

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

**SPECIAL BOARD MEETING
October 20, 2017 at 1:00 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 Special Board meeting for the selection of the new Executive Director of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Friday, October 20, 2017, at 1:00 pm at 8751 Ulmerton Road, Largo, FL.

Board Members Present: Commissioner Patricia Gerard, Board Chair; Celeste Fernandez, Secretary; Pam Gebler; Susan Rolston.

Board Members Absent: Dr. Shana Rafalski; Dorothy Duve; Barbara Backus

Ex-Officio Member Absent: Charles Minor

Advisory Members Present: Ann Hofmeister; Lynn Bittner; Richard French

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

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: John Geisler, Environmental Health Administrator; Patsy Buker, Executive Director; Lisa Zacharia, Administrative Secretary

I. Call to Order

The PCLB Special Board Meeting was called to order at 1:03 pm.

A. Commissioner Gerard stated we had only one order of business.

Ms. Flynn stated that this was a bittersweet meeting to appoint Ms. Buker's successor and that we appointed a Search Committee in accordance with our bylaws. We have a quorum and can conduct business. We need 4 votes to approve a new Executive Director. Ms. Flynn asked if anyone had questions on the bylaws. Ms. Flynn turned the meeting over to Mr. Geisler.

Mr. Geisler stated the Executive Director position was posted on People First for 3 weeks. We got 109 applicants. There were qualifying questions and everyone that did not get 100% on the qualifying questions was eliminated. After that, there were 50 applicants left. From there, Mr. Geisler and Ms. Buker created the applicant ranking sheet. Items to be scored were: education, management experience, years in budget and finance, years in child care, and bilingual and each was assigned points. The

Search Committee met to review the applicants and looked at the top 6 to be interviewed. The Committee agreed on the questions to be asked and the date of October 13th for the interviews. 2 out of the 6 applicants decided not to interview, which left 4. The interviewers scored the candidates and when tallied, it was determined that Faith Bornoff had the top score.

Ms. Rolston stated she was part of the Search Committee and has known Ms. Buker for a long time. She acknowledged that you can't replace a beloved Executive Director and that Ms. Buker was the right person at the right time. We won't have another Patsy but PCLB is in a good place. Ms. Rolston commented that they felt that looking at the resume, Ms. Bornoff had opened a child care home, has been a director and teacher, has excellent leadership and management experience, and has 7 years of experience overseeing sites, hiring, training, supervising site directors, leading NAYCE, and maintaining QA protocol. Ms. Bornoff is also a trained Trainer of Steven Covey's *Seven Habits of Successful People*. Ms. Bornoff is also very concerned with involving parents and has organized a non-profit advisory board. She is warm, personable, authentic and confident.

II. Action Items

A. Selection of new Executive Director

Motion: Ms. Rolston made a motion to appoint Faith Bornoff as our new Executive Director. Ms. Gebler seconded the motion and it passed unanimously.

Ms. Gebler commented that she is happy with the decision but felt that the hiring process was rushed.

Ms. Bittner asked about the interview questions and was provided the set of questions the candidates were asked and how they were scored.

Mr. Geisler stated that Ms. Bornoff's employers spoke highly of her. He also said that we had a timeline to meet with hiring.

Ms. Buker stated now is the time to capture ideas and asked for people to provide questions for future needs.

Ms. Rolston stated she was pleased with the diversity of the Search Committee. Each person comes from a different background but they all came together and got it done as a group.

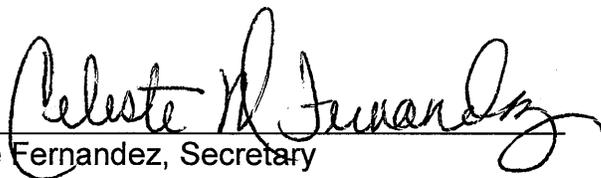
Ms. Fernandez commented that she is hearing clearly that this is the individual that will lead us and we will move forward.

III. Public Comment

IV. **Next meeting** Wednesday December 6, 2017 @ 1:30 PM
Mid County Health Department
8751 Ulmerton Road, Largo, FL 33771

V. **Adjournment:** The meeting was adjourned at 1:30 pm.

Respectfully submitted,

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

Celeste Fernandez, Secretary