



**Quality Committee Meeting Minutes
February 9, 2010 - 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610**

Committee Members Present: Dr. Steve Kanakis, Chair; Jo Ann Carman, David Lambert, Karen Livengood, Teresa Suarez

Committee Members Excused: Sister Roberta Bailey, Joe Mascaro

Coalition Staff Present: Kim Borrego, James Farrelly, Nicole Gonzalez, Betsy Kier

Others Present: None

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

Dr. Kanakis called the meeting to order at 4:08 p.m. All members and staff introduced themselves. The Committee reviewed the draft minutes from the January 12, 2010 meeting.

Dr. Kanakis requested a motion to approve the minutes from the January 12, 2010 meeting. Mr. Lambert moved to approve the minutes and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

II. 2009-2010 Quality Initiatives: Ms. Kim Borrego, Program Quality Manager

- **Provider Applications**

Ms. Borrego presented the Quality Enhancement Initiatives (attached) and informed the Committee that this month twenty (20) providers submitted twenty-five (25) applications for a total of \$16,412.70 in reimbursements. This larger reimbursement amount reflects the increase in applications submitted by providers due to discussing the grants during January's provider meetings.

Dr. Kanakis inquired about the discrepancy in the amount requested for **17-Jan**. Ms. Borrego informed him that the provider had purchased items of clothing as holiday gifts. This is not considered a reimbursable expense. Mr. Lambert inquired if there was a cap for the incentives each month. The incentive process was explained to Mr. Lambert.

Ms. Borrego stated notices had been sent to the providers advising them of the February 5, 2010 deadline to submit a "Notice of Intent" for any incentive applications, as per the request of the Board Chair. The providers were informed that Quality funds may be re-allocated to School Readiness slots for children.

Dr. Kanakis requested a motion to approve the disbursement of funds for the applications presented. Ms. Suarez moved to accept the motion and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried.

At this time, Ms. Borrego presented another provider who had just received a 96% this morning on their monitoring assessment tool. Their reimbursement request was for \$2,426.35 and Ms. Borrego informed the Committee of some the items the provider had purchased under the Provider Support grant.

Dr. Kanakis requested a motion to approve the disbursement of funds for this provider. Ms. Suarez moved to accept the motion and Ms. Livengood seconded the motion. All were in favor with no abstentions and the motion carried.

III. Spending Update: Ms. Kim Borrego, Program Quality Manager

Ms. Borrego informed the Committee that the Quality Budget is 49% committed and 44% expended. Ms. Kier explained the difference between expended and committed funds. Dr. Kanakis inquired if the funds for the Infant/ Child Therapist position had been removed from the budget. Mr. Farrelly explained the funds were removed once the position had been filled.

Ms. Carman inquired as to where the mental health funds would be utilized. Ms. Kier stated the \$215 from the Life Span contract would be realigned and the \$1,171.25 in the Independent Living Contract is being utilized for speech and hearing assessments. Discussion followed on utilizing the school system for screenings and available community resources such as FDLRS to eliminate duplication of services.

Dr. Kanakis stated the Quality Budget is composed of 4% of the total School Readiness Budget. These funds can be used to improve quality in the centers or converted into School Readiness slot dollars. Mr. Farrelly informed the Committee that this information is in the Coalition's AWI contract for School Readiness. Mr. Farrelly also explained the Gold Seal program to the Committee and stated that the Coalition receives additional Quality funds to reimburse a higher rate per child for the large number of Gold Seal accredited centers contracted with the Coalition. These funds make the budget larger than the actual 4%.

IV. Discussion, Review Budget to Transfer Funds to School Readiness Slots

Mr. Farrelly stated that during the last Executive Committee meeting, the Board Chair suggested we remind providers that only 25% of the incentive funds have been used. A “Notice of Intent” was e-mailed to providers and at that time, \$126,000 had not yet been expended under the Quality Enhancement line items. He reported that Notices of Intent were filed for \$152,000 and that some centers were requesting the maximum in each of the categories. However, some of these requests may contain unfundable items.

Dr. Kanakis stated he believes that more children could be helped with the Quality dollars through slots; more children should be served in this uncertain economy. Mr. Farrelly stated there is no lack of funds in the Operating Budget, at this time, to take funds from the Quality Budget and transfer them to slots. He reported that \$70,000 had been transferred for the Infant/Child Therapist position, but some of these funds would be returned to the Quality Budget since the Therapist began her employment mid-year.

Mr. Lambert inquired what the cost is for children in slots. Mr. Farrelly explained that the Coalition spends about \$3,000 annually or \$250 per month per child, but the costs vary by provider and county. The Coalition will require \$1,000 per child for the next four (4) months and the waitlist grows faster than the list of children who terminate from the system. Currently there are approximately 300 children on the waitlist. Mr. Farrelly stated that the Coalition would only have to turn to the Quality and the Administrative budgets for additional funds if the projections for children terming out are lower than expected.

Ms. Livengood explained to Mr. Lambert that the Incentive funds were only made available to providers two (2) years ago to enable them to enhance the quality in their centers. Mr. Lambert was informed that the \$3,000 per child provides no more than ten (10) hours of service per day, five (5) days a week. Parent fees were explained.

Ms. Suarez suggested going over the budget line item by line item. Dr. Kanakis agreed.

Screenings & Assessments – Pre & Post Assessment Materials funds will remain. The \$700 in Health Screenings can be moved to slots.

Trainings & Technical Assistance –

1. The Committee suggested the balance remaining in the Conference line item be used for slots. Ms. Kier stated this balance is “unfunded” dollars which cannot be used for slots as it goes to match.
2. Mr. Farrelly stated the \$2,250 remaining in Professional Training on Accreditation will be utilized in the spring. These funds will remain in the budget.

3. Dr. Kanakis inquired if there would be additional First Aid and CPR trainings. Mr. Farrelly stated yes, these trainings are very popular. \$4,600.00 will remain in the budget.
4. Health & Safety - \$740 will remain in the budget.
5. Professional Provider Training - \$2809.90 will remain in the budget.
6. Training Materials for Provider Trainings – \$725.81 will remain in the budget and \$5,000 can be moved to slots.

Parent Trainings – Mr. Farrelly explained additional trainings are scheduled for the spring. These funds will remain in the budget.

Inclusion – Mr. Farrelly stated that he believed \$3,000 of these funds could be utilized for slots.

Itinerant Evaluation/Mental Health Services – These funds will remain in the budget.

Provider/Community Outreach – These funds will remain in the budget.

Quality Enhancement – Ms. Kier stated that only two (2) providers had applied for the Assistance with Startups in Disaffected areas incentive potentially totaling approximately \$7,000. Mr. Farrelly suggested allotting \$25,000 to slots from Quality Enhancement funds. Mr. Farrelly explained to the Committee that should the need to actually remove these dollars from the Quality Budget arise, a new line item would be created on the budget, under each category, specifying the removal of the funds.

Mr. Farrelly believes that about \$40,000 will be returned to the Quality Budget for the Infant/Toddler Therapist position. These funds may also be allotted to slots.

The total potential allotment to slots from the Quality Budget would be \$73,700. Dr. Kanakis recommended allotting \$65,000, in case of unexpected expenditures.

Mr. Farrelly stated the budget and line items would be reviewed monthly. In April, he expects that the first draft of the FY 2010-2011 Quality Budget will be brought to the Committee.

V. Discussion, Keynote Speaker for Annual Conference

Ms. Borrego stated the Coalition has four (4) potential keynote speakers for the fall conference and requested input from the Committee. Mr. Farrelly stated that last year's keynote speaker was highly regarded and drew over 300 attendees to the conference. Ms. Suarez inquired as to the needs of the provider and what the major weaknesses were. Ms. Kier stated there is a need for teacher/student interaction. Discussion followed on meeting the needs of providers. Ms. Livengood and Ms. Suarez agreed that Mr. Jeff Johnson seems to be the most inline with the need of local

providers. Discussion followed on setting a price cap for the speaker of no more than \$5,000.

VI. Public Input

Ms. Suarez stated that the Pasco School district will be applying for a Helios Foundation Grant and would like to establish collaborative relationships with VPK providers that teach in Title I schools that have the lowest Readiness Rates. The focus will be language, literacy and professional development. Mr. Farrelly stated the Coalition will look forward to participating with the Pasco School district as well as the Hernando School district.

V. Schedule Next Meeting Date – March 9, 2010

The next Quality Committee meeting is scheduled for Tuesday, March 9, 2010 at 4 p.m.

VI. Adjournment

Dr. Kanakis requested a motion to adjourn the meeting; Mr. Lambert so moved. With no further discussion, Dr. Kanakis adjourned the meeting at approximately 5:38 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant