



**Quality Committee Meeting Minutes  
July 1, 2008 4:00 p.m.  
15506 County Line Road, Suite 104  
Spring Hill, FL 34610**

**Committee Members Present:** Dr. Steven Kanakis, Beth Rawls, Toni Watkins, Joe Mascaro

**Committee Members Excused:** Sister Roberta Bailey, Lydia Pinkowski

**Coalition Staff Present:** Jim Farrelly, Nicole Flechas, Betsy Kier, Angela Westmoreland

**Others Present:** Tom Scheffey

Dr. Steven Kanakis, Chairperson, called the meeting to order at 4:00 p.m. All members and guests introduced themselves. The committee reviewed the draft minutes from the June 10, 2008 meeting. The minutes were accepted with the exception of correcting the dates for the first annual Coalition conference. The correct dates of the conference are October 24, 25 and 26, 2008.

**Quality Initiatives Spending Update: Ms. Nicole Flechas, Quality Manager**

95% of the Quality budget has been expended. Two invoices (The Harbor and Independent Living) are still pending.

**Priority Ranking:**

Ms. Flechas distributed the Quality Initiatives Ranking Sheet for 2008-2009. The following were ranked as top ten by the Quality Committee prior to this meeting:

1. Mental Health Training for parent and providers to provide support and training to providers carding for infants with psychological, emotional and behavioral problems
2. Inclusion Material
3. Mental Health Services
4. Contract with a Health Professional-pediatrician, health department for physicals for non insured children
5. Improvements due to monitoring
6. Battelle Screening and Assessments to expedite FDLRS referral process
7. Professional Provider Trainings
8. Trainings to providers on several approved curriculum
9. Mobile Van Resources
10. CDA classes

Discussion ensued on curriculum and monitoring.

Mr. Farrelly, Executive Director reported in regards to last year's funds that the overall budget has been reduced by about a quarter of a million dollars. The Coalition is in the process of putting the 2008-2009 budget together. Discussion ensued regarding the budget and the upcoming, July 24<sup>th</sup> Board Meeting. Discussion then ensued on future meetings which would need to be scheduled to complete a "Distribution of Quality Dollars" report to be presented to the Board.

**Continued/Approval of Coalition Curriculum List:**

Providers have been directing their questions and concerns regarding an approved curriculum list to Quality Manager, Ms. Nicole Flechas. Faith based providers have been informed that they can supplement the areas missing to fulfill their particular curriculum needs; with the only requirement being that the Coalition receives notification of this in writing. Discussion ensued on establishing a required curriculum. The Quality Committee will be requesting approval on this issue at the July 24, 2008 Board Meeting.

**Pre and Post Assessment (Creative Curriculum):**

Research done by Coalition staff has shown that many Providers are only entering pre assessments for their centers and not post assessments. Discussion ensued on the expense of using Creative Curriculum computer software to complete pre and post assessments. The Coalition is currently funding the use of this program and is being invoiced for it whether Providers use it or not.

Ms. Flechas made the committee aware that having Providers switch to pencil and paper would save over \$50,000. The proposed cut off date for using this computer program is July 20, 2008. The committee was agreeable that while quality monitoring is a must, the expense of this particular means of conducting pre and post assessments should be avoided. More planning will take place by Coalition Staff and the Quality Committee. Discussion ensued on this topic.

**Public Input**

None.

**Adjournment**

Without any further discussion, the meeting adjourned at approximately 5:20 p.m. The next Quality Committee Meeting will be Tuesday August 12, 2008 at 4:00 p.m.

Respectfully submitted by,  
Angela Westmoreland  
Administrative Assistant