



**Quality Committee Meeting Minutes
January 22, 2008 4:00 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610**

Coalition Members Present: Jim Cook, Steven Kanakis, Lydia Pinkowski

Coalition Members Excused: Maria Crosby, Denise Gill, Lisa Hammond, Patricia Wisman, Elaine Wooten, Sister Roberta Bailey, Toni Watkins

Coalition Staff Present: Jim Farrelly, Noreen St. Jean, Angela Westmoreland,

Others Present: Ljuba Sevic, Betsy Kier, Kimberly Williams

Steven Kanakis called the meeting to order. All members and guests introduced themselves. The committee reviewed the draft minutes from the January 9, 2007 meeting. It was agreed by the Committee that the minutes would be held for approval until the next Quality meeting due to lack of a quorum.

2007 – 2008 Quality Initiatives

• **Quality Initiatives Spending Review**

Noreen St. Jean stated that she had revised the format of the budget to clearly reflect the spending of Quality dollars.

She began her presentation by reporting that it was not necessary to go over Creative Curriculum since it had already been expended.

Regarding Inclusion training/materials, Noreen reported that \$16,090 is reserved for technical assistance and training. She stated that Inclusion staff would utilize these funds to provide centers with materials that are needed. Noreen then described some of the trainings that are available to providers.

She then moved on to the topic of Behavior Health Services. Noreen explained that the Coalition has a contract with Sequel for up to \$30,000 and that she is waiting on approval for the Mentor Network contract. Noreen then recommended reducing the Sequel contract to \$15,000 and moving the remaining \$15,000 to slot utilization. Noreen stated that Sequel has been slow with billing the Coalition regarding the services they have provided. This was a concern and it was agreed upon that Sequel should be reminded that we need to be invoiced within a certain time period.

Noreen then reported that the budget was set at \$73,519 for Provider and Parent Training. She added that \$23,856 has been used for training materials to be received from CDS. Noreen then recommended that \$11,286.00 in additional supplies for the van due to the

fact that it is now being used on a regular basis and is in need of refurbishing. She gave examples of items which could be purchased and used by providers and parents. Noreen added that an additional \$9,000 of these funds could be moved to slot utilization.

Noreen reported that the budget for Dental Health Services is currently \$26,000. She stated that three dental contracts have been secured and bills are coming in more frequently. She recommended reducing the dental contract by \$10,000 and move the remaining to slot utilization.

Noreen stated that the Sensory Screenings were allotted for \$38,000. She made the Committee aware that a \$5,000 contract has been negotiated through Independent Living for therapeutic services. Her recommendation was to purchase a Development Enhancement Kit for children who may have sensory issues. She also suggested moving \$3,000 to the Independent Living Contract to place it at \$8,000 because children are already being identified who could benefit from their services.

Noreen reported that Provider Starter Packets are currently being delivered to CDS for orientation trainings. Jim Cook requested that she bring one of the packets to a Board Meeting. Noreen stated that she would do so.

Noreen then reported on New Programs and T.E.A.C.H. She informed the committee that eighteen T.E.A.C.H. scholarships were provided at a total cost of \$32,000.

Regarding Targeted Quality Improvements, Noreen reported that packets had been put together and distributed to potential CDA students. Classes for the CDA are scheduled to begin on February 1, 2008 as well as February 4, 2008. The Quality Improvement funds would allow up to 60 people to be awarded with CDA scholarships. Noreen has received over 30 applications for these grants. She stated that each applicant must have a letter of recommendation, a completed CDA questionnaire and an essay attached to their application in order to be considered for the scholarship. Noreen stated that she would like to use the remaining \$6,000 for monitoring assessments.

There was discussion of the fact that since the January Board meeting had been changed to 1/31/08, that there was only one (1) day between Board recommendation of the CDA expenditure and program start-up. After discussion, it was agreed that Noreen would contact each applicant immediately advising them that program implementation was contingent upon Board approval. Should this not be secured on 1/31/08, applicants would be contacted that day.

Jim Farrelly, Executive Director, stated that the original monetary figures presented on 1/09/08 are frightening due the fact that sixty percent of the year has passed while only thirty five percent of the funds available have been spent. He stated that Noreen's recommendations will change the spending rate quickly, if approved by the Board. Jim added that it is necessary to have such a plan as this in place so that Noreen can begin planning the spending of Quality dollars for the 08-09 fiscal year.

Noreen referred the committee to the slot utilization section of her report. She commented that \$68,000 of the budget would go toward slot utilization. She reported the

numbers of children who have been placed on the waiting list as of 12/31/07. Hernando has 443 on the waiting list while Pasco has 469 for a total of 912.

Jim Cook asked why so many children are being placed on the waiting lists even though funds are available. Betsy Kier stated that this is a reoccurring issue. Jim Farrelly stated that this issue will be addressed at the next Board Meeting.

Noreen concluded her report with recommendations for the end of the year. She said that she would like to re-allocate any remaining funds to providers, based upon the results of program review.

Jim Cook stated that he is not comfortable with the possibility of \$24,000 being used for CDA scholarships. Steve Kanakis commented that the State is requiring centers to have qualified teachers and if the Coalition doesn't help subsidize that training, it may not happen. It was decided that Noreen should notify applicants to inform them that scholarship funds are still pending Board approval.

Public Input

No public input.

Future Meeting Schedule

The date of the next Quality Committee meeting is to be announced, however, it will be held at the Coalition's office located on County Line Road.

Without any further discussion, the meeting adjourned at approximately 5:00 p.m.

Respectfully submitted by,

Angela Westmoreland
Administrative Assistant