



**Quality Committee Meeting Minutes  
Tuesday, May 10, 2011, 4 p.m.  
15506 County Line Road, Suite 103  
Spring Hill, FL 34610**

**Committee Members Present: Joe Mascaro, Chair; Jo Ann Carman, Jayne Goldstein**

**Committee Members Excused: David Lambert, Teresa Suarez**

**Committee Members Present via Phone: Beth Rawls**

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

**Others Present: None**

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

Mr. Mascaro called the meeting to order at 4:05 p.m. and welcomed attendees. Introductions were made.

Mr. Mascaro requested the Committee review the minutes from the April 12, 2011 meeting. Mr. Mascaro requested a motion to approve the minutes from the April 12, 2011 meeting as presented. Ms. Carman moved to approve the minutes and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Review Provider Incentive Applications**

Ms. Borrego stated that for April, nine (9) providers submitted eighteen (18) applications for a total of \$8,978.50. She noted that under *Reduce Reuse Recycle*, provider **21-Apr** spent \$2,400 and requested \$1,200, but is being reimbursed the maximum payout of \$500 for this incentive. Mr. Mascaro inquired if provider **18-Apr**, who is seeking reimbursement for the National Green School Membership, was the first Coalition provider to become a member. Ms. Borrego explained the provider was not yet certified to be a “green” center and was only applying for membership in the organization.

Ms. Goldstein inquired about provider **11-Feb** and the crib reimbursement. A brief discussion followed on the new standards for cribs including federal regulations. Mr. Farrelly stated the Coalition will send another reminder to Providers about the new crib regulations.

Mr. Mascaro requested a motion to approve April’s incentives in the amount of \$8,978.50. Ms. Carman so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

### **III. Spending Update**

Ms. Borrego stated that the budget is currently 72% expended and 74% committed. There is currently \$76,000 remaining in Quality Enhancements and based on Coalition experiences over the last two (2) years, historically at the close of the fiscal year, Providers submit the majority of their incentive applications during the last month of the fiscal year. Even though the Coalition received Notices of Intent reserving \$119,000, Ms. Borrego does not believe this amount will be spent.

### **IV. Realignment of Funds**

Ms. Borrego informed the Committee of the need to purchase Pre and Post Assessments for next fiscal year by the end of this fiscal year. As this line item has been zeroed out and funds reallocated to School Readiness, Ms. Borrego recommends transferring \$2,631.42 from Resource Outreach Van Supplies. Additionally, books supplies are running low due to the number of events held in April and the Mobile Outreach Specialists will be ordering additional supplies, not to exceed the amount remaining in the line item.

Mr. Mascaro requested a motion to approve the transfer of \$2,631.42 from the Resource Outreach Van Supplies line item to Pre and Post Assessment Materials. Ms. Goldstein so moved and Ms. Rawls seconded the motion. All were in favor with no abstentions and the motion carried.

### **V. Conference Update**

Ms. Borrego distributed "Save the Date" flyers (attached) for the Coalition's 4<sup>th</sup> Annual Conference scheduled for Saturday, November 12, 2011. Ms. Goldstein stated she has heard from several providers that the Coalition's Conference will not conflict with the NAEYC Conference in Orlando being held the week before. Ms. Borrego stated she has toured the venue at Bishop McLaughlin Catholic High School and the staff was very accommodating.

### **VI. Update, FFCCHA Conference Scholarship Opportunity**

Ms. Borrego informed the Committee that the Coalition's family child care home providers were sent information on the scholarship opportunity and six (6) providers submitted eight (8) essays. Ms. Borrego explained that two (2) of the providers included husband and wife. The judges, who consisted of Board members and a staff person, reviewed the essays and granted full scholarships to all eight (8) submissions.

### **VII. Public Input**

Mr. Farrelly stated he has information on the Coalition's funding for next year although it is still tentative based on the Governor's final approval. The Coalition will suffer an

8.6% loss in School Readiness funds or approximately \$1,277,000. This amount represents approximately 426 fewer children being served next year. VPK will also be reduced by 7% in base student allocations to \$2,383 per child for the school year program and \$2,027 for the summer VPK program. Ratios will also be changed to 1:11 and 2:20. Additionally, VPK administrative dollars will be reduced from 4.5% to 4%. Mr. Farrelly also informed the Committee that Florida Coalitions will be moved from under AWI's direction and placed under the Department of Education (DOE). Mr. Farrelly explained this is a temporary move until another study is completed.

To compensate for the reduction in funds, the Coalition will not be replacing staff as they leave and only spending funds on items that are absolutely necessary.

Mr. Mascaro requested Ms. Borrego bring the last two (2) years of Quality budgets to the next Quality Committee meeting to review.

**VIII. Schedule Next Meeting Date – June 14, 2011**

Mr. Mascaro stated the next Quality Committee meeting is scheduled for Tuesday, June 14, 2011 at 4 p.m.

**IX. Adjournment**

Mr. Mascaro requested a motion to adjourn the Quality Committee meeting. Ms. Carman so moved and without further discussion, the Quality Committee meeting was adjourned at 4:35 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant