



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

**Committee Members Present: Joe Mascaro, Chair; Jo Ann Carman, Heidi Rand**

**Committee Members Excused: Jayne Goldstein**

**Committee Members Present via Phone: Teresa Suarez**

**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 4:05 p.m. and welcomed attendees. Introductions were made.

Mr. Mascaro requested the Committee review the minutes from the October 18, 2011 meeting. Ms. Rand moved to approve the minutes as presented and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

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

Mr. Mascaro stated eight (8) providers submitted twelve (12) applications for a total of \$4,600.54. Mr. Farrelly commented that due to the low number of providers participating, the Incentive Program would be discussed at the provider meetings that begin this week and also at the Conference. Ms. Carman suggested using an “extra dollars for the holiday season” theme to attract more incentive applications.

Mr. Mascaro requested a motion to approve the incentives presented in the amount of \$4,600.54. Ms. Rand so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

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

Ms. Hayes explained the budget was 38% expended and 41% committed with last month’s approved incentives being added to the Quality Enhancement expended line items.

Mr. Mascaro requested a motion to approve the Quality Budget for October, 2011. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Mascaro inquired if the Reduce Reuse Recycle Incentive will be utilized by providers. Ms. Borrego stated that given the current economy it is more expensive to purchase recyclable items such as batteries and light bulbs even though providers could save money by purchasing these items and then submit receipts for reimbursement.

#### **IV. Review, Input from Inclusion Specialists on Quality**

Ms. Borrego stated this item would be brought back to the December meeting and reminded Committee members that Ms. Suarez's original idea was to have the Inclusion Specialists suggest additional ways that incentive dollars may be spent considering the needs of special needs children. The Inclusion Specialists may see ways to use quality dollars more productively based on primary needs.

#### **V. Review/Discussion, Becoming an Authorized CEU Provider**

Ms. Borrego explained that she had followed up on having the Coalition become an authorized CEU provider by communicating with other Coalitions that are authorized. Currently, six (6) other ELCs are authorized: Pinellas, Escambia, Gateway, Miami/Dade, Putnam/St. John and SWFL. They are authorized through IACET and becoming authorized is a time consuming process and make take up to a year. She explained the Coalition could use quality dollars for the start-up of the program. Ms. Borrego stated she would continue researching the application process. Mr. Farrelly stated that discussions will continue, but he would like the Coalition to "jump in" with the Committee's support.

Mr. Mascaro inquired about the time and cost involved for existing staff. Ms. Borrego stated that staff is currently doing 98% of the paperwork before it is forwarded to the ELC of Pinellas for final processing. Both Ms. Rand and Ms. Carman agreed to proceed with the process. Mr. Farrelly stated becoming a CEU Provider should not be viewed as a "money making" process, but a valuable service to our providers and their staff which may earn the Coalition additional funds.

Ms. Suarez moved to proceed with the process of becoming an authorized CEU Provider and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried. This item will now be placed on the Executive Committee's December agenda for approval.

#### **VI. Discussion, "Vision Report", Recommendation**

Ms. Borrego distributed the attached PowerPoint slides on the Leadership Academy and the Statement of Impact which will raise the professionalism of the administration of

childcare centers. Mr. Farrelly stated he believes this will dramatically improve the way directors operate their centers and improve the centers themselves. A brief discussion followed and Ms. Suarez recommended that LPP's be required to participate in the Academy which would give them the opportunity to receive advice and mentorship from higher quality centers. Ms. Rand suggested providing centers that complete the Academy with additional incentive dollars. Mr. Farrelly suggested the Leadership Academy could be added as a requirement for those directors whose centers are placed on a CAP for a second consecutive year.

Ms. Rand also suggested creating a new incentive to entice directors to attend the Leadership Academy. She explained that Mid-Florida has done something similar.

Ms. Borrego explained the program could begin in August of 2012 with the Committee's approval.

Ms. Rand moved to have Ms. Borrego continue moving ahead with the plan for the Leadership Academy and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried. This item will now be placed on the Executive Committee's December agenda for approval.

Ms. Borrego will bring any updates to the December meeting.

## **VII. Conference Update**

Ms. Hayes informed the Committee that, as of today, over 650 people will be attending or participating at the Conference. After the close of registration on Wednesday, November 2, 2011, 521 participants had registered. Additionally, over 114 volunteers comprised of staff, exhibitors and presenters will be in attendance. Late registrations will continue to be accepted.

Ms. Hayes informed the Committee the Coalition has partnered with the Wal-Mart Distribution Center who has donated a number of door prizes. Additionally, for future events, they will provide volunteers and for each Wal-Mart employee who volunteers, the Coalition will receive a donation of \$250 and the employees may volunteer up to five (5) times a year. Achieve Credit Union is also partnering with the Coalition and has donated \$250. Additionally, over 100 door prizes have been obtained.

Ms. Hayes stated that students from the high school have volunteered to be on-site assisting with parking and directing people to areas inside the school.

## **VIII. Public Input**

Ms. Suarez explained that Pasco Schools have been in conversation with DOE regarding early childhood learning and the initial conversation is moving toward a collaboration between the school system, Head Start, and Coalitions. She explained that grant funds would be available to spend in Pasco, as a pilot site. The school system is finding the

majority of need for early childhood learning is not for children with disabilities, but in VPK. Ms. Suarez is suggesting that PHELC partner with the school system as the primary entity to take a leadership role in this initiative that will recognize and support the different levels of education for children based on needs from a core instructive curriculum, quality instruction and developmentally appropriate practices.

Mr. Farrelly stated he was very interested and would review the program with Ms. Kier and Ms. Borrego in greater detail. Ms. Suarez stated that the program would also have an influence in Hernando County and that schools will have the upper hand in the development, but will need someone to oversee the program and make final decisions. A meeting will be held on November 14, 2011 and Ms. Suarez will send Mr. Farrelly additional information.

**IX. Schedule Next Meeting Date – December 13, 2011**

The next Quality Committee meeting has been scheduled for Tuesday, December 13, 2011 at 4 p.m.

**X. Adjournment**

Mr. Mascaro requested a motion to adjourn the Quality Committee meeting. Ms. Rand so moved and Ms. Suarez seconded the motion. Without further discussion, the Quality Committee meeting was adjourned at 4:55 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant