



**Quality Committee Meeting Minutes  
Tuesday, February 8, 2011, 4 p.m.  
15506 County Line Road, Suite 103  
Spring Hill, FL 34610**

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

**Committee Members Excused: David Lambert, Beth Rawls**

**Committee Members via Phone: None**

**Coalition Staff Present: Kim Borrego, Jak Jakubauskas, Betsy Kier**

**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 review the minutes from the January 11, 2011 meeting. Mr. Mascaro requested a motion to approve the minutes from the January 11, 2011 meeting as presented. Ms. Livengood 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 stated that for January, eleven (11) providers submitted fourteen (14) applications for a total of \$12,567.68. She explained that the variance between some of the requests for reimbursement and the actual amount being reimbursed was due to a number of providers having reached their maximum reimbursement amount. A brief discussion followed on the percentages achieved and if the providers were aware they were able to receive additional reimbursement funds for higher scores.

Ms. Suarez moved to approve the January Provider Incentive Applications. Ms. Livengood seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Spending Update**

Ms. Borrego stated the budget is currently 40% expended and 46% committed. She informed the Committee that the majority of expended funds came from the transfer of

\$16,686.97 to slots as well as showing the Infant/Toddler Therapist position as fully expended.

Mr. Mascaro requested that the Committee begin discussing some of the line items of funds that could be re-allocated. Final approval would be requested at the next Quality Committee meeting. He stated that next month the Committee would have a better idea of the reimbursements providers would be requesting because the Notices of Intent will have been returned to Ms. Borrego.

Ms. Borrego stated that last year, even though the returned Notices of Intent far exceeded the budget, not all providers submitted incentive applications leaving funds in the budget.

Mr. Mascaro stated he would like the Committee to begin considering moving the following amounts out of Quality and into slots:

- Accreditation – by \$5,000
- Professional Development – by \$15,000
- Curriculum – by \$5,000
- Recycle – by \$5,000

He stated this \$30,000 could be transferred to slots and that he believes the providers would take advantage of the remaining \$75,000 in the Provider Support line item, so at this time, these funds should remain untouched.

Ms. Borrego stated she would begin evaluating other line items within the budget to determine what would be spent by the end of the fiscal year and what could be moved. Ms. Suarez suggested spending the van supplies to purchase enough materials for next year as well.

#### **IV. Discussion, Notice of Intent with Deadline**

Ms. Borrego stated she has prepared the Notice of Intent to have the same format as last year. It will be emailed to the providers this week with a return deadline date of Friday, March 4, 2011. She informed the Committee this would give her ample time to prepare a report on the incentives the providers would be applying for.

All incentive applications must be received by Wednesday, June 1, 2011 to be eligible for reimbursement.

#### **V. Update, Infant/Child Therapist Statistics**

At the request of the Committee, Ms. Borrego provided the following statistics on the number of children the Infant/Child Therapist, Ms. Klinginsmith, has served to date.

Ms. Klinginsmith has served a total of 49 children – 34 in Pasco and 15 in Hernando County. She has conducted an average of 8 sessions per child and 45 children met their initial goals. Thirteen (13) children were referred for additional services.

Ms. Borrego stated that the referrals for Ms. Klinginsmith come from the Inclusion Team, who works closely together. A brief discussion followed on costs of contracting out and determining if a child is in need of services or if classroom management is the issue.

#### **VI. Public Input**

Ms. Kier stated that early information from AWI has been received indicating that next year's budget will remain the same based on a recommendation from Governor Scott. She also informed the Committee that she would be in Tallahassee in March for several days to attend the quarterly AELC and ELAC meetings.

Ms. Suarez informed the Committee that funding cuts have affected the Early Steps program for children with disabilities. There will be no speech therapy services for infants and toddlers until they turn three (3) years of age and enter the school system. She suggested providing training to the Coalition's providers on overall speech development for children and the cost of training could be reimbursed under the Professional Development incentive.

#### **VII. 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, March 8, 2011 at 4 p.m.

#### **VIII. Adjournment**

Mr. Mascaro requested a motion to adjourn the meeting. Ms. Suarez so moved and without further discussion, the Quality Committee meeting was adjourned at 4:38 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant