



**DRAFT**  
**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, May 12, 2015 at 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Dr. Amy Anderson**

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

**Committee Members Excused: Deacon Scott Conway**

**Coalition Staff Present: Bev Doucet, Jim Farrelly, Dr. Mary Harper, Jak Jakubauskas**

**Others Present: None**

**I. Welcome and Call to Order: Mr. Jim Farrelly, Executive Director**

Mr. Farrelly called the Quality Committee to order at 4:01 pm.

**II. Selection of Successor Committee Chair**

Mr. Farrelly stated the first order of business is to select a new chair. He thanked Mr. Mascaro for his service to the Quality Committee. Mr. Farrelly opened the floor to nominations. Mr. Mascaro nominated Deacon Conway. As there were no other nominations, Mr. Farrelly closed the floor to nominations and requested a second to the nomination motion. Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly stated he will notify Deacon Conway. If for some reason Deacon Conway is not able to serve as chair, another vote will be taken at the July meeting.

**III. Review and Adoption of Draft Minutes from March 19, 2015 Meeting**

Mr. Farrelly requested a motion to approve the minutes from the March 19, 2015 meeting. Mr. Mascaro so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Review, Budget FY 2014-15**

Ms. Doucet explained that additional budget realignments are necessary and distributed the (attached) report. She explained several line items will be zeroed out with the funds being reallocated to Quality Events for the purchase of additional books (\$1,963.68) and to Professional Provider Trainings for the purchase of additional Second Step Kits (\$1,925.58). These purchases will spend out the remainder of the Quality budget for this fiscal year.

Ms. Rand moved to accept the realignment as presented; Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

**V. Review, Draft Quality Budget for FY 2015-16**

Ms. Doucet explained the budget has been increased by \$1,000 for Professional Development for the FCCH conference scholarships. Ms. Rand inquired how the response has been to date for this conference. Ms. Doucet explained that fourteen (14) FCCH owners have expressed interest in applying.

Mr. Farrelly explained the Quality Budget will become part of the Coalition's total budget packet that will be presented to the full Board on May 28, 2015. This budget packet will be contingent on the state's budget and the final numbers from the state may not be available until mid-July. A tentative budget will be presented on May 28<sup>th</sup> based on FY 14/15 numbers. Should the Coalition receive additional funds, they will be added to Direct Services for School Readiness.

Mr. Farrelly requested a motion to approve the proposed draft budget as presented. Dr. Anderson so moved and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

For Dr. Anderson's benefit, Ms. Doucet explained the beginning budget for FY 2014-15 was much larger, but was reduced with funds being re-allotted to Direct Services. Ms. Rand inquired about the \$397 in the First Aid and CPR line item. After a brief discussion, Mr. Farrelly requested this Quality budget be presented again at the July meeting with a revised breakdown of the line items within the \$20,000 budget. The Committee agreed.

**VI. FFCHA Scholarship Planning**

Ms. Doucet explained flyers have been created and will be emailed to FCCH providers requesting them to fill out the application form and submit an essay. The funding for these scholarships will be in next year's budget.

**VII. Update, Professional Provider Training Grants**

Ms. Doucet explained that twenty-eight (28) libraries were offered to providers; fourteen (14) Parenting with Parents and fourteen (14) Mathematic Training libraries. She reported that eleven (11) providers have registered for the Mathematic Training and nine (9) for the Parent Training which are scheduled to begin in June. These will be 6-hour trainings and upon completion, the provider will receive the library kit for their center.

For the remaining library kits, the Training Specialist will reach out to those providers who can benefit the most from these libraries/trainings.

**VIII. Progress, QRIS Development**

Dr. Harper reported that the program will be concluding at the end of the week and all data will be reviewed and a decision will be made to recognize the pilot providers. The Steering Committee will work on a formal process for the manual, application and scoring on new and/or existing centers. The Steering Committee hopes to have this finalized in August. A report will be presented to the full Board at the July meeting and, if approved, QRIS will become open to all interested providers this fall.

Mr. Farrelly explained the Quality Committee is responsible for reporting QRIS information and developments to the full Board. He stated that no issues or complaints have been received from the pilot providers.

**IX. Update, Performance Funding Pilot Project**

Dr. Harper explained this project was the state’s attempt to improve quality. All assessments have been completed and the fourth deliverable is in process and will be finished by July. The Coalition’s portion will be completed by June 30, 2015 and will then wait to hear back from the state on the outcome.

**X. Public Input**

Ms. Doucet explained that as May is Provider Appreciation Month, on Wednesday, May 20, 2015 the Coalition will host a Provider Appreciation Night beginning at 6:45 pm. at the Spring Hill office. Ms. Lori Romano, Superintendent of Hernando County Schools will be on-site as well as Mr. Gus Guadagnino and Miguel of Staywell. The theme will be “Sunshine Stars.” Ms. Doucet invited the Quality Committee to attend.

Preschool Palooza will be held on Saturday, August 8, 2015 – at a location in East Pasco still to be determined. Musical entertainment will be provided by Mr. Tommy.

8<sup>th</sup> Annual Early Learning Conference will be held on Saturday, October 24, 2015

**XI. Schedule Next Meeting Date – Tuesday, July 14, 2015**

The next Quality Committee meeting was scheduled for Tuesday, July 14, 2015 at 4 pm.

**XII. Adjournment**

Mr. Farrelly adjourned this meeting of the Quality Committee at 4:40 pm without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant