

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

**REGULAR MEETING
September 27, 2017 at 1:30 pm
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL**

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, September 27, 2017, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 PM.

Board Members Present: Commissioner Patricia Gerard; Dorothy Duvé; Pam Gebler; Barbara Backus

Board Members Absent: Celeste Fernandez; Dr. 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

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; Lisa Zacharia, Administrative Secretary

I. Call to Order

The PCLB Board meeting was called to order at 1:33 pm.

A. Announcements – No announcements were made. All in attendance introduced themselves.

B. Approve Agenda

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

II. Consent Agenda

Approval of Minutes from July 27, 2017 as amended.

Motion: Ms. Duvé made a motion to approve the minutes from July 27, 2017 as amended. Ms. Gebler seconded the motion and it passed unanimously. Ms. Duvé stated that she found an error of omission on page 5 of the minutes from July 26th and Ms. Buker stated we would correct that.

III. Action Items

A. Approve Licenses for 3 new Children's Centers

Ms. Massarsky asked for approval of 3 licenses for Child Care Centers.

Motion: Ms. Gebler made a motion to approve the 3 licenses. Ms. Duvé seconded the motion and it passed unanimously.

B. Approve Licenses for 1 new Family Child Day Care Home

Ms. Oliver described new provider and asked for approval of 1 new Family Child Care Home.

Motion: Ms. Backus made a motion to approve the new license. Ms. Duvé seconded the motion and it was approved unanimously.

C. Approve Board Meeting Dates for 2018

Ms. Buker asked for approval of Board meeting dates for 2018. Ms. Buker talked about how the Board meets some days and some evenings and that we should stick with that rotation. Ms. Hofmeister asked if we had complaints from people unable to get here at 6:30 pm from work and Ms. Buker said no.

Motion: Ms. Backus made a motion to approve the dates for 2018. Ms. Gebler seconded the motion and the Board meeting dates for 2018 and it passed unanimously.

IV. Information Items

A. Search Committee Update by John Geisler

John Geisler provided an update on the progress of the Search Committee for the new Executive Director. We had 106 applicants and 50 passed the qualifying survey. Ms. Buker and Mr. Geisler put together a ranking sheet and the applicants were narrowed to 6 finalists. Search Committee members met on September 18th to review the applications and discuss possible interview questions. All 6 finalists have been contacted and have accepted an interview. Ms. Buker and Mr. Geisler worked on interview questions. Mr. Geisler asked if anyone had any questions. Ms. Duvé stated she was glad there was so much interest in the position. Ms. Buker stated people are welcome to observe the interviews on October 13th.

B. Board Training by Colleen Flynn

Ms. Flynn presented the Annual Board Training for 2017 by PowerPoint presentation and passed out 2017 Board Training packets to all. Whomever was not present, was sent their training packet by mail.

C. Statistical Report Regarding Licensing Activities

Ms. Buker explained the statistical report and that there is a reduction in family day care homes which is a statewide phenomenon. With centers, some closed and some opened. Total capacity at 41,000. Ms. Buker asked if anyone had questions.

D. Compliance Reports

1. Children's Centers Fine Report

Ms. Massarsky explained the situation with Leap of Faith and that someone was arrested. They closed and will re-open under another name. Ms. Duvé said we have a positive approach and asked how providers fared with Hurricane Irma. Ms. Buker explained we contacted all providers.

2. Family Child Care Homes Fine Report

Ms. Hofmeister asked if people without power continued providing child care and Ms. Buker said no. Ms. Gebler stated that due to Ms. Buker's positive influence and open door policy that she feels providers have no fear. Ms. Buker said that the staff wants to provide support. Ms. Hofmeister stated it's our obligation to let providers know we are working for them and not against them. Ms. Buker stated that our success is based on the success of providers. Ms. Buker talked about the 30-day overlap there would be with herself and the new Executive Director.

3. 100 Percent Compliant Inspections in Children's Centers

4. 100 Percent Compliant Inspections in Family Child Care Homes

Ms. Oliver stated that Ms. Gebler is 100% compliant and it's not the first time.

5. Closed Centers and Homes

E. Monthly Financial Report

Ms. Buker asked if there was anything of interest in the Board report. Ms. Gilley said salaries and fringe are a little bit higher because of the extra pay period but it will "wash out in the end." Ms. Duvé asked how we are doing with educational expenses. Ms. Buker responded that at this time due to the hurricane, all travel is suspended but before that we had been planning to send people to Orlando.

Ms. Duvé asked about the raises and Ms. Buker said that the raises will show in October, which Ms. Gilley confirmed.

Commissioner Gerard asked if anyone wanted to address the Board. Ms. Gebler stated she had an association meeting and was asked about training we have available and that training was stopped a long time ago and she assumed it was financial. She asked if the staff would be willing to train. Ms. Buker said we are always willing to provide training but due to budget cut, no longer can. Ms. Massarsky stated we were co-sponsoring the Infant/Toddler Conference in January that ELC has taken the lead on. Ms. Backus stated that providers have to go to the website for training.

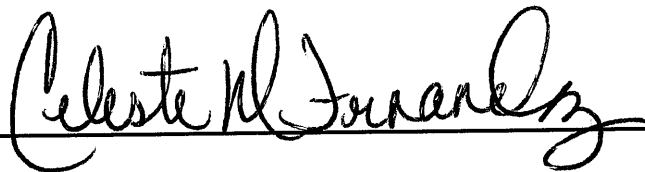
Ms. Gebler invited everyone to Ms. Buker's farewell on October 22 at the Pinellas Park Auditorium.

V. Public Comment

VI. Next Meeting: Wednesday December 6, 2017 @ 1:30 PM
Mid County Conference Center
8751 Ulmerton Road
Largo, FL 33771

VII. Adjournment
The meeting was adjourned at 2:40 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Celeste M. Fernandez". The signature is written in black ink and is positioned above a solid horizontal line.

Celeste Fernandez, Secretary