



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, July 10, 2012, 4 p.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

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

**Committee Members Excused: None**

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

**Coalition Staff Present: Danielle Berche, Kim Borrego, 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 4:03 p.m. and welcomed attendees.

Ms. Carman requested the Committee to review the minutes from the June 12, 2012 meeting. Ms. Carman requested a motion to approve the minutes from the June 12, 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/Approve, Incentive Applications**

Ms. Borrego explained that five (5) of the providers indicated had been pre-approved and awarded scholarships for a family child care home conference held at the end of June and the receipts are now being submitted. The last provider's receipts for a hotel and mileage had been inadvertently withheld from processing last month and are being submitted for approval.

Mr. Farrelly explained the Quality funds are being maintained at \$100,000 for this fiscal year and that FY 2011-12 was one of the most successful for the incentive program with providers taking advantage and utilizing the program.

A brief discussion followed on budgeting for end of year conferences so the funds will not have to come out of the next year's budget.

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

### III. Review/Approve, Revised Incentive Applications for FY 2012-13

Ms. Borrego explained that only a few items on each application are being changed. She explained that only the Accreditation Incentive had the following wording: *“The amount awarded to each applicant may vary according to provider need and on the number of approved applicants.”* A decision was made to add this wording to each application.

Additionally, Ms. Doucet’s name has been added as the Quality Supervisor on all the applications. On the Professional Development application, Ms. Borrego explained that Item B has been condensed and a signature line for the director/owner to sign was added as a check and balance. On the Provider Support application, non-approved items were added as providers have expressed interest in knowing what items are not covered by the incentive program.

Ms. Rand recommended the following change to the Provider Support application for the new non-approved item information: *“Non-Approved Items include but are not limited to:”*

Mr. Farrelly suggested that it would also be beneficial to include the following statement, in bold, on each of the applications: ***“In all cases of incentive funding, the decision of the Coalition’s Board of Directors is FINAL.”***

Ms. Suarez inquired about the “number of approved applicants” and how the funds would be divided if there are more applications than available funds. Ms. Borrego explained that each application is date stamped and for the final quarter, applications were being processed on a first come, first serve basis. The Committee agreed to change the wording on each application to read: *“Awards are processed based on availability of funds, on a first come, first serve basis.”*

Mr. Farrelly explained that \$25,000 is available each quarter, spending above this allotted amount is not acceptable. A discussion followed on date stamping each application and if a provider submits an application during a quarter when the funds have been expended, they will be notified and given an opportunity to resubmit their incentive application for the following quarter.

Ms. Carman requested a motion to approve the Incentive Applications for FY 2012-13 with the recommended changes. Ms. Suarez so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

### IV. Review, Quality Budget for FY 2012-13

Ms. Borrego explained that the current budget is currently 0% expended and 0% committed.

**V. Update, Incentive Survey**

Ms. Borrego distributed the attached Incentive Survey and explained that a telephone survey of providers receiving incentive funds had been done with a total of 47 providers responding. The survey was reviewed verbally for Ms. Suarez's benefit.

**VI. Update, CLASS Implementation Plan**

Ms. Borrego explained that the Coalition's Implementation Plan for FY 2011-12 was to assess 10% of current providers. A total of six (6) CLASS assessments were performed. She stated that providers are excited about the new tool and some of the providers have requested a training be held on the new CLASS tool. One of the areas needing work as indicated by both the CLASS tool and the Coalition's current monitoring tool is staff interaction with children.

Mr. Farrelly explained that staffing changes are being made. Due to the 4% cap on VPK administrative funding, which is extremely difficult to maintain, the Coalition is combining the two (2) Provider Specialists and the two (2) VPK Specialists into Provider Specialists. He explained the Provider Specialist will be able to do the School Readiness monitoring and if the center has a VPK program, also evaluate that at the same time. This will reduce travel expense costs for both School Readiness and VPK.

**VII. Public Input**

Ms. Borrego distributed a flyer on the upcoming Eat Smart for a Healthy Start event and explained that the first 100 children at each event in August will receive a lunch box filled with healthy snacks, and items such as a first aid kit courtesy of Walgreen's as well as a toothbrush and toothpaste. An updated flyer will be sent electronically to the Committee members.

**VIII. Schedule Next Meeting Date – August 14, 2012**

The next Quality Committee meeting has been scheduled for Tuesday, August 14, 2012 at 4 p.m. Mr. Mascaro indicated he would be out of the country on that date.

**IX. Adjournment**

Ms. Carman requested a motion to adjourn the Quality Committee meeting. Ms. Goldstein so moved and Ms. Rand seconded. Without further discussion, the Quality Committee meeting was adjourned at 4:50 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant