

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS  
AND FAMILY DAY CARE HOMES**

**Approved Minutes for the Regular Board Meeting  
January 28, 2014 at 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.

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 Tuesday, January 28, 2014 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 and Sandra Downes

**Board Members Absent:** Commissioner Norm Roche, Angela Rouson

**Advisory Members Present:** Lynn Bittner, Nina Meyers and Ann Hofmeister

**Advisory Members Absent:** DaVee Henderlong and Elizabeth Krakowski

**Ex Officio Present:** Charles Minor

**Attorney Present:** 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 2:35 p.m.

**A. Welcome and Announcements**

**B. Approval of the Agenda**

**Motion:**

Lourdes Benedict made a motion to approve the agenda, Susan Weber seconded the motion and it passed unanimously.

**II. CONSENT AGENDA**

**A. Approval of Minutes from October 24, 2013, meeting**

**Motion:**

Lourdes Benedict made a motion to approve the October 24, 2013 minutes, Susan Weber seconded the motion and it passed unanimously.

**III. ACTION ITEMS**

**A. Presentation of the Audit presented by Dana Powell of LRMC**

Dana Powell of Law, Redd, Crona & Monroe, PA, presented the Audit Report.

**Motion:**

Dr. Vitucci asked for a resolution to accept the audit report, Susan Weber made a motion to approve and Lourdes Benedict seconded the motion and it passed unanimously.

**B. Approve licenses for six new Children's Centers**

Mrs. Massarsky gave a brief overview of the six children's centers listed in the Board Packet. She stated that two of the centers were licensed due to the requirement for participation in OST, and that while they had experienced some difficulty in the beginning, through technical assistance and mentorship, they have both made great progress. Mrs. Massarsky further explained that one of the two centers, United Methodist Cooperative Ministries at St Paul's Lutheran Church is the first of the three JWB Quality Initiative Centers to receive full licensure. They had a few minor violations, but the last inspection was at 100% compliance.

**Motion:**

Lourdes Benedict made a motion to approve the six new Children's Centers, Susan Weber seconded the motion and it passed unanimously.

**C. Approve licenses for eight new Family Child Care Homes**

Mrs. Oliver gave a brief overview of the eight Family Child Care Homes listed in the Board Packet. Only one out the eight required an extra inspection; struggled a bit just from being new. CCLP Specialists worked closely with that provider and are very pleased and report that every inspection is getting better and better.

**Motion:**

Sandra Downes made a motion to approve the eight new Family Child Care Homes, Lourdes Benedict seconded the motion and it passed unanimously.

Dr. Vitucci requested a motion to adjourn the Board Meeting as the official business had been completed, and several members needed to leave, and she suggested we continue with the Public Meeting at 2:50 p.m. Lourdes Benedict made a motion for adjournment and continuance of Public Meeting, Sandra Downes seconded the motion and it passed unanimously.

**IV. INFORMATION ITEMS**

A. Ms. Buker reviewed the Executive Director Report

B. Ms. Buker gave a brief overview of the Statistical Report included in the packet.

C. Compliance Reports

Mrs. Massarsky reviewed the Children's Centers Fines Report, and open discussion ensued with Board and Advisory Committee members and CCLP staff regarding background screening violations. Mrs. Massarsky explained that the fine is for being out of compliance at the time of inspection; the center that was discussed made the correction and cleared the background check after the fact. Mrs. Massarsky further explained CCLP is pleased with the results of the technical assistance that has been given to centers, especially regarding paperwork, and violations and fines appear to be on a decline.

Lynn Bittner asked a question regarding protocol if wrong children are taken from center. Attorney Colleen Flynn, Mrs. Massarsky and Mrs. Buker answered that only people who are authorized to remove a child may do so. These people are listed on the Child Enrollment Form. The exception is if a Case Manager or law enforcement comes, and even then the center staff should ask them to show identification and paperwork indicating that they have the ability to remove the child. There is a sample form that is available on our website that can be completed by the person removing the child. However, all paperwork should be checked to ensure that the child being asked for is the child that is given to the person. We had not heard of a case of the wrong child being removed prior to today.

Mrs. Oliver reviewed the Family Child Care Homes Fines Report. Mrs. Oliver discussed the fact that child care home fines are decreasing due to technical assistance being offered on record keeping. Ann Hofmeister asked if we ever say children have to go elsewhere if we require the provider to close? Mrs. Oliver answered that we occasionally ask the provider to dismiss some children if they are over licensed capacity. She further discussed corrective action and monthly monitoring times involved. Lynn Bittner asked a question of how much time allowed for payments of fines. Mrs. Oliver answered payment plans of up to 6 months are allowed with some type of payment within the 15 days of the fine given.

Mrs. Massarsky gave an introduction to the 100% Compliant Inspections in Children's Centers. Dr. Vitucci commented that she noted that there are a significant number of R'Club locations on the list.

Mrs. Oliver gave the overview for the 100% Compliant Inspections in Family Child Care Homes. Dr. Vitucci and Mrs. Buker commented it's nice to see so many. Mrs. Buker stated Francine Williams oftentimes works as a mentor and how useful that is for new providers.

Mrs. Buker gave the overview of the All Fund Summary included in the packet.

**V. Public Comment:** There was no Public Comment.

**VI. Next Meeting:** March 19, 2014 at 6:30 p.m. at the Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

**VII. Adjournment**

Dr. Vitucci called for adjournment at 3:10 p.m.

Respectfully Submitted by:

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Susan Weber, Secretary