



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

**Committee Members Present: Joe Mascaro, Chair; Jo Ann Carman, David Lambert, Karen Livengood, Teresa Suarez**

**Committee Members Excused: Beth Rawls**

**Committee Members via Phone: None**

**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 4:07 p.m. All members and staff introduced themselves. Mr. Farrelly briefly explained that the Executive Committee voted to no longer tape record Coalition Committee and Board meetings as the tape then becomes a legal document and must be kept for three (3) years. Minutes will be reviewed by staff with final approval by the seated Committee.

The Quality Committee reviewed the draft minutes from the October 12, 2010 meeting. Mr. Mascaro requested a motion to approve the minutes from the October 12, 2010 meeting. Ms. Suarez moved to approve the minutes and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Review Provider Incentive Applications**

Ms. Borrego stated that for October, six (6) providers submitted nine (9) applications for a total of \$3,784.74. She explained that the variance between some of the requests for reimbursement and the actual amount being reimbursed was due to a miscalculation in addition by providers and some providers are still including tax dollars in the reimbursement amount.

Ms. Borrego informed the Committee that the provider who had submitted an application for the new incentive "Reduce, Reuse and Recycle," submitted documents that were illegible. The Coalition is waiting to receive new documents so this application will be presented next month.

Mr. Farrelly inquired about the toilet purchased by 2-Oct. Ms. Borrego explained this is a Family Child Care Home provider who had replaced the toilet and was requesting

reimbursement. Discussion followed that included having guidelines to follow on certain reimbursement requests and contacting the State for further clarification.

The Committee agreed that more information was required such as was this toilet replaced because of a health and safety issue because it was defective or broken and where the toilet is located in relation to the children who are in the care at this home provider. This item will be brought back to Committee in December with additional information.

Mr. Mascaro requested a motion to approve the provider incentive applications submitted for reimbursement. Ms. Suarez moved to approve the motion and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Borrego informed the Committee that the Provider Meetings begin tonight and she will try to encourage more providers to submit incentive applications.

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

Ms. Borrego stated that the new fiscal year budget is currently 10% expended and 12% committed. Staff members are thinking ahead for supplies needed for upcoming trainings and the Coalition vans are booked for three (3) holiday parades – one in each of the towns in which eligibility offices are located.

Ms. Borrego stated she does have a number of incentive applications pending monitoring assessments by the Provider Specialists before they can be submitted to Committee for approval.

Discussion followed on transferring some of the incentive dollars to child care slots in the spring if the providers do not submit incentive applications. Mr. Farrelly explained the Coalition's waitlist currently has approximately 500 children. Ms. Livengood stated that one possibility on the lack of applications is that providers had little or no funds to outlay for cash purchases at the beginning of this school year.

For future budgets, Ms. Suarez suggested budgeting 25% of the incentive budget for each quarter. The funds that are not used within that quarter will be turned over for slots.

Ms. Borrego stated she had been approached by some providers requesting funds upfront so they could make purchases and then submit receipts. This process was denied.

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

Ms. Borrego shared some of the many positive comments the Coalition received from Conference attendees. She informed the Committee that 373 providers had registered and 331 actually attended the event. Additionally, there were 31 staff members, 25

presenters, 23 exhibitors, 7 hostesses (children of staff who volunteered), 5 Board members and 1 guest from Pinellas County in attendance.

Ms. Suarez stated she had visited each session and all were well-engaged. Ms. Livengood was especially impressed by the session on food allergies and recommends that this be added as one of the Coalition's regular trainings. Ms. Livengood was also appreciative that the sessions focused on children as well as on childcare providers themselves. All seventeen (17) members of her staff who attended were very impressed with the conference.

Mr. Farrelly and the Committee thanked and congratulated Ms. Borrego and her conference committee for a job well done.

**V. Public Input**

None

**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, December 14, 2010 at 4:00 p.m.

**III. Adjournment**

Mr. Mascaro requested a motion to adjourn. Ms. Suarez so moved and with no further discussion, the Quality Committee meeting was adjourned at 4:50 p.m.

Respectfully submitted by,  
Ramute "Jak" Jakubauskas  
Administrative Assistant