

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Approved Minutes for the Regular Board Meeting
June 11, 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 Wednesday, June 11, 2014 at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

Board Members Present: Dr. Judith Vitucci, Chair, Susan Weber, Secretary, Commissioner Norm Roche, Angela Rouson and Francine Williams

Board Members Absent: Lourdes Benedict, Sandra Downes

Advisory Members Present: Lynn Bittner, DaVee Henderlong, Elizabeth Krakowski, Nina Meyers and Amanda Neuner

Advisory Members Absent: Ann Hofmeister

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 1:35 p.m.

A. Welcome and Announcements

Patsy Buker announced Kathy Lombardo as new Senior Clerk for Child Care Licensing Family Child Care Homes.

B. Approval of the Agenda

Motion:

Commissioner Roche made a motion to approve the agenda, with the revisions of adding approval of the 2014-15 Interlocal Agreement to Action Items and Francine Williams seconded the motion and it passed unanimously.

II. CONSENT AGENDA

- A. Approval of Minutes from March 19 meeting
- B. Approval of Minute for May 5 meeting
- C. Schedule Strategic Planning for September 10, 2014 meeting.

Motion:

Susan Weber made a motion to approve the minutes from the March 19th meeting, with revision, the minutes from the May 5th meeting and to schedule Strategic Planning to be part of the September 10, 2014 meeting. Commissioner Roche seconded the motion and it passed unanimously.

III. ACTION ITEMS

- A. Approve licenses for 30 new Children's Centers

Jorie Massarsky stated that this was a record number of children's centers coming before the board to be recommended for full licensure. They included 15 Head Start Centers, two centers that had executed a Change of Ownership and many brand new centers. Commissioner Roche stated that he had accompanied a Licensing Specialist on an inspection at a children's center and was pleased to see the depth of knowledge and thoroughness that was displayed. He further stated that after having this experience, it made him feel even more comfortable when staff recommends providers for full licensure. Susan Weber concurred that her time spent accompanying a Licensing Specialist on a children's center inspection was most informative.

Motion:

Susan Weber made a motion to approve the 30 new Children's Centers, Francine Williams seconded the motion, and it passed unanimously.

- B. Approve licenses for new Family Child Care Homes

Julie Oliver stated that all 7 family child care homes and 3 large family child care homes that were being recommended had done well with their inspections.

Motion:

Susan Weber made a motion to approve the 7 new Family Child Care Homes and 3 Large Family Child Care Homes. Commissioner Roche seconded the motion and it passed unanimously.

- C. Approve FY 2014-15 Budget

Patsy Buker stated that the budget was currently being worked on, was almost finished, and was as protocol dictates, in the Department of Health in Pinellas Budget Office for review. She will be able to present the Fiscal Year 2014-'15 budget for approval at the September meeting.

Motion:

Commissioner Roche made a motion to continue 2014-15 Budget Approval until the September 10, 2014 meeting. Francine Williams seconded the motion and it passed unanimously.

D. Approval of 2014-15 Inter-local Agreement

The 2014-15 Inter-local Agreement was distributed to Board and Advisory members. Commissioner Roche asked about the length of time that the agreement is effect for. Attorney Flynn stated that the original agreement was for a term of one year, and that every year after that, it comes before the Board for approval.

Motion:

Susan Weber made a motion to accept the Fiscal Year 2014-'15 Inter-local Agreement. Commissioner Roche seconded the motion and it passed unanimously.

IV. INFORMATION ITEMS

A. JWB Site Visit Report

Courtney Barry, Contract Manager for JWB, distributed and reviewed the Compliance and Quality Review Report for the Pinellas County License Board. She stated that the findings were of no concern, and in fact, quite favorable. She invited all board members and PCLB staff to attend the JWB Board Meeting on June 12, 2014 to hear the presentation of the report. She also mentioned that in the future the Manual Contracted Service Levels would not be a measure used to determine Program Outcome, as PCLB cannot be held responsible for the number of Applications for Licensure that they receive.

B. Executive Director's Report

Ms. Buker asked Ms. Weber to speak about the Lew Williams Center for Early Learning and Ms. Weber described a wonderfully collaborative atmosphere as the children's center moves forward with applying for licensure. Ms. Weber announced that the ribbon cutting ceremony is planned for August 7, 2014 at 3:30pm at PTEC-South, and she hoped that many people who were instrumental in the project, from inception, could attend.

C. Statistical Report Regarding Licensing Activities

Commissioner Roche noted the large number of slots in Children's Centers and wondered if there should be a limit on the number of slots. Attorney Flynn opined

that limiting applicants, who were otherwise qualified, would violate Fair Trade laws.

D. Compliance Reports

There was discussion regarding the fact that fines for Children's Centers has decreased significantly, but that there seems to be a pattern in Daily Attendance violations. Staff assured the board that much technical assistance is being given, and substantive corrective action plans are asked for and approved when fines are given. Record Keeping for Children's Centers is a training that is offered for new Centers and for existing centers that have exhibited difficulties with maintaining compliance with regulations that involve paperwork. Ms. Williams stated that she would be pleased to mentor any provider who had paperwork issues, and that she felt that joining a provider association would allow new providers to receive training on methods to run a successful business. Ms. Neuner stated that she, as a family childcare provider, understood that she was running a business and had put systems into place to meet compliance with regulations.

Ms. Buker noted that a fine had been given and paid for Unlicensed Care and shared information about the status of the situation. Several board members stated that they felt that this is the kind of information that should be given to the media and that perhaps advertisements about the pitfalls of providing unlicensed care should be taken in local newspapers, especially those that target a populations that does not speak English.

E. Monthly Financial Report

Justin Hardwick, Staff Accountant, for the Department of Health in Pinellas stated that the monthly financial report was accurate and that he would be prepared to present next year's budget at the September meeting.

V. Public Comment: There was no Public Comment.

VI. Next Meeting: Wednesday, September 10, 2014, 6:30 pm
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Dr. Vitucci called for adjournment at 3:00 p.m. A motion to adjourn was made by Francine

Williams, seconded by Susan Weber and passed unanimously.

Respectfully Submitted by:

Susan Weber, Secretary