



**Quality Committee Meeting Minutes
October 13, 2009 - 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610**

Committee Members Present: Dr. Steven Kanakis, Chair; Sister Roberta Bailey, Jo Ann Carman, Joe Mascaro

Committee Members Excused: Karen Livengood, Teresa Suarez

Coalition Staff Present: James Farrelly, Nicole Gonzalez, Ramute Jakubauskas, Betsy Kier

Others Present: None

I. Welcome and Call to Order: Dr. Steve Kanakis, Chair

Dr. Steven Kanakis, Chairperson, called the meeting to order at 4:08 p.m. All members and staff introduced themselves. The Committee reviewed the draft minutes from the September 15, 2009 meeting.

Dr. Kanakis requested a motion to approve the minutes from the September 15, 2009 meeting. Mr. Mascaro moved to approve the minutes and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

II. 2008-2009 Quality Initiatives: Ms. Betsy Kier, Assistant Executive Director

• Provider Applications

Ms. Kier presented the provider application chart (attached) and informed the Committee that this month \$6,511.15 in reimbursements have been submitted for approval. A brief discussion followed on the Scholarship and Professional Development application forms and several of the incentives submitted by Providers. Ms. Kier stated that 2-3 applications are pending for next month's meeting.

Dr. Kanakis requested a motion to approve the distribution of funds for the provider applications submitted. Mr. Mascaro moved to approve the motion and Sister Roberta seconded. All were in favor with no abstentions and the motion carried.

III. Spending Update: Ms. Betsy Kier, Assistant Executive Director

Ms. Kier informed the Committee that the Quality Budget had been realigned due to the salary for the Infant-Child Therapist position, as approved at the last meeting. Another realignment of funds may be necessary next month as final invoices begin to come in for the cancelled contracts. Mr. Farrelly requested the Committee's assistance in finding a therapist. Sister Roberta suggested contacting Catholic Charities and Mr. Mascaro will check with the Florida Jobs Network to see if anyone matches the job description. Mr. Farrelly stated that, if need be, the contracts with Independent Living and the Harbor could be extended on a month to month basis. Mr. Farrelly indicated the Quality Budget is where it needs to be at this time of the year with 33% committed and 28% spent.

Mr. Mascaro inquired if the supplies for the new outreach van would be purchased with funds from the Quality Budget. Mr. Farrelly replied that some of the funds would come from this budget and if there are not enough funds, dollars would be found elsewhere. Ms. Kier stated there are surplus supplies here at the Coalition, as well as in storage units, that will be utilized.

Dr. Kanakis inquired about the bids for the build out of the van. Mr. Farrelly replied that the van will be wrapped for approximately \$2,200 with the Coalition supplying the software. The cabinets will be made for the interior for approximately \$6-7,000, based on the first estimate. A back-up camera and sound system will also be installed. Mr. Farrelly believes the new van should be on the road by Thanksgiving. He stated the Committee had budgeted \$55,000 for the van and the costs should come in below that with any unspent funds going toward supplies to stock the van.

IV. Discussion, November Conference: Ms. Betsy Kier, Assistant Executive Director

Ms. Kier reported that Ms. Christine Dyal and Ms. Sheila Chambers have been devoting some of their time to assist with the logistics of the conference. The Coalition has enough sessions and speakers to offer CEU's and the .6 CEU packet has been submitted for approval. Currently, there are 160 individuals enrolled with a capacity for 250. A brief discussion followed on vendors and the sale of products.

V. Public Input

Ms. Jakubauskas informed the Committee that she had received a phone call from a provider who stated they had applied for and been approved for a grant from Career Central, a 50% reimbursement to attend a conference. The provider inquired if it would be appropriate to "double dip" and submit an incentive application to the Coalition to cover the balance of the conference costs. Mr. Mascaro explained Career Central's procedure. Discussion followed and the Committee agreed there would be no accurate way to track a Provider or their staff members applying to other sources.

Sister Roberta informed the Committee that she and members of a group had met with Representative Will Weatherford and discussed two (2) issues - reimbursement rates which are an issue for providers. Also, legislation may be introduced for the room ratio for 2-year olds that would change it to 2-8 from 2-11 and some providers have an issue because of the need for additional staff. Sister Roberta stated she encouraged Representative Weatherford to visit centers.

Mr. Farrelly stated that some of the Coalition's centers are hurting badly financially, despite a dramatic increase in the number of children served since last year at this time. He and Ms. Kier have met with some of them and one center had five (5) children enrolled and now has none. This Provider has requested that children be sent to her and wants to know what the Coalition will do about this. Mr. Farrelly stated that when he met with this Provider he did some research that indicated that of eight (8) centers within a 5-mile radius, six (6) of the centers show an increase in enrollment in the past year and two (2) are holding with the same amount of children. This particular Provider has had 70 referrals, none of which resulted in an enrollment, but has requested assistance.

The Coalition will host a meeting with at least seven (7) providers to introduce possible referral sources such as SCORE and the Small Business Administration for marketing, etc. Mr. Farrelly stated that 1,200 more children have been enrolled this year which has benefited many providers.

VI. Schedule Next Meeting Date – November 10, 2009

The next Quality Committee meeting will be scheduled for Tuesday, November 10, 2009 at 4 p.m.

VII. 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