



QUALITY COMMITTEE MEETING MINUTES
Tuesday, March 11, 2014 at 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Joe Mascaro, Chair; Beth Narverud

Committee Members Present via Phone: Toni Watkins

Committee Members Excused: Heidi Rand

Coalition Staff Present: Kim Borrego, Bev Doucet, Jak Jakubauskas

Others Present: None

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

Mr. Mascaro called the Quality Committee to order at 3:55 p.m.

II. Review and Adoption of Draft Minutes from February 11, 2014 Meeting

Mr. Mascaro requested a motion to approve the minutes from the February 11, 2014 meeting. Ms. Watkins so moved and Ms. Narverud seconded the motion. All were in favor with no abstentions and the motion carried.

III. Approval, Incentives, FY 2013-14

Ms. Doucet explained seven (7) providers submitted fifteen (15) applications for a total of \$13,615.84 and they are being presented for approval. She explained there were no discrepancies and indicated that several centers had submitted 3-4 applications for different incentives. Sacred Heart, Ms. Watkins' center, submitted three (3) applications, however due to voting requirements, Ms. Watkins was not able to recuse herself and have the other members vote to approve the incentives as presented. Ms. Watkins agreed to allow the Committee to remove her center's three (3) applications from this vote and they will be presented for approval at the April meeting.

Mr. Mascaro requested a motion to approve the presented incentives with the removal of the three (3) following incentives: 21-February for Curriculum, 21-February for Provider Support and 21-February for Reduce Reuse Recycle. Ms. Watkins moved to approve the incentives as amended and Ms. Narverud seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Budget FY 2013-14

Ms. Doucet explained the Quality Budget was currently expended by 21% and explained that the \$150,000 approved at the January Board meeting is now included in the budget.

V. Review/Approval, Budget Realignment

Ms. Doucet explained that currently there are three (3) line items in the budget that are over expended and she was recommending the following realignments:

- Moving \$51.97 from Provider Support to Reduce Reuse Recycle
- Moving \$2,250.00 from Provider Support to Professional Provider Training
- Moving \$3,036.62 from Provider Support to Books
- Total proposed change from Provider Support line item is \$5,338.59

Ms. Doucet explained the Coalition has been purchasing additional books as participation in community-based events has increased resulting in larger numbers of books being distributed to children.

Ms. Watkins moved to accept the budget realignment as presented and Ms. Narverud seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Progress Update, Purchase of Items Authorized at February Quality Committee Meeting (\$15,497)

Ms. Borrego reported that forty-two (42) libraries and four (4) Family Child Care Home (FCCH) Conference Scholarships along with fifteen (15) memberships with NAEYC are in process. The libraries have been ordered and the topics chosen were science and social/emotional. Trainings will begin to be offered on these topics. Ms. Borrego reported that each library will have forty (40) books instead of the original twenty-five (25) and three (3) teacher resource books.

A family child care home provider has already submitted their application for the FCCH Conference and the due date for submittals is April 1, 2014. Ms. Borrego explained that both the Training Specialist and the Curriculum Specialist are working with the Leadership Academy and Foundations of Excellence participants to obtain their information for their membership subscription to NAEYC.

VII. Progress Update, Purchase of Items Authorized at February Board Meeting (\$150,000)

Ms. Borrego explained that \$100,000 has been designated for provider improvements with twenty (20) grants each valued at \$5,000. Notices have been sent to all providers with a deadline of April 1, 2014 and one (1) application has been received to date.

\$11,000 was designated for thirty (30) new social/emotional kits and an essay will be required by the providers, again with a due date of April 1, 2014.

The library project was awarded \$39,000 for E-Readers designated for children only and a preliminary meeting with representatives from the Pasco and Hernando library systems has been held.

Ms. Borrego explained that a committee composed of Board and/or Committee members along with staff will be convened to review the essays. Ms. Borrego will keep the Committee updated.

VIII. Review, Draft FY 2014-2015 Quality Budget Development

Ms. Doucet explained the new budget is being presented based on last year's budget information. As the Coalition will not receive its annual agency budget information from the state until July, the numbers being presented today may change.

IX. Public Input

Ms. Doucet announced that the annual Notice of Intent email will be sent to providers on April 8, 2014 advising them to fill out and return the intent form if they plan to submit additional incentive applications prior to the end of the fiscal year. The deadline to return the intent form will be May 6, 2014.

Ms. Doucet reported that forty (40) providers and an additional thirty-three (33) exhibitors have signed up to participate at Storybook Forest on Saturday, April 5, 2014. Our media sponsor, WEDU has created a 30-second media spot on the event which will air on PBS.

She also informed the Committee that a "save the date" email has been sent to providers announcing that the 7th Annual Early Learning Conference will be held on Saturday, October 25, 2014.

The Committee briefly discussed Pasco County's new park, SunWest Park as a possible location for future events.

VII. Schedule Next Meeting Date – April 8, 2014

The next Quality Committee meeting was scheduled for Tuesday, April 8, 2014 at 4 p.m.

VIII. Adjournment

Mr. Mascaro requested a motion to adjourn. Ms. Watkins so moved and Ms. Narverud seconded the motion. This meeting of the Quality Committee was adjourned at 4:40 p.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant