



**Quality Committee Meeting Minutes
Tuesday, April 10, 2012, 4 p.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610**

Committee Members Present: Jo Ann Carman, Chair; Jayne Goldstein, Heidi Rand, Teresa Suarez

Committee Members Excused: None

Committee Members Present via Phone: Joe Mascaro

Coalition Staff Present: Jim Farrelly, Sharon Hayes, Jak Jakubauskas

Others Present: None

I. Welcome and Call to Order: Ms. Jo Ann Carman, Chair

Mr. Farrelly introduced Ms. Carman as the new Chair of the Quality Committee. Ms. Carman called the Quality Committee meeting to order at 4:00 p.m. and welcomed attendees.

Ms. Carman requested the Committee review the minutes from the February 14, 2012 meeting. Ms. Carman requested a motion to approve the minutes from the February 14, 2012 meeting as presented. Mr. Mascaro so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

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

Ms. Hayes stated that applications for both February and March are being presented. She reported there was nothing out of the ordinary on any of the applications. February's report shows ten (10) providers submitting fourteen (14) applications for a total of \$6,941.03. March's report shows eleven (11) providers submitting seventeen (17) applications for a total of \$15,669.73.

Ms. Suarez commented on the varying number of applications submitted by providers and inquired if there was any correlation to the fluctuations. Ms. Hayes explained that their purchases vary each month and Mr. Farrelly remarked there is some correlation from attendance at provider meetings, Coalition emails sent during the holiday season asking providers if they wanted extra dollars for the holidays and Ms. Goldstein workshop.

Ms. Carman requested a motion to approve February's incentives in the amount of \$6,941.03. Ms. Suarez so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Carman requested a motion to approve March's incentives in the amount of \$15,669.73. Mr. Mascaro so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, Quality Budget for FY 2011-12

Ms. Hayes reported the only changes made in the budget were line item changes made by Ms. Sonya Bosanko in moving some items to different categories.

IV. Review/Approval, Reallocation of Funds

Ms. Hayes reviewed the recommended line item reallocations with the Committee. Mr. Farrelly commented that at the next Committee meeting, members should begin looking at areas where funds can be transferred to School Readiness slots. He explained the \$10,000 in the budget allocated for a School Readiness Contractor will not be used.

Ms. Carman requested a motion to approve the budget and the recommended reallocations. Ms. Rand so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

V. Review/Approval, Inclusion Policy

Mr. Farrelly explained the Coalition has not had a policy on Inclusion in the past. If the Committee approves this policy, it will then be presented to the Executive Committee before going to the full Board at the May meeting for a first reading. After final approval, staff will then put together administrative policies.

Mr. Farrelly informed the Committee that members of the Inclusion Team and Ms. Suarez will be presenting on the Program-Wide Positive Behavior Support Project at the statewide Pre-K Conference next month.

Ms. Carman requested a motion to approve the Inclusion Policy as presented. Ms. Suarez so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review/Approval, Applications for FFCCHA Conference Scholarship

Ms. Hayes distributed the (attached) applications for five (5) candidates who wish to attend the conference. The members reviewed the applications which will provide \$390 per person to cover the cost of the conference registration and a portion of the hotel accommodations. The Committee was informed that all applicants have scored 85% or higher on recent assessments.

Ms. Rand moved to pay the \$390 for both applicants from Under the Apple Tree and for the one (1) applicant from Sweet Peas. She recommended paying the entire registration

fee for both applicants from the Caterpillar Preschool but only one hotel accommodation as this is a married couple. Ms. Suarez seconded this motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly informed the Committee that these family home providers will have to submit their receipts after the conference in order to receive the approved funds.

VII. Public Input

The Committee members wished Ms. Hayes good luck in her new position with the ELC of Pinellas County.

VIII. Schedule Next Meeting Date – May 8, 2012

The next Quality Committee meeting has been scheduled for Tuesday, May 8, 2012 at 4 p.m.

IX. Adjournment

Ms. Carman requested a motion to adjourn the Quality Committee meeting. Ms. Goldstein so moved. Without further discussion, the Quality Committee meeting was adjourned at 4:38 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant