

**Consent Agenda-** Approval of Minutes from February 22, 2017

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

**REGULAR MEETING**

**February 22, 2017 at 1:30 pm  
Florida Department of Health in Pinellas  
8751 Ulmerton Road, Largo, FL  
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 February 22, 2017, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 PM.

**Board Members Present:** Celeste Fernandez, Secretary; Pam Gebler, Susan Rolston, Dr. Shana Rafalski, and Barbara Backus

**Board Members Absent:** Commissioner Pat Gerard and Dorothy Duve'

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

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

**Advisory Members Absent:** Davee Henderlong and Amanda Neuner

**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 Kathi Merino, Administrative Secretary

**I. Call to Order**

- A. Welcome and Announcements** The PCLB Board Meeting was called to order at 1:27 PM  
Barbara Backus was introduced as the new member of the Board. She replaces Vicki Conolly, as the bylaws require Ms. Conolly to be rotated off the Board. Elise Bishop, Cindy Odette, and Kathi Merino were introduced as new Licensing Specialists for the Child Care Licensing Program.

## **B. Approve Agenda**

**Motion:** Susan Rolston made a motion to approve the Agenda, Dr. Shana Rafalski seconded it, and the motion passed unanimously.

## **II. Consent Agenda- Approval of Minutes from February 22, 2017**

**Motion:** Pam Gebler made a motion to approve the Amended Minutes, Susan Rolston seconded the motion, and it passed unanimously.

## **III. Action Items**

### **A. Accept Audit-**The Audit was presented by Dana Powell of Law, Redd, Crona, & Munroe.

Ms. Powell explained that PCLB has received an unmodified acceptance, and that there were no instances of noncompliance.

**Motion:** Susan Rolston made a motion to accept the Audit, Pam Gebler seconded it, and the motion passed unanimously.

### **B. Approve MOU with the Office of Early Learning**

Patsy Buker explained that the Memorandum of Understanding allows Federal dollars to flow down to the states for children whose families are at certain levels of poverty. She noted that the Office of Early Learning is working with DCF on an arrangement where licensing is looking at health and safety standards, which is already being done.

**Motion:** Susan Rolston made a motion to approve the Memorandum with the caveat that if there is a change for IT to make, that it will be done. Shana Rafalski seconded the motion, and it passed unanimously.

### **C. Accept Budget Amendment for current fiscal year**

Pervinder Birk introduced Vicky Gilley to the Board, and explained the different line items on the Amendment. Susan Rolston noted that although she would approve the Amendment, she would like to see the line items that were amended side by side for comparison. She also noted that the gray tones of the headings were nearly impossible to read.

**Motion:** Susan Rolston motioned to approve the Amendment, Dr. Shana Rafalski seconded the motion, and it passed unanimously.

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

Ms. Birk explained that due to an oversight, this Amendment should have been presented to the Board at the October, 2016 meeting. She explained the changes that were made. Susan Rolston commented that although it is highly unusual to approve an Amendment for the previous year, she would approve a motion to accept it.

**Motion:** Pam Gebler made a motion to approve the Budget Amendment, Susan Rolston seconded it, and the motion passed unanimously.

**E. Approve licenses for 2 new Children's Centers**

Jorie Massarsky explained that both of the Centers are being recommended for full licensure.

**Motion:** Barbara Backus made a motion to approve both Centers for full licensure, Pam Gebler seconded it, and the motion passed unanimously.

**F. Approve licenses for 4 new Family Child Care Homes**

Julie Oliver reported that after only a few non compliances, most of them paperwork non compliances, all 4 of the homes had 100% compliance in December, 2016, and is recommending them for full licensure.

**Motion:** Pam Gebler motioned to approve the Homes for licensure, Dr. Shana Rafalski seconded the motion, and it was passed unanimously.

**G. Appoint Nominating Committee**

The nominating committee will meet in person once to decide who to recommend for the Board Chairman. They will bring their recommendation for nomination to the next Board meeting.

The request was made for volunteers for this committee, and Celeste Fernandez has appointed the following members for the Nominating Committee:

Staff member – Julie Oliver

Board member – Susan Rolston

Board member – Pam Gebler

Advisory Committee member – Lynn Bittner

**IV. Information Items**

**A. Executive Director's Report**

Colleen Flynn explained that Tallahassee accepted the explanation of the process of PCLB's move to the Department of Health, and that there no longer is an issue with it.

Patsy Buker announced her plan to retire in 2017, and said that she would give at least 90 days' notice.

She received many congratulatory comments, and Ann Hofmeister said that she would like to see Ms. Buker involved in the interview process.

Pam Gebler shared that she was very happy for Ms. Buker, and commented on the enormous change with licensing in Day Care Homes since Ms. Buker came to licensing. She stated that the difference is extraordinary, and that she can't thank her enough.

**B. Statistical Report regarding licensing activities**

**C. Compliance Reports**

1. Children's Centers Fine Report

It was noted that this is a four-month report instead of a three-month report, so it might appear that there are more violations, but that is because it is for a longer time period.

Jorie Massarsky pointed out that there was only one Class 1 violation in four months.

Ann Hofmeister asked about Happy Workers Learning Center. Ms. Massarsky reported that there was a change of ownership, and that R'Club was purchasing the Center, but they would keep the name as Happy Workers.

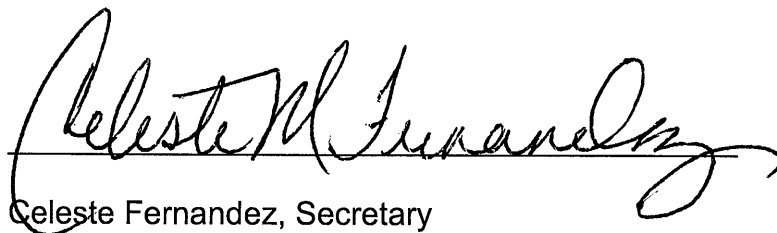
**V. Public Comment**

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on page 3.

**VI. Next Meeting:** Wednesday, April 26, 2017 at 6:30 PM  
Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771

**VII. Adjournment**

Respectfully Submitted:



Celeste Fernandez, Secretary