



**QUALITY COMMITTEE MEETING MINUTES**  
**Tuesday, September 11, 2012, 4 p.m.**  
**15506 County Line Road, Suite 102**  
**Spring Hill, FL 34610**

**Committee Members Present: Jo Ann Carman, Chair; Heidi Rand**

**Committee Members Excused: None**

**Committee Members Present via Phone: Joe Mascaro, Teresa Suarez**

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

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

**II. Review, Incentive Applications**

Ms. Doucet explained that one provider submitted one Provider Support Incentive application for August. There was no discussion. Ms. Carman requested a motion to approve payment for the submitted incentive. Mr. Mascaro so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, Budget for FY 2012-13**

Ms. Doucet distributed the attached QuickBooks version of the budget as prepared by Ms. Berche. Mr. Farrelly informed the Committee that Ms. Berche has moved the Quality Budget to an in-house system and requested that she explain the format.

Ms. Berche explained this Quality Initiative Report will be a 12-month rolling report meaning the Committee will be able to see what was spent on a month-to-month basis, or, exactly what is submitted to the State for reimbursement each month.

Ms. Suarez inquired if another column could be added that would show what the expenses were for the same period during FY 2011-12 as a comparison. Ms. Berche stated she would create another report to show the year-to-year comparisons and present

it at the October meeting. The Committee agreed that the new format for viewing expenses is easy to read.

Ms. Doucet continued with the budget and explained the Community Event line item is over budget by \$150 and a realignment to the budget is being proposed. There were no other questions on the budget.

Ms. Carman requested a motion to approve the Budget for August, 2012. Mr. Mascaro so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried.

#### **IV. Approve, Budget Realignment**

Ms. Doucet explained that the Community Events line item is showing a \$150 deficit and will require a realignment increasing the budget to a total of \$250. The funds will be realigned from the Resource Outreach Van Supplies line item leaving that line item with total of \$11,850 in the budget.

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

#### **V. Review, Revised Provider Support Incentive Application**

Mr. Farrelly explained that the indicated change is due to a current desk review by the state auditors who questioned a reimbursement of insecticide because it was not included on the list of approved reimbursable items. Consequently, "but are not limited to" is the verbiage that will be added to the Approved Items Include header on the Provider Support Initiative Application.

Ms. Carman requested a motion to approve the revised Provider Support Incentive Application. Ms. Rand so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VI. Update, Conference 2012**

Ms. Doucet informed the Committee that as of this afternoon, 152 individuals have registered for the conference. She reported registration is going smoothly. Mr. Farrelly complimented Ms. Doucet and Ms. Katie Nelson for their endeavors on behalf of the registration process and getting information on the conference out to providers. Ms. Carman stated the Coalition has a good reputation for this conference.

#### **VII. Public Input**

None.

**VIII. Schedule Next Meeting Date – October 9, 2012**

The next Quality Committee meeting has been scheduled for Tuesday, October 9, 2012 at 4 p.m.

**IX. Adjournment**

Ms. Carman moved to adjourn the Quality Committee meeting at 4:20 p.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant