



**Quality Committee Meeting Minutes
Tuesday, January 10, 2012, 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: None

Committee Members Present via Phone: Jayne Goldstein, 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 4:02 p.m. and welcomed attendees. Introductions were made.

Mr. Mascaro requested the Committee review the minutes from the December 13, 2011 meeting. Mr. Mascaro requested a motion to approve the minutes from the December 13, 2011 meeting. Ms. Carman so moved and Ms. Goldstein 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 nine (9) applications for a total of \$9,035.81. Ms. Hayes stated there was nothing out of the ordinary on any of the applications that required discussion.

Ms. Rand moved to accept the incentive applications as presented and Ms. Carman 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 44% expended and 44% committed. She stated an invoice from Independent Living and another for children's books were the only invoices presented during the past month.

Mr. Mascaro referred to the Conference line item. Mr. Farrelly informed him the funds raised by the Conference, approximately \$5,952; less the funds spent on CEU's, was placed back into the Quality Budget and will appear on the next Budget. Discussion followed on whether any funds would be turned over to School Readiness slots this

quarter. Mr. Farrelly stated that \$37,445 was awarded to providers out of the \$27,500 quarterly allotment of funds. There will be no funds transferred to School Readiness this quarter.

Mr. Farrelly recommended not making any changes to the Quality Budget at this time including retaining the \$5,000 in the Conference line item. Any future needs for Inclusion or Health Services could be purchased from these available funds.

IV. Review/Approval, Vision Report - LiveScan

Ms. Borrego distributed the (attached) information on becoming a LiveScan Provider. She explained that all child care staff must be screened prior to employment. This scanning program provides faster results, usually within 24-48 hours. Currently, there is only one (1) location in West Pasco that offers this service and none in Hernando County. Ms. Borrego explained the cost of the unit is \$15,000, but there is potential to raise funds by offering the service to other agencies.

Mr. Mascaro inquired who currently pays for this service. Ms. Borrego explained either the provider or the applicant pays for the service. Ms. Rand stated Mid-Florida pays to have all of their staff screened and their agency has already purchased two (2) units. One will be utilized in Brooksville and the other at their Spring Hill location. She stated the service will also be offered to community partners for a fee of \$45. She also stated that she would recuse herself from voting on this issue as it may be a conflict of interest.

Mr. Farrelly inquired of Ms. Goldstein what the procedure is at her center. She replied that the center pays for the screening unless the employee leaves within 45 days.

Further discussion followed on the expense of the unit, utilizing current staff who are very busy with their existing workloads, insurance and warranty issues in case of damage, and any liability issues in case of human error in reporting. Ms. Rand indicated that in her experience there would be no liability; this was simply a service with the results going directly to the requesting agency.

Mr. Farrelly suggested that should the Committee vote to approve the Coalition becoming a LiveScan Provider, they should consider making the approval contingent upon the availability of funds based on the FY 2012-13 budget.

Ms. Suarez moved to table the discussion until the Quality Committee has more information on the budget for next fiscal year and is able to learn what extra demands may be placed on current staff. Ms. Carman seconded this motion. All were in favor with the exception of Ms. Rand who abstained from the vote.

Ms. Suarez requested that a future budget be presented with greater details including a forecast of what service the providers are currently using.

V. Public Input

Ms. Hayes stated she had new business that was not on the agenda and distributed the (attached) statement. She explained that a provider who had received incentive funds in June had closed their business earlier this month. She explained that the wording on the incentive applications has changed during the years and read the current wording for the benefit of all Committee members. She stated that the current wording said nothing about returning incentive funds if the contract is not maintained.

Ms. Hayes then read the proposed wording for the benefit of all Committee members. Mr. Farrelly informed the Committee that a letter had been sent to the provider requesting that the incentive funds be returned.

Ms. Rand inquired if a time frame such as “within 30 days of program closure” should be added. The Committee agreed to add “...return the awarded funds within 30 calendar days of either event.”

Mr. Mascaro requested a motion to approve the new wording. Ms. Rand so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Hayes shared a thank you letter with the Committee submitted by the YMCA in appreciation of their incentive award. Mr. Mascaro read the letter for the benefit of all Committee members.

Ms. Suarez stated effective July 1, 2012 the McKay Scholarship will begin to impact the VPK program and inquired what impact it would have on the Coalition. Mr. Farrelly stated that Ms. Borrego will investigate further.

VI. Schedule Next Meeting Date – February 14, 2012

The next Quality Committee meeting has been scheduled for Tuesday, February 14, 2012 at 4 p.m.

VII. Adjournment

Mr. Mascaro requested a motion to adjourn the Quality Committee meeting. Ms. Suarez so moved. Without further discussion, the Quality Committee meeting was adjourned at 4:45 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant