



**Quality Committee Meeting Minutes  
November 10, 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, Karen Livengood, Joe Mascaro, Teresa Suarez**

**Committee Members Excused: none**

**Coalition Staff Present: James Farrelly, Nicole Gonzalez, Ramute “Jak” 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 4:06 p.m. All members and staff introduced themselves. The Committee reviewed the draft minutes from the October 13, 2009 meeting.

Dr. Kanakis requested a motion to approve the minutes from the October 13, 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 \$6,883.41 in reimbursements have been submitted for approval. A brief discussion followed on several of the reimbursement requests. The “blind” format was explained to the new Committee members. Mr. Farrelly also explained the review process of the applications and the spreadsheets created to track the provider’s receipts and the amounts reimbursed to providers.

Ms. Kier suggested the Committee may want to look at combining the Scholarship and Professional Development application forms for the next fiscal year.

Dr. Kanakis requested a motion to approve the distribution of funds for the provider applications submitted. Mr. Mascaro moved to approve the motion and Ms. Carman seconded the motion. 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 has been expended by 32% and 37% has been committed. The budget does not include a full reporting of November's conference; Ms. Kier will have a detailed breakdown at next month's Committee meeting.

Ms. Kier informed the Committee that the budget will require a realignment of funds for final payments to The Harbor and Life Span. She recommends removing \$4,000 from Health and Safety Trainings which currently has \$6,000 allotted, none of which has been committed. The \$4,000 would then be added to the line items for The Harbor and Life Span.

Dr. Kanakis requested a motion to approve realigning the budget as suggested. Sister Roberta so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

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

Ms. Kier reported that the Conference had 247 pre-registrations, of which, 227 attended. The combined total with attendees, presenters, exhibitors, staff and guests was 286. Ms. Kier stated that a few complaints had been generated such as uncomfortable seating, only receiving six (6) in-service hours, and the lunch hour being too long. These will be taken into consideration for next year's conference. The overall comments were overwhelmingly positive and the providers enjoyed the conference. Dr. Pam Phelps, the keynote speaker, was well-received.

Ms. Kier suggested that a Planning Committee be implemented for next year's conference and a request for assistance be made to providers who have staged conferences in the past.

Mr. Farrelly reminded the Committee that Ms. Kier had only four (4) weeks after the Quality Manager left the Coalition to coordinate the Coalition's "premier event" of the year. He thanked Ms. Kier as well as Ms. Christine Dyal and Ms. Sheila Chambers who worked closely with Ms. Kier in the organization of the event.

Mr. Farrelly informed the Committee that Ms. Kier had been interviewed by Channel 13 News on the new VPK ruling and the interview was posted on AWI's website.

Ms. Kier stated that staff with the Early Learning Coalition of Pinellas County attended the conference and were very impressed, especially with this Coalition's rapport with the Pasco County School District. Crew's Lake was an excellent venue being close to the county line, but Ms. Kier would like to find a venue with auditorium seating for next year.

**V. Public Input**

Mr. Mascaro inquired how the search for an Infant-Child Therapist was progressing. Mr. Farrelly stated that no applications have been received to date, but the Inclusion Specialists have an upcoming conference in Tampa where the information on the position will be shared. The job posting will be extended for another week on the Coalition's website.

Dr. Kanakis stated that he would like a volunteer to co-chair this Committee as his term ends in October of 2010. He will be leaving the Board to run for a position on the Pasco County School Board. Because the Quality Committee is in a state of transition without a Quality Manager, he will stay on as Committee Chair until June, as well as on the Executive Committee, and leave the Board in October. He believes that disabled children need a voice on the school board.

Discussion followed on whether or not a non-voting member of the Board would be able to be a member of the Executive Committee. Mr. Farrelly will review the By-Laws.

Dr. Kanakis briefly explained that the Committee Chair communicates with the Quality Manager and keeping track of the funds and direction of the Committee.

Mr. Mascaro volunteered to be the Co-Chair.

**VI. Schedule Next Meeting Date – December 8, 2009**

The next Quality Committee meeting will be scheduled for Tuesday, December 8, 2009 at 4 p.m.

**VII. Adjournment**

Dr. Kanakis requested a motion to adjourn the meeting; Sister Roberta so moved. With no further discussion, Dr. Kanakis adjourned the meeting at approximately 4:45 p.m.

Respectfully submitted by,  
Ramute "Jak" Jakubauskas  
Administrative Assistant