

**A. Approval of Minutes from August 19, 2015**

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

**Minutes for the Regular Board Meeting**

**August 19, 2015, 6:30 PM**

**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 Wednesday, August 19, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

**Board Members Present:** Commissioner Gerard, Peggy Niemann, Susan Rolston, Dorothy Duve', Vicki Conolly, Francine Williams, and Sandra Downes, Secretary

**Board Members Absent:** N/A

**Ex-Officio Member Present:** Charles Minor

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

**Advisory Members Absent:** Ann Hofmeister

**Attorney:** Colleen Flynn

**Staff Members Present:** Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; and Kathi Merino, Administrative Secretary

I. **Call to Order** Sandra Downes, Secretary, called the Pinellas County License Board meeting to order at 6:38 PM

A. **Welcome and Announcements:** Susan Rolston was introduced to the entire Board, as they were not all in attendance at the previous meeting. She shared her employment history, and noted that she is honored to serve on the Board.

## **B. Approve Agenda**

**Motion:** Susan Rolston made a motion to approve the agenda, Dorothy Duve' seconded the motion, and it passed unanimously.

### **II. Consent Agenda**

#### **A. Approval of Minutes from Wednesday May 20, 2015**

**Motion:** Commissioner Gerard made a motion to approve the May 20, 2015 minutes, Francine Williams seconded the motion, and it passed unanimously.

### **III. Action Items**

#### **A. Approve licenses for 6 new Children's Centers**

Jorie Massarsky noted that all of the Centers being recommended to the Board were brand new centers, had an excellent history while on temporary permit, and without hesitation they were all being recommended for licensure.

**Motion:** Commissioner Gerard made a motion to approve the 6 new Children's Centers for licensure, Francine Williams seconded the motion, and it passed unanimously.

#### **B. Approve licenses for 9 new Family Child Care Homes**

Julie Oliver noted that we are very confident in recommending these Homes for full licensure, as the few non-compliance issues that they have had have been in Children's Records and are not a concern for their licensure.

**Motion:** Commissioner Gerard made a motion to approve the nine new Family Child Care Homes for licensure, Peggy Niermann seconded the motion, and it passed unanimously.

#### **C. Approve license for 1 new Large Family Child Care Home**

Julie Oliver noted that the owner has been licensed as a regular Family Child Care Home for two years, and has met all the requirements to become a Large Family Child Care Home. Any non-compliances that he has had are not a concern for recommending him for licensure.

**Motion:** Commissioner Gerard made a motion to approve the one new Large Family Child Care Home for licensure, Francine Williams seconded it, and it passed unanimously.

#### **D. Approve Budget for Fiscal Year 2015-2016**

Patsy Buker noted that she and Ann Fresina have been working on the budget and that there are no major changes.

Susan Rolston asked about the possibility of raises for the Licensing Board staff, but Patsy Buker said that would not be possible.

Vicki Conolly asked what the noted "fringe benefits" were in the budget, and was told that these included Retirement plans, insurance coverage, etc.

Dorothy Duve' thanked the staff for working so hard with limited wages.

**Motion:** Commissioner Gerard made a motion to approve the Budget for the 2015-2016 Fiscal Year, Vicki Conolly seconded it, and it passed unanimously.

**E. Nominating Committee**

Nina Meyers reported that the Nominating Committee met on Wednesday, May 20, 2015 at 1:05 PM. The committee selected Vicki Conolly to be nominated to serve as Chairperson of the Pinellas County License Board, beginning with the first meeting of the next fiscal year.

There were no other nominations from the floor.

**Motion:** Commissioner Gerard made a motion to accept the nomination, Sandra Downes seconded the motion, and it passed unanimously.

**F. Elect Board Chair**

Vicki Conolly appointed Sandra Downes to remain as Secretary.

**G. Selection of Auditor**

Patsy Buker reported that the State requires the Auditor to be on their approved vendor list. There was only one response to Purchasing's request for an E-Quote, and it was from Thomas Howell Ferguson. It is the same company that did our auditing for the last two years. Law, Redd, Crona and Munroe, P.A. is subcontracted by them. Ann Fresina reviewed the Engagement letter and the quote for the price was the same as last year, so she accepted it.

**Motion:** Francine Williams made a motion to accept the Selection, it was seconded by Commissioner Gerard, and it passed unanimously.

**H. Extend the Inter-local Agreement for another year**

**Motion:** Commissioner Gerard made a motion to extend the Inter-local Agreement, Francine Williams seconded it, and it passed unanimously.

**IV. Informational Items**

**A. Board Training by Colleen Flynn**

See attached

Discussed the filing of Financial Form 1. To alleviate any confusion with the Supervisor of Elections office, it was agreed that next year they will be collected by Kathi Merino and hand delivered to the Supervisor of Elections office all at the same time. Copies will be kept on file with Licensing as well.

In discussing the process of appealing a fine for a non-compliance, Nina Meyers asked if the Rules of Procedure for Hearing document was available in Spanish. Patsy Buker answered that it is not available in Spanish, but that we would work on getting it translated so that it could be available for Spanish-speaking providers.

## **B. Executive Director's report**

A copy of the Executive Director's report was distributed to the Board Members. Vicki Conolly asked about the Clearinghouse and if we needed a copy of the screenings that providers get from their employees and themselves. Jorie Massarsky noted that it is not necessary to get everyone screened until they are due, but that for those workers that are due for their five-year screening, a copy of the screening should be kept in their personnel file, and director or owner screenings should be forwarded to our office.

Patsy Buker explained that the Clearinghouse is new to everyone, and that it shifts the responsibility of screening to the Provider. She explained that we have been struggling to get access to the Clearinghouse.

Patsy Buker announced that we have new staff members that will attend the November Board Meeting, and will be announced to the Board at that time.

Patsy Buker noted that dates for 2016 Board Meetings need to be set and asked for input from the Board. It was agreed to continue alternating the times of the meetings between 1:30 and 6:30, and to keep the day of the meetings on Wednesdays. Ms. Buker stated that we will send out some suggestions for dates, and stated that at the next Meeting, the Board will vote on the dates for the 2016 Board Meetings.

## **C. Statistical report regarding licensing activities**

Patsy Buker reported that we have not taken action to suspend or revoke a license in a very long time.

## **D. Compliance Reports**

### **1. Children's Centers Fines Report**

Amanda Neuner asked for clarification between two different fines for a child left without supervision. It was explained by Jorie Massarsky that in one incident, the child had left the building, where as in the other incident, the child remained in the classroom.

### **2. Family Child Care Homes Fines Report**

### **3. 100 percent Compliant Inspections in Children's Centers**

It was noted that there are a lot of Centers and Homes that received 100% Compliant Inspections, and that it reflects how hard the Specialists are working, in regards to monitoring and assisting these Centers and Homes.

#### **4. 100 percent Compliant Inspections in Family Child Care Homes**

##### **E. Monthly Financial Report**

The Financial Report was presented, and there were no questions.

##### **V. Public Comment**

Lynn Gibson reported that the FFCCHA had their annual conference. She also reported that they had a bus tour of Child Care Homes that Julie Oliver attended, and there were great reviews of the conference.

Ms. Gibson presented an award to Commissioner Gerard for the work and support she continually gives to children.

Ms. Gibson requested if providers that have closed could be named in the Statistical Report in the Agenda. Patsy Buker responded that we could do that, and noted it as a Public Record Request.

Ms. Buker also stated that she would like to report on the loss of Child Care Homes over the last few years. She reported that there are not enough slots for infants.

**VI. Next Meeting:** Wednesday, November 18, 2015  
Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

##### **VII. Adjournment**

Sandra Downes asked for a motion to adjourn the meeting at 8:46 PM.

**Motion:** Commissioner Gerard made a motion to adjourn the meeting. Peggy Niermann seconded the motion, and it was passed unanimously.

Respectfully Submitted by:



Sandra Downes, Secretary