

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
October 24, 2013, 1:30 p.m.**

APPROVED MINUTES

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.

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, October 24, 2013, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

Board Members Present: Dr. Judith Vitucci, Chair, Susan Weber, Secretary, Lourdes Benedict, Angela Rouson, Sandra Downes

Board Members Absent: Commissioner Norm Roche

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Lynn Bittner, Ann Hofmeister, Elizabeth Krakowski, Nina Meyers

Advisory Members Absent: 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 and Julie Driscoll, Administrative Secretary

- I. **Call to Order:** Judi Vitucci, Chair, called the Pinellas County License Board meeting to order at 1:35.

A. Welcome and Announcements

Patsy Buker introduced Reggie Randolph and Maretta Newsome, Child Care Licensing Specialists.

B. Approve Agenda (addition of new items)

No new items, no removal of Consent Agenda items.

II. **Consent Agenda**

- A. **Approval of Minutes from July 25, 2013**
- B. **Approval of 2014 meeting schedule**
- C. **Adopt new Public Comment Policy**

Motion:

Susan Weber made a motion to approve all three Consent Agenda items A, B and C. Lourdes Benedict seconded the motion and it passed unanimously.

III. Action Items

Presentation regarding Board Member scope of authority: Postponed

A. Approve licenses for sixteen new Children's Centers

Staff recommended that the Board approve sixteen licenses for Children's Centers, as listed in the Board packet.

Ms. Massarsky shared the licensing history of the centers.

Motion:

Lourdes Benedict made a motion to approve issuing licenses for the sixteen Children Centers. Angela Rouson seconded the motion and it passed unanimously.

B. Approve licenses for seven new Family Child Care Homes

Staff recommended that the Board approve licenses for seven new Family Child Care Homes, as listed in the Board packet.

Mrs. Oliver gave a brief history of each of the seven Family Child Care Homes listed in the Board Packet.

Motion:

Lourdes Benedict made a motion to approve issuing licenses for the seven Family Child Care Homes. Angela Rouson seconded the motion and it passed unanimously.

C. Accept new State regulations for Children's Centers

Ms. Massarsky reviewed the new State Regulation for Centers from the Board Packet. Ms. Buker gave orientation and back up of regulations. Open discussion of regulations with staff members, Ann Hofmeister and Lynn Bittner

Motion:

Susan Weber made a motion to accept new State regulations for Children's Centers. Angela Rouson seconded the motion and it passed unanimously.

D. Approve clarifying language for Family Child Care Homes and Large Family Child Care Homes regulations to comport with State regulations

Mrs. Oliver reviewed the two clarifications outlined in the Board Packet.

Motion:

Lourdes Benedict made a motion to approve clarifying language for Family Child Care Homes and Large Family Child Care Homes regulations to comport with State regulations. Susan Weber seconded the motion and it passed unanimously.

E. Approve posting on Craig's List

There was open discussion with suggestions of verbiage to be clear on interpretation and spacing of how posting will fit according allowance of Craig's List.

Motion:

Susan Weber made a motion to approve posting on Craig's List after staff makes necessary changes. Angela Rouson seconded the motion and it passed unanimously.

IV. Informational Items

A. Executive Director's report

Ms. Buker reviewed the Executive Director's Report, which was attached to the Board packet. Ms. Buker covered updates and data collection changes as in the report. Ms. Massarsky and Mrs. Oliver are working on inputting updates.

Judy Vitucci asked about DRESS and FLEXX, Ms. Buker clarified on the definitions.

Open discussion on fiscal report. Ms. Buker elaborated on information on colored charts provided in the Board packet. Mrs. Oliver and Ms. Massarsky also referred to the information provided on the charts.

Ms. Massarsky opined that Class I fines in centers are on a decline due to standardized training and specialists (staff) providing technical assistance. Mrs. Oliver referred to chart to review the 2 class I fines in homes, elaborated on fines mostly due to paperwork-immunizations.

Nina Meyers spoke of Religious Exemptions to immunizations vs. Medical Exemptions to immunizations. She also shared an example of issues with insurance.

Elizabeth Krakowski asked a question regarding whether the Health Department's immunizations are free. Gayle Guidash answered that, yes, immunizations are free at Florida Department of Health.

Colleen Flynn and Nina Meyers shared experiences of immunization issues.

B. Statistical report regarding licensing activities

Ms. Buker reviewed color chart included in Board packet.

C. Compliance Reports

▪ **Children's Centers Fines Report**

Ms. Massarsky reviewed fines report included in Board packet.

▪ **Family Child Care Homes Fines Report**

Mrs. Oliver reviewed fines report included in Board packet.

▪ **100 Percent Compliant Inspections in Children's Centers**

Ms. Massarsky reviewed 100% compliant inspections included in Board packet.

▪ **100 Percent Compliant Inspections in Family Child Care Homes**

Mrs. Oliver reviewed 100% compliant inspections included in Board packet.

D. Monthly Financial Report

Ms. Buker reviewed All Fund Summary Report included in Board packet. Ms. Buker gave an explanation of the Fingerprinting amounts not a cost center. Also informed board the reason CCLP is able to provide a lower rate for fingerprinting is because the FDLE charges less for child care providers screening.

V. Public Comment

No public comment.

VI. Next Meeting: Tuesday, January 28, 2014
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

Judy Vitucci gave "Kudos" to all staff in Child Care Licensing.

VII. Adjournment

Motion:

Susan Weber made a motion to adjourn the meeting at 2:43 p.m., Lourdes Benedict seconded the motion and the motion passed unanimously.

Respectfully Submitted by:

Susan Weber, Chair