

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
April 25, 2013, 1:30 p.m.**

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.

APPROVED MINUTES

The Regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Thursday, April 25, 2013, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

Board Members Present: Elise Minkoff, Board Chair; Dr. Judith Vitucci, Secretary; Commissioner Roche; and Susan Weber

Board Members Absent: Lourdes Benedict, Kathleen Young, and Anne Brooks

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Elizabeth Krakowski, Lynn Bittner, and Ann Hofmeister

Advisory Members Absent: Nina Meyers, Merlita Jones, and DaVee Henderlong

Attorney: Colleen Flynn, Esq.

Staff Members Present: Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Justin Hardwick, Accountant, Finance, Pinellas County Health Department; and Lynn Abbott, Administrative Secretary

I. CALL TO ORDER: Elise Minkoff, Board Chair, called the Pinellas County License Board meeting to order at 1:34 p.m.

A. Welcome and Announcements

Ms. Minkoff announced a quorum and reiterated to Board members that all members must make every effort to be present.

Ms. Buker announced that Maretta Newsome joined the Child Care Licensing Program as its newest Licensing Specialist and she will attend a PCLB Board meeting soon. Ms.

Buker also shared that Licensing Specialist Janet Russell and Senior Clerk Rosemary Reichert are both relocating to other areas and the Board stated that they wish both of them the best of luck to their new endeavors.

B. Approval of the Agenda

Motion:

Judith Vitucci made a motion to approve the agenda, Commissioner Roche seconded the motion and it passed unanimously.

II. INFORMATIONAL ITEMS

A. Statistical Report

The report was included in the Board packet, and there were no additional comments.

B. Compliance Reports

The reports were included in the Board packet. Commissioner Roche asked what percentage of monthly inspections for children's centers are 100% compliant. Ms. Massarsky indicated that between 30 and 45 percent of the Children's Centers are found in 100% compliance on average per month. In response to a question about a class 1 fine received by Community Pride – Frances Breeden, Ms. Massarsky answered that center staff served fish to a child with a known allergy to fish, even though an alternate meal had been provided for the child. While the child became ill, there was no life threatening reaction.

C. Monthly Financial Reports

The report was included in the Board packet, and there were no additional comments or questions.

D. Executive Director's Report

Ms. Buker reviewed the Executive Director's Report, which was attached to the Board packet.

Ms. Buker indicated there has been a change in data collection for all of childcare licensing, including the Child Care Licensing Program. The Florida Department of Children and Families (DCF) discontinued their contract in April with Outlier Technologies that allowed them to use SansWrite software. Consequently, our Licensing Specialists have been preparing paper reports since that time.

Lourdes Benedict had inquired previously about the child abuse hotline issue that was

discussed at the last meeting, and Ms. Buker replied that she has clarified with staff regarding what needs to be reported to the hotline and what does not need to be reported. A catalyst for the changes was that a provider was given incorrect reporting instructions and Ms. Buker issued an apology to her on behalf of the program.

Susan Weber asked what happens after public comment is given. Dr. Vitucci asked for follow-up on public comment from the January 2013 board meeting. Ms. Minkoff stated that she

confers with Ms. Buker and they determine if staff should be asked to research an item and whether or not it should be brought back before the Board. Ms. Flynn reminded the Board

members that although the Board does hear Public Comment, they need to follow very specific guidelines in acting on those comments, as they may become part of an appeal process in the future and the Board may have to hear an appeal.

In response to previous public comment about the current regulations regarding the Emergency Medical Release form, Attorney Flynn researched the state law regarding non-emergent versus emergent situations. Without a medical release, doctors in hospitals are only authorized to provide treatment in life-or-death situations. An emergency medical release authorizes doctors to treat patients in non-emergent situations; i.e., stitches and broken bones. The requirement for notarization of parental signatures is still being discussed as there is no standard practice in place; some hospitals require a notary stamp and some don't. Attorney Flynn stated that she plans to provide the Board with a formal recommendation at the next meeting.

The Child Care Licensing Program has notary services available for document notarization and staff members give technical assistance to children's centers about the value of having staff available who are notaries for ease of completion of paperwork.

The Board engaged in some follow up discussion as to what type of information might be helpful on an Emergency Medical Release form, including religious beliefs that would preclude medical treatment.

E. Provider Satisfaction Survey

The report was included in the Board packet. The Department of Children and Families sent out the Provider Satisfaction Survey to all licensed childcare centers and family childcare homes that provided a valid email address. Ms. Buker provided the results data in the Board packet, included the Pinellas County comparison to the DCF results with the percentages in the left margin. The comparison showed that Pinellas County had favorable results in all areas. The Board consensus was that the DCF Provider Survey would suffice, and another provider survey was not necessary at this time.

F. Board Training

Ms. Buker shared that the JWB contract requires training for most Boards of funded agencies; however we are an exception as a governmental entity. Ms. Minkoff suggested that the Board should have some training each year to help ensure good governance and compliance with laws, even if it is not required by the JWB contract. The Board agreed there was a need to provide regular training for the Board and Advisory Committee, and Board training ideas will be researched and suggestions for topics will be presented to the Board at their July meeting.

G. Board Meeting Schedule

The next meeting is on ***Thursday, July 25, 2013, at 6:30 p.m. at the Mid County Conference Room.***

H. Officers for 2013-14

Ms. Buker shared that the PCLB Chair position will be open as Ms. Minkoff rotates from the Board, and the nomination process needs to start. Ms. Buker suggested that the Chair appoint a Nominating Committee to come up with a slate of officers. Dr. Vitucci and Susan Weber volunteered.

I. Board Membership

Ms. Buker shared that it is time to review Board and Advisory Committee membership. She will bring further information to the next meeting.

III. CONSENT AGENDA

A. Approval of Minutes from January 24, 2013, meeting

Motion:

Commissioner Roche made a motion to approve the January 24, 2013 minutes, Susan Weber seconded the motion and it passed unanimously.

IV. ACTION ITEMS

A. RECOMMENDATION: Approve Licenses for 2 New Children's Centers

Staff recommended that the Board approve the two new Children's Centers, as outlined in the Board packet. Jorie Massarsky shared the licensing history of the two (2) centers. Staff feels confident in recommending Regular Licenses.

Motion:

Commissioner Roche made a motion to approve issuing Regular Licenses for the two (2)

new Children's Centers, Judith Vitucci seconded the motion and it passed unanimously.

B. RECOMMENDATION: Approve Licenses for 4 New Family Child Care Homes

Staff recommended that the Board approve the four new Family Child Care Homes, as outlined in the Board packet. Julie Oliver shared the licensing history of the four (4) new Family Child Care Homes. Staff feels confident in recommending Regular Licenses.

Motion:

Judith Vitucci made a motion to approve issuing Regular Licenses for the four (4) new Family Child Care Homes, Susan Weber seconded the motion and it passed unanimously.

C. RECOMMENDATION: Approve Licenses for 2 New Large Family Child Care Homes

Staff recommended that the Board approve the two new Large Family Child Care Homes, as outlined in the Board packet. Julie Oliver shared the licensing history of the two (2) new Large Family Child Care Homes. Staff feels confident in recommending Regular Licenses.

Motion:

Susan Weber made a motion to approve issuing Regular Licenses for the two (2) new Large Family Child Care Homes, Commissioner Roche seconded the motion and it passed unanimously.

D. RECOMMENDATION: Approve Budget Amendments

Ms. Buker advised the Board that she and Justin Hardwick are working on budget amendments, but that the figures are in too much flux at this time to bring an actual budget proposal to the Board to approve. She asked if she could bring final figures to the next Board meeting, and the Board agreed and suggested that this be considered as an informational item, rather than as an action item at this time. The Board concurred and gave Ms. Buker authority to make adjustments between line items as appropriate.

E. RECOMMENDATION: Approve Application for Continuation of JWB Funding for FY 2013-14

Staff recommended that the Board approve the Application for Continuation of JWB Funding for FY 2013-14. Ms. Minkoff requested that Dr. Vitucci temporarily chair the

meeting so that Ms. Minkoff could make a motion. Dr. Vitucci agreed.

Motion:

Elise Minkoff made a motion to approve the Application for Continuation of JWB Funding for FY 2013-14, at the same funding level as this year. Commissioner Roche seconded the motion and it passed unanimously.

Dr. Vitucci stepped aside and Ms. Minkoff assumed the duties of Chair again.

**F. RECOMMENDATION: Approve Law, Redd, Crona & Munroe, P.A.,
Engagement
Letter for the Audit of Fiscal Year 2012-13**

Staff recommended that the Board approve the Law, Redd, Crona & Munroe, P.A.,
Engagement
Letter for FY 2012-13 Audit

Motion:

Commissioner Roche made a motion to approve the Law, Redd, Crona & Munroe, P.A.,
for FY 2012-13 Audit, Susan Weber seconded the motion and it passed unanimously.

G. RECOMMENDATION: Approve DCF Contract #QC303 Amendment 001

The Department of Children and Families (DCF) worked with staff on developing new contract deliverables for the Local Licensing Agencies. The deliverables include that the Child Care Licensing Program conduct at least two hundred childcare licensing activities per month. Ms. Buker conducted a retrospective analysis covering the most recent thirteen months and found this to be very reasonable, in that staff provides at least three hundred licensing activities per month. Staff recommended that the Board approve DCF Contract #QC303 Amendment 001.

Motion:

Susan Weber made a motion to approve DCF Contract #QC303 Amendment 001,
Commissioner Roche seconded the motion and it passed unanimously.

H. Adjournment

Motion:

Commissioner Roche made a motion to adjourn the meeting at 3:11 p.m., Susan Weber seconded the motion and the motion passed unanimously.

Respectfully Submitted by:

Dr. Judi Vitucci, Board Secretary