

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

**REGULAR MEETING  
April 26, 2017 at 6:30 pm  
Florida Department of Health in Pinellas  
8751 Ulmerton Road, Largo, FL  
Unapproved 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 26, 2017, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

**Board Members Present:** Commissioner Gerard; Celeste Fernandez, Secretary; Susan Rolston; Barbara Backus; Pam Gebler

**Board Members Absent:** Dr. Shana Rafalski; Dorothy Duve'

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

**Advisory Members Present:** Ann Hofmeister; DaVee Henderlong; Lynn Bittner; Richard French

**Advisory Members Absent:** Elizabeth Krakowski; Nina Meyers; 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; Kathi Merino, Administrative Secretary

**I. Call to Order**

The PCLB Board Meeting was called to order at 6:28 PM.

A. Announcements –There were no announcements made.

B. Approve Agenda- A motion to amend the Agenda was made: The number of Homes recommended for licensure was decreased from 4 to 3, and an additional Action Item (E. Appoint Executive Director Search Committee) was added to the Agenda.

**Motion:** Commissioner Gerard made a motion to approve the amendments to the Agenda, Barbara Backus seconded the motion, and it passed anonymously.

**II. Consent Agenda**

A. Approval of Minutes from February 22, 2017

**Motion:** Susan Rolston made a motion to approve the Minutes from February 22, 2017. Commissioner Gerard seconded the motion, and it passed unanimously.

### III. Action Items

#### A. Approve licenses for 3 new Children's Centers

Jorie Massarsky reported that all three centers have done well on their inspections, and is recommending that all three be approved for full licensure by the Board.

**Motion:** Commissioner Gerard motioned to approve the three new Centers for full licensure, Pam Gebler seconded the motion, and it passed unanimously.

#### B. Approve licenses for 4 new Family Child Care Homes

Julie Oliver explained that there were only three homes being presented to the Board. The fourth home was not able to turn all of their paperwork in on time, so they are being moved to the July Board Meeting.

She explained that one of the providers had started out doing unlicensed care in his home. When it was discovered, he stopped care, and did what he needed to do in order to become licensed. In four inspections, he showed great improvement, and on his fourth inspection, he had only one noncompliance. Ms. Oliver is very confident in recommending all three Homes for full licensure.

**Motion:** Commissioner Gerard motioned to approve all three Homes for full licensure, Barbara Backus seconded the motion, and it passed unanimously.

#### C. Nominating Committee

Susan Rolston presented the Nominating Committee's report.

PCLB Board member, Susan Rolston, Advisory Board member Lynn Bittner, Child Care Licensing Program staff member, Julie Oliver, and Colleen Flynn, Esq. met on Wednesday April 12, 2017 at 3:00 PM at JWB to nominate a chairperson of the Pinellas County License Board. After discussion, the committee selected Commissioner Gerard to be nominated to serve as Chairperson.

#### D. Elect Board Chair

Colleen Flynn explained the Chairperson's position is a one year commitment, but that it is renewable. She also noted that it is the Chair who appoints the Secretary, and they are elected by the floor after they are nominated.

**Motion:** Susan Rolston put forth the motion to nominate Commissioner Gerard as the new Chairperson of the Board. Pam Gebler seconded the motion, and it passed unanimously. Commissioner Gerard will serve as Chair beginning with the next Board Meeting, which is July 26, 2017 at 6:30 PM. Celeste Fernandez will continue as Secretary.

#### E. Appoint Executive Director Search Committee

Colleen Flynn explained that the Board appoints a committee, and the committee makes recommendations. If the Board approves, then the applicant goes forward. John Geisler will advertise the position in People First for the month of July, and will interview candidates in August, in hopes of having someone on board in September, being trained by Ms. Buker until December, when she retires.

The following volunteered to be on the Committee:

Commissioner Gerard  
Susan Rolston  
Pam Gebler  
Ann Hofmeister

Ms. Flynn asked for a motion to appoint these four members with the contingency that Dr. Rafalski and Dorothy Duve' may be added if they are interested.

**Motion:** Commissioner Gerard made the motion, Pam Gebler seconded it, and the motion passed unanimously to appoint the members to the Executive Director Search Committee.

Ms. Flynn reminded the members that they may have no contact with each other outside of the public meetings that they attend.

#### **IV. INFORMATION ITEMS**

##### **A. Executive Director's Report- To be distributed**

Patsy Buker explained that in order to pay an Executive Director in training for three months, the Board would have to give approval for her to submit a request to JWB for budget allowances within their timelines. A Special Meeting may need to be scheduled in order to approve the request being made.

**Motion:** Susan Rolston made a motion for Ms. Buker to be allowed to request a budget amendment from JWB to fund overlapping salaries. Commissioner Gerard seconded the motion, and it passed unanimously.

Colleen Flynn asked Patsy to bring the budget to the July Board Meeting.

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

Ms. Buker reported that three more Child Care Homes have closed due to a number of reasons. DaVee Henderlong noted that they may be closing with Licensing, but they are still operating. She is concerned that one does not need a license number to be able to advertise to care for children. She is asking that the License Board follow through to the highest power to make it mandatory to have a license number in order to advertise. Pam Gebler shared that many years ago, a group of providers went to Tallahassee, received assistance, and got a bill passed, saying it is illegal, but they were unable to pursue it without legal expertise.

Commissioner Gerard suggested that a discussion about unlicensed care be added to the agenda of the next PCLB Board Meeting.

##### **C. Monthly Financial Report**

Patsy Buker reported that there were some lapsed funds showing on the report.

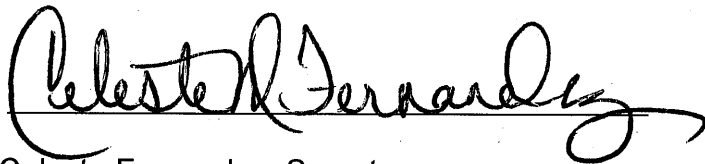
**V. Public Comment**

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

**VII. Adjournment**

Susan Rolston motioned for the meeting to adjourn at 7:39. Pam Gebler seconded it, and the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, reading "Celeste Fernandez". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Celeste Fernandez, Secretary