



QUALITY COMMITTEE MEETING MINUTES
Tuesday, June 10, 2014 at 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: None

Committee Members Present via Phone: Joe Mascaro, Chair; Heidi Rand, Toni Watkins

Committee Members Excused: Beth Narverud

Committee Members Unexcused: None

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

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. Introductions were made.

II. Review and Adoption of Draft Minutes from May 13, 2014 Meeting

Mr. Mascaro requested a motion to approve the minutes from the May 13, 2014 meeting. Ms. Rand so moved and Ms. Watkins seconded the motion. All were in favor with no abstentions and the motion carried.

III. Approval, Incentives, FY 2013-14

Mr. Mascaro inquired why 27-Jan and 12-Nov applications were being processed at this time. Ms. Doucet explained she had been waiting for additional documentation from a provider and there had been a delay in assessing a center. Ms. Doucet explained that this month's incentives reflected those providers who had submitted the required Notice of Intent; providers not submitting the Notice of Intent by the deadline of May 6, 2014 were not listed.

The Committee briefly discussed having \$13,000 remaining in the Provider Support budget line item and over \$23,000 in incentives submitted. Ms. Borrego explained that all incentives are date stamped and those coming in with the earliest date would be considered first for reimbursement.

Ms. Kier recommended the Committee consider approving the incentives presented contingent upon the decision of the Executive Director if, and when, funding becomes available.

Mr. Mascaro requested a motion to approve the funding of the incentives that have been submitted based on funding availability and the decision of the Executive Director and, if the funding amount does not meet the total amount of incentives submitted, then reimbursement will be made in the order the applications were received. Ms. Watkins 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 71% with approximately \$81,000 left in the budget 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 \$1,300.00 from Provider Support to First Aid and CPR
- Moving \$268.10 from Provider Support to Reduce Reuse Recycle

Ms. Doucet explained a total of \$1,568.10 would be moved from Provider Support.

Mr. Mascaro requested a motion to accept the budget realignment in the amount of \$1,568.10 as presented. Ms. Watkins so moved and 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 the Science classroom library training had been held with the Trainer Specialist actually incorporating the use of the books from the library kit. The Coalition has received rave reviews about this training including several pictures of participants exploring the libraries. The Social Emotional classroom library training is scheduled for Saturday of this week.

Two (2) applications were received for the FCCH Conference; to date no other applications have been received. For the NAEYC membership, only two (2) memberships were awarded with seven (7) pending funding availability.

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

Ms. Borrego explained that invoices are still being received with approximately \$18,000 remaining in the budget. A Second Step training is planned for June 12, 2014 for nine (9) participants and this training will be offered again. For the library project – Kindles

have been received and loaded for Hernando County and the Coalition is awaiting permission to deliver them. The Pasco library project is still pending due to their legal review.

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

Ms. Doucet explained the budget remains unchanged pending final funding information. A final budget will be presented at the July meeting.

IX. Update, Progress on QRIS Development

Ms. Borrego explained that she has been in contact with some of the other ELC's regarding questions asked at the last Board meeting by Board members regarding QRIS. She stated that a Steering Committee has been formed and will have their first meeting on June 17, 2014. The committee will meet again in July prior to the Board meeting to be able to provide Board members with additional updates.

Ms. Borrego explained that a communication on QRIS was emailed and also mailed to providers and feedback was received from a provider who is also contracted with the ELC of Hillsborough. This provider has maintained a 4-star rating with Hillsborough for the past four (4) years.

X. Public Input

Ms. Doucet explained that Preschool Palooza will be held on Saturday, August 2, 2014 at the Jerome Brown Center in Brooksville with advertising scheduled to begin at the end of June through July. A local dentist has offered to participate and distribute toothbrushes to the children.

Ms. Doucet reported that twenty-six (26) presenters have committed to the 7th Annual Early Learning Conference and eleven (11) exhibitors have also committed. Ms. Doucet also reported the Coalition is now able to offer CEUs as of June 1, 2014 and will do so for the conference as well as for some of the upcoming trainings.

XI. Schedule Next Meeting Date – July 8, 2014

The next Quality Committee meeting was scheduled for Tuesday, July 8, 2014 at 4 pm.

XII. Adjournment

Mr. Mascaro requested a motion to adjourn. Ms. Watkins so moved and this meeting of the Quality Committee was adjourned at 4:30 pm without further discussion.

Respectfully submitted by,
Ramute "Jak" Jakubauskas
Administrative Assistant