



**Quality Committee Meeting Minutes
May 12, 2009 - 4 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610**

Committee Members Present: Dr. Steven Kanakis, Chair; Denise Gill, Joe Mascaro, Lydia Pinkowski, Beth Rawls

Committee Members Excused: Sister Roberta Bailey

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

Others Present: Crista Terkheurst, Little Learners Preschool

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 April 14, 2009 meeting.

Dr. Kanakis asked for a motion to approve the minutes from the April 14, 2009 meeting. Mr. Mascaro moved to approve the minutes and Ms. Pinkowski 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 (attached) has been expended by 63%, with 78% of the budget committed.

Ms. Flechas explained that \$8,000-9,000 in additional invoices have been received for purchases made and will be reflected in next month's budget. After today, \$28,000 will still remain in the incentive budget and the Coalition anticipates that a spike in applications will occur after May's provider meetings.

- **Recommendations to Realign Quality Budget**

Ms. Flechas requested the Committee reallocated \$500 allotted under Inclusion Special Services for Contract for Specialist for Consultative Services into Training and Technical Assistance Materials for Inclusion. Ms. Pinkowski moved to accept the

realignment recommendation and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

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

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

Ms. Flechas referred the Committee to a list of providers (attached) and directed the Committee's attention to **5-May** who had spent \$959.53; they requested \$200 and we are recommending \$224; she explained the majority of this request was for travel and hotel accommodations at a conference which are not covered. Two (2) staff members participated in an on-line training at a cost of \$129 each and another at \$190.

Ms. Flechas reviewed the two (2) support grants withheld from last month's meeting. **19-April**, the Coalition had no assessment in the file, but the center had a copy of their last assessment which was faxed to the Coalition office and their score was 100%. **12-April** had scored a 70% and was placed under a Corrective Action plan. At their second assessment they scored an 80%. She also explained that **14-May** and **18-May** had both requested larger amounts than awarded because the receipts turned in included a number of receipts prior to July 1, 2008. Total reimbursement amounts being submitted for approval for May are \$12,461.37.

Dr. Kanakis requested a motion to approve the applications for reimbursement. Mr. Mascaro moved to approve and Ms. Pinkowski seconded. All were in favor with no abstentions and the motion carried.

IV. 2009-2010 Quality Initiatives (Second Draft) – Nicole Flechas, Quality Manager

- **2009-2010 Quality Initiatives Spending Recommendations**

Ms. Flechas remarked that the proposed Quality budget had not changed since last month because there has been no new information from the State on the Coalition's annual budget.

- **CDA Accreditation**

Ms. Flechas reported that she was able to obtain accreditation information from ACCET (attached). There is a 12-18 month time frame for the process and the fee is \$13,700 and would require approximately 300 hours of staff time to process. After accreditation, training costs would be between \$6,000-10,000 annually depending on class sizes.

Ms. Rawls remarked that a draft of a new credentialing format is being reviewed by her agency in an effort to try and realign credentials. Ms. Flechas remarked that there would also be a DCF process that would take another 6-8 months in order to become an approved instructor. Ms. Flechas informed the Committee that currently, Pinellas

County Early Learning Coalition is providing CEU's for various trainings at no cost. She has also been in communication with Peggy Musgrove of Marchman Technical Education Center in regards to a CDA apprenticeship program where the Coalition would pay for a part-time instructor they would train up to 25 teachers. The cost would be approximately \$5,000 for the part-time instructor.

A discussion followed on class size, costs for applicants, and creating a future incentive program to provide additional dollars for centers based on the number of CDA certified teachers they have.

The Committee agreed to table the CDA Accreditation program proposal for the time being.

V. Dolly Parton Foundation Request – Hernando County

Mr. Farrelly explained that the Coalition is encountering challenges finding a partner in Pasco County. Pasco Kids First had been approached; there was a discussion with their Executive Director who presented the proposal to his board, but no information has been forthcoming. Mr. Farrelly believes this program should be offered in both counties, but it will be an expensive undertaking with a minimum cost for the first year in Hernando County of approximately \$20,000. A total commitment would be needed for both counties of between \$60-80,000 for the first year. There was further discussion on the feasibility of expending this amount of money on the program and its future sustainability. Ms. Pinkowski remarked that the Coalition's first commitment is to children who need care. Mr. Farrelly requested another month to attempt to find another organization to sponsor in Pasco County and he will provide more information at the June meeting.

VI. Public Input

Ms. Crista Terkheurst of Little Learners Preschool expressed interest in the CDA apprenticeship program. There was discussion on the 5-week program versus the 2-year program for CDA training and the quality of training. The Coalition will not be offering CDA training at this time but will refer applicants to the apprenticeship program.

The next Quality Committee meeting will be held on Tuesday, June 9, 2009 at 4 p.m.

VI. Adjournment

Dr. Kanakis requested a motion to adjourn the meeting; Mr. Mascaro so moved. With no further discussion, Dr. Kanakis adjourned the meeting at approximately 4:55 p.m.

Respectfully submitted by,
Ramute "Jak" Jakubauskas, Administrative Assistant