



**Quality Committee Meeting Minutes  
December 9, 2008 - 4:00 p.m.  
15506 County Line Road, Suite 104  
Spring Hill, FL 34610**

**Committee Members Present:** Dr. Steven Kanakis, Chair; Sister Roberta Bailey, Denise Gill, Lydia Pinkowski, Joe Mascaro, Angela Porterfield representing Beth Rawls

**Committee Members Excused:** Beth Rawls, Toni Watkins

**Coalition Staff Present:** James Farrelly, Nicole Flechas, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier

**Others Present:** Mercedes Colarte, Mercedes Colarte Family Day Care; Theresa Miara, Sugar Plum; Terri Lisk, Primary Prep Preschool; Tom Scheffey, CDS; Colleen Wolfe, Sugar Plum

**I. Welcome and Call to Order**

Dr. Steven Kanakis, Chairperson, called the meeting to order at 4:04 p.m. All members and guests introduced themselves. The committee reviewed the draft minutes from the November 18, 2008 meeting.

Dr. Kanakis asked for a motion to approve the minutes from the November 18, 2008 meeting. Sister Roberta Bailey moved to approve the minutes and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

**II. 2008-2009 Quality Initiatives Update: Ms. Nicole Flechas, Quality Manager**

- **Quality Initiatives Spending Update:**

Ms. Flechas explained the Quality Budget was 19% expended with 39% committed. The total budget is \$274,500 and \$107,000 has been allocated for Quality Enhancement Initiatives. The Coalition has received a total of fifteen (15) applications for reimbursement from the Quality Enhancement Initiatives, thirteen (13) of which will be discussed later. The budget is on target. Applications for the incentives are expected to increase after the holiday season. The information was e-mailed to the providers two (2) weeks ago.

- **Recommendation to Realign Quality Budget**

Ms. Flechas distributed an updated Quality Budget and explained that several items had been allocated more funds than actually needed for this year. She presented adjustments as indicated on the attached handout.

- **Recommendation of Additional Quality Initiative**

Ms. Flechas distributed the basis of a fifth incentive for providers, the Provider Support Incentive. This is a more generic incentive that provides additional financial assistance. She is recommending that \$20,000 be allocated from within the existing Quality Budget.

Mr. Farrelly stated this incentive is similar to the first four (4) incentives. This is an additional incentive and we are recommending an additional \$20,000 for the providers as a more general incentive. This would cover more basic necessities that providers may not purchase or want to purchase because of the expense. Approved items would be resource materials, educational tools, new toys, AV equipment, playground equipment, supplies, etc. All of these items would be appropriate for Coalition support and all providers would be eligible to submit applications.

Dr. Kanakis asked what would stop a child care provider from receiving these reimbursements and then saying they would no longer accept subsidized children. Ms. Flechas read the rider on the provider form that states “By my signature below I acknowledge that I may be required to return funds and/or materials if my program closes.” A suggestion was made to include some verbiage to the rider already on the form that stipulates the center receiving funds would continue to take subsidized children. Ms. Gill inquired if these funds are intended to help providers who are struggling or have less parent support. Mr. Farrelly responded that the funds are available to help all centers on a first come, first serve basis. He stated that he expects to have this \$20,000 in incentive funds go quickly. Centers can apply for up to \$1,500 annually.

Sister Roberta asked if this is a one time annual reimbursement. Mr. Farrelly responded that providers may be reimbursed up to \$1,500 each year. She asked if that was stated anywhere and if the documents clarified how often. The Committee agreed to add “During the 2008/2009 fiscal year” to the application forms. Ms. Gill inquired as to what types of records would be kept indicating what amount was given last year, what was purchased last year with the funds and if those items are still on site and their condition. Sister Roberta recommended giving priority to first time applicants for fiscal year 2009/2010. Mr. Farrelly explained that the providers are hurting across the board due to losses in enrollment which is why the Coalition is recommending this fifth incentive.

Dr. Kanakis asked for a motion to accept the fifth Quality Initiative. Sister Roberta moved to accept the motion and Ms. Pinkowski seconded. All were in favor with no abstentions and the motion carried.

Dr. Kanakis asked for a motion to accept the Realigned Quality Budget. Ms. Pinkowski moved to accept the motion and Sister Roberta seconded. All were in favor with no abstentions and the motion carried.

### **III. 2008-2009 Quality Enhancement Initiatives**

- **Recommendation to Approve Initiative Applications**

Dr. Kanakis asked Committee members to recuse themselves if there was a conflict of interest with any of the applicants. Sister Roberta suggested looking at the centers “blind” for the next Committee meeting to avoid any conflict.

Ms. Flechas reviewed each application with the Committee, as indicated on the attached handout.

Dr. Kanakis asked for a motion to approve the entire slate of recommended incentive reimbursements. Ms. Pinkowski moved to approve the motion and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

Mr. Farrelly stated that over \$4,200 in checks will be written to providers tomorrow thanks to this action. This will mean a great deal to the providers and encourage others to get their applications in. The Coalition is grateful to be able to assist our providers through this meaningful distribution of funds.

### **IV. Public Input**

Ms. Lisk of Primary Prep Preschool stated she was pleased to be able to have funds which she will use for holiday bonuses. Ms. Wolfe of Sugar Plum said this encourages her to spend money she does not have for her program on items she would not ordinarily purchase such as replacing broken toys. She stated the “get back” is nice.

### **V. Adjournment**

Without any further discussion, Dr. Kanakis adjourned the meeting at approximately 5:00 p.m. The next meeting of the Quality Committee will be held on Tuesday, January 13, 2009 at 4:00 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant