

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

**REGULAR MEETING
December 6, 2017 at 1:30 pm
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL**

Minutes - Approved

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, December 6, 2017, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 PM.

Board Members Present: Commissioner Patricia Gerard; Celeste Fernandez; Pam Gebler; Susan Rolston; Barbara Backus

Board Members Absent: Dorothy Duvé; Dr. Shana Rafalski

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Ann Hofmeister; Richard French

Advisory Members Absent: Lynn Bittner; DaVee Henderlong; Elizabeth Krakowski; Nina Meyers

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Patsy Buker, Executive Director; Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary

I. Call to Order

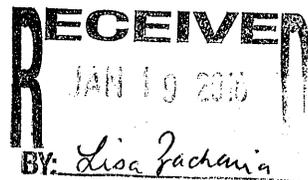
The PCLB Board meeting was called to order at 1:35 pm.

A. Announcements – Welcome Faith Bornoff

Commissioner Gerard introduced our new Executive Director, Faith Bornoff. Ms. Bornoff spoke briefly about how happy she was to have been chosen to be our new Executive Director.

B. Approve Agenda

Motion: Ms. Rolston made a motion to approve the agenda. Ms. Fernandez seconded the motion and it passed unanimously.



II. Consent Agenda

Approval of Minutes from September 27, 2017 and October 20, 2017

Motion: Ms. Gebler made a motion to approve the minutes from September 27, 2017 and October 20, 2017. Ms. Rolston seconded the motion and it passed unanimously.

III. Action Items

A. Approve Licenses for 2 new Children's Centers

Ms. Massarsky described the providers and asked for approval of 2 new licenses for Child Care Centers.

Motion: Ms. Rolston made a motion to approve the 2 licenses. Ms. Gebler seconded the motion and it was approved unanimously.

B. Approve Licenses for 8 new Family Child Day Care Home

Ms. Oliver described the new providers and asked for approval of 8 new Family Child Care Homes. Ms. Rolston asked if they were taking infants and Ms. Oliver said that they are licensed for infants, but may or may not choose to enroll infants. Ms. Oliver stated that these were very good inspections.

Motion: Ms. Fernandez made a motion to approve the new licenses. Ms. Gebler seconded the motion and it was approved unanimously.

C. Accept New State Regulations for Children's Center Regulations

Ms. Massarsky explained the new State Regulations for Centers. DCF chose to repeal certain sections of the Florida Administrative Codes, 65C-20 and 65C-22 and developed handbooks with that information instead. There is also a School Age Handbook, with regulations that specifically apply to school age programs. The State went through a very lengthy process and took public comment into consideration. There are revised regulations for Centers and Homes as of October 25, 2017, which are already in effect for DCF regulated counties. Because PCLB is driven by a Board, we ask to approve the regulations. Ms. Massarsky stated that she felt these were all excellent regulations and that many new Homes Regulations mirror Center Regulations. She added that the ELC has providers they contract with that are School Readiness providers. Ms. Massarsky then stated that DCF employees are coming to meet with us on December 15th from 9:00-5:00 to train our staff and other people in the Suncoast region on Centers and Homes. CCLP will then train people in North, Central, and South Pinellas County. These regulations will be monitored in our County starting on April 2nd. Ms. Flynn explained that the regulations have the same effect as The Florida Administrative Codes. The motion will be to accept the regulations that meet the standards. Ms. Flynn

commented that Ms. Massarsky and Ms. Oliver did great jobs. Ms. Flynn stated that certain citations have changed so providers will know where we are getting the information. She also commented that a lot of the work was in changing citations and making sure that everything is updated. Ms. Massarsky stated that a lot of the new language is clarifying and gives examples which will help providers understand what is expected. Ms. Backus stated that separating School Age from Centers is very good. Ms. Massarsky stated we tried to make sure to specify what is school age and what is infant. She added that now, not signing a transportation log is a Class I fine and that every regulation has a story behind it. Ms. Hofmeister asked if the new regulations weaken what we had already and Ms. Massarsky responded that they do not. Ms. Flynn said we are still above state standards and that some of the changes to the regulations came from existing Pinellas County regulations. Ms. Fernandez asked if we will be training all providers and if it will be mandatory. Ms. Massarsky stated that we can highly suggest it but we don't have the authority to make it mandatory. Ms. Hofmeister asked if there will be one training. Ms. Massarsky stated there will be trainings in January, February and March. Ms. Fernandez commented that Ms. Massarsky had done an excellent job. Ms. Buker stated that we will have the regulations printed by PRIDE and send hard copies to providers, plus put them on our website. Ms. Massarsky explained that compliance will be explained in the trainings. Ms. Massarsky stated we have to vote separately asking to accept the new regulations for Centers and to accept the new regulations for Homes.

Motion: Ms. Fernandez made a motion to accept the updated Licensing Regulations Governing Pinellas County Children's Centers. Ms. Backus seconded the motion and the new regulations were accepted unanimously.

D. Accept New State Regulations for Family Day Care Homes Regulations and Large Family Day Care Homes Regulations

Mr. French suggested a sign-off sheet for providers to acknowledge they have received the new regulations. Ms. Buker said that is a good idea because some people will say they didn't get the information. Ms. Oliver stated that people will get special technical assistance. Ms. Gebler stated that nothing was a surprise and that all the changes were expected. Ms. Buker stated that we should be proud that some of the Pinellas regulations were included in the State regulations.

Motion: Ms. Gebler made a motion to accept the new State Regulations for Family Day Care Homes and Large Family Day Care Homes. Ms. Backus seconded the motion and it was unanimously accepted.

IV. Information Items

A. Statistical Report Regarding Licensing Activities

Ms. Buker stated that this is our October report and that there is nothing noteworthy about it.

B. Compliance Reports

1. Children's Centers Fine Report

2. Family Child Care Homes Fine Report

Ms. Buker reviewed the information contained in the Compliance Reports for Centers and Homes. Ms. Gebler stated that she has a problem with attendance not being accurate, whether it's in a Center or a Home. Ms. Buker stated we do address accurate attendance in our regulations. Ms. Flynn reviewed Class I and Class II fines and added that in some cases, we are exceeding state attendance regulations. Ms. Oliver asked Ms. Gebler to look on page 29 of the Regulations regarding daily attendance and added that the State added more regulations and made them stricter. Ms. Massarsky talked about how a visual sweep must be conducted to ensure everyone is out and how there was an incident where a child was left in a crib accidentally when the Center had closed for the weekend, but fortunately, the child was not hurt. Ms. Flynn stated that we can elevate a Class 2 violation to a Class 1 violation if someone is harmed. Ms. Hofmeister asked a question about the Martinez (a home provider) situation. Ms. Oliver explained that she *had* been licensed and that we have checked on her many times.

3. 100% Compliant Inspections in Children's Centers

4. 100% Compliant Inspections in Family Child Care Homes

5. Closed Centers and Homes

Ms. Buker called attention to the 100% compliant inspections and reviewed closed Centers and Homes and the reasons for them. Ms. Rolston asked for an update on the status of the YWCA. Ms. Massarsky replied that they are looking for a new location.

C. Monthly Financial Report

Ms. Buker talked about our financial report and stated there is nothing remarkable in it. We monitor our spending, we have enough money to do what we need to do, and we are on track.

V. Public Comment

Peggy Comerford commented on what an amazing job Ms. Buker has done.

Ms. Hofmeister talked about retiring from the Advisory Committee and expressed it was a difficult decision after such a long time. She stated it was a real privilege to serve. Ms. Gebler thanked Ms. Hofmeister. Ms. Buker stated that Ms. Hofmeister had been talking about retiring for a few

years and thanked Ms. Hofmeister for her service to the PCLB. Commissioner Gerard asked if we had anyone in mind for a replacement and if we did, to ask them to fill out an application. Ms. Buker stated she would like the Board to take a look at the bylaws about serving on our Advisory Committee. Ms. Backus talked about her Chapter of the Florida AYC and it does not have bylaws.

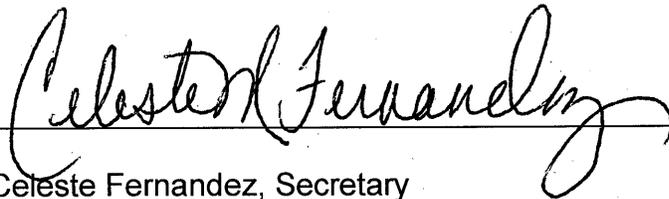
Next Meeting: Wednesday March 28, 2018 at 6:30 PM
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771

VI. Adjournment

The meeting was adjourned at 2:30 pm.

The members of the Board and Advisory Committee were joined by CCLP staff and community members to celebrate Patsy Buker's retirement after adjournment.

Respectfully submitted,



Celeste Fernandez, Secretary