

# Pinellas County License Board for Children's Centers & Family Child Care Homes

Our mission is to protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County

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Faith Bornoff, M.Ed., Executive Director  
Michael G. Mikurak, Chairperson



## MEMORANDUM

To: Children's Centers Owners/Directors

From: Faith Bornoff, Executive Director  
Jorie Massarsky, Children's Center Supervisor

Date: March 31, 2021

Subject: **Public Hearing to Address Increases/Additions to Minimum Standards for Children's Centers**

### Public Hearing to Address Increases/Additions in Minimum Standards

The Pinellas County License Board, at their regular meeting of March 24, 2021, approved for public hearing increases/additions to minimum standards in *Licensing Regulations Governing Pinellas County Children's Centers*.

A public hearing **WHICH BEGINS AT 1:30 P.M.** will be held for the Board to receive public comments, if any, on the proposed increases/additions.

**Wednesday June 23, 2021**  
**Florida Department of Health in Pinellas County**  
**8751 Ulmerton Road, Largo, Florida**

Attendance is **not** required. If you wish to attend in person to make a public comment, PCLB's public comment policy will be in place. In addition, please note that COVID-19 restrictions including, but not limited to, wearing facial coverings over your mouth and nose and maintaining social distance will be in place.

If you wish to make a comment but will not be in attendance at the public hearing, you may submit written comments to be received **by 12:00 noon Monday, June 21, 2021 to**

#### **Lisa Zacharia:**

- ❖ By mail: Lisa Zacharia, Child Care Licensing Program, Florida Dept. of Health, 8751 Ulmerton Road, Suite 2000, Largo, FL 33771, or
- ❖ By fax at 727-507-4858, or
- ❖ By email to [Lisa.Zacharia@flhealth.gov](mailto:Lisa.Zacharia@flhealth.gov)

**Underlined words are proposed additions/changes.**



8751 Ulmerton Road, Suite 2000, Largo, FL 33771 \* (727) 507-4857 \* Fax (727) 507-4858 \* [www.PCLB.org](http://www.PCLB.org)  
Funded by: Juvenile Welfare Board, Florida Department of Children and Families and Pinellas County Health Department

## I. To increase Fee for Children’s Center License

### Current Regulation:

*X. APPLICATION, FEES, LICENSE*

*B. Fees*

*2. In addition to the application fee, each children’s center will be charged a license fee of \$50.00 plus \$1.00 per child based upon the license capacity of the children’s center.*

### Proposed Regulation:

*X. APPLICATION, FEES, LICENSE*

*B. Fees*

*3. In addition to the application fee, each children’s center will be charged a license fee of \$100.00 plus \$1.00 per child based upon the license capacity of the children’s center.*

### Finding of Necessity:

PCLB finds it necessary, not merely desirable, to increase the cost of licensing a Children’s Center. There has not been an increase to the cost of licensing a Children’s Center since 2007 and over the past 14 years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The funding from DCF has not increased since 2006 and the current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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## II. To add a new regulation providing for a fee for a non-mandatory preliminary inspection of a possible location for a Children’s Center.

### Current Regulation:

*None.*

### Proposed Regulation:

*X. APPLICATION, FEES, LICENSE*

*B. Fees*

*2. Each preliminary site inspection (non-mandatory) will cost \$50.00.*

### Finding of Necessity:

PCLB finds it necessary, not merely desirable, to charge for a non-mandatory preliminary site inspection. Prospective center owners often request a preliminary site inspection, prior to purchasing or leasing space. There has been no charge for this service, and approximately 35% never end up opening a Children’s Center. Thus, the service has been performed for free. Licensing specialists are being paid for their mileage and time to conduct these preliminary inspections and thus, PCLB has been incurring this cost without reimbursement and cannot continue to offer the service without charging for it.

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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- III. To add a new regulation providing for a fee for filing a petition for a variance or waiver for Children's Centers.

**Current Regulation:** *None.*

**Proposed Regulation:**

*X. APPLICATION, FEES, LICENSE*

*B. Fees*

4. *The cost for filing each petition for a variance or waiver is \$100.*

**Finding of Necessity:**

PCLB finds it necessary, not merely desirable, to charge for processing a petition for a variance or waiver. When a provider files a petition for a variance/waiver from either a Pinellas or a state regulation staff must spend time analyzing the request and gathering information necessary from the provide. Thereafter legal counsel is consulted and an Order on the petition is drafted and entered. In addition, when a provider seeks a variance/waiver of a state regulation PCLB is required to publish it in the Florida Administrative Register and PCLB is also required to publish the disposition in the Florida Administrative Register. For both publications on a statewide request for variance/waiver the publication costs are approximately \$80. PCLB has not been charging for petitions for waiver/variance and PCLB has been incurring all of the expenses associates thereto and charging \$100 per petition would offset some of the costs associated with petitions for variance/waiver.

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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- IV. To add a new regulation requiring a Children's Center Director who has not been a director in Pinellas County within the previous 12 months to attend the License Board Training Pinellas Director Basics within 90 days of hire as a Director in Pinellas County.

**Current Regulation:** *None.*

**Proposed Regulation:**

*I. Personnel*

*C. Training*

- 10. A Director who has not been employed as a Director in Pinellas County within the previous 12 months must attend the License Board Training Pinellas Director Basics within 90 days of hire as a Director in Pinellas.*

**Finding of Necessity:**

Pinellas County not only meets 402 F.S. and 65C-22 FAC, but Chapter 61-2681 allows PCLB to exceed the state's minimum standards and have increased and/or additional regulations. Pinellas County regulations differ from the state regulations in many areas, including, but not limited to, infant care, ratios, group size, attendance recording requirements and children's records requirements. It is crucial that Directors understand their responsibility in the day to day operation of a Children's Center, including ramifications of not meeting compliance with Pinellas regulations. This course is designed to foster success in Pinellas County by focusing on the different/increased regulations in Pinellas County and answering questions early in a Director's Pinellas County tenure, to help the Director succeed in Pinellas County. Thus, because of the many areas where Pinellas is different from the state regulations PCLB finds it necessary, not merely desirable, to require that all Directors who have not been employed as a Director in Pinellas County within the previous 12 months attend the License Board Training Pinellas Director Basics within 90 days of employment as a Director in Pinellas.

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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Faith Bornoff, M.Ed., Executive Director  
Michael G. Mikurak, Chairperson

## MEMORANDUM

To: Operators of Family Child Care Homes and Large Family Child Care Homes

From: Faith Bornoff, Executive Director  
Julie Oliver, Family Child Care Home Supervisor

Date: March 31, 2021

Subject: **Public Hearing to address increases/additions to minimum standards for Family Child Care Homes and Large Family Child Care Homes**

### Public Hearing to Address Increases/Additions in Minimum Standards

The Pinellas County License Board at their regular meeting of March 24, 2021, approved for public hearing increases/additions to minimum standards in *Licensing Regulations Governing Pinellas Family Child Care Homes and Large Family Child Care Homes*.

A public hearing **WHICH BEGINS AT 1:30 P.M.** will be held for the Board to receive public comments, if any, on the proposed increases/ additions.

**Wednesday June 23, 2021**  
**Florida Department of Health in Pinellas**  
**8751 Ulmerton Road, Largo, Florida**

Attendance is **not** required. If you wish to attend in person to make a public comment PCLB's public comment policy will be in place. In addition, please note that COVID-19 restrictions including, but not limited to, wearing facial coverings over your mouth and nose and maintaining social distance will be in place.

If you wish to make a comment but will not be in attendance at the public hearing, you may submit written comments to be received **by 12:00 noon Monday, June 21, 2021 to Lisa Zacharia:**

- ❖ By mail: Lisa Zacharia, Child Care Licensing Program, Florida Dept. of Health, 8751 Ulmerton Road, Suite 2000, Largo, FL 33771, or
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Funded by: Juvenile Welfare Board, Florida Department of Children and Families and Pinellas County Health Department

I. To increase Fee for Family Child Care Home License

**Current Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

*2. In addition to the application fee, each family child care home will be charged a license fee of \$25.00.*

**Proposed Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

*2. In addition to the application fee, each family child care home will be charged a license fee of \$75.00.*

**Finding of Necessity:**

*PCLB finds it necessary, not merely desirable, to increase the cost of licensing a child care home. There has not been an increase to the cost of licensing a child care home since 2007 and over the past 14 years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The funding from DCF has not increased since 2006 and the current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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II. To increase Fee for Large Family Child Care Home License

**Current Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

*3. In addition to the application fee, each large family child care home will be charged a license fee of \$50.00.*

**Proposed Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

*3. In addition to the application fee, each large family child care home will be charged a license fee of \$100.00.*

**Finding of Necessity:**

*PCLB finds it necessary, not merely desirable, to increase the cost of licensing a large child care home. There has not been an increase to the cost of licensing a large child care home since 2007 and over the past 14 years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The funding from DCF has not increased since 2006 and the current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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- III. To add a new regulation providing for a fee for filing a petition for a variance or waiver for Family Child Care Homes and Large Family Child Care Homes.

**Current Regulation:** *None.*

**Proposed Regulation:***IX. APPLICATION, FEES, LICENSE**B. Fees*

5. *The cost for filing each petition for a variance or waiver is \$100.*

**Finding of Necessity:**

*PCLB finds it necessary, not merely desirable, to charge for processing a petition for a variance or waiver. When a provider files a petition for a variance/waiver from either a Pinellas or a state regulation staff must spend time analyzing the request and gathering information necessary from the provide. Thereafter legal counsel is consulted and an Order on the petition is drafted and entered. In addition, when a provider seeks a variance/waiver of a state regulation PCLB is required to publish it in the Florida Administrative Register and PCLB is also required to publish the disposition in the Florida Administrative Register. For both publications on a statewide request for variance/waiver the publication costs are approximately \$80. PCLB has not been charging for petitions for waiver/variance and PCLB has been incurring all of the expenses associates thereto and charging \$100 per petition would offset some of the costs associated with petitions for variance/waiver.*

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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- IV. To add a new regulation requiring attendance at the License Board Prospective Provider Training if the applicant has not been a licensed Family Child Care Home Operator in Pinellas County in the past two years.

**Current Regulation:** *None.*

**Proposed Regulation:**

*I. Personnel*

*B. Staff Training*

19. Prior to becoming a licensed family child care home Operator, the applicant must attend the License Board's Prospective Home Provider Training if the applicant has not been a licensed family child care home Operator within the past two years in Pinellas County.

**Finding of Necessity:**

*In order to help ensure success for new providers, this course provides direction on business practices, required paperwork and best practices and preliminary instruction on the Pinellas County regulations. Forms and copies of Regulations Governing Pinellas County Family Child Care Homes and Large Family Homes are provided and explained during this course which goes through the expectations in Pinellas of a licensed family child care home. Pinellas County not only meets all state requirements but Chapter 61-2681 allows PCLB to exceed the state's minimum standards and have increased and/or additional regulations so those applicants who may have operated a licensed child care home in another County will benefit by learning the Pinellas regulations. Because of the different regulations and the extensive regulations that go into being a licensed child care home, PCLB find that this is necessary and not merely preferable, for applicants in Pinellas County who have not been an Operator of a licensed family child care home within the past two years in Pinellas County.*

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.

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- V. To add a new regulation providing for a \$25 fee to add overnight care to a license at any time other than at issuance of license or renewal of license for a Family Child Care Home or Large Family Child Care Home.

**Current Regulation:** *None*

**Proposed Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

4. *Each family child care home will be charged \$25 to add overnight care to the license at any time other than at issuance of an initial license or at the time of renewal.*

**Finding of Necessity:**

PCLB finds it necessary, not merely desirable, to charge for adding overnight care to a license at any time other than at initial issuance or at time of renewal. Adding overnight care in the middle of a license year requires at least one extra inspection and typically involves additional technical assistance. Charging the \$25 fee will offset the additional out of cycle expense.

Implementation Date: November 1, 2021 following September 22, 2021 Board Action if approved.