



## **QUALITY COMMITTEE MEETING MINUTES**

**Tuesday, August 14, 2012, 4 p.m.**

**15506 County Line Road, Suite 102**

**Spring Hill, FL 34610**

**Committee Members Present: Jo Ann Carman, Chair**

**Committee Members Excused: Jayne Goldstein, Joe Mascaro**

**Committee Members Present via Phone: Heidi Rand, Teresa Suarez**

**Coalition Staff Present: Danielle Berche, 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 4:05 p.m. and welcomed attendees.

Ms. Carman requested the Committee to review the minutes from the July 10, 2012 meeting. Ms. Carman requested a motion to approve the minutes from the July 10, 2012 meeting as presented. Ms. Rand so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

### **II. Review/Approve, Incentive Applications**

Ms. Doucet explained that a provider was owed a balance for the FFCCHA Conference Scholarship award. The previous payment had been erroneously processed as an incentive and paid the provider only 50% of the receipts submitted. Ms. Rand moved to approve the payment of \$295.26 and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

### **III. Approval, Revised Budget for FY 2012-13**

Ms. Doucet distributed the attached revised budget for FY 2012-13. Mr. Farrelly explained the Quality Committee had originally approved the draft budget for FY 2012-13 before the Board reviewed and approved the overall budget for FY 2012-13. With the reduction in the Coalition's overall budget, the Quality draft budget was \$70,000 greater than the approved Coalition budget for Quality. Changes have been made to some of the line items; however, the \$100,000 for incentives remains intact.

Ms. Borrego reviewed the revised budget with the Committee in greater detail explaining the first column of the revised budget indicates the proposed reductions in line items being recommended today for approval.

Ms. Borrego explained the first line item, Pre and Post Assessments, was being eliminated as a new, proposed assessment, that may cost up to \$80,000, is being considered by the state. She explained the changes in the other line items were determined by what has historically been spent. She also explained that a number of items for line items such as “Books for children and families” have been purchased with FY 2011-12 funds. Ms. Borrego explained the absence of the line items for the child therapist position as well as the School Readiness contractor which have been absorbed into the administrative budget.

Ms. Rand moved to approve the revised budget for FY 2012-13 as amended and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

#### **IV. Update, CLASS Implementation Plan**

Ms. Borrego explained that 5% of providers or a total of six (6) pre-school classrooms were assessed with the new CLASS tool. The providers assessed were excited about the use of the new tool and the results produced were interesting. Provider Specialists have encountered a lack of staff/child interaction and are seeing it with this tool as well as with the Coalition’s original assessment tool. Ms. Borrego reported that some classrooms are run well while other environments have lacked direction.

She explained this was a practice session for staff who will now begin to use the tool on 25% of the Coalition’s providers. The providers chosen will have several classrooms on-site as staff are required to do a 20-minute observation followed by 10-minutes of note taking, another 20-minute observation, etc. Additionally, a random sampling of providers under a CAP will be targeted for assessment to help enhance their quality.

#### **V. Update, McKay Scholarship, VPK and Early Learning Coalitions**

Mr. Farrelly explained that Ms. Teresa Suarez had raised a question at the last Board meeting about VPK parents of children with special needs being offered a McKay Scholarship. He explained the McKay Scholarship is for kindergarten-12<sup>th</sup> grade and that a new state statute, VPK specialized Instructional Services (SIS), will offer parents of children with special needs a choice. The parent can either choose VPK or trade the VPK funds in for special services such as occupational or speech therapy. The funding for the SIS program will be monitored by Coalitions; however, no rule promulgation has been provided by the state as of yet. When the state issues information, providers will also be invited to take part in the conference calls.

Ms. Suarez inquired if the rule promulgation is being opened for public input. Mr. Farrelly stated that no hearing dates have yet been set.

**VI. Public Input**

None.

**VII. Schedule Next Meeting Date – September 11, 2012**

The next Quality Committee meeting has been scheduled for Tuesday, September 11, 2012 at 4 p.m. Ms. Suarez indicated she would not be able to attend this meeting.

**VIII. Adjournment**

Ms. Carman moved to adjourn the Quality Committee meeting and Ms. Suarez seconded the motion. Without further discussion, the Quality Committee meeting was adjourned at 4:30 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant