



**Quality Committee Meeting Minutes
February 17, 2009 - 4 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610**

Committee Members Present: Dr. Steven Kanakis, Chair; Sister Roberta Bailey, Denise Gill, Joe Mascaro, Lydia Pinkowski

Committee Members Excused: Beth Rawls, Toni Watkins

Coalition Staff Present: James Farrelly, Nicole Flechas, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier

Others Present: Barbara Cavanaugh, Sweet Peas Family Child Care; Kathy Jones, United Way of Hernando County; Tom Scheffey, CDS

I. Welcome and Call to Order

Dr. Steven Kanakis, Chairperson, called the meeting to order at 4:10 p.m. All members, staff and guests introduced themselves. The committee reviewed the draft minutes from the January 13, 2009 meeting. Ms. Flechas stated that on page one (1) under Section II, the 2008-2009 Quality Initiatives, the first sentence should read “...with 41% of the budget committed.” It currently reads “...50% of the budget committed.”

Dr. Kanakis asked for a motion to approve the minutes from the January 13, 2009 meeting with the stated correction. Ms. Pinkowski moved to approve the minutes with the correction and Sister Roberta seconded the motion. All were in favor with no abstentions and the motion carried.

II. 2008-2009 Quality Initiatives: Ms. Nicole Flechas, Quality Manager

- **Quality Initiatives Spending Update**

Ms. Flechas informed the Committee that the Quality Budget has been expended by 33%, with 50% of the budget committed. Twenty-three (23) new incentive applications will be reviewed for funding today.

Ms. Flechas recommends realignment of the funds in the Inclusion/Special Services budget as some of the contracted services are being utilized more than others. She proposes reducing the contracted budgets for Independent Living by \$10,000 and Life

Span by \$3,000 and adding \$13,000 to the Harbor's contract as shown on the third page of the Quality Budget (attached). Ms. Flechas informed the Committee the Harbor has more staff that are trained and qualified to work with children. They also bill Medicaid directly and visit centers to see the children.

Dr. Kanakis requested a motion to realign the funds in the 2008-2009 Quality Budget as recommended. Sister Roberta moved to accept the realignment and Ms. Pinkowski seconded the motion. All were in favor with no abstentions and the motion carried.

- **Discussion, 2008-2009 Spending Contingency Plan**

Ms. Flechas directed the Committee's attention to the Contingency Plan-February 2009 in their packets. Mr. Farrelly remarked that at January's Quality Committee meeting, concerns were expressed about spending the budget and thanked Ms. Pinkowski for suggesting the Contingency Plan.

There was a brief discussion on travel and hotel accommodations within a 50 mile radius and the Committee was informed that the State recommends not reimbursing for hotel accommodations when the meeting location is within 50 miles or less, one (1) way.

Discussion ensued on emergency preparedness training for providers and specific companies that offer services such as psychological counseling after a tragedy.

Mr. Farrelly suggested the Committee accept the Contingency Plan as presented and return to it should the need arise.

Dr. Kanakis requested a motion to accept the Contingency Plan and file it until needed. Ms. Pinkowski moved to accept the Contingency Plan and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

III. Partnership Proposal for Quality Funding: Ms. Kathy Jones, CEO, United Way of Hernando County

Ms. Jones distributed information on Dolly Parton's Imagination Library Foundation. She stated one of United Way of Hernando County's initiatives is education and Born Learning is one of their early education programs. Under this program, every child in Hernando County from birth through 5-years of age would receive a book a month through Dolly Parton's foundation. The average cost of the book, including shipping, is \$2.33 and each child would receive about 60 books during this time period. The first book is "*The Little Engine That Could*" and the last book would be "*Look Out Kindergarten Here I Come*."

United Way of Hernando County has received a \$20,000 grant from the Hernando Community Foundation to start this initiative. Ms. Jones is requesting the Early Learning Coalition of Pasco and Hernando Counties, Inc. partner with the United Way

of Hernando County in this endeavor. The Coalition's logo would be on the shipping label of each book that is sent to every child enrolled in the program and also on all marketing materials and websites.

Mr. Farrelly inquired where the list of names would come from and how it would be kept current. Ms. Jones replied it would be up to the parents to notify United Way, who would maintain the database of names, when their addresses changed. An arrangement has been made to have unforwardable books returned to the United Way of Hernando County's office. She is suggesting a pilot program for the first year for newborns through 2-years. Names would be obtained from libraries, daycare centers, local hospitals, doctors' offices, etc. Ms. Jones stated that the program provides step by step instructions.

Ms. Jones informed the Committee that only thirteen (13) counties in the State of Florida are participating in this program. In this area, Tampa Bay, Citrus, Putnam, Marion and Sarasota counties are participating. She is expecting the program to begin approximately June 1, 2009. United Way of Hernando County is also accepting donations to help support the program including automatic monthly deductions. Ms. Jones informed the Committee a "cornerstone" partnership would be \$125,000. United Way has a 6-minute video that is available to present to the entire Board.

Dr. Kanakis stated he would like to see this program offered in both Pasco and Hernando counties because he does not believe Quality dollars should be spent on only one (1) county. Mr. Farrelly suggested gauging the Committee's interest, followed by a conversation with United Way of Pasco County. Mr. Mascaro commented on options that would be available if United Way of Pasco County did not participate in this program. Mr. Farrelly inquired if the Hillsborough and Pinellas ELC's have partnered with the United Way of Tampa Bay.

Ms. Jones was thanked for her time and her presentation.

IV. 2008-2009 Quality Enhancement Initiative: Nicole Flechas, Quality Manager

- **Presentation of Applications for Review/Approval**

Ms. Flechas stated the Coalition had received twenty-three (23) applications and asked the Committee to refer to items 8-Feb and 21-Feb (attached). She explained there was nothing in the reimbursement columns because, they are the same provider, but have not accepted any subsidized children into care. This not a criteria of the incentive programs but the provider must be contracted. Ms. Kier informed the Committee that this center had only been open for two (2) years and has not refused any subsidized children. It is a family home daycare facility.

Discussion followed on adding to next year's incentive policy a criteria that centers must have subsidized children. All were in favor.

Ms. Flechas informed the Committee that all providers presented today have met the criteria for the initiatives and over \$15,413.26 (total with the other two applications that originally were not included) will be distributed. She stated that this report will be presented to the Committee monthly.

Dr. Kanakis requested a motion to dispense the funds in the “amount recommended” column of the report. Ms. Pinkowski made a motion to accept the Quality Enhancement Initiative amounts as recommended and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

V. Public Input

Ms. Barbara Cavanaugh of Sweet Peas Family Child Care suggested that other providers are not submitting applications for the incentive programs because they feel it is too much work and they may be denied. Ms. Flechas stated that, to date, no application has been denied and that the application is only one (1) page in length.

Ms. Cavanaugh also shared that she is aware of some providers who are not receiving the Coalition’s e-mail announcements and that she had been forwarding the announcements to these providers.

Mr. Farrelly stated that Ms. Flechas is willing to sit down with the providers and assist them with their applications and the Coalition will also make copies of the attachments for the providers. Ms. Gill shared that with the day-to-day responsibilities of running a center, items such as this go to the bottom of the pile. Ms. Cavanaugh suggested streamlining the application process.

VI. Adjournment

Dr. Kanakis requested a motion to adjourn the meeting; Ms. Gill so moved. Without any further discussion, Dr. Kanakis adjourned the meeting at approximately 5:10 p.m.

The next meeting of the Quality Committee will be held on Tuesday, March 10, 2009 at 4 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant