

Quality Committee Meeting Minutes
January 12, 2010 12:36 pm – 1:31 pm

Present:

Board Members

Dr. Kathryn Stuckey, Chair (v); Linda Guritz (nv); Annette Larkin (nv); Ange Harber (nv)

Community Members

Kristen Terrell (nv); Kim Coleman (nv);

ELC Staff

Pam Parmenter

Absent:

Board Members

Caroline Halfacre (v); Susan Miller (v); Jennifer Passmore (v)

There was a quorum present of Quality Committee members.

Dr. Stuckey opened the meeting at 12:36 pm. Attendees introduced themselves, and their Coalition Board roles were discussed.

Action Item – Review Minutes

Minutes from the June 9, 2009 meeting were presented for review. There were no comments offered for any additions, deletions or corrections.

Action Item - Motion

Minutes from the June 9, 2009 meeting are approved as presented.

Motion - Linda Guritz

Second - Dr. Stuckey

Motion passed unanimously

Action Item - Review

The proposed 2010-2011 School Readiness Agreement was presented in draft form to the Quality Committee for review and recommendation.

There were several minor “clean-up” suggestions put forth.

1. Page 2, Paragraph D, Item 5
 - a. Insert “immediately”
 - b. After addition, item will read, “The PROVIDER will immediately report to the ELC...”
2. Page 3, Paragraph E statement in heading
 - a. Insert “emotional”
 - b. After addition, heading will read, “...that enhance the cognitive, emotional, social and...”
3. Page 3, Paragraph H, Item 4 – wording is acceptable if conference days will be approved by Coalition as recognized holidays
4. Page 4, Paragraph I, Item 3 – first word does not need to be in bold font
5. Page 4, Paragraph I, Item 7
 - a. Delete “It is the goal of the Coalition to” and substitute “The Coalition will make”
 - b. After change, the item will read, “The Coalition will make PROVIDER payments by the 15th of the month..., unless delayed by unforeseen circumstances.”

- c. Quality Committee feels the original wording will inflame some providers, whereas the final phrase actually makes the item. They felt if providers are held to 5pm on 3rd day, ELC should be held to 15th barring unforeseen circumstances.
- 6. Page 5, Paragraph J, Item 4 – discussion ensued regarding the provider ability to contest the opinion of the person who observed the alleged infraction, and felt if the word “may” in the sentence means that action would not be automatic and that providers with issues would have their opinions heard, then the item would be fine as it stands.
- 7. Page 5, Paragraph K – reformat to correct spacing error
- 8. Page 6, Paragraph O, Item 3
 - a. Add “of PROVIDER” to the end of the first sentence
 - b. After addition, the item will read, “...days from the ELC Manatee request of PROVIDER.”
 - c. Members felt this would eliminate confusion if child’s enrollment is transferred during the first seven days. The second provider would not be held responsible for the end of the original provider’s time frame.
- 9. Page 6, Paragraph O, Item 3
 - a. See Motion for amendment of agreement
- 10. Pages 7 and 8 – reformat to correct spacing errors between paragraphs
- 11. Members appreciated the additions of the following:
 - a. Page 3, Paragraph G, Item 2 – wording about collecting the rate differential
 - b. Page 10, Provider Signature Section, County Option statements

Action Item: Motion

Quality Committee recommends changing the Ages and Stages Questionnaire return timeframe from seven (7) calendar days to fourteen (14) calendar days in Paragraph O, Item 3, to permit a more accurate picture of the child’s skills.

Motion– Linda Guritz

Second – Dr. Kathryn Stuckey

Motion passed unanimously

Action Item: Motion

Quality Committee recommends forwarding the School Readiness Agreement for 2010-2011 to the full Coalition Board for approval after recommended additions, deletions of wording, typographical and formatting corrections are made with the exception of the motion to change Paragraph O, Item 3.

Motion – Annette Larkin

Second – Linda Guritz

Motion passed unanimously

Meeting adjourned at 1:31 pm

Submitted by Pam Parmenter

Minutes Approved: _____

Dr. Kathryn Stuckey, Chair

Date: _____