

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

**Approved Minutes for the Regular Board Meeting  
February 18, 2015 at 6:30 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, February 18, 2015 at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 p.m.

**Board Members Present:** Angela Rouson, Chair, Sandra Downes, Secretary, Commissioner Pat Gerard, Vicki Conolly, Peggy Niermann, Dodi Duvet, Francine Williams

**Board Members Absent:** None

**Advisory Members Present:** Lynn Bittner, DaVee Henderlong, Ann Hofmeister, Elizabeth Krakowski, and Amanda Neuner

**Advisory Members Absent:** Nina Meyers

**Ex Officio Absent:** 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 Kathy Lombardo, Senior Clerk

**I. CALL TO ORDER:** Angela Rouson, Chair, called the Pinellas County License Board meeting to order at 6:30 p.m.

**A. Welcome and Announcements**

Angela Rouson welcomed everyone and asked everyone to look at the PCLB mission statement with her. She then announced and introduced Peggy Niermann as the new board representative for DCF and Dorothy Duvet, who has been designated by Dr. Dharamraj to represent the County Health Officer.

**B. Approval of the Agenda**

**Motion:**

Commissioner Gerard made a motion to approve the agenda, Sandra Downes seconded the motion and it passed unanimously.

**II. CONSENT AGENDA**

A. Approval of Minutes from December 10, 2014 meeting

**Motion:**

Commissioner Gerard made a motion to approve the December 10, 2014 minutes, Sandra Downes seconded the motion and it passed unanimously.

**III. ACTION ITEMS**

A. Presentation of the Audit by Dana Powell

Ms. Powell, representing Thomas Howell Ferguson P.A. reviewed the Audit of the Pinellas County License Board with the board, and noted that there were no significant deficiencies or instances of noncompliance. She further reviewed the financials and footnotes.

**Motion:**

Commissioner Gerard made a motion to accept the audit and Vicki Conolly seconded the motion and it passed unanimously.

B. Approve licenses for 1 new Children's Center

Jorie Massarsky reviewed the licensing history of the children's center that was being recommended for full licensure and noted that the three inspections conducted showed good compliance with licensing regulations.

**Motion:**

Sandra Downes made a motion to approve the 1 new Children's Center and Commissioner Gerard seconded the motion and it passed unanimously.

C. Approve licenses for 5 new Family Child Care Homes

Julie Oliver gave an overview of five new Family Child Care Homes and stated that all had done well in maintaining compliance with licensing regulations, including having 100% compliant inspections.

**Motion:**

Commissioner Gerard made a motion to approve the five new Family Child Care Homes and Sandra Downes seconded the motion and it passed unanimously.

D. Approve license for one new Large Family Child Care Home

Julie Oliver stated that the one home being recommended for licensure as a Large

Family Child Care Home had fulfilled all of the requirements, including two years previous licensing history and the provider holding a CDA.

**Motion:**

Sandra Downes made a motion to approve the one new Large Family Child Care Home and Vicki Conolly seconded the motion and it passed unanimously.

**E. Reschedule Strategic Plan Discussion to March**

Patsy Buker stated that although much progress had been made toward completing the PCLB Strategic Plan, she felt that because of the presentation of the audit, and the fact that this was an evening meeting, that it would be better to schedule a special meeting just to review and complete the Strategic Plan. The date of March 11, 2015 at 10:00 am was proposed and all board members were asked if they would be available. The majority stated that they would be, and Ms. Buker stated that the meeting would be tentatively scheduled for that date and time, but asked that each board member review their personal calendar and let her know their availability.

**IV. INFORMATION ITEMS**

**A. Executive Director's Report**

Patsy Buker discussed the fact that she is currently engaged in negotiating a contract with eBridge to store licensing records electronically. eBridge is the same electronic document management system that is used by the rest of the Environmental Health unit, but our contract will be separate, as we will have a confidentiality component. The plan is to scan all current licensing files, therefore emptying the file room and allowing specialists access to information from their desks. She further stated that both of our major funders, JWB and DCF, were confident that their audits of our program could be conducted within this new system.

**B. Statistical Report Regarding Licensing Activities**

Patsy Buker noted the continued trend of closed homes, and asked the board for suggestions of what other types of information they might find helpful as part of or in lieu of our current statistical report format. Angela Rouson asked if anyone assesses child care needs in a specific area and Mrs. Buker answered that the current Resource and Referral agency, 2-1-1, does not survey providers regarding openings they might have. Francine Williams opined that word of mouth had more to do with someone choosing a specific provider, as opposed to getting a list of providers from 2-1-1. Mrs. Buker also stated that she will bring a two foot by four foot map of Pinellas County to the next Board meeting, which has plotted every licensed child care home and children's center in the county. She stated that there is excellent coverage of the county, with exception perhaps of rural areas and the beaches. Ann Hofmeister asked if parents were encouraged to visit several children's centers before choosing care, and Mrs. Buker stated that when asked, Child Care Licensing suggests that parents not only visit prospective providers but conduct licensing file reviews.

### **C. Compliance Reports**

The fine reports for children's centers and family child care homes were reviewed. Jorie Massarsky explained the circumstances of the class 1 State fine issued to LSF Fillmore Center. Mrs. Buker explained that much training and technical assistance had been offered to Lutheran Services Florida after a pattern of non-compliances had been noted across all 15 of their licensed children's centers. Mrs. Buker also noted that there were a number of children's centers and child care homes listed as having had 100% compliant licensing inspections and that she often uses that information when a provider states that it is impossible to "follow the too many licensing rules" that we have.

**V. Public Comment:** Lynn Gibson, representing the Florida Family Child Care Home Association spoke about employment history checks, and her organization's position that they should not be tied to receiving a license.

**VI. Next Meeting:** Wednesday, May 20, 2015, 1:30 pm  
Mid County Conference Center  
8751 Ulmerton Road, Largo, FL 33771-3832

### **VII. Adjournment**

Angela Rouson called for adjournment at 7:30 p.m.

Respectfully Submitted by:

  
Sandra Downes, Secretary