

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS  
AND FAMILY DAY CARE HOMES  
Minutes for the Regular Board Meeting  
April 27, 2016 1:30 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, April 27, 2016, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 PM.

**Board Members Present:** Vicki Conolly, Chairman; Dorothy Duve', Celeste Fernandez, Pam Gebler, Commissioner Gerard, Shana Rafalski, Susan Rolston

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

**Advisory Members Present:** Lynn Bittner, Ann Hofmeister, Elizabeth Krakowski, Richard French

**Advisory Members Absent:** DaVee Henderlong, Nina Meyers, Amanda Neuner

**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**

**A. Welcome and Announcements** The PCLB Board Meeting was called to order at 1:35 PM. Wendy Giantonio, Child Care Licensing Board's new Licensing Specialist, was introduced to the Board. Vicki Conolly appointed Celeste Fernandez to serve as Secretary of the Board, and Dr. Shana Rafalski, who is replacing Sandra Downes, was welcomed as a new Board member.

**B. Approve Agenda**

**Motion:** Susan Rolston made a motion to approve the Agenda; Commissioner Gerard seconded it, and the motion passed unanimously.

**II. Consent Agenda**

**Motion:** Commissioner Gerard made a motion to approve the Minutes from the January 27, 2016 meeting. Celeste Fernandez seconded the motion, and it passed unanimously.

### **III. Action Items**

#### **A. Approve continuation of Contract with JWB**

Patsy Buker explained that the Juvenile Welfare Board is our largest funder, and that each year we have to get approval from the Board so that we can continue to work with the JWB and be funded by them.

**Motion:** Pam Gebler made a motion to approve the continuation of the contract, Commissioner Gerard seconded it, and the motion passed unanimously.

#### **B. Approve licenses for 3 new Children's Centers**

Jorie Massarsky explained that the three centers all did well for the year on their temporary permits, and Ms. Massarsky is confident in recommending them for full licensure.

**Motion:** Susan Rolston made a motion to approve the recommendation to fully license these Centers, Commissioner Gerard seconded the motion, and it passed unanimously.

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

Julie Oliver reported that the new home has a good record, and that any non-compliances were in the paperwork of record keeping. She is confident in the recommendation for full licensure of this Family Child Care Home.

**Motion:** Commissioner Gerard made a motion to approve the licensure of the new Family Child Care Home, Dorothy Duve' seconded it, and the motion passed unanimously.

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

Julie Oliver explained that again, the only non-compliances were with record keeping, and that she is confident in recommending this Home for full licensure.

**Motion:** Susan Rolston made a motion to approve the licensing of this Home, Commissioner Gerard seconded it, and the motion passed unanimously.

### **IV. Informational Items**

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

Patsy Buker reported that with the hiring of the new Licensing Specialist, the Program is now fully staffed.

She also explained that new legislation has come out of the Child Care Development Fund Block Grant. She is expecting new regulations to come down from the State level, and she stated that we will inform the Board as we learn of any changes. She explained that the key component concerns the screening of Child Care providers who currently hold an exemption. There is a new list of disqualifying offenses for which previously screened individuals had been granted an exemption that will no longer be honored.

Jorie Massarsky shared that all providers will need to be rescreened by November, 2017. Child Care Licensing is sending out a letter to all providers explaining the changes, and a copy of the letter will be put on our website, as well as all information that comes in regarding this change.

Vicki Conolly offered to make sure it gets on the Pinellas AEYC website, and Pam Gebler offered to help in sharing the information with other providers. Colleen Flynn notified the Board that we will be updating our regulations for the 1<sup>st</sup> time since 2013.

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

Ms. Massarsky reported that we are continuing to add centers that care for infants every month, and Ms. Buker added that it is very positive that we have a new home opening, because there continue to be a number of home closures.

## **C. Compliance Reports**

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

Dorothy Duve' asked about the Class I fines given to a particular Center, and asked if it was an ongoing issue at the center. Ms. Massarsky replied that it was one specific staff member that had caused both of the violations, whose employment had been terminated.

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

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

Kudos were given to Vicki Conolly for her center receiving a 100 percent compliant inspection in January.

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

Pam Gebler was congratulated for having a 100 percent compliant inspection in February. Ms. Gebler expressed her dismay at the amount of paperwork issues that Child Care Homes are having, stating that it is not difficult to keep up with the paperwork involved in running a Child Care Home.

### **5. Closed Centers and Homes**

Pam Gebler offered to help any Homes that are considering closing, but could benefit from support and any help necessary to stay open.

Julie offered that the homes closed either because the provider moved away, retired, or didn't need to care for their own children at home any more.

## **D. Monthly Financial Report**

Patsy Buker reported that we have a new accountant working for us, and that he is the sixth in six years. She stated that the preliminary work on the budget suggests that the program is on track.

Dorothy Duve' expressed a desire for raises for the workers in the Child Care Licensing Program.

Susan Rolston reported that she went on a site visit, and that it was a very worthwhile experience. She praised the licensing staff for their thoroughness on the inspection. Patsy Buker replied that we are happy to set up visits for anyone that wants to go on one.

Colleen Flynn reported on the appeal that we had, explaining that legally the provider could appeal to DCF, and that is what she did.

She stated that within the next 30 days, we will receive the determination from the DCF hearing officer.

Ms. Flynn also requested that the time of our July meeting be switched to 1:30, instead of 6:30. Pam Gebler announced that she would not be able to come. The others in attendance said that they would be able to attend.

Patsy Buker suggested that the meeting in October be held in the evening, and said that we would update the website with this information.

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

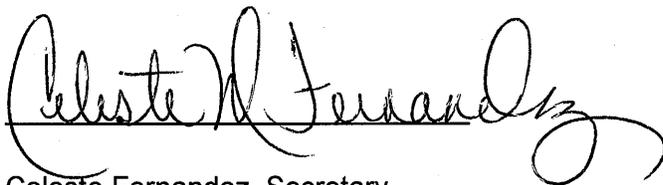
Julie O'Connor and Margaret Zak, certified instructors for Green Solutions for Healthier Kids shared information about a national program that was developed to educate facilities in reducing environmental health hazards that are found inside child care facilities.

**VI. Next Meeting:** Wednesday, July 27, 2016 @ 1:30  
Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

#### **VII. Adjournment**

**Motion:** Pam Gebler made a motion to adjourn the meeting at 2:39 PM.

Respectfully Submitted by:



Celeste Fernandez, Secretary