



**Quality Committee Meeting Minutes
April 14, 2009 - 4 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610**

Committee Members Present: Dr. Steven Kanakis, Chair; Sister Roberta Bailey, Joe Mascaro, Lydia Pinkowski

Committee Members Excused: Denise Gill, Beth Rawls

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

Others Present: James Russell, AWI-OEL

I. Welcome and Call to Order

Dr. Steven Kanakis, Chairperson, called the meeting to order at 4:05 p.m. All members, staff and guests introduced themselves. The committee reviewed the draft minutes from the March 10, 2009 meeting.

Dr. Kanakis asked for a motion to approve the minutes from the March 10, 2009 meeting. Sister Roberta moved to approve the minutes and Ms. Pinkowski seconded the motion. All were in favor with no abstentions and the motion carried.

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

- **Quality Initiatives Spending Update**

Ms. Flechas informed the Committee that the Quality Budget (attached) has been expended by 51%, with 61% of the budget committed.

Ms. Flechas directed the Committee’s attention to Trainings and Technical Assistance and informed the Committee that the funds in Professional Training on Accreditation will be fully utilized as the Coalition will hold two (2) different trainings in May. Also, under Parenting Classes there is currently a balance of \$541; four (4) dates have been established at centers actually sponsoring the Parenting Classes. The center will provide the refreshments and the Coalition will pay for the trainer.

- **Recommendations to Realign Quality Budget**

Ms. Flechas reviewed, per item, the Realignment of Quality funds (attached). She proposes decreasing the budgets of the first five (5) line items as the majority of providers are seeking reimbursement through the Provider Support Initiative. She explained that the majority of our providers have just been accredited and this accreditation is good for several years. This is also the case with curriculum assistance; the majority of our providers have already purchased curriculum.

She reported that the contract with Suncoast Support has been cancelled as services were not what were expected. Ms. Flechas informed the Committee that several avenues have been followed in an attempt to offer CDA classes through the Coalition. She has learned the Coalition would have to be nationally accredited, at a cost of between \$10-15,000 and the accreditation process may take up to a year to finalize. Ms. Flechas stated that the Pasco County Apprenticeship Program is willing to work with the Coalition, in both Pasco and Hernando counties, during the next fiscal year. The Coalition will pay for the instructor but the program itself is funded by the State and participants must be employed at a daycare center.

Dr. Kanakis inquired if national accreditation was something the Coalition should look at for the long term. Mr. Farrelly commented the Coalition has a number of qualified instructors it could hire to teach the CDA class. Mr. Farrelly agreed that accreditation would be a good move for the Coalition but would need to evaluate the personnel time needed for the accreditation process. The Coalition is also in discussion with PHCC to offer classes.

Ms. Flechas will check on the personnel costs and time needed to prepare the documents for accreditation. Discussion followed on CDA courses, including the 25 resumes received from providers who are interested in the course. Mr. Mascaro commented that Rasmussen College will soon begin a 2-year Early Childhood Learning program.

Review of the Budget Realignment continued with the proposed addition of funds and the addition of \$4,000 to purchase parent literature for specific developmental needs. Ms. Flechas informed the Committee that May is Provider Appreciation Month and in the Health and Safety Materials item line, she proposes the addition of \$4,000, part of which would be used to purchase first aid kits and plastic gloves to be used for as incentives at provider training meetings. Ms. Flechas is also requesting \$4,000 for children's books to enable our providers to promote early learning literacy. Staff would determine need.

Ms. Pinkowski made a motion to approve the proposed realigned budget as presented and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

III. 2008-2009 Quality Enhancement Initiative: Nicole Flechas, Quality Manager

- **Presentation of Applications for Review/Approval**

Ms. Flechas informed the Committee that 28 applications were received this past month and distributed the information to the Committee for review (attached). She also reviewed the internal process for processing the applications for the Committee.

Two centers were discussed; one with a score of 70% from the monitoring tool and in the other, an assessment was never completed by CDS. The Committee agreed that these two centers should be removed from consideration for reimbursement for this month.

Dr. Kanakis requested a motion to accept the applications for reimbursement amended with the removal of **12-Apr** and **19-Apr** which will be held until further notice. Ms. Pinkowski made a motion to accept the Quality Enhancement Initiative amounts as amended and Mr. Mascaro seconded the motion. There was discussion on empowering Mr. Farrelly to approve payment on these two reimbursements or bring it back to Committee. It was decided to bring the information back to Committee. All were in favor with no abstentions and the motion carried.

IV. 2009-2010 Quality Initiatives

- **2009-2010 Quality Initiatives Spending Recommendations**

Based on the information from the 2008/2009 budget and a survey that had been e-mailed to all providers as well as Committee members obtaining input on what types of reimbursements should be planned for the next fiscal year, Ms. Flechas presented the (attached) Proposed 2009-2010 Quality Budget is the result. Over 30 providers responded and their top ten (10) priorities are shown in bold. The proposed budget was reviewed and discussed.

The Committee also reviewed proposed Provider Initiatives for 2009-2010 (attached) with the following results:

- Provider Support Incentive - liability insurance was agreed to not be a Quality item.
- Provider Support Incentive - Ms. Pinkowski suggested “tiering” the reimbursement amounts as follow rather than reimbursing \$5,000 for 95% or higher scoring centers:
 - \$1500 for 80-89% score
 - \$2500 for 90-94% score
 - \$4000 for 95-100% score

- Professional Development – Association dues for individuals will not be reimbursed while association dues for centers will remain as part of the Accreditation reimbursement.
- Recruitment/Expansion – increase minimum to \$5,000 for reimbursement in disaffected areas; encourage potential new family homes to purchase playground and safety equipment.
- **Dolly Parton’s Imagination Library Foundation**

Mr. Farrelly explained that he has been working with Kathy Jones of United Way of Hernando to sponsor this endeavor in Hernando County and with Pasco Kids First in Pasco County. A draft of a funding proposal for the first year estimates the program will cost \$20,000 in Hernando and approximately \$60,000 in Pasco. The Coalition, as the primary sponsor, would fund the program and United Way of Hernando and Pasco Kids First would maintain and operate the program. This represents approximately 25% of the Quality budget. Additional information will be brought to the Committee at the May meeting.

V. Public Input

Sister Roberta stated the USF health van will be visiting local public schools in Pasco County. She will also be celebrating her 50th year in education and in her religious order.

Mr. Farrelly thanked the Committee for their hard work and commitment.

VI. Adjournment

Dr. Kanakis requested a motion to adjourn the meeting; Ms. Pinkowski so moved. Without any further discussion, Dr. Kanakis adjourned the meeting at approximately 5:20 p.m.

The next meeting of the Quality Committee will be held on Tuesday, May 12, 2009 at 4 p.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant