Quality Committee Meeting Minutes
Tuesday, June 14, 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, Heidi Rand, Teresa Suarez

Committee Members Excused: David Lambert

Committee Members Present via Phone: None

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 Quality Committee meeting to order at 4:05 p.m. and welcomed attendees. Introductions were made.

Mr. Mascaro requested the Committee review the minutes from the May 10, 2011 meeting. Mr. Mascaro requested a motion to approve the minutes from the May 10, 2011 meeting as presented. Ms. Goldstein 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 May/June, twenty-one (21) providers submitted thirty-two (32) applications for a total of $17,815.60. She reminded the Committee that the Coalition had received fifty-three (53) Notices of Intent totaling approximately $119,000. Mr. Farrelly briefly explained the incentive program for Ms. Rand's benefit.

After a brief discussion, Mr. Mascaro requested a motion to approve the May/June incentives in the amount of $17,815.60. Ms. Rand so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Borrego read a correspondence she had received from a provider thanking the Coalition for incentive dollars that their center had received.

III. Spending Update

Ms. Borrego stated that the budget is currently 76% expended and 82% committed. There is approximately $61,000 remaining in the Quality Budget, but recent purchases have been made for the mobile outreach vans. Additionally, $3,000 has been set aside for the remaining First Aid and CPR classes as well as $3,100 for the conference scholarships for eight (8) family child care home providers.

IV. Reallocation of Funds to School Readiness

Ms. Borrego explained after the above mentioned allotments and purchases, slightly more than $30,000 remains in the Quality Budget. Mr. Farrelly explained the Coalition recommends transferring these funds to the Administrative budget.

Mr. Mascaro requested a motion to reallocate $30,000 from the Quality Budget to School Readiness Administration. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

V. Review Quality Budgets from FY 2008-2009 and FY 2009-2010

Ms. Borrego distributed the Budget Comparison form (attached). Discussion followed on the possibility of reducing the Quality Budget by $117,500 based on the overall reduction in funds the Coalition will receive in FY 2011-12 and unused funds from this year.

Mr. Farrelly explained the Coalition's School Readiness Budget has been reduced by $1.3 million and the Coalition will do everything possible to minimize the impact on children. He explained that Ms. Suarez had recommended that the Quality Committee review the incentive portion of the budget quarterly and any unused funds from that quarter could then be reallocated to School Readiness. This format will be utilized for FY 2011-12.

Mr. Farrelly explained that Ms. Borrego had reviewed the budget, line item by line item, to see what was absolutely necessary for next year. Ms. Borrego distributed a draft budget for FY 2011-12 (attached) and explained the items highlighted in green were items that are being considered for deletion from the budget.

Discussion followed and Ms. Suarez requested that the line item containing Inclusion Materials for Special Needs Children not be removed. Mr. Farrelly recommended reducing the Inclusion Training and Technical Assistance Materials to $2,000 and adding $1,000 to Inclusion Materials for Special Needs Children to retain the line item.

Mr. Mascaro inquired about the $8,000 reduction in First Aid and CPR. Mr. Farrelly explained that certifications are good for two (2) years. As a result, the Coalition is planning on fewer trainings.

Ms. Rand recommended adding a column to the Budget that would show what was actually moved into the School Readiness budget.

Mr. Farrelly explained the draft budget for FY 2011-12 will be brought back to the July meeting for a second review, but a total Quality budget amount is necessary to be placed into the overall draft budget that is scheduled for review by the Executive Committee. He explained that the proposed amount of $220,000 is an average based on the last two (2) years and the budget does reflect actual expenditures.

Mr. Mascaro requested a motion to approve the amount of $220,000 for the overall Quality Budget for FY 2011-12. Ms. Suarez so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Conference Update

Ms. Borrego stated the conference would be held on Saturday, November 12, 2011 and the Coalition is beginning its search for trainers to conduct workshops. Ms. Suarez volunteered to provide trainers from the Pasco School District.

VII. Public Input

None.

VIII. Schedule Next Meeting Date – July 12, 2011

Both Ms. Goldstein and Ms. Rand will be unavailable on July 12, 2011. Ms. Jakubauskas will send a doodle.com to choose a new meeting date.

IX. Adjournment

Mr. Mascaro requested a motion to adjourn the Quality Committee meeting. Ms. Goldstein so moved and without further discussion, the Quality Committee meeting was adjourned at 4:51 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant