



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, May 13, 2014 at 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Beth Narverud**

**Committee Members Present via Phone: Joe Mascaro, Chair; Heidi Rand (until her arrival)**

**Committee Members Excused: Toni Watkins**

**Committee Members Unexcused: None**

**Coalition Staff Present: Kim Borrego, Bev Doucet, Pam Dudek, Jak Jakubauskas**

**Others Present: None**

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

Mr. Mascaro called the Quality Committee to order at 4:03 p.m.

**II. Review and Adoption of Draft Minutes from April 8, 2014 Meeting**

Mr. Mascaro requested a motion to approve the minutes from the April 8, 2014 meeting. Ms. Rand 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**

Mr. Mascaro inquired if family home providers were taking advantage of the incentives. Ms. Doucet explained they have been and that two (2) of the three (3) providers submitting incentives for April are family home providers - Carol's Smart Start and Claire Elliott.

Ms. Doucet explained that three (3) providers submitted five (5) applications for a total of \$2,721.20 and there were no discrepancies. The Committee briefly discussed the Notice of Intent, the number of providers responding to the notice (22) and the total amount of incentives to be submitted prior to the June 1<sup>st</sup> deadline (approximately \$42,000).

Mr. Mascaro requested a motion to approve the five (5) incentives presented. Ms. Narverud so moved and Ms. Rand 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 35% and that two (2) line items will need to be realigned.

**V. Review/Approval, Budget Realignment**

Ms. Doucet explained that two (2) line items in the budget are over expended and the following realignments are being recommended:

- Moving \$400.00 from Parent Training & First Aid/CPR to First Aid and CPR
- Moving \$198.43 from Provider Support to Reduce Reuse Recycle

Ms. Doucet explained these realignments will leave \$66,007.73 in the Provider Support Incentive line item and \$50 in the Parent Training and First Aid/CPR line item for the remaining fiscal year.

Mr. Mascaro requested a motion to accept the budget realignment as presented. Ms. Narverud moved to approve moving \$400 from Parent Training to First Aid and CPR and moving \$198.43 from Provider Support to Reduce Reuse Recycle; Ms. Rand 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 explained that the science classroom library and the social/emotional trainings are both full with Ms. Dawn Harvey scheduled to have the first training in June.

Two (2) applications have been selected for the FCCH Conference; to date no other applications have been submitted. For the NAEYC membership, only two (2) participants from the current Foundations of Excellence and Leadership Training classes have accepted memberships in the NAEYC. An open email will be sent to all providers for the remaining thirteen (13) available memberships with a request to submit an essay.

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

Ms. Borrego explained that the spending of the \$102,000 approved for the instructional improvement grants has been implemented and providers have begun to receive the items requested. A Second Step training is planned for June 2, 2014 for nine (9) participants and this training will be offered again. For the e-readers for the library project – Kindles have been ordered for Hernando County with enough funds left to order an additional 230 books for the Kindles. The Pasco library project is still pending due to their legal review.

Ms. Borrego reported that the total of funds originally approved may be affected due to unforeseen shipping costs, discounts on items purchased and providers not taking advantage of the NAEYC memberships.

**VIII. Review/Discuss, Ideas for Draft FY 2014-2015 Quality Budget**

Ms. Doucet explained the budget is based on this year's spending with several line items being adjusted; First Aid and CPR Training had \$500 in additional funds added from Itinerant Services (this line item has not been utilized for two (2) years) and both Reduce Reuse Recycle and Accreditation had \$1,000 added to each from Provider Support.

**IX. Public Input**

Ms. Doucet reported that incentive applications for FY 2014/15 are being prepared with only minor changes expected.

Additionally, a Provider Appreciation Event is scheduled for Thursday, May 29, 2014 at the Suncoast Dance Center on County Line Road from 6:30 – 8 pm. Mr. Tommy will provide the musical entertainment and attending providers will partake of hors d'oeuvres, gift bags and raffle prizes.

Another upcoming event is Preschool Palooza scheduled for Saturday, August 2, 2014 at the Jerome Brown Center in Brooksville. T-shirts and other giveaways for the children have been ordered. Both Ms. Narverud and Ms. Rand agreed to distribute flyers on this event.

Ms. Doucet reported that plans for the 7<sup>th</sup> Annual Early Learning Conference are underway and exhibitors and presenters have begun to respond.

**X. Schedule Next Meeting Date – June 10, 2014**

The next Quality Committee meeting was scheduled for Tuesday, June 10, 2014 at 4 pm.

**XI. Adjournment**

Mr. Mascaro requested a motion to adjourn. Ms. Narverud so moved and this meeting of the Quality Committee was adjourned at 4:32 pm with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant