



**Quality Committee Meeting Minutes  
April 13, 2010 - 4 p.m.  
15506 County Line Road, Suite 103  
Spring Hill, FL 34610**

**Committee Members Present: Joe Mascaro, Co-Chair; Sister Roberta Bailey, Jo Ann Carman**

**Committee Members Excused: Dr. Steve Kanakis, Chair; David Lambert, Teresa Suarez**

**Coalition Staff Present: Kim Borrego, James Farrelly, Nicole Gonzalez, Jak Jakubauskas**

**Others Present: None**

**I. Welcome and Call to Order: Mr. Joe Mascaro, Co-Chair**

Mr. Mascaro called the meeting to order at 4:06 p.m. All members and staff introduced themselves. The Committee reviewed the draft minutes from the March 9, 2010 meeting.

Mr. Mascaro requested a motion to approve the minutes from the March 9, 2010 meeting. Sister Roberta moved to approve the minutes and Ms. Livengood 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**

Ms. Borrego informed the Committee that a Provider, Wee Kids of Pasco, Inc. had sent a thank you letter after receiving their reimbursement. Ms. Borrego read the letter (attached) to the Committee.

- **Provider Applications**

Ms. Borrego presented the Quality Enhancement Initiatives Report (attached) and informed the Committee that this month two (2) providers submitted three (3) applications for a total of \$3,584.88 in reimbursements.

The Committee reviewed the report and Mr. Mascaro requested a motion to approve the disbursement of funds for the three (3) applications presented. Sister Roberta moved to approve the motion and Ms. Carmen seconded the motion. All were in favor with no abstentions and the motion carried.

Discussion followed on the lack of applications submitted by providers. Mr. Farrelly informed the Committee that he has formed a Provider Advisory Council with its members communicating with the providers on their assigned contact lists. However, the current topic of discussion has been Age Range. Sister Roberta remarked that the low amount of applications may be attributed to spring break or that the school year is coming to an end and Ms. Livengood suggested that the majority of providers have already purchased what they needed for their centers.

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

Ms. Borrego informed the Committee that the Quality Budget is 42% expended and 45% committed. She explained that she has gone over the budget line item by line item and stated that \$95,000 could be given up for slots for the School Readiness program.

Ms. Borrego informed the Committee that forty-seven (47) providers still have their Notices of Intent outstanding and 24% of these providers had self-imposed deadlines that were not met. Mr. Farrelly stated the slots the Board had opened at the April meeting are quickly being filled up and the wait list is down to 322 children.

He reminded the Committee that Quality dollars must be spent or returned to the state. Mr. Farrelly recommends bringing \$95,000 to the Executive Committee for their approval to open additional slots and then to the full Board at the May meeting.

Ms. Livengood agreed that the funds should be used for slots and not returned to the state. Sister Roberta suggested that all the provider grants be taken into consideration and Ms. Borrego stated the providers were aware that funds would be running out and they would be reimbursed on a first come, first serve basis.

Mr. Mascaro requested a motion to approve taking \$95,000 of Quality Committee funds to the Executive Committee for slots for the School Readiness program. Ms. Carman moved to approve the motion and Sister Roberta seconded the motion. All were in favor with no abstentions and the motion carried.

- **Realignment of Quality Budget**

Ms. Borrego explained Independent Living's line item was being adjusted by \$215 from the remainder of Life Span's line item, as additional invoices for speech referrals have been received.

Mr. Mascaro requested a motion to approve the realignment. Sister Roberta moved to accept the motion and Ms. Carmen seconded the motion. All were in favor with no abstentions and the motion carried.

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

This item was discussed under **Item III Spending Update**.

**V. Review Draft of 2010-2011 Quality Budget**

Ms. Borrego stated the current year's spending had been taken into account on this budget. She referred the Committee to several new line items, high-lighted in yellow and green, and informed the Committee that the yellow high-lights reflect areas where more than \$1,000 had been spent and the green was a new initiative being proposed to help providers with recycling programs. Items that might be included under this new initiative would be recycle bins, new light bulbs, recycled paper and blue bags. She explained a seminar would be presented on June 5, 2010 to the providers on "Going Green."

Ms. Borrego stated that the Provider Outreach line item had been increased because of the new mobile outreach van and that the Coalition would therefore be participating in more community events. She also informed the Committee that the Professional Development and the Scholarship Incentives have been combined into one grant. Drafts of the new provider applications will be provided for first review at the next Committee meeting.

The proposed 2010-2011 Quality Budget will again be presented for comment at the next meeting.

**VI. Public Input**

Sister Roberta inquired about the April 19, 2010 Board meeting. Mr. Farrelly informed her that PHCC currently has approximately 70 RSVP's to date consisting of guardian ad litem volunteers, students and providers.

**V. Schedule Next Meeting Date – May 11, 2010**

The next Quality Committee meeting is scheduled for Tuesday, May 11, 2010 at 4 p.m.

**VI. Adjournment**

Mr. Mascaro requested a motion to adjourn the meeting; Sister Roberta so moved. With no further discussion, Mr. Mascaro adjourned the meeting at approximately 4:41 p.m.

Respectfully submitted by,  
Ramute "Jak" Jakubauskas  
Administrative Assistant