



**Quality Committee Meeting Minutes
January 12, 2010 - 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610**

Committee Members Present: Dr. Steve Kanakis, Chair; Sister Roberta Bailey, Jo Ann Carman, Karen Livengood, Joe Mascaro, Teresa Suarez

Committee Members Excused: All Present

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

Others Present: None

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

Dr. Kanakis called the meeting to order at 4:05 p.m. All members and staff introduced themselves. The Committee reviewed the draft minutes from the December 8, 2009 meeting.

Dr. Kanakis requested a motion to approve the minutes from the December 8, 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.

Dr. Kanakis requested that Mr. Farrelly introduce Ms. Kim Borrego, the Coalition’s new Program Quality Manager to the Committee who will be replacing Ms. Kier on this Committee. Mr. Farrelly gave the Committee a brief synopsis of Ms. Borrego’s background.

II. 2009-2010 Quality Initiatives: Ms. Betsy Kier, Assistant Executive Director

- **VPK Only Providers submitting Applications for Professional Development and/or Scholarship Support Incentives**

Ms. Kier informed the Committee that VPK only providers were submitting applications for reimbursement since the applications do not clearly state that the incentive program is for School Readiness providers only. She explained that there are spending restrictions and Quality dollars are attached to the School Readiness budget, but a VPK teacher in a School Readiness center, who works in both programs, should be eligible to submit an application for reimbursement.

The Committee agreed that amended applications should be generated, mark the applications amended as of January 12, 2010 and re-post on the Coalition's website.

- **Provider Applications**

Ms. Kier presented the Quality Initiatives (attached) and informed the Committee that this month seven (7) providers submitted nine (9) applications for a total of \$5,613.76 for reimbursement. The Committee was informed that Provider meetings were being held this month and that staff would again announce the incentive grants. Ms. Kier explained that on the second page of the report, a monthly breakout has been added.

Mr. Mascaro inquired about the discrepancies in the amounts requested for **6-Dec** and **7-Dec**. Ms. Kier informed him that **6-Dec** had submitted a number of items that were not approved such as 2-DVD players, a Wii game system, and an X-Box system. The Coalition's Monitoring Assessment tool discourages the use of TV and videos. For **7-Dec**, the majority of receipts submitted were for last fiscal year.

Dr. Kanakis requested a motion to approve the disbursement of funds for the applications presented. Sister Roberta moved to accept the motion and Mr. Mascaro 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 is 45% committed and 41% expended. She stated that a large quantity of books has recently been ordered and will be reflected on next month's budget. Ms. Kier informed the Committee that the Coalition has begun a waitlist and the Quality Committee may be asked to move some of the Quality dollars into School Readiness slots. She stated a decision may be made within the next 2-3 weeks.

Dr. Kanakis inquired of the Committee what percentage of the budget they believed should be re-assigned to slots once the Quality expenses have been satisfied.

Mr. Farrelly briefly discussed the waitlist and the Executive Committee's decision to establish a temporary 30-day waitlist. Currently, the Coalition is not accepting any new children unless they are court mandated or WAGES and TANF clients. The Coalition will require funds to be able to ensure the re-certification of all the children currently in the program.

Ms. Kier informed the Committee that last year's Quality Budget reflected that approximately \$94,000 had been reimbursed to providers for incentive programs with the majority of the incentives being presented at the end of the fiscal year.

Ms. Suarez inquired how much is needed and Mr. Farrelly explained that, at minimum, there will be a slot shortfall of \$124,000. Further discussion followed on carrying over ARRA funds.

Dr. Kanakis stated the first step would be to freeze the Quality Budget, then review the line items and determine a percentage of the funds that would be turned over to slots.

IV. Realignment of Quality Budget

Ms. Kier stated that the final bill for The Harbor's contract has been received and recommends transferring \$736.66 from the Accreditation Incentive line item to balance this contract's line item.

Dr. Kanakis requested a motion to realign The Harbor's line item within the budget. Sister Roberta so moved and Ms. Carmen seconded the motion. All were in favor with no abstentions and the motion carried.

V. Public Input

None

V. Schedule Next Meeting Date – February 9, 2010

The next Quality Committee meeting will be scheduled for Tuesday, February 9, 2010 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 4:45 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant