



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

**Committee Members Present: Joe Mascaro, Chair; Jo Ann Carman, Karen Livengood, Beth Rawls**

**Committee Members Excused: None**

**Committee Members via Phone: David Lambert, Teresa Suarez**

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

**Others Present: None**

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

Mr. Mascaro called the meeting to order at 4:00 p.m. All members and staff introduced themselves. The Committee reviewed the draft minutes from the September 14, 2010 meeting.

Mr. Mascaro requested a motion to approve the minutes from the September 14, 2010 meeting. Ms. Carman moved to approve the minutes and Ms. Livengood seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Review Provider Incentive Applications**

Ms. Borrego stated that for September, six (6) providers submitted nine (9) applications for a total of \$4,721.88. She explained that the variance between some of the requests for reimbursement and the actual amount being reimbursed was due to tax dollars that providers submitted for reimbursement.

Ms. Borrego informed the Committee that a provider has submitted an application for the new incentive "Reduce, Reuse and Recycle," which will be presented next month.

Mr. Mascaro requested a motion to approve the provider incentive applications submitted for reimbursement. Ms. Livengood moved to approve the motion and Ms. Rawls 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 stated that the new fiscal year budget is currently 5% expended and 6% committed. Spending has been cautious to date, but purchase orders are slowly coming

in for training materials and other items. Purchases continue being made for the conference and Ms. Borrego reported that the First Aid and CPR classes continue to be popular with providers and a number of classes have already been completed.

Ms. Borrego stated she believes that more applications will begin to arrive after the conference and after the November Provider Meetings.

#### **IV. Update, 3<sup>rd</sup> Annual Early Learning Conference**

Ms. Borrego informed the Committee that the Conference registration closed early with 373 registered participants. Last month at this time, there were 131 registrations. Forty-six (46) workshops will held over the three (3) break-out sessions and there are twenty-three (23) vendors participating.

Ms. Borrego invited the Committee members to attend the Annual Conference on October 23, 2010 stating the welcome will begin at 8:15 a.m. and the keynote speaker will take the podium at 8:30 a.m. Mr. Farrelly stated the Coalition is working on obtaining press coverage for the event.

Ms. Borrego informed the Committee the Coalition's first conference had 147 participants, last year there were 247 and this year, including staff and vendors, there will be 463 participants.

#### **V. Public Input**

Mr. Farrelly distributed a copy of an email (attached) that had been forwarded to him that indicated the lack of quality a center in the Fort Myers area showed in an email they sent to parents welcoming them to the center. This poor provider communication reflects on all who are committed to high quality Early Education and is another important reason for the ongoing work of the Quality Committee.

#### **VI. Schedule Next Meeting Date**

Mr. Mascaro thanked the members of the Quality Committee for attending and stated the next Quality Committee meeting is scheduled for Tuesday, November 9, 2010 at 4:00 p.m.

#### **III. Adjournment**

With no further discussion, the Quality Committee meeting was adjourned at 4:20 p.m.

Respectfully submitted by,  
Ramute "Jak" Jakubauskas  
Administrative Assistant