



**Quality Committee Meeting Minutes
May 11, 2010 - 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610**

Committee Members Present: Dr. Steve Kanakis, Chair; Joe Mascaro, Co-Chair; Sister Roberta Bailey, Jo Ann Carman, David Lambert

Committee Members Excused: Karen Livengood, Teresa Suarez

Coalition Staff Present: Kim Borrego, James Farrelly, Jak Jakubauskas, Debbie Pecora

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 April 13, 2010 meeting.

Dr. Kanakis requested a motion to approve the minutes from the April 13, 2010 meeting. Mr. Lambert moved to approve the minutes and Mr. Mascaro 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 Report (attached) and informed the Committee that this month, twelve (12) providers submitted sixteen (16) applications for a total of \$7,593.92 in reimbursements. With the transfer of \$95,000 to slots, this leaves approximately \$63,000 in the incentive budget. The incentive application deadline date for final submissions for this fiscal year is June 1, 2010.

The Committee reviewed the report and Dr. Kanakis requested a motion to approve the disbursement of funds for the applications presented. Sister Roberta moved to approve the motion and Mr. Lambert 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, with the transfer of \$95,000 to School Readiness slots, is 73% expended and 74% committed. She stated

that approximately \$63,000 remains in the incentive budget. Any funds left in the budget after the June incentive applications are processed, will be transferred to slots. This will be discussed in greater detail at the June Quality Committee meeting.

- **Realignment of Quality Budget**

Ms. Borrego explained Independent Living's line item was being re-adjusted by \$785 to increase the total budget to \$3,000 to cover any remaining invoices.

Dr. Kanakis requested a motion to approve the realignment. Mr. Mascaro moved to accept the motion and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review Draft of 2010-2011 Quality Budget, 2nd Reading

Ms. Borrego distributed copies of the 2010-2011 budget (attached) and explained that current year spending was the basis of projections for next year's budget. She stated that the incentives will include the addition of a new incentive, the "Go Green." The Provider Recruitment/Expansion incentive is proposed to be discontinued because of lack of incentive use.

The Committee recommended displaying a map of Pasco and Hernando Counties with colored pins representing the home care providers and childcare centers to have a better visual of where the providers are located.

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

V. Review, Draft of 2010-2011 Provider Quality Incentive Applications

Ms. Borrego distributed copies of the draft incentive applications for FY 2010-2011 (attached) and stated the changes being considered are highlighted in yellow. She explained that the applications will not require a copy of the CDA as this is a duplication and the required documents are in the provider contract file. She explained that the grant award for the Curriculum Assistance incentive is being increased from \$700 to \$1,000 due to the Creative Curriculum trainings and the Professional Development and Scholarship Incentive have been combined into one incentive. Ms. Borrego also explained the Provider Support incentive application no longer includes items such as clothing, video equipment, DVDs, and games such as Wii and PlayStation.

Ms. Borrego explained the "Reduce Reuse Recycle" incentive is designed to help centers provide a healthier environment for children – one that is pesticide free and using non-toxic materials. She informed the Committee that Pasco County has the only certified Green Center in the country. Mr. Lambert suggested providing

educational materials rather than items such as installing new thermostats or sealing windows and doors. Coalition staff will check with DCF to see if cloth napkins are allowable or would pose a sanitary issue.

A discussion followed on whether these dollars would be better used for slots and quality of care. Mr. Farrelly stated he believed this is the wave of the future and the education of young children on environmental issues such as recycling is important.

Ms. Borrego stated the revisions discussed would be reflected in the draft incentive applications brought back to the June meeting for further discussion.

VI. Public Input

Mr. Farrelly introduced Ms. Pecora who is the Coalition's Office Substitute and will be assisting Ms. Jakubauskas while Ms. Eacobacci is on maternity leave. He also informed the Committee that the Coalition has been named a finalist for Non-Profit of the Year by the Tampa Bay Business Journal in the field of education.

Ms. Borrego distributed a flyer (attached) and stated that Chili's is sponsoring a fundraiser for the Coalition on Tuesday, May 25, 2010 with 10% of the dinner check being donated to the Coalition.

Sister Roberta stated she has been elected to be the new superior (prioress) of the Benedictine Sisters of Florida and will be submitting her resignation from the Board at the May meeting.

Mr. Farrelly informed the Committee that, since May is Provider Appreciation Month, at this month's Provider Meetings, the Coalition will be presenting coffee mugs to the providers in appreciation. He distributed a mug to each Committee member.

V. Schedule Next Meeting Date – June 8, 2010

The next Quality Committee meeting is scheduled for Tuesday, June 8, 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 4:55 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant