PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
January 27, 2016 @ 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, January 27, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

Board Members Present: Vicki Conolly, Chairman, Sandra Downes, Secretary, Dorothy Duve', Celeste Fernandez, Pam Gebler, and Susan Rolston

Board Members Absent: Commissioner Patricia Gerard

Ex-Officio Member Absent: Charles Minor

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

Advisory Members Absent: Ann Hofmeister

Attorneys: Colleen Flynn, Esq. and Evan Frayman, Esq.

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 6:26 PM. Richard French, past Chairman of the Board, was introduced and welcomed to the Advisory Committee. Everyone at the table introduced themselves and shared in what capacity they serve the Board.

B. Approve Agenda

Motion: Susan Rolston motioned to approve the Agenda, Sandra Downes seconded it, and the motion passed unanimously.

II. Consent Agenda

Motion: Susan Rolston motioned to approve the Minutes from the November 18, 2015 meeting. Pam Gebler seconded the motion, and it passed unanimously.

III. Action Items

A. Accept Audit

Dana Powell of Law, Redd, Crona, & Munroe presented the audit and financial statements. She thanked Patsy Buker and Pervinder Birk for all the work they did to help to complete the audit. She reported that there were no areas of weakness that she would need to report, and no instances of non-compliance.
Ms. Powell stated that although the audit is labeled as a DRAFT, it is, in fact, the final copy, as she was just waiting on a date that she received just yesterday. The board will receive another copy of the exact same audit, with the DRAFT label removed.

*See attached

Motion: Sandra Downes made a motion to accept the Audit, Pam Gebler seconded it, and the motion passed unanimously.

B. Final Agency Action-FCCH Provider Lori Gavitt

Evan Frayman, Esq. of Harper, Kynes, Geller, Greenleaf, and Frayman, P.A. explained the rules of procedures for appeals.

*See attached

Motion: Susan Rolston made a motion to approve the recommendation of the hearing officer to uphold the fine given to Ms. Gavitt. Celeste Fernandez seconded it, and the motion passed unanimously.

C. Approve licenses for 3 new Children's Centers

Jorie Massarsky reported that there were three centers recommended for full licensure. Belcher Academy was scheduled for a previous Board, but was delayed with some issues. They have since hired a new director, and they have done very well.
All three centers are recommended for full licensure without reservation.

Motion: Susan Rolston motioned to approve the licensing of these Centers, Pam Gebler seconded it, and the motion passed unanimously.

D. Approve licenses for 6 new Family Child Care Homes

Julie Oliver shared that the six homes that are being recommended for full licensure have had very good inspections for a year, and that for the most part, any non-compliances were with record keeping. She discussed one Provider in particular, Maria Piatt, who, back in August, received a Class I fine for having an unscreened individual in her home, caring for children. She has paid the fine in full, and has had extra inspections, where there were no non-compliances. Ms. Oliver reports that she is confident that it was an isolated incident, and she is recommending all six homes for full licensure.

Motion: Sandra Downes made the motion to approve the licensing of these Homes, Dorothy Duve' seconded it, and the motion passed unanimously.

IV. Informational Items

A. Executive Director's report

Patsy Buker reported that there is not an Executive Director's Report, as there has been a lot of work to do for the Audit.

B. Statistical report regarding licensing activities

C. Compliance Reports

- **Children's Centers Fines Report**

Jorie Massarsky reported that a Class I fine was issued when a Center falsified children's records, and another was issued when a staff member disciplined a child by pouring water over his head. Many of the other fines were given for record keeping issues.
Susan Rolston questioned if it was a growing trend for Centers to have issues with Record Keeping, and Ms. Massarsky replied that some Centers have become complacent, and are overlooking some paperwork and necessary forms.
Patsy Buker reported that overall, the fines have decreased because providers are following the regulations.
Vicki Conolly asked about the status of two Centers that were closed and then reopened. Ms. Massarsky responded that Happy Days 2 had no issues prior to the change of ownership. Educare at Countryside had some issues, but paid their fines, and were in good standing at the time of the change of ownership.

- **Family Child Care Homes Fines Report**

Dorothy Duve' questioned if certain fines had been paid, for instance, Latosha Williams. Julie Oliver replied that her fines have not been paid, that she was closed, and if she wanted to open her home to daycare again, she would have to pay the fines.
Sandra Downes asked if these homes are monitored once they are closed to be sure they are not caring for children. Ms. Oliver and Ms. Buker replied that they are monitored, and it is made clear that they are closed. Susan Rolston questioned for how long they are monitored, and Ms. Buker reported that we must be careful not to harass the provider.
Dorothy Duve' asked what happens if they are found to have kids in care. Ms. Oliver replied that it would be explained to her that law enforcement would be contacted if children seemed to be in danger at all or if safety was an issue for anyone involved.

- **100 percent Compliant Inspections in Children's Centers**
- **100 percent Compliant Inspections in Family Child Care Homes**

Patsy Buker congratulated every one of the centers and homes that received 100% compliant inspections.

D. Monthly Financial Report

Patsy Buker reported that Child Care Licensing is on track with spending, and does not appear that we would go over. Vicki Conolly asked when the fiscal year was over, and Ms. Buker replied that it was a new fiscal year. Dorothy Duve' said she still thinks licensing staff should get raises, and asked how many staff members we have. Ms. Buker replied that there are 16, and we have one opening.

V. Public Comment

Lori Gavitt, Home Day Care Provider, explained to the Board that a child had a major accident in her care, and she received a fine. She questioned why she received such a large fine, and explained that she had been licensed for over 20 years and had many different Specialists. Ms. Gavitt questioned the lack of supervision assessment, and explained that it was just an unfortunate accident. She pointed out that the Licensing Rules and Regulations have not been modified in three years, and questioned the directions of who should be called first in case of emergency-the parents or 9-1-1.

VI. Next Meeting:

Wednesday, April 27, 2016 @ 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Vicki Conolly called for an adjournment of the meeting at 7:21 PM.

Motion: Susan Rolston made a motion to adjourn the meeting.
Dorothy Duve' seconded the motion, and it was passed unanimously.

Respectfully Submitted by:

Celeste Fernandez, Secretary