

**II. Consent Agenda**

**A. Approval of Minutes from September 26, 2018**

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

**REGULAR MEETING  
September 26, 2018 at 6:30 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, September 26, 2018, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

**Board Members Present:** Commissioner Patricia Gerard; Celeste Fernandez, Secretary; Dorothy Duvé; Pam Gebler; Susan Rolston

**Board Members Absent:** Barbara Backus; Dr. Shana Rafalski

**Ex-Officio Member Present:** Brandy Downing

**Advisory Members Present:** Lynn Bittner; Richard French; DaVee Henderlong; Ann Martinelli; Nancy McGreevy

**Advisory Members Absent:** Elizabeth Krakowski

**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; Kathleen Merino, Public Comment Volunteer; Victoria Gilley, Finance and Accounting, DOH

**I. Call to Order**

The PCLB Board meeting was called to order at 6:40 pm.

**A. Announcements** – Commissioner Pat Gerard welcomed new Advisory Committee members Nancy McGreevy and Ann Martinelli and new Ex-Officio member, Brandy Downing. Ms. Downing introduced herself to the group and described her experience.

**B. Approve Agenda**

Ms. Bornoff asked to move annual Board training to the end of the meeting.

**Motion:** The agenda was approved unanimously with one change.

**II. Consent Agenda**

Approval of Minutes from May 23, 2018

**Motion:** Ms. Rolston made a motion to approve the minutes from May 23, 2018. Ms. Fernandez seconded the motion and it passed unanimously with no corrections.

**III. Action Items**

**A. Approve Contract with JWB**

Commissioner Gerard asked if anything changed and to approve the contract with JWB for next year. Ms. Bornoff stated there is a small increase in funding, from \$613,145 this year to \$631,539 next year.

**Motion:** Ms. Rolston made a motion to approve the contract with JWB. Ms. Fernandez seconded the motion and it was approved unanimously.

**B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns**

Ms. Flynn said they have not increased their rates and have been our legal representation since 2008.

**Motion:** Ms. Fernandez made a motion to approve the renewal agreement. Ms. Rolston seconded the motion and it was approved unanimously.

**C. Approve Interlocal Agreement**

Ms. Flynn said the Interlocal Agreement has not substantively changed since 2007.

**Motion:** Ms. Rolston made a motion to approve Interlocal Agreement. Ms. Duvé seconded the motion and it was approved unanimously.

**D. Selection of Auditor for FY 2017-18**

Ms. Rolston asked if it is to select the auditor or to contract with the auditor. Ms. Flynn replied that Thomas Howell Ferguson was the only firm to respond to the bid. Ms. Gilley stated we have used THF about seven years.

**Motion:** Ms. Rolston made a motion to approve the auditor. Ms. Duvé seconded the motion and it was approved unanimously.

**E. Approve Program Budget for FY 2018-2019**

Ms. Gilley reported that there are slight changes that JWB asked for but the total budget is the same. Ms. Duve said she was glad our staff got new phones.

**Motion:** Ms. Rolston made a motion to approve the 2018-19 program budget. Ms. Duvé seconded the motion and it was approved unanimously.

**F. Approve Proposed Budget Amendment for FY 2017-2018**

Ms. Gilley said this budget realigns items and there are no overspent categories. Once completed the budget amended will be posted on PCLB's web page. Ms. Rolston suggested in the future highlighting changes to show categories being amended.

**Motion:** Ms. Fernandez made a motion to approve the proposed budget amendment for FY 2017-2018. Ms. Gebler seconded and it was approved unanimously.

**G. Approve Corrected Version of State-Approved Reduced Regulations for Children's Centers During Emergencies and Emergency Regulations for Pinellas County Family Child Care Homes and Large Family Child Care Homes**

After presentation from staff of the action item, public comment was heard: Lynn Gibson stated this is an old version of the emergency regulations. Ms. Massarsky said proposed changes are reduced at the state level, and this is most up to date version that is currently posted on the PCLB website. Ms. Gibson said standards should not be waived regarding pools and outdoor play space. Anne Brooks asked that pool and fence regulations not be waived during emergencies. Ms. Gebler said she and other providers feel they should not stay open without a fence up. Ms. Oliver stated that last year after hurricane Irma, we called all the providers and told them not to take children out without their fence being up. Ms. Flynn suggested that Board direct staff to review and if needed update emergency regulations.

**Motion:** Ms. Rolston motioned to correct the emergency regulations on the website and directed staff to review and update the emergency regulations with counsel. Ms. Gebler seconded the motion and it was approved unanimously.

**H. Approve Two New Advisory Committee Members:  
Shelia Haugabook and Cynthia Sumter**

Ms. Oliver briefly talked about nominees and thanked DaVee Henderlong for her longtime service on the Advisory Committee.

**Motion:** Ms. Rolston motioned to approve the two new Advisory Committee members. Ms. Duvé seconded the motion and it was approved unanimously.

**I. Approve Proposed Exception for State-Dependent Children Regarding Mixed Age Groups as Pilot Program at R'Club Early Learning Academy at US 19**

A group from Eckerd, R'Club, and ELC spoke about their pilot program. Participants were Laurallyn Segur, Carrie Culbertson, Jess Sternthal, and Jenn Dean. They presented to PCLB a proposed emergency child care program that allows children who have been removed from their home and in foster care to be kept together in the same room with their siblings in the day care at R'Club on a short-term basis regardless of their ages. R'Club has the staff, training and space available at their location on US 19 and Ulmerton Rd. It would be much less traumatic for siblings to stay in the same room and they can expand up to

20 in that class. However, R'Club would need an exception to the PCLB regulation that prohibits mixing infants with other age children. Ms. Flynn stated that the motion needs to cover that the exception to the regulation that prohibits mixing infants with other children is only for R'Club at US 19 and Ulmerton and only for one room with up to six children, and that R'Club in that room must meet the staff to infant ratio (3 children to 1 staff member) at all times. The exception would be only for a one-year pilot program. Commissioner Gerard said she is grateful for this creative solution. Ms. Bornoff asked to be informed of how it's working at our Board meeting in six months.

**Motion:** Ms. Rolston motioned to approve the pilot program. Ms. Duvé seconded the motion and it was resoundingly approved as a one-year pilot program with a required report back after 6 months regarding utilization and success.

**J. Approve Licenses for 2 new Children's Centers**

Ms. Massarsky reported that Here We Grow moved and Little Learners is new. She recommended full licensure for both centers.

**Motion:** Ms. Rolston motioned to approve licenses for the two new centers. Ms. Duvé seconded the motion and it was approved unanimously.

**K. Approve Licenses for 3 New Family Child Care Homes**

Ms. Oliver reported that Angelina Bethune is reopening. She recommended full licensure for all 3 new family child care homes. Ms. Gebler asked why a seasoned provider that moves has to be on a temporary permit. Ms. Oliver replied it's because the home is licensed, not the provider.

**Motion:** Ms. Fernandez made a motion to approve 3 new family child care homes. Ms. Gebler seconded the motion and they were approved unanimously.

**L. Review and Approve Dates for Board Meetings in 2019**

The dates presented for approval for 2019 are:

- March 20, 6:30 pm
- May 15, 1:30 pm
- September 11, 6:30 pm
- December 11, 1:30 pm

**Motion:** Ms. Fernandez motioned to approve the 2019 Board meeting dates. Ms. Duvé seconded the motion and the dates were approved unanimously.

**IV. Receive Status Report from Solutions for Infant Care Availability Committee**

Committee Chair, Nancy McGreevy, reported we received only 39 completed surveys which showed there are not enough infant slots in Pinellas and more family child care homes are needed. About 900 homes have closed over time. Concerns are blending of ages, ratio, training and funding for supplies and equipment. The Committee talked a lot about a community advertising blast.

Regarding training, different tracks such as orientation, training, business management and equipment were discussed. An idea from public comment about ratio was to create a higher tier level for providers based on a proven record. For example, if a provider had five years of experience and had no non-compliances and had met the educational requirements, then perhaps they could take another infant or more children. Pam Gebler added that due to lack of technical ability, a lot of people were unable to use the survey properly and the lack of true anonymity was an issue. She mentioned the importance of letting prospective providers know this is a career. If there were a training track in high school and tour with a provider, it would be a springboard to working in a center and to having a home. Ms. McGreevy said she will go into the subject more at the next meeting on October 17, 2018.

**V. Executive Director's Report**

Ms. Bornoff reported that new iPhones were purchased for Licensing Specialists and supervisors which replaced outdated items of equipment. Next on the list for replacement/purchase are Windows 10 compatible laptops. PCLB may have to dip into the fund balance for laptops, but it is still unclear at this time. Ms. Oliver attended the DCF One Goal Conference. Several staff attended the FFCCHA Conference. The state and local COOP Plan is being worked on and some regulations have already changed. Licensing staff are required to work in special needs shelters and ELC will partner with licensing during states of emergency. An email blast prior to emergencies with information for providers and emergency regulations attached will be sent.

**VI. Public Comment (*Out of Agenda Order*)**

Lynn Gibson stated that many providers in the past completed training requirements to become Large Home providers and PCLB just approved eight Large Home licenses that did not. Ms. Gibson was speaking for a group that wants another tier for providers who have many years in the field and meet certain educational requirements; which she believes will keep people in the childcare business.

Pam Gebler, Board member, said that seasoned providers being told they have to have a CDA is not what they want.

DaVee Henderlong was thanked for her years of service on the Advisory Committee. She commented that PCLB needs more funding and help.

**VII. Annual Board Training - PowerPoint Presentation and Handout**

Attorney Colleen Flynn presented the annual training to the Board on issues including, ethics applicable to public officers, Sunshine requirements for public meetings, public records, and PCLB procedures regarding appeals.

**VIII. Information Items:**

- A. Discuss Emergency Child Care Contract for First Responders
- B. DCF and Pinellas County Health Department Continuity of Operations Plan (COOP) in Emergency Situations

**C. Statistical Report Regarding Licensing Activities**

**D. Compliance Reports**

1. Children's Centers Fine Report
2. Family Child Care Homes Fine Report
3. 100 Percent Compliant Inspections in Children's Centers
4. 100 Percent Compliant Inspections in Family Child Care Homes
5. Closed Centers and Homes

**E. Monthly Financial Report**

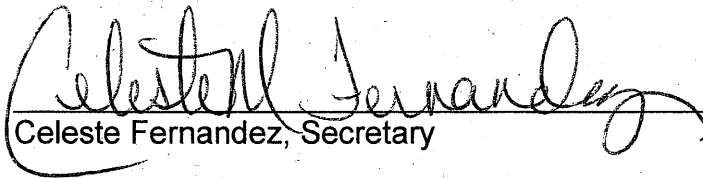
**IX. Upcoming Meeting Dates:**

Wednesday December 12, 2018 at 1:30 PM  
Mid County Conference Center  
8751 Ulmerton Road, Largo, FL 33771

**XI. Adjournment**

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

  
Celeste Fernandez, Secretary