



**Quality Committee Meeting Minutes
June 9, 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 Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier, Maryrose Wersan

Others Present: Cynthia Clower, Clower Family Child Care; Teresa Suarez, Pasco County Schools (attending for Beth Rawls)

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 May 12, 2009 meeting.

Dr. Kanakis asked for a motion to approve the minutes from the May 12, 2009 meeting. Mr. Mascaro 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: Mr. Jim Farrelly, Executive Director

- **Quality Initiatives Spending Update**

Mr. Farrelly, acting on behalf of Ms. Flechas, informed the Committee that the Quality Budget (attached) has been expended by 80%, with 83% of the budget committed.

Mr. Farrelly explained that the budget did not include the applications being presented today for approval which is well over \$40,000. With these expenditures it will bring the committed budget to about \$270,000 leaving approximately \$5,000 to pay a number of invoices still outstanding for May and June.

- **Recommendations to Realign Quality Budget**

Mr. Farrelly informed the Committee that several realignments were necessary (attached). They are as follows:

Screening & Assessments:

Move \$600 from Health Screening - leaving a balance of \$997

- place \$597 into Pre & Post Assessment Materials – leaving zero balance
- place \$3 into Batelle Screening – leaving zero balance

Total balance remaining would be - \$997

Trainings/Technical Assistance:

Move \$945 from Training Materials-Provider Trainings – leaving balance of \$3137

- place \$945 into First Aid/CPR – leaving zero balance

Remaining balance would be - \$2,019

Inclusion/Special Services:

Move \$3,000 from Professional Training/Accreditation leaving a zero balance and

Move \$1,231 from Training Materials-Provider Trainings – leaving balance of \$1906

- place \$4,231 into child specific health materials - leaving zero balance

Remaining balance would be - \$2,086 - to be used for contracts

Provider Community Outreach:

Move \$1590 from Resource Van Supplies – leaving balance of \$150 and

Move \$67 from Books promoting literacy – leaving balance of \$706

- place \$1,657 into Family Literacy – leaving a zero balance

Remaining balance would be - \$2,043

Dr. Kanakis requested a motion to approve recommended realignment as read. Ms. Pinkowski moved to accept the realignment recommendations and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

III. 2008-2009 Quality Enhancement Initiative: Mr. Jim Farrelly, Executive Director

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

Mr. Farrelly gave a brief background on the history of the Quality Committee's program for Ms. Suarez's benefit. He referred the Committee to the bottom of the last page of the list of providers (attached); the total for the month of June was \$43, 032.73.

Mr. Farrelly stated the majority of applications complied with the criteria established. He directed the Committee's attention to **1-Jun** and **2-Jun** who were requesting reimbursement under the Provider Recruitment/Expansion Initiative. Mr. Farrelly reminded the Committee this initiative was created to encourage new providers to expand within certain targeted geographic areas where there were little to no opportunities. Mr. Farrelly does not recommend funding **1-Jun** and **2-Jun** because they are miles from the impacted community and do not meet the criteria of the initiative.

He requested the Committee turn to **56-Jun** and explained that this provider currently does not have a contract. They had a contract in FY 07/08 and they have submitted paperwork for FY 09/10 with the Coalition, but somehow their contract for FY 08/09 with CDS "fell through the cracks." During this time, CDS did call them and ask them to place a child. Discussion followed on the center and photos were distributed of the play area that was created in anticipation of reimbursement funds. The Committee agreed that this provider should not be penalized.

Dr. Kanakis requested a motion to approve the provider application reimbursements with the exception of **1-Jun** and **2-Jun**. Ms. Pinkowski moved to accept this motion and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried.

IV. 2009-2010 Quality Initiatives (Third Draft) - Mr. Jim Farrelly, Executive Director

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

Mr. Farrelly remarked that the proposed Quality budget had not changed since last month because there has been no new information from the State on the Coalition's annual budget, therefore no action is necessary. Ms. Wersan stated the same amount of \$274,500 had been retained for the FY 09/10 budget, but the dollar amount may change when the Coalition receives its grant awards.

Mr. Farrelly commented that a large amount of funds had been allocated for incentives and the program has been successful with positive feedback from providers.

- **7% Unallocated Funds**

Mr. Farrelly informed the Committee that new spending ideas for incentives may be emailed or called to Coalition staff. They can then be added to the 09/10 Budget for recommendation at a future meeting.

There was a brief discussion on the annual fall conference, CPR training being conducted during the conference and the new location on Shady Hills Drive. Mr. Farrelly feels that 50% more attendees will be expected this year.

Mr. Farrelly stated that in July a budget will be presented that reflects the actual entitlements and any additions that the Committee may have suggested.

- **Scholarship Program – Determine Guidelines**

Ms. Jakubauskas informed the Committee this was a new initiative Ms. Flechas was considering to offer providers assistance when attending conferences that were 50 miles or more away. The initiative would cover 50% of the cost of travel, the hotel accommodations and the conference for a total of two (2) individuals from each center. This new initiative is included in the FY 09/10 budget under “Scholarship program to conferences in Florida.”

The guidelines for the administration of this initiative will be:

- a. 50 miles one way or more from the provider’s location (not from home) to be substantiated with a Mapquest, this would encompass two (2) individuals per vehicle for one (1) travel receipt per center, per application and providers would adhere to the Coalition’s travel reimbursement policy with required documentation;
- b. Itemized receipts from the hotel with two (2) people per room;
- c. Official conference registration forms (with names of attending individuals);
- d. No more than two (2) individuals from the same center per year;
- e. A cap was determined of \$250, per center, per year. The center will be reimbursed not the individual.
- f. Centers will not be reimbursed for Coalition sponsored trainings or conferences.

Mr. Farrelly stated this initiative would be brought back to the next Committee meeting for review.

- **Mental Health Contracts – Continuity of Services**

Ms. Jakubauskas stated this pertained to the contracts for Lifespan and Baycare, The Harbor. Ms. Flechas would like the Committee to establish mini-contracts, one for \$5,000 for Lifespan and \$7,000 for Baycare to cover expenses for July and August until the FY 09/10 contracts are finalized to ensure continuity of services for children.

Mr. Farrelly recommends limiting the amount of the contracts to \$4,500 so that formal Board approval would not be required at this time. Amendments to the original contracts to extend services will be done by staff.

Dr. Kanakis requested a motion to approve the extension of the contracts for Lifespan and Baycare, The Harbor in the amount of \$4,500 each. Sister Roberta so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried.

- **Review, 2009-2010 Incentive Applications – 1st Reading**

Mr. Farrelly informed the Committee that the five (5) updated applications for the FY 09/10 incentive program were included in their handouts (attached). Changes have been highlighted. The first to be reviewed was the Provider Support Incentive.

Provider Support - Different levels for monitoring scores are reflected with 80% as the accepted minimum. Mr. Mascaro inquired if there were enough funds in the FY 09/10 budget for the increased amounts as this was the most popular incentive. Dr. Kanakis reminded the Committee that early in the 08/09 budget year, \$56,000 was transferred back into slots from the original Quality budget.

Mr. Farrelly stated that in July the Coalition will have its actual allocations and will distribute those funds. He believes the incentives will receive additional funding. He explained to Ms. Suarez that lower scoring providers see additional support in the number of Coalition staff hours devoted to those centers via technical support and staff trainings.

A recommendation was made by Ms. Pinkowski to reduce the reimbursement costs to \$1,500.00, \$2,000.00, and \$2,500.00 and the wording will now read: “to a maximum **“annual”** reimbursement.” Under Eligibility, Sister Roberta recommended adding, “If the program closes **prior to the end of the 2009/2010 fiscal year...**”

Recruitment/Expansion – Mr. Farrelly stated there is a great need in these impacted areas to serve children. The dollar amounts have been changed within this incentive to encourage providers.

Professional Development Reimbursement – This is the initiative that will come back with the addition of the scholarship criteria for final approval.

Curriculum Assistance – Mr. Farrelly informed the Committee the Coalition recently added Wee Learn to the approved curricula. Ms. Suarez inquired why Beyond Center/Cribs is on the list and not Beyond Centers/Circle Time. Dr. Kanakis stated that possibly none of the centers was using the Circle Time curricula at the time the Coalition drew up this list. Mr. Farrelly stated he would have this curriculum investigated and brought back to the Committee for review/approval.

Mr. Farrelly stated that currency of Ages and Stages screenings will be added to all applications. Ms. Kier would like to see that the wording “at least one from a Coalition Provider specialist” be removed as it causes confusion. Ms. Wersan requested that a line be added on all applications stipulating that providers will be paid within 30 days of the Quality Committee meeting at which their application was presented.

Accreditation Incentive – Language being added is “and association dues related to accreditation.” Ms. Pinkowski stated the language has to be more specific because if a center must belong to certain agencies to stay accredited this language does not clearly state that reimbursement will be made. Sister Roberta informed the Committee that, for example, NAEYC states that individual employees must belong to a professional organization for the center to be accredited.

Dr. Kanakis requested a motion to improve the five (5) incentive applications as amended with the exception of adding Beyond Cribs/Circle Time to the current curriculum list. Mr. Mascaro so moved and Ms. Pinkowski seconded the motion. All were in favor with no abstentions and the motion carried.

V. Dolly Parton Foundation Request – Hernando County

Mr. Farrelly explained that the Coalition has been searching for a sponsor in Pasco to support the book giveaway program. Pasco Kids First still has not responded. He is actively looking at other organizations. The Coalition also had to determine if we could establish a program of this kind by distributing state and federal dollars to another non-profit. Ms. Wersan discovered that it is possible but Mr. Farrelly has no Pasco option at this point.

There is interest in seeing, if at the end of the year, our overall budget could sustain a \$20,000 contribution to the United Way to support the Dolly Parton Foundation and a similar amount of money to a Pasco organization. This would be a one (1) year commitment with children from birth through 5-years of age receiving a book a month through this program. Mr. Farrelly will review the final budget with the Executive Committee to determine how the Coalition’s budget, as projected through June 30 stands, and if there are funds in slots that need to be utilized or if not, then returned to the State.

United Way of Hernando may be going ahead with the program but it does not involve the Coalition at this point.

Discussion followed on the costs involved in operating this program in Hernando versus Pasco. Dr. Kanakis suggested purchasing books and giving each child in the Coalition’s care a book.

VI. Public Input

Ms. Clower, a Dade City provider, informed the Committee this was her first meeting and she learned a great deal. Mr. Farrelly informed Ms. Clower the Coalition is opening a new office in Dade City on June 29, 2009.

Dr. Kanakis announced the Quality Committee will have a special meeting on Monday, June 29, 2009 at 4 p.m. Ms. Jakubauskas clarified that this meeting will be to finalize any last minute items for the Quality budget.

VI. Adjournment

Dr. Kanakis requested a motion to adjourn the meeting; Ms. Pinkowski so moved. With no further discussion, Dr. Kanakis adjourned the meeting at approximately 5:30 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant