

- II. **Consent Agenda**
 - A. Approval of Minutes from May 23, 2018

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

**REGULAR MEETING
May 23, 2018 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, May 23, 2018 at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

Board Members Present: Commissioner Patricia Gerard; Barbara Backus; Dorothy Duvé; Pam Gebler; Dr. Shana Rafalski; Susan Rolston

Board Members Absent: Celeste Fernandez

Ex-Officio Member Absent: Charles Minor

Advisory Members Present: Elizabeth Krakowski

Advisory Members Absent: Lynn Bittner; DaVee Henderlong; Richard French

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Victoria Gilley, Finance and Accounting, DOH

- I. **Call to Order**

- The PCLB Board meeting was called to order at 1:40 pm.

- A. Announcements** – No announcements were made.

- B. Approve Agenda**

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

- II. **Consent Agenda**

- Approval of Minutes from March 21, 2018.

Motion: Ms. Gebler made a motion to approve the minutes from March 21, 2018. Dr. Rafalski seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Announce New Advisory Committee Nominees

Ms. Massarsky stated we have two people we recommend as new Advisory Committee members because Nina Myers has retired and we need a faith-based advisory member and Ann Hofmeister has retired and we need someone with a background in early childhood education. Ann Martinelli is the Director at Robin's Nest and Nancy McGreevy wears many hats so we ask that you approve them as new Advisory Committee members.

Motion: Ms. Rolston made a motion to approve the two new Advisory Committee members. Ms. Backus seconded the motion and it was approved unanimously.

B. Proposed Changes to Bylaws

Ms. Flynn spoke about the proposed changes to the Bylaws. Most changes were made to clean up items such as the financial disclosure form to include the Executive Director, and some additional minor changes on pages 6 and 7.

Motion: Ms. Gebler made a motion to accept the proposed changes to the Bylaws. Dr. Rafalski seconded the motion and it was approved unanimously.

C. Proposed Changes to Policies

The Board members looked over the changes to the Policies and the staff members discussed what's still working. Dr. Rafalski asked that Ms. Flynn give highlights on what the changes are. Ms. Flynn stated that there were changes to the date, cleanup and reorganization so the document makes more sense, the MOU, policies and procedures and authorization to sign agreements. These were all very minor changes. The biggest change was on page 18. The section about minutes was from 1977 so we got rid of that because it's not how we operate and that HIPAA is now a factor. Ms. Duvé asked for an explanation on the letter to Governor Rick Scott. Ms. Flynn stated that Faith Bornoff updated it as the new Executive Director, so it's more of an acknowledgement of that. Ms. Gebler asked if anyone answers from the Governor's Office. Ms. Bornoff said no and that we have not had follow-up on that in the past. Ms. Flynn stated that the letter is for when the Governor declares a disaster, and childcare operations in the County or State are affected.

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

Approve Licenses for 3 New Children's Centers

Ms. Massarsky recommended that Bay Pines, Guiding Inspirations and Happy Workers receive full licensure.

Motion: Dr. Rafalski made a motion to approve the licenses for the 3 new Children's Centers. Ms. Backus seconded the motion and it was approved

unanimously. Ms. Rolston stated that we have added a few new infant slots.

D. Approve Licenses for 4 New Family Child Care Homes and 1 Large Family Child Care Home

Ms. Oliver reported that there were a number of 100% compliant inspections and she feels confident in the approval of their full licensure.

Motion: Ms. Backus made a motion to approve the licenses for the 4 new Family Child Care Homes and 1 Large Family Child Care Home. Ms. Gebler seconded the motion and it was approved unanimously. Ms. Rolston asked what the number of children is that distinguishes a Large Home from a regular Home. Ms. Oliver stated that it's 12. Ms. Gebler stated that depending on the ages of the children, the capacity fluctuates and that you can have between 6-12 or 8-12 children.

IV. Executive Director's Report

Ms. Bornoff shared the Infant Survey PowerPoint presentation. Ms. Gebler pointed out that a provider does not have to be in the ELC "School Readiness" program to have their children ready for school. Ms. Duvé asked Ms. Bornoff to define School Readiness. Ms. Bornoff responded that it means a provider is contracted with The Early Learning Coalition (ELC), and agree to abide by the "School Readiness" standards in addition to the regular Licensing Standards. Families can also receive subsidizes tuition from ELC, but must attend a "School Readiness" provider. Ms. Flynn stated that it was a pretty good response rate for a survey, 80%. Ms. Rolston said that if it were a time of emergency, this would be a good method to get information out. Ms. Gebler said that some people will not respond to the Board unless it's mandatory. Ms. Bornoff reported that the maps show providers that have space available for infants but in other zip codes they have waiting lists. Ms. Gebler stated that providers all do things differently with regard to how they manage their Family Child Care Home slots and waitlists. Ms. Massarsky said that in some cases, "open slots" remain open because they are not affordable. Rates can be as high as \$300 per week. Dr. Rafalski asked a question about enough slots and that due to the sheer numbers, there has to be unlicensed care going on and grandmas taking care of children. After the Infant Survey Results were presented, Dr. Rafalski asked what happens next. Ms. Bornoff responded that we can use the data to show where infant slots are needed. Ms. Massarsky said that we are trying to encourage providers to open more infant and one year old slots. In the Lealman area, the YMCA is opening 2 infant rooms and there are 2 centers that are now taking one year olds. Ms. Massarsky stated that this map is very telling. Ms. Gebler reported that she has had providers ask if they can have special licenses to have 4 infants and if there is a way to create that type of license so that they can market themselves as in-home providers for infants. Ms. Bornoff said we would have to weigh the pros and cons. Dr. Rafalski asked who initiates something like that, and if the staff would do the research and bring it to the Board? Ms. Bornoff said that at this time, staff feel that raising the adult to infant ratio may not solve the infant availability problem. Staff did the survey as a result of the public comment regarding the need for more infant care that was brought to the Board at our last meeting. It was an effort to understand the bigger picture. We need to know what the needs are, why they are there, and how to fix them before we propose a

solution. When there are more slots available, the price also goes down making infant care more affordable. Ms. Bornoff stated that if the Board wants to look at this further, a committee should be formed that can look at the entire infant availability situation and use their findings to make a recommendation to the Board. Ms. Gebler stated that on a past committee, they looked county by county at accidents, and added that our ratio is smaller in this county than statewide and she asked if this is something that could be investigated or looked at. Then Ms. Gebler said, you have to be willing to have a committee that delivers. Dr. Rafalski asked who would make up the committee and that it should be professional staff because having the Board on the committee would not work. Ms. Gebler said that they have had Advisory Committee members attend their Association meetings. Ms. Lynn Gibson, a Large Child Care Home provider, stated that they have had staff attend, but not the staff that attends Board meetings. Dr. Rafalski stated that Advisory Committee members do not vote so that could be appropriate and that information has been shared, that there are not enough slots and that's why it has been brought to the forefront. Commissioner Gerard then asked for a vote for our Executive Director to form a committee.

Motion: Dr. Rafalski made a motion to have a committee formed to study infant care availability. Ms. Gebler seconded the motion and it was approved unanimously.

Public Comment (taken out of order as requested by Lynn Gibson)

Ms. Lynn Gibson, Large Family Child Care Home provider, said she felt she had to be proactive because some cities have cracked down on homes. She stated that she knows child care laws and statutes and that we can't get our community to understand and get the word out. She recommended advertising and fliers to get people who want to stay home with their kids to help. She said she has parents call the License Board and added that she will help get the answer. She added that the rest of the state allows 4 infants but Pinellas allows 3. Ms. Gibson stated we've asked for a button on the PCLB web page that shows how to find child care inspections. Mrs. Bornoff answered stating that the button is already in place and is active on the website. The website was then pulled up for the Board to view. Ms. Gibson also asked for a button to be included that would help families search for child care. Ms. Massarsky stated that Child Care Resource and Referral is the party responsible for that list. Ms. Bornoff said she would look at having a link to that website added to assist providers in finding care. (Since that time, PCLB's web page has an added button that directs families to Child Care Resource and Referral by asking, "Are You Looking for Child Care?")

V. Information Items

A. Letter to Request Executive Order from Governor Scott for Decreased Regulatory Standards During Hurricane Season and Tables with Standards

This was discussed earlier in the meeting during Proposed Changes to Policies during Action Items.

B. CCLP Infant Survey Results

Presented during the Executive Director's Report

C. Statistical Report Regarding Licensing Activities

Commissioner Gerard asked if anyone had questions on the Statistical Report- no questions.

D. Compliance Reports

1. Children's Centers Fine Report

Ms. Rolston asked a question about Here We Grow as it seemed to her like a serious infraction that unscreened personnel was left alone with children and that other \$500.00 fines don't seem to be at the same level. Ms. Massarsky responded that our licensing specialist witnessed an unscreened volunteer left alone by screened staff for a very short time. Different levels of class I fines between \$100 and \$500 and the actual injury of a child or the potential danger to a child influences the amount of the fine. In this case, an unscreened individual, who's background was unknown posed a significant threat.

2. Family Child Care Homes Fine Report

Carmen Figueroa, home provider, had several fines regarding paperwork, attendance and capacity. Ms. Gebler said that her concern is, that if one continually cannot put together a paperwork file, one cannot provide safe care. Consistency, follow-up and to have files for 6 kids that are correct is necessary. Without that, you cannot keep kids safe. Ms. Gebler stated that if your attendance is not accurate, you won't know what to be looking for and that is scary. In response, Ms. Bornoff stated that this fine report is for April and does not reflect further actions that may have been taken with these providers in May. Ms. Flynn stated that we have to follow the statutes and that we have a program description. Ms. Gebler then stated that she likes to look at the report highlighting the providers that met 100% compliance.

3. 100 Percent Compliant Inspections in Children's Centers

No Comment **100 Percent Compliant Inspections in Family Child Care Homes**

No Comment

4. Closed Centers and Homes

Ms. Bornoff brought up Rainbow Academy. Ms. Massarsky said they are selling the building and a French school is opening up there. The others are change of ownerships. Ms. Gebler-commented that Ms. Loretta gave a lot of years to children in this county and that she's a dear lady whose care will be missed and gave kudos to her.

E. Monthly Financial Report

Ms. Bornoff reported that she attended a budget meeting this morning because this is new budget season. Ms. Duvé asked if there would be raises. Ms. Bornoff stated that we have to replace laptops this year and that she had to put a lot of money into the budget for that this year. After the technology upgrades, we should be able to use it for staff if it's allowable by DOH. DOH policy is that if someone in a particular job gets a raise that others doing the same job are entitled to the same raise in pay. This year everyone in DOH received a

\$1,400.00 raise if they earn under \$40,000.00 and \$1,000.00 raise if they earn over \$40,000.00. In addition, our accountant, Victoria Gilley is not using all of the hours allotted to her in our budget, so that will save us some money this upcoming budget year. We do need to purchase shelving for our storage room to make it a storage and resource space for our staff to utilize materials for providers. Commissioner Gerard asked if we are eligible for JWB Capital funding and Ms. Bornoff stated that we are not. Ms. Flynn stated that it's for non-profits and government is excluded. Ms. Gilley stated that we spoke with our contract manager and we are not eligible because we are a state agency. Ms. Bornoff said she hopes our laptops hold on until we can purchase new ones in October. DCF may also open the Rule again this year, so we had to set aside money for postage and printing. Ms. Bornoff asked if we wait until the budget is confirmed and Ms. Gilley replied that in the past we have waited. Ms. Flynn asked if we need conditional approval and Dr. Rafalski said it's in the line item. Ms. Gilley said that it's preliminary and that that budget would begin right after next Board meeting. Ms. Flynn asked if anybody had issues with this budget and it being presented to JWB. Ms. Flynn stated that if the Board does not approve the budget at this meeting, we will need to ensure everyone is present at the next Board meeting because we have to pass the budget before October 1, 2018. Ms. Backus stated she would not be in town. Commissioner Gerard stated she has to be at another meeting. Ms. Flynn said we have to have 4 Board members available for a quorum so we should stay on top of it a month ahead.

VI. Public Comment

Lynn Gibson, Large Family Child Care Home provider, talked about the issue of needing 2 phones for emergencies and that she wants to look into going to 1 cell phone. Ms. Flynn said that we'll look into it but we won't change the regulations at this meeting. Ms. Gebler stated that at the Association meeting, there were providers that said they were coming to the Board meeting today to address implementation of regulations. Ms. Gebler said she feels bad addressing it at a Board meeting and that she told a provider to talk to staff about it and not the Board.

VII. 2018 Meeting Dates

No Comment

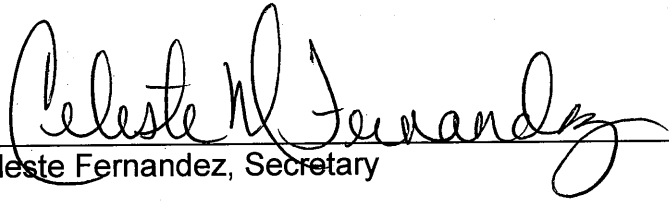
Ms. Bornoff stated that we have 2 staff anniversaries in June, Kathy Lombardo, 4 years; and Lisa Zacharia, 1 year.

Adjournment

The meeting was adjourned at 3:02 pm.

Next Meeting: Wednesday September 26, 2018 at 6:30 PM
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771

Respectfully submitted,



Celeste Fernandez, Secretary