



**Quality Committee Meeting Minutes
Tuesday, December 14, 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, Teresa Suarez

Committee Members Excused: David Lambert

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 4:05 p.m. All members and staff introduced themselves.

Mr. Mascaro requested a motion to approve the minutes from the November 9, 2010 meeting. Ms. Rawls moved to approve the minutes and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review Provider Incentive Applications

Ms. Borrego distributed the updated Provider Incentive Application spreadsheet (attached) and stated that for November, ten (10) providers submitted sixteen (16) applications for a total of \$9,028.34. She explained that the variance between some of the requests for reimbursement and the actual amount being reimbursed was due to taxes, receipts missing dates and receipts submitted showing no breakdowns.

Ms. Borrego reminded the Committee that **2-Oct** had been discussed previously and was being brought back to Committee. She stated the toilet is of regular size and is replacing one that had been broken by constant child use as it is used primarily by the children in care. A discussion followed on the use of public dollars for purposes in the private homes of home care providers and what other requests might be submitted such as replacement of broken doors, pipes, and sinks and where to draw the line between quality and capital expenditures.

Mr. Farrelly stated that requests such as these are reviewed on a case by case basis.

Ms. Borrego informed the Committee that an application for the Reduce Reuse Recycle application had been submitted and that she was still waiting for information on a second

such application. Ms. Borrego also informed the Committee that there are a number of applications that are still waiting for assessments before they can be processed and submitted for approval.

Mr. Mascaro requested a motion to approve the November Provider Incentive Applications. Ms. Carman so moved and Ms. Rawls seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Suarez requested further discussion on what would be considered appropriate for approval in a regular child care setting for quality enhancements and whether the funds are being used to supplement beyond that. Mr. Farrelly stated the quality dollars should be used to fund improvements for children and not capital improvements. He recommended that work begin on the applications for FY 2011-12 with parameters that indicate items that would be included and those that would be disallowed.

The Committee reviewed the letter from Ms. Carole Caffentzis of A Caterpillar Preschool. Ms. Borrego informed the Committee that Ms. Caffentzis has utilized the incentive program in the past and has also objected to providers having to purchase items “up front.” Ms. Suarez suggested responding to Ms. Caffentzis and informing her that the Committee is listening to provider concerns. She suggests that Ms. Caffentzis partner with other home child care providers to do collective purchasing.

Ms. Borrego stated that she had learned from the recent provider meetings that many of the providers were under the misconception they had to wait until they had the total amount of \$2,500 in receipts before they could submit an application.

III. Spending Update

Ms. Borrego distributed the updated budget (attached) and stated the budget is currently 14% expended and 20% committed. A discussion followed on the re-allocation of funds from the Quality Budget to slots during the January Committee meeting to present to the Executive Committee. Mr. Farrelly stated that the budget for FY 2011-12 would be divided into quarters as Ms. Suarez had suggested and at the end of each quarter, unused Quality Enhancement funds would be transferred to slots.

Ms. Borrego informed the Committee that certain line items such as the Pre/Post Assessment Materials will not be utilized and these funds can be transferred to other line items. She also stated that Parent Trainings will begin in January. Discussion followed on ideas to enhance parent involvement in the trainings.

Mr. Farrelly informed the Committee that the Coalition had recently partnered with the Pasco County Library system and in January the Mobile Outreach Van would be going to the Dade City Library on a monthly basis to attend their story time with children. Ms. Rawls volunteered to distribute flyers through the school system.

A brief discussion followed on the Reduce Reuse Recycle application and having the Coalition do a better job of educating providers on items that are currently being placed

under the Provider Support Incentive that could be claimed under the Reduce Reuse and Recycle application.

IV. Public Input

None

V. 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, January 11, 2011 at 4 p.m.

III. Adjournment

With no further discussion, the Quality Committee meeting was adjourned at 4:45 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant