

II. Consent Agenda

A. Approval of Minutes from December 12, 2018

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

**REGULAR MEETING
December 12, 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, December 12, 2018, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

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

Board Members Absent: Dorothy Duvé

Ex-Officio Member Present: Brandy Downing

Advisory Members Present: Lynn Bittner; Richard French; Shelia Haugabook; Elizabeth Krakowski; Ann Martinelli; Nancy McGreevy

Advisory Members Absent: Cynthia Sumter

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; Cindy Odette, Licensing Specialist (Public Comment Volunteer), Michelle Leland, Licensing Specialist; Victoria Gilley, Finance and Accounting, DOH

I. Call to Order

The PCLB Board meeting was called to order at 1:30 pm.

A. Announcements – Commissioner Pat Gerard welcomed new Board member, Michael Feeney. Mr. Feeney said he is glad to be part of our Board. Commissioner Gerard then welcomed new Advisory Committee members, Shelia Haugabook, present, and Cynthia Sumter who was unable to attend.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

Motion: The agenda was approved unanimously with no changes.

II. Consent Agenda

Approval of Minutes from September 26, 2018

Motion: Ms. Gebler made a motion to approve the minutes from September 26th. Mr. Feeney seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Approve 2017-2018 Audit Presentation by Dana Powell of Thomas Howell Ferguson, P.A.

Ms. Powell stated the firm of Law, Redd and Crona completed the audit and thanked our staff for their assistance. The audit letter issued an unmodified opinion on the statement which was fairly represented. Since PCLB is a Special District, the audit is performed according to government standards. No difficulties or non-compliances were identified. The results were very good and there was an increase in revenue related to JWB.

Motion: Ms. Fernandez made a motion to accept the audit. Ms. Rolston seconded the motion and it was unanimously accepted.

B. Approve JWB Contract Amendment for 2017-2018

Ms. Gilley explained that the amendment was for the overlap period last fiscal year when Patsy Buker was training Faith Bornoff. It was funded by an increased JWB allocation.

Motion: Ms. Rolston made a motion to approve the JWB Contract Amendment. Ms. Gebler seconded the motion and it was approved unanimously.

C. Approve JWB Budget Amendment for 2017-2018 as result of Contract Amendment

Motion: Ms. Rolston made a motion to approve the Budget Amendment for 2017-2018. Mr. Feeney seconded the motion and it was approved unanimously.

D. Approve JWB Budget Amendment for First Quarter of 2018-2019

Ms. Gilley stated this is for DMS for the People First platform. The difference is \$88.00 taken from contractual fees. Commissioner Gerard asked if it's policy to approve every dollar. Ms. Rolston said JWB requires Board approval for amendments.

Motion: Ms. Gebler made a motion to approve the JWB budget amendment for first quarter of 2018-2019. Ms. Fernandez seconded the motion and it was approved unanimously.

E. Approve Licenses for 4 New Children's Centers

Ms. Massarsky referred everyone to page 14 and recommended licenses for 4 new children's centers. They did well on their temporary permits and she feels confident with the recommendation.

Motion: Mr. Feeney made a motion to approve licenses for the 4 new children's centers. Ms. Gebler seconded the motion and they were approved unanimously.

F. Approve Licenses for 6 New Family Child Care Homes

Ms. Oliver stated they have all had great licensing inspections and she feels confident recommending them for licensure.

Motion: Ms. Gebler made a motion to approve licenses for the 6 new family child care homes. Ms. Rolston seconded the motion and they were approved unanimously.

G. Approve Updated Emergency Regulations

Ms. Bornoff stated that the staff updated the outdated Emergency Regulations. There were few changes for Homes and more for Centers. These are only in effect during states of emergency.

Public Comment on Action Item G.

Ms. Lynn Gibson, Home Provider, thanked the Board for the opportunity to work on Emergency Regulations. Regarding time limits, she stated that although they're already in the Regulations, providers won't remember what they are. There should be a reminder that providers don't have to stay within time limits during times of emergency and she would like that added in. Regarding annual inservice training, there should be an additional 90 days to have it completed and asked for that it be added in. Ms. Bornoff stated that PCLB staff would consider extending time to complete training, but it does not need to be printed in these Emergency Regulations, since this would be considered on a case by case basis. Ms. Flynn said that the ability to make this exception is in our Regulations already and that's why the provision is not addressed here. It is not appropriate to put a blanket waiver in because the state of emergency may be lifted right after a storm. The point was well taken but from a legal standpoint, not necessary. We need more flexibility so that the staff has discretion in these situations. Ms. Bornoff said as a staff we are working on an Emergency booklet but it's not ready to bring to the Board yet. Ms. Gibson stated that she believes that Florida is the only state that has Emergency Regulations in effect during a state of emergency. Ms. Gebler reported that at the Pinellas Providers Association they did a multi-topic training and realized they need something on a regular basis because there's a lot of misinformation and outdated information.

Motion: Ms. Fernandez made a motion to approve the updated Emergency Regulations. Ms. Gebler seconded the motion and the updated Emergency Regulations were approved unanimously.

IV. Receive Recommendations to Explore from Nancy McGreevy, Chair, Solutions for Infant Care Availability Committee

Ms. McGreevy stated that three topics for the PCLB Board to explore were decided upon.

1. Create excitement for moms and retirees to become home providers and provide training on how to open a Family Child Care Home. We could do this via job fairs, email marketing, and a training track that covers topics such as cost, supplies, inspections, and the physical environment of the home. How can Child Care

- Licensing partner with new providers?
2. Make parents aware of funding so they don't seek out unlicensed care. Add to ELC's and JWB's agenda to target providers.
 3. A tiered level for Family Child Care Home providers. For example, if a provider has received no non-compliances, has a proven track record, and has education credentials to get to a higher tier level, their infant ratio could be higher.

Ms. McGreevy reported that four Solutions for Infant Care Availability Committee meetings were held, the last one on October 17. All the recommendations pointed to the above three ideas. Ms. Flynn stated staff could review research on the tiered recommendation, but it would entail changes to the regulations. Ms. Rolston added that if we explore the 3rd recommendation, it would be important to look at State regulations. We need more research and a timeline of what it would take and that we should be careful before taking a "deep dive with surface exploration." Ms. Fernandez suggested community awareness marketing and maybe the Board could help because it could be too time consuming for inspectors to handle. Ms. Oliver reported that we started a class for prospective providers and that seven people attended. We are trying to conduct monthly classes and hope to make it mandatory for licensure. It would have to be an action item for the Board to approve. Staff would also like to create a mentorship program for providers. Commissioner Gerard said she would talk to people at USF as they do lots of marketing there. Ms. Gebler said Pinellas Providers has been discussing having a list of providers available that can show new providers their setup and how they conduct business. Ms. Bornoff brought up the safe sleep and breastfeeding bags that JWB gives out at hospitals and birth centers as a means of disseminating information about both becoming a licensed family child care home provider and about seeking licensed care. A discussion ensued about vacancies and how to find them.

V. Executive Director's Report

Ms. Bornoff stated that all our new laptops are now in, which is the end of our technical migration. We have reinstated our Quarterly Providers Newsletters for Centers and Homes. We have a new phone system and now all Licensing Specialists have direct lines which allows for after-hours voicemail. In January, Ms. Bornoff, Ms. Massarsky and Ms. Oliver will take turns having an after-hours emergency phone. Also, we will have a dedicated line for Providers to call into when we are closed for states of emergency. Ms. Bornoff said we are in the middle of amending our contract with JWB to monitor middle schools. We will be reducing the annual inspections from two to one unless there are significant issues during the inspection, which would result in a follow-up inspection. Kathy Lombardo is retiring and we wish her well. Paula Boardman, new Senior Clerk, starts on the 14th of December. Due to a member of our clerical staff being absent frequently for personal reasons, we have decided to secure a temporary employee to help keep up with processing licenses and other office work. We plan to absorb the expense of this additional employee through lapsed funds created by these recent absences. During our monthly call with DCF, there was information given about three rule changes. We will let the Board know about it when we know more. We were told they anticipate rule changes after the March Legislative Session. There will be some updated rules and some new rules. We had a hearing scheduled regarding a local center but at the provider's request, we were able to adjust the language contained in the complaint report and still give them a class 1 fine, so the Request for Hearing was

withdrawn. We sent a letter to a local provider that has a Family Child Care Home Organization. This provider was using the PCLB logo without permission and their flier said they were "known" by PCLB, which could be confused with an endorsement by PCLB. The letter instructed the provider to remove these two items from their website, fliers, marketing materials or social media accounts. We received a phone call from the provider who was receptive. Ms. Bornoff reported that some of the staff will be out of the office during the holidays.

VI. Information Items

A. Proposed Budget Amendment II

B. Monthly Financial Report-No Comment

C. Statistical Report Regarding Licensing Activities. Ms. Rolston and Ms. Oliver briefly discussed a non-compliance of one of the providers.

D. Compliance Reports

1. Children's Centers Fine Report-No comment.

2. Family Child Care Homes Fine Report-No comment.

3. 100 Percent Compliant Inspections in Children's Centers-No comment.

4. 100 Percent Compliant Inspections in Family Child Care Homes-
Commissioner Gerard made a point of focusing on the 100% compliances. Ms. Oliver stated that Ms. Gebler, Board member; and Cynthia Sumter and Shelia Haugabook, Advisory Committee members; were all on the 100% Compliant Inspections report.

5. Closed Centers and Homes-Ms. Gebler stated there is a huge disconnect between providers looking for children to care for and people looking for child care.

VII. Public Comment

None other than that pertaining to specific action item noted above.

VIII. 2019 Meeting Dates

No Comment – Meeting Dates set as set forth on agenda

IX. Staff Anniversaries

Commissioner Gerard said Ms. Bornoff had her one-year anniversary in Child Care Licensing in November; Ms. Massarsky had her 14th anniversary; and Mary Jane Elder had her 12th anniversary.

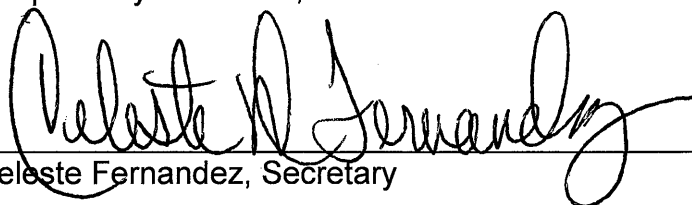
Commissioner Gerard asked the Board if there was anything else they wanted to discuss. Ms. Gebler stated Pinellas Providers wanted to have ELC and CCLP provide joint trainings. Ms. Massarsky said ELC has an entire unit devoted to training and there is an upcoming Early Care and Education Conference in January at the SPC Drew Street campus where our staff will be involved. She is on the committee for the Pre-K/Kindergarten partnership. They invited kindergarten teachers to meet with VPK and home providers to take the fear out of pre-k staff and make sure children are ready for pre-k. There is also a video called Landon's Lunch on the Pre-k/K Partnership website that takes children through a cafeteria. We are trying to provide toolkits to make children more comfortable. Mr. Feeny stated that Ready, Set, Kindergarten is being

provided by Pinellas County Schools and they are advertising it. Ms. Backus said Pinellas AYC has stepped back from training because there is so much training available, especially online, and that not enough people were showing up for in-person trainings. Ms. Oliver said they did a couple of home trainings in 2017. In 2019, we would like to do at least 2 trainings for homes and she is still working to make improvements on the new Prospective Provider training.

X. Adjournment

Board meeting was adjourned at 2:40 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Celeste Fernandez", written over a horizontal line.

Celeste Fernandez, Secretary