis remarked the Committee should revamp what is currently being done as it does not seem to be working. He recommends a new plan for next fiscal year. It seems that during the months of July through January, incentives are not being utilized so something else needs to be done with Quality funds and incentives could be opened up to providers in January.

Mr. Farrelly explained that staff has been discussing incentives with providers. Ms. Doucet stated she has been making calls and visiting providers and advising them that if the budgeted funds are not used within each quarter, the funds are no longer available. Providers have advised her they will “think” about submitting applications. She explained even the Mobile Outreach drivers are speaking to providers about the incentive program.

Mr. Farrelly explained the incentive program has been ongoing for five (5) years and that provider quality is important. However, due to the economy, providers are spending less and only purchasing essentials. Dr. Kanakis remarked that quality should be in educational and curriculum related items.

Mr. Mascaro requested a motion to accept the incentives in the amount of \$4,630.91 for December. Dr. Kanakis so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

#### **IV. Second Quarter Quality Incentive Funds Remaining**

Mr. Farrelly explained these funds are not required for School Readiness Direct Services. Mr. Mascaro stated they should be saved for another quarter and during the upcoming provider incentive training he will solicit ideas from providers on how the funds could be utilized.

Dr. Kanakis moved to save and keep the \$15,637.34 in the Quality budget to carry over into incentives; 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 expended by 18%. A brief discussion followed on the Itinerant Services and the Training Materials line items.

Mr. Farrelly explained that funds from last year’s budget were used to spend ahead and some of those items are still being used, but new purchases are being made.

Dr. Kanakis inquired if it is known what other Coalitions do with Quality funds. Ms. Rand remarked that the Classroom Makeover Project could be re-instated with the extra funds. Mr. Farrelly stated this item will be put on the next Quality agenda for discussion.

**VI. Public Input**

Ms. Doucet reported that the Coalition will participate in the MLK Parade on Monday, January 20, 2014 in Brooksville. Also, Storybook Forest has been scheduled for Saturday, April 5, 2014 at Crews Lake Park. She explained that there will be good media coverage for the event as the *Tampa Bay Times*, *WEDU* and *Spring Hill Now* are all event sponsors. Crews Lake Park will be shut down on this date to all other events and Commissioner Mulieri was instrumental in helping to provide free parking for all attendees.

**VII. Schedule Next Meeting Date – February 11, 2014**

The next Quality Committee meeting was scheduled for Tuesday, February 11, 2014 at 4 p.m.

**VIII. Adjournment**

Dr. Kanakis moved to adjourn this Quality Committee meeting and Ms. Rand seconded the motion. The Quality Committee meeting was adjourned at 4:27 p.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant