

II. Consent Agenda

A. Approval of Minutes from March 20, 2019

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

**REGULAR MEETING
March 20, 2019 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, March 20, 2019, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

Board Members Present: Commissioner Patricia Gerard; Celeste Fernandez, Secretary; Barbara Backus; Dorothy Duvé; Michael Feeney

Board Members Absent: Pam Gebler; Susan Rolston

Ex-Officio Member Present: Brandy Downing

Advisory Members Present: Lynn Bittner; Shelia Haugabook; Elizabeth Krakowski; Ann Martinelli; Nancy McGreevy, Cynthia Sumter

Advisory Members Absent: 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; Kathi Merino, Licensing Specialist (Public Comment Volunteer)

I. Call to Order

The PCLB Board meeting was called to order at 6:30 pm.

A. Announcements – Ms. Oliver welcomed Cynthia Sumter, new Advisory Committee member.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

Motion: Ms. Fernandez made a motion to approve the agenda. Ms. Duvé seconded and the agenda was approved unanimously with no changes.

II. Consent Agenda

Approval of Minutes from December 12, 2018

Motion: Mr. Feeney made a motion to approve the minutes from December 12th. Ms. Backus seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Proposed Budget Amendment II

Ms. Bornoff stated that JWB requires a budget amendment every quarter if there is any movement of money between line items. This budget amendment reflects a change in rate from Department of Health to increase the two Senior Clerks' salary by 10%.

Motion: Ms. Backus made a motion to accept the budget amendment. Ms. Duvé seconded the motion and it passed unanimously.

B. Approve Process for Consideration of Petitions for Variances/Waivers

Ms. Massarsky stated that there may be times when Children's Centers or Family Child Care Homes will need to request a variance or a waiver of a regulation. For instance, in the last state regulations, fire drills had to be conducted with approved systems. A situation arose when Pinellas County licensed a new children's center where there was no fire alarm system that could be activated due to new fire and open construction regulations. Two processes need to be set up; one for waivers or variances of local regulations and one for waivers or variances of state regulations. Copies of the draft Processes for Request for Variances and Waivers were included in the Board packet, which set up the process and delegated the authority to the Executive Director to grant or deny a petition at its initial stage.

Motion: Ms. Duvé made a motion to approve both of the Processes for Consideration of Petitions for Variances/Waivers. Ms. Backus seconded the motion and it was approved unanimously.

C. Approve Licenses for 3 new Children's Centers

Ms. Massarsky reported that there are 3 new centers ready for full licensure. Two changed owners and the other one is a new center. They all did well and she is confident they should be licensed.

Motion: Ms. Fernandez made a motion to approve the 3 new Children's Centers. Ms. Duvé seconded the motion and it passed unanimously.

D. Approve Licenses for 4 new Family Child Care Homes

Ms. Oliver requested that 4 homes be approved for full licensure. During the first year on temporary permits, they did very well.

Motion: Ms. Duvé made a motion to approve the licenses for 4 Family Child Care Homes. Ms. Fernandez seconded the motion and it passed unanimously.

IV. Executive Director's Report

Ms. Bornoff talked about PCLB's Quarterly Newsletters for Centers and Homes which provide information to help Providers be successful. Our staff formed a Digital Committee in which staff will create digital files of all inspections. At our licensing mid-year, staff is ensuring that all of the licensed programs have received at least one inspection. DCF is working on getting a state of emergency system working and there will be a phone number for status updates per DCF regulations. The verbal report summarized a written report (attachment to agenda) and the Executive Director also gave an update about staff's follow up to the Solutions for Infant Care Availability Committee's report as follows:

Recruitment and Training: New Home Providers

Training

Staff continues to hold New Prospective Provider Training classes. Sixteen community members have participated so far with four now involved in the licensing process. Nine more participants have signed up for the next class being offered at a fee of \$25. Staff would like to see this become a mandatory class for all new prospective home providers at a future date.

Job Fairs / Conferences

Staff reported that most job fair participants would attend with a resume in hand looking to work outside of the home, not to be Family Child Care Home providers. Early Learning conferences or events may be a better way to reach out to people in the community looking to start this kind of home-based business. Staff recently had a vendor table at COQEBS Schools Readiness Baby Talk Conference. Information on child care licensing was distributed to all interested participants.

JWB New Baby Bags - Safe Sleep and Breastfeeding

JWB distributes bags to every new mother that delivers her baby in Pinellas County. The messaging in these bags encourage Safe Sleep and Breastfeeding. Since these are also Department of Health objectives, we are able to include something in the bags as well. Brochures and fliers are not acceptable, so promotional items must be purchased. JWB distributes 8,500 bags, so we need to set aside about \$5,000 for this in the upcoming budget year. Since this also meets a DOH strategic goal, there may be some DOH funding we can obtain to offset the cost if the Board is supportive of this. All other marketing materials will need to be free.

Business Training

It was suggested that staff provide business training to help home providers with their home businesses. Since this is outside of our area of expertise and we are not funded to provide business training, our staff cannot provide it. Instead, if outside speakers in this area are identified by child care providers to provide training and they are willing to provide such training, DOH will host such trainings at their Mid-County Location.

Tiered System: Home Providers

Staff had many questions about this suggestion regarding necessary provider education, specialized training, years of experience and violation history that would make a provider a qualified participant in the tiered system. Even more concerns arose when considering what happens to the children involved should the provider suddenly no longer meet these requirements and how long the provider would be

ineligible. There is also an issue with continuity of care if a provider in the tiered system loses that status for whatever reason. Another issue is what happens to the children when they age out of an infant-only home provider. Staff believes this tiered system goes against everything the PCLB Board has done. There is a finding of necessity for current rule and it matches Centers regulations in this area. This would negate the quality regulations that we have in Pinellas regarding infant care and create inequities in our long-established system. Our current standards match accrediting standards (NAEYC). The tiered system would be very difficult in the way of enforcement and would require a whole new set of regulations and enforcement guidelines with no subjective areas for monitoring. Staff does not recommend moving forward with this suggestion based on an established finding of necessity, continuity of care concerns, complex enforcement procedures, and constancy between home and center regulations.

Awareness of Funding

Staff will work with potential funders to establish a point person from each organization that will funnel funding information to the PCLB office. This information will then be distributed to providers via e-blasts, Provider newsletters, during inspections, and possibly as a link on our website if approved by DOH.

Ms. Bornoff talked about the system of having a button in the back of buses to ensure all children get taken off the bus. Ms. Bornoff then talked about Ms. Oliver's Prospective Provider Training class which costs \$25.00 for attendees. Sixteen people have taken the class and 4 are seeking licenses for homes. Nine more people will be attending the next class on March 27th and we hope to get 50% of people that take the class to obtain licenses. Ms. Bornoff stated that she is working with JWB on bags for new mothers and is working on what Child Care Licensing will contribute. It has to be related to safe sleep or breast feeding but we would like to suggest they may want to become Home Providers rather than going back to work. There will be 8,500 bags and the most we can spend is \$5,000 but DOH can help, so we ask the Board to approve that. There are opportunities for PSA's and maybe a news piece also. Ms. Bornoff said we went to the Baby Talk Conference and gave out licensing information there. Ms. Duvé stated she supports staff recommendations and thanked the Committee for their time.

V. Information Items

A. Monthly Financial Report

Ms. Bornoff reported that PCLB is doing well with the budget and that the first quarter is ending. Nothing has been added to the budget except for salaries.

B. Report by Art O'Hara Regarding Pilot Program: Exception for State-Dependent Children in Mixed Age Group at R'Club Early Learning Academy at US 19

Mr. O'Hara distributed pictures of the care room set up at R'Club ELA at US 19. He stated it opened in October and has served 65 children, ages infants through 5. Some children come in with undiagnosed disabilities. These children have been in their care anywhere from one day to 5 weeks. Their daily schedule is from 7:30 am to 5:15 pm and they eat breakfast, lunch, and snack at the center. They have art time, playtime, outdoor time and naptime. There is a separate gated area to keep the infants safe from older children. They have a playground and reading time and the children are well adjusted. They hired a specially trained teacher. Keeping these

children together is beneficial, and although they move on to permanent child care placement, none have been placed in R'Club programs. Mr. O'Hara thanked us for using them for the pilot program. He added people have talked about expanding and they have 10 centers in the county.

C. Statistical Report Regarding Licensing Activities

Ms. Massarsky reported 5 centers opened in January and now that Julie Oliver is providing classes, we have a steady flow of homes opening. The fine log was also discussed. It was noted that La Petite received a Class 1 fine and it was paid. Another center received a Class 1 \$500 fine because a child walked out of the classroom with another child and that other child's parent. Both centers self-reported these incidents and have submitted corrective action plans that are in place.

D. Compliance Reports

No discussion.

VI. Public Comment

Lynn Gibson, Large Family Child Care Home Provider, questioned Ms. Massarsky about ratios and the difference between centers and homes. She stated she has been caring for children for 36 years and runs a clean program in 100% compliance. She said she makes sure all children's needs are met and has worked hard. She said the rest of Florida gets to have a 4:1 ratio on day one. She stated she is a Large Home Provider and that it would be nice to hear "good job." She gets no raises and they don't earn the same amount of money as centers. She wants to open up for infants but when her employee has to leave, her ratio has to go back down.

VII. Upcoming Meeting Dates

Commissioner Gerard informed that the next Board meeting will be on May 15, 2019 at 1:30 pm.


VIII. Staff Anniversaries

Ms. Bornoff shared staff anniversaries for 1st Quarter.

IX. Adjournment

Commissioner Gerard adjourned the Board meeting at 7:30 pm.

Respectfully submitted,



Celeste Fernandez, Secretary