



QUALITY COMMITTEE MEETING MINUTES
Tuesday, April 8, 2014 at 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Toni Watkins

Committee Members Present via Phone: Joe Mascaro, Chair; Gus Guadagnino, Heidi Rand

Committee Members Excused: Beth Narverud

Coalition Staff Present: Kim Borrego, 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 4:05 p.m. and introductions were made.

Mr. Farrelly explained that Mr. Guadagnino, as approved by Board Chair Dr. Kanakis, will be acting as a “Pro Tem” Quality Committee member to vote on the action items on today’s agenda.

II. Selection of Chair, 2014-2015

Mr. Farrelly explained that a new Committee Chair is elected annually and that Mr. Mascaro has been the Chair for the past year. Mr. Guadagnino nominated Mr. Mascaro to continue as Chair for FY 2014-15 and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Mascaro accepted the nomination.

III. Review and Adoption of Draft Minutes from March 11, 2014 Meeting

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

IV. Approval, Incentives, FY 2013-14

Ms. Doucet explained three (3) providers submitted five (5) applications for a total of \$4,726.051. She explained three (3) of these applications were carryovers from last month for Sacred Heart and there were no discrepancies in any of the applications.

Ms. Rand moved to accept the Incentive Applications as presented and Mr. Guadagnino seconded the motion. All were in favor except for Ms. Watkins who abstained from the vote and the motion carried.

V. Review and Approval, Provider Instructional Improvement Grants

Ms. Borrego distributed the (attached) spreadsheet and explained sixty-six (66) applications were received of which fourteen (14) were incomplete leaving fifty-two (52) to be reviewed. The reviewing committee felt the twenty-one (21) providers, as indicated on the spreadsheet, best met the four (4) components of the following required criteria:

- Paperwork completed properly
- Use of proper forms
- Needs as recommended by Provider Specialists
- Quality of essay and intent of use

Ms. Borrego explained the total amount being presented is \$102,407.60 for the twenty-one (21) recommended applications even though the original discussion involved twenty (20) grants for a total of \$100,000. Mr. Farrelly further explained this incentive was in response to requests from providers who needed quality items for their centers, but had no funds to purchase them outright. He believes that if the entire amount is approved, the additional funds could be found in the current Quality Budget.

Ms. Borrego explained that Coalition staff will place each order for each provider and have the items sent directly to the provider. An audit will be done in the near future to ensure the equipment is on-site and being utilized. Discussion followed on possible liability issues if a child is injured on equipment that was not installed properly. Mr. Farrelly stated it will be made very clear to the providers that these items belong to the provider and are not Coalition inventory items.

Ms. Rand suggested having the provider sign a waiver to alleviate any concerns regarding liability and to ensure that equipment has been installed properly. Mr. Guadagnino suggested adding a clause that will require the provider to maintain the equipment properly. Mr. Farrelly stated he will take these suggestions and have them reviewed by the Coalition's attorney to ensure legality.

Ms. Rand moved to approve the twenty-one (21) applications presented in the amount of \$102,407.60 and Mr. Guadagnino seconded the motion. All were in favor except for Ms. Watkins who abstained from the vote and the motion carried.

VI. Review, Budget FY 2013-14

Ms. Doucet explained the Quality Budget was currently expended by 29% and that three (3) line items will need to be realigned.

VII. Review/Approval, Budget Realignment

Ms. Doucet explained that three (3) line items in the budget are over expended and the following realignments are being recommended:

- Moving \$1,000.00 from Provider Support to Provider Accreditation
- Moving \$13.11 from Provider Support to Professional Provider Training
- Moving \$838.00 from Provider Support to Reduce Reuse Recycle
- Total proposed change from Provider Support line item is \$1,851.11

Ms. Doucet explained these realignments will leave \$66,206.16 in the Provider Support Incentive line item for the remaining fiscal year.

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

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

Ms. Borrego explained that an email was sent to providers last Friday opening registration for the science classroom library session; twenty-one (21) providers have enrolled in the first training with five (5) others on a waiting list. Another twenty (20) providers have enrolled in the social/emotional training.

Two (2) applications have been selected for the FCCH Conference with another two (2) applications being submitted, but these are both from the same home, which disqualified the applications. Another email will be sent to FCCH's to submit applications for the conference. And, Coalition staff is in the process of working with participants regarding their membership subscription to NAEYC.

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

Ms. Borrego explained that \$102,000 has just been approved and the library project is currently under discussion with representatives from both counties (Item #V above). For the Second Step training, nine (9) applications were received and awarded. Trainings will continue to be offered as the kits have been purchased and are in stock.

X. Second Review, Draft FY 2014-2015 Quality Budget

Mr. Farrelly explained the Coalition currently has no idea yet of what the annual budget for FY 2014-15 will be, but things are looking good for early learning in the legislature. Early Learning Coalitions could receive additional funds and this Coalition could possibly see a minimum of \$500,000 added to the budget, however, final notification may not be received until July. Until then, the budget has been drafted utilizing last year's numbers. He reported that as of April 8, 2014, the waiting list was still at zero.

Ms. Doucet reported there were no changes to the draft budget from last month and if Committee members had suggestions on how to enhance the Quality budget, to bring those ideas to the May meeting.

Mr. Mascaro requested the draft budget remain on the agenda for next month along with adding ideas for next year's budget.

XI. Public Input

Ms. Doucet reported that Saturday's Storybook Forest event was a huge success with over 3,200 people in attendance. A number of photos were taken and will be posted on the Coalition's Facebook page. She explained that children were completely engaged throughout the park and the survey responses from providers and vendors were very positive. She also reported that the majority of attendees heard about the event through providers and social media.

Mr. Farrelly provided some background information on the event and credited Ms. Borrego for developing the Storybook Forest concept. He also credited Ms. Doucet for putting the event together and explained this event distinguishes this Coalition from others because the event did not require any funding from the Coalition; everything came about from donations. And, this year's Storybook Forest was the largest event held in the Tampa Bay area as part of Florida's Children's Week.

Ms. Watkins stated she has heard nothing but raves about the event.

Mr. Mascaro thanked staff for all their work on making the event a success.

XII. Schedule Next Meeting Date – May 13, 2014

The next Quality Committee meeting was scheduled for Tuesday, May 13, 2014 at 4 p.m.

XIII. Adjournment

Mr. Mascaro requested a motion to adjourn. Ms. Watkins so moved and 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