



**Quality Committee Meeting Minutes  
Tuesday, January 11, 2011, 4 p.m.  
15506 County Line Road, Suite 103  
Spring Hill, FL 34610**

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

**Committee Members Excused: David Lambert, Karen Livengood**

**Committee Members via Phone: 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 4:05 p.m. All members and staff introduced themselves.

Mr. Mascaro requested the Committee to review the minutes from the December 14, 2010 meeting and noted that Mr. Lambert's name was listed twice and that he should be noted as being excused. Mr. Mascaro also noted that the \$9,028.34 amount reflected was the correct total of incentive funds being requested for reimbursement based on the revised application spreadsheet.

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

**II. Review Provider Incentive Applications**

Ms. Borrego stated that for December, nine (9) providers submitted thirteen (13) applications for a total of \$9,400.19. She explained that the variance between some of the requests for reimbursement and the actual amount being reimbursed was again due to including tax dollars, no dates on receipts, and items such as clothing being claimed.

Mr. Mascaro inquired about 6-Dec's monthly subscription reimbursement and Ms. Borrego explained that some providers choose to purchase a monthly subscription for their curricula. Ms. Suarez inquired how the \$9,400 will affect the overall budget and Ms. Borrego stated that \$133,207 still remains under the Quality Enhancement funds.

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

### **III. Spending Update**

Ms. Borrego stated the budget is currently 20% expended and 25% committed. She informed the Committee that parent trainings will begin soon and expenses will soon be shown in that line item. She also explained that under Provider Community Outreach, additional resources such as equipment will be purchased for the vans as well as additional books.

Ms. Borrego explained that the funds allocated for Pre and Post Assessment Materials and for Battelle Screening Assessments may be considered for re-alignment to slots.

Ms. Rawls inquired about the remaining balance of funds for the Infant/Toddler Therapist position and the Committee agreed that the actual salary should be shown as committed. Mr. Farrelly explained the difference between committed and expended funds to the Committee.

A brief discussion followed on upcoming Community Events and using those funds to purchase giveaways as well as pay for any entrance fees.

Mr. Farrelly explained if the budget was to be re-aligned, it would be better to do it now and place the funds directly into slots rather than waiting until May. He requested that Ms. Borrego identify the funds that could be re-allocated from the Quality Budget to present this amount to the Executive Committee for their approval.

Ms. Borrego stated that \$13,750 from Pre and Post Assessments, \$2,000 from Battelle Screening Assessments and the remaining \$936.97 from the Early Learning Conference totaled \$16,686.97 and this amount could be transferred to slots. A discussion followed on the Battelle Assessments not being utilized as a new tracking device was created to be used in conjunction with FDLRS. Ms. Borrego stated that only in rare cases would a Battelle Screening be utilized.

Ms. Suarez inquired if the Quality Budget will be divided into quarters with any remaining funds from the 25% being transferred to slots. Mr. Farrelly informed her that this was the plan for the Quality Budget in FY 11/12.

Also discussed was creating another Notice of Intent, as was done last year, advising the providers that they will need to complete a Notice of Intent in order to reserve funds for any anticipated reimbursements for the remainder of the fiscal year. A due date of sometime in March will be discussed at the February Quality Committee and the Notice of Intent will be emailed to providers.

Mr. Mascaro requested a motion to approve the transfer of \$16,686.97 from the Quality Budget to School Readiness slots. Ms. Carman so moved and Ms. Rawls seconded the motion. All were in favor with no abstentions and the motion carried.

**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, February 8, 2011 at 4 p.m.

**VI. Adjournment**

Without further discussion, the Quality Committee meeting was adjourned at 4:30 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant