



**Quality Committee Meeting Minutes  
June 8, 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; Jo Ann Carman, Karen Livengood, Teresa Suarez**

**Committee Members Excused: David Lambert**

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

**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 May 11, 2010 meeting.

Dr. Kanakis requested a motion to approve the minutes from the May 11, 2010 meeting. Mr. Mascaro 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**

**• Provider Applications**

Ms. Borrego presented the Quality Enhancement Initiatives Report (attached) and informed the Committee that this month, thirty-three (33) providers submitted forty-three (43) applications for a total of \$39,829.80 in reimbursements. She reported that there were some discrepancies in the amounts requested by providers such as duplicate invoices, invoices from last fiscal year and items that were not approved.

Ms. Borrego brought to the Committee's attention a provider that submitted for reimbursement however, the Coalition did not have a Notice of Intent form on file. This provider submitted applications totaling approximately \$3,450.

Mr. Farrelly reported that the Coalition has eighteen (18) Notices of Intent that have not been acted on by providers by the deadline of June 1, 2010. This provider did not submit a Notice of Intent, but could receive the reimbursement if the Committee so deems.

Dr. Kanakis requested a motion to approve the submitted provider applications in the amount of \$39,829.80 as presented. Ms. Livengood moved to approve the motion and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

Ms. Suarez requested a motion to approve reimbursement in the amount of \$3,450 for the provider that did not issue a Notice of Intent. Mr. Mascaro seconded the motion. Ms. Livengood requested further discussion and stated that if other providers learned of this award they would feel there would be no reason to submit a Notice of Intent. Ms. Borrego stated she has had many conversations with providers on this topic and has informed them unless they could prove they did not receive the Coalition's emails regarding Notices of Intent, they would not be able to submit applications. Ms. Suarez withdrew the motion due to this new information.

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

Ms. Borrego informed the Committee that the Quality Budget is 77% expended and 78% committed through May, 2010.

Mr. Farrelly stated with what was spent on incentives and what is being recommended to be transferred to the administrative budget, the Quality Budget will be 100% expended.

Ms. Borrego distributed a Proposal of Funds to be transferred to the administrative budget (attached). Mr. Farrelly stated there is \$32,829.19 left in the Quality Budget. These funds would be used for advance purchasing of computers, toner, etc. By transferring to the administrative budget, the funds would be expended by the end of the fiscal year and not returned to the State. This will help the Coalition maintain its administrative budget at 3.85%.

Dr. Kanakis requested a motion to approve the remaining Quality funds in the amount of \$32,829.19 be transferred to the Coalition's administrative budget. Ms. Suarez moved to approve the motion and Ms. Carmen seconded. All were in favor with no abstentions and the motion carried.

- **Realignment of Quality Budget**

Ms. Borrego proposed realignment within Parent Training to add an additional \$930 to bring the total expended budget to \$2,930 for this line item. She also proposed realignment within Provider Support of an additional \$24,761.95 to bring the total expended budget to \$99,761.95 for this line item. She reminded the Committee that today's approved Provider Incentives will be reflected within the June, 2010 budget which will be presented at the July committee meeting.

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

#### **IV. Review Draft of 2010-2011 Quality Budget, 3rd Reading**

Ms. Borrego explained this is the same draft that has been presented at the last two (2) Committee meetings. The sections highlighted in yellow are the newly added line items. The green highlight indicates the new incentive, “Reduce Reuse Recycle.” The FY 10-11 budget total is the same as for the current year. Dr. Kanakis reminded the Committee that the Quality Budget must be less than 7% of the total administrative budget.

Dr. Kanakis requested a motion to approve the 2010-2011 Quality Budget. Ms. Carmen moved to approve the motion and Ms. Livengood seconded. All were in favor with no abstentions and the motion carried.

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

Ms. Borrego reviewed and explained the changes highlighted in yellow on the incentive applications. She stated that based on the discussion last month on the new “Reduce Reuse Recycle” incentive, she did additional research and struck through those items that offer providers tax credits. Ms. Borrego added educational materials specific to recycling, conservation and environmental protection.

Mr. Farrelly stated he believes in “Reduce Reuse Recycle” because the Coalition needs to consider the standards ten (10) years from now. The program calls for the planting of trees which could become part of a child’s activity, such as “Planting with Children.” Ms. Borrego explained the certification process and how providers could become certified as a Green School and become eligible for an additional \$1,000 in grant awards from the Coalition. The National Green School is offering to do a free assessment with providers to help them become eligible.

The Committee had the following suggestions to add to the “Reduce Reuse Recycle” incentive application:

- As more schools become “green”, some of the initial process can be eliminated.
- A recommendation to use “grits” to kill ants on playgrounds.
- Hernando County Health Department and Licensing have no problem with a one-time use of wash cloths versus paper towels.
- Replace the word “silverware” with “flatware.”
- Change the maximum amount to \$500 instead of \$1,000.
- If the provider is certified “green” give a one-time \$1,000 bonus.
- Regarding Trees – It should read “planting with or by children.”

- Include some educational material on noise abatement such as loud audio equipment which can damage children’s hearing. The use of materials such as area rugs in classrooms with uncarpeted flooring was suggested.
- Actively recycle items such as toner cartridges, newspapers, etc.
- Parents will become more involved as their children “go green.”

Dr. Kanakis requested a motion to accept the new incentive applications presented today with the stated corrections. Mr. Mascaro moved to approve the motion and Ms. Suarez seconded. All were in favor with no abstentions and the motion carried.

**VI. Public Input**

None

**V. Schedule Next Meeting Date – July 13, 2010**

The next Quality Committee meeting is scheduled for Tuesday, July 13, 2010 at 4 p.m., Joe Mascaro will chair.

**VI. Adjournment**

Dr. Kanakis requested a motion to adjourn the meeting; Ms. Suarez so moved. With no further discussion, Dr. Kanakis adjourned the meeting at approximately 5:03 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant