



**Quality Committee Meeting Minutes  
Tuesday, October 18, 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, Teresa Suarez**

**Committee Members Excused: Heidi Rand**

**Committee Members Present via Phone: None**

**Coalition Staff Present: Kim Borrego, Jim Farrelly, Sharon Hayes, 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 4:02 p.m. and welcomed attendees. Introductions were made.

Mr. Mascaro requested the Committee review the minutes from the September 13, 2011 meeting. Ms. Suarez moved to approve the minutes as presented and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Review Incentive Applications for FY 2011-12**

Ms. Hayes stated fifteen (15) providers submitted twenty-two (22) applications for a total of \$13,815.54. After a brief discussion on the types of incentive items submitted for reimbursement and an explanation of how Coalition staff tracks professional development reimbursements, Mr. Mascaro requested a motion to approve the incentives presented in the amount of \$13,815.54. Ms. Carman so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, Quality Budget for FY 2011-12**

Ms. Hayes explained the budget was 6% expended and 6% committed and the Infant Therapist position funds have been moved to the expended column, as requested. Ms. Suarez inquired if there would be a realignment of funds for Inclusion materials as only \$746 remained. Ms. Borrego stated Inclusion staff members are mindful of the budget, but if a realignment is required it will be brought before the Committee.

Mr. Mascaro requested a motion to approve the budget as presented. Ms. Goldstein so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Review/Approve, Independent Living Contract for FY 2011-12**

Ms. Borrego informed the Committee that the Coalition contracts with Independent Living for speech evaluations and the contract is exactly the same as last year. She stated the majority of referrals to Independent Living are covered by the parent's insurance with very few being invoiced directly to the Coalition.

Ms. Suarez informed the Committee that the school district also contracts with Independent Living and stated their rates are approximately \$15.00 per hour less.

Mr. Mascaro requested a motion to approve the Independent Living Contract. Ms. Goldstein so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

**V. Discussion, Ideas to Promote Quality for Providers**

Mr. Mascaro stated the budget has been split into quarters as recommended and the Coalition plans to reach more than the 10-15% of providers currently submitting incentive applications. A discussion followed on Continuing Education Units (CEU's) that a provider with a CDA or a Director's Credential is required to renew their credentials requiring 4.5 CEU's every five (5) years.

Ms. Suarez suggested providing funds to pay for substitute teachers while the regular classroom teacher attends professional trainings provided by the Coalition. Mr. Farrelly suggested that an incentive could be created that would capture a reimbursement type of program. Ms. Goldstein stated that Level II background screenings would be required and that some centers already have "floaters" who work irregular hours.

Ms. Suarez inquired if there was data indicating the primary areas of need with regard to training. Ms. Borrego stated based on assessments, the two (2) most common areas of need are teacher-child interaction and developmentally appropriate practices. Ms. Suarez commented that a "resource teacher" doing follow ups on implementation for Quality "best practices" could be considered.

Ms. Goldstein suggested a financial incentive to aid lower performing providers at the administrative level could also be considered. The incentive could offer training and advice to what is lacking at the administrative level within a center. Levels of professionalism may be maintained and the incentive could incorporate a project for the supervisor to push their staff to new levels by offering more education.

Ms. Goldstein also suggested that instead of having an open agenda for Provider meetings, have a meeting for just the directors and administrators. An administrative training for administrators – no center staff would be present.

Ms. Suarez requested input on Quality ideas from the Inclusion Specialists. Mr. Farrelly indicated that this would be placed on the agenda for next month.

## **VI. Discussion, “Vision Report”, Recommendation**

Ms. Borrego distributed the PowerPoint presentation slides (attached) on becoming an Authorized CEU Provider. She informed the Committee that Coalition staff currently performs 98% of the processing for CEU’s submitted by providers before they are sent to the ELC of Pinellas for final processing. She stated that approximately 131 of the Conference attendees, to date, have requested CEU’s at \$16 each. Mr. Farrelly inquired if the funds for the initial set-up could come out of the Quality budget and Mr. Mascaro inquired where the revenue funds would go and if other Coalitions are also processing their own CEU’s.

The answers to these questions will be brought back to the next Quality Committee meeting.

## **VII. Update, Field Test Project for Statewide Assessment Tool (ERS/CLASS)**

Mr. Farrelly stated \$10,000 had been budgeted for the field test. Ms. Borrego informed the Committee that ELC of Flagler/Volusia has staff trained in ERS in addition to Mid-Florida. Some ELC’s are contracting with Devereux and/or the Children’s Forum to perform ERS and CLASS assessments. She stated the Coalition had budgeted \$300 per assessment, but the actual cost is closer to \$600 which would result in only 5% or about 15 centers being field tested.

Ms. Suarez stated she believes it would be good for Coalition staff to do the field testing to become more familiar with the tool. Mr. Farrelly stated training for staff will be a 3-week process.

Mr. Mascaro recommended moving forward as soon as possible.

## **VIII. Conference Update**

Ms. Sharon Hayes informed the Committee that 374 attendees have registered; 41 more than last year with ten (10) days of registration left. There will be three (3) breakout sessions with 30 presenters and 32 exhibitors have committed versus 25 last year. She stated that 87 door prizes have been collected with 60 still pending. Achieva Credit Union has donated \$250 to the Conference and informed Ms. Hayes they would like to be an active partner with the Coalition. Ms. Hayes also informed the Committee that the Honor Guard from Hudson High School will be on-site the morning of the conference in honor of Veteran’s Day.

At this time, Mr. Farrelly stated the Committee needs to consider the disposition of the remaining \$13,684 in Quality funds for the first quarter. Mr. Mascaro requested a motion to transfer these funds from Quality to School Readiness slots. Ms. Suarez so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

**IX. Public Input**

None.

**X. Schedule Next Meeting Date – November 8, 2011**

The next Quality Committee meeting has been scheduled for Tuesday, November 8, 2011 at 4 p.m.

**XI. 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 5:05 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant