



**Quality Committee Meeting Minutes
Tuesday, June 12, 2012, 3 p.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610**

Committee Members Present: Jo Ann Carman, Chair; Jayne Goldstein

Committee Members Excused: Teresa Suarez

Committee Members Present via Phone: Joe Mascaro, Heidi Rand

Coalition Staff Present: Kim Borrego, Bev Doucet, Jim Farrelly, Jak Jakubauskas

Others Present: None

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

Ms. Carman called the Quality Committee meeting to order at 3:05 p.m. and welcomed attendees.

Ms. Carman requested the Committee to review the minutes from the May 17, 2012 meeting. Ms. Carman requested a motion to approve the minutes from the May 17, 2012 meeting as presented. Mr. Mascaro so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review/Approval, Incentive Applications

Ms. Doucet distributed a revised Incentive Application Report (attached). A brief discussion followed related to the reimbursement amounts requested by several providers. Ms. Doucet stated seventeen (17) providers submitted twenty-four (24) applications for a total of \$19,366.01. She explained the revision was due to a Reduce Reuse Recycle applicant having maximized this incentive and the difference was \$55 less to the provider.

Mr. Farrelly stated that many providers waited until June to submit their incentive applications and that all providers met the June 1st deadline.

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

III. Action, \$350 in Quality Incentives

Ms. Doucet explained that an incentive had been approved in May that was actually over the allotted amount due to the provider. The following email had been sent to the committee:

“In processing Provider Incentive checks based upon the committee’s approval this past week, an error was noted. An incentive was recommended and Committee approved, awarding a provider (“1 May” - Accreditation) \$1,350.00 for the Incentive however that Incentive has a maximum reimbursement of \$1,000.00.

I seek your approval (to be formally acted upon at next Quality Committee) to issue a check in the amount of \$1,000.”

The action taken above was based on an electronic response from the Committee; however, a formal vote is being requested for the record. Ms. Carman requested a motion to formally adjust the Incentive mentioned above from \$1,350 to \$1,000. Mr. Mascaro so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Quality Budget for FY 2011-12

Ms. Doucet stated the budget to date was 95% expended and 94% committed. The budget is fully expected to be spent down. Ms. Carman noted that her calculations showed a negative \$137.71 balance in the Quality Enhancement section. Mr. Farrelly stated the figures will be re-verified.

V. Review/Approval, Realignment of Quality Funds

Ms. Doucet distributed the attached Budget Realignment and stated there were two (2) line items that were over-expended and the changes noted are being proposed. The Committee reviewed the proposed changes.

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

VI. Review, Draft Quality Budget FY 2012-2013

Ms. Doucet explained the draft budget, presented last month, has been revised. Ms. Borrego distributed the revised version and stated that an additional \$60,000 has been added to the Quality Enhancement line item making the total \$100,000 for incentives.

Mr. Farrelly explained that during the May meeting of the Executive Committee, the budget was discussed and the Executive Committee decided that \$40,000 may not be adequate for incentives if a larger number of providers submit applications this year.

The Committee recommended maintaining \$100,000 in the Quality Enhancement budget. Mr. Farrelly stated the Quality Budget as well as the overall budget will be presented for approval during the June Executive Committee meeting.

Ms. Carman requested a motion to accept the revised draft Quality Budget for FY 2012-2013. Ms. Goldstein so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

A brief discussion followed on the Coalition's overall budget for FY 2012-13 and if the budget will be held harmless as originally indicated by the state. Mr. Farrelly reported that based on new information, the Coalition may lose as much as \$650,000 in School Readiness funds based on a formula the state will be using. Another major change, Mr. Farrelly reported, is that currently 70% of the budget is earmarked for Direct Services. The state may change the earmark to 72% or as high as 75%. He assured the Committee the earmark for Direct Services will not be a problem for the Coalition.

VII. Public Input

None.

VIII. Schedule Next Meeting Date – July 10, 2012

The next Quality Committee meeting has been scheduled for Tuesday, July 10, 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 3:37 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant