

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

**REGULAR MEETING
May 22, 2019 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, 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; Michael Feeney; Pam Gebler; Michael Mikurak

Board Members Absent: Dorothy Duvé

Ex-Officio Member Present: Brandy Downing

Advisory Members Present: Elizabeth Krakowski

Advisory Members Absent: Lynn Bittner; Shelia Haugabook; Ann Martinelli; Nancy McGreevy, Cynthia Sumter; 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; Michelle Leland, Licensing Specialist (Public Comment Volunteer)

I. Call to Order

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

A. Announcements – Commissioner Gerard welcomed Michael Mikurak, new Board member.

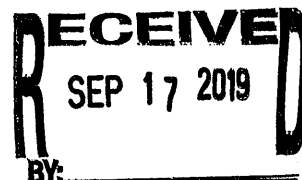
B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

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

II. Consent Agenda

Approval of Minutes from March 20, 2019



Motion: Ms. Gebler made a motion to approve the minutes from March 20th. Mr. Feeney seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Approve FY 19 PCLB Amendment #2 with JWB

Ms. Bornoff explained this budget amendment was to increase the salary of our Administrative Secretary.

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

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

Motion: Ms. Fernandez made a motion to approve the renewal agreement. Mr. Mikurak seconded the motion and it passed unanimously.

C. Approve Licenses for 4 new Children's Centers

Ms. Massarsky stated that all 4 had excellent inspections and she feels confident they are ready for full licensure.

Motion: Ms. Fernandez made a motion to approve these 4 new Children's Centers. Ms. Backus seconded the motion and it passed unanimously.

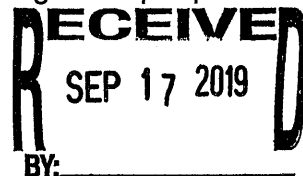
D. Approve Licenses for 8 new Family Child Care Homes

Ms. Oliver requested that 8 regular homes be approved for full licensure and 1 large home be approved for full licensure. 2 were previous providers and the rest are new.

Motion: Ms. Gebler made a motion to approve the licenses for 9 Family Child Care Homes. Ms. Backus seconded the motion and it passed unanimously.

IV. Executive Director's Report

The Emergency Preparedness booklets that PCLB sent to all Center and Home providers were shared with the Board and Advisory members and Ms. Bornoff described them as well as explaining the status of the state of emergency phone line for providers. She also explained how all DOH employees are responsible for emergency duty and that Mary Jane Elder will be responsible for reopening Centers and Homes after the storm or disaster. Ms. Bornoff then stated that Licensing Specialist, Michelle Leland, conducted the first successful paperless inspection as part of our paperless pilot program. Ms. Massarsky explained that attendance and other items can be taken electronically and as long as they can be accessed when needed. Ms. Bornoff then talked about the DCF Conference in Orlando. There will be language clean-up to regulations but nothing new as a result of this Legislative session. Ms. Bornoff, Ms. Massarsky and Ms. Oliver attended emergency preparedness classes and learned a lot about monitoring. Ms. Bornoff reported that we have had two Prospective Provider Orientation classes so far and out of those, two have become licensed. Five more have signed up for the class, so we're seeing traction regarding more people wanting to become family child care home providers.



V. Information Items

A. Presentation by Angela Loring with Early Learning Coalition (ELC): Infant Capacity Building Grant

Ms. Loring reported that ELC got approval from their Board for \$80,000 in funding to help centers and homes create infant slots. Six centers could receive up to \$10,000 each and four homes could receive up to \$5,000 as an incentive to open more slots. Part of the award package includes the requirement of professional development and the recipients have to agree to participate in that right from the start. That requirement is intended to increase the quality of slots that open. ELC hoped it would go perfectly but two homes didn't work out or were not eligible. Six centers applied and two said they will open a second infant room. JMAC and another center are opening slots and each was awarded \$15,000. The funds can be used for a door, a sink, cribs or toys. All have to open the slots by June 30. Funding will increase infant slots by 44.

B. Monthly Financial Report

Ms. Bornoff reported that there are no surprises. The air card charges were high because the process with the state turning them off was delayed.

C. DCF Monthly Report

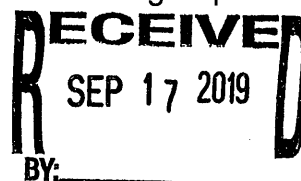
Ms. Massarsky reported that staff far exceeded the contractual requirements set by DCF.

D. Statistical Report Regarding Licensing Activities

Ms. Massarsky explained the statistical report for new Board member, Michael Mikurak, and explained that the report is a snapshot of what licensing activities staff have completed.

E. Compliance Reports

1. Children's Centers Fine Report – Ms. Massarsky explained that the fine report consists of three DCF state-mandated fines: Class 1, Class 2, and Class 3. Class 1 is for the most serious infractions that could cause harm to a child. Class 2 is for less serious infractions that could eventually cause harm if not fixed. Class 3 is for least serious, for example, something missing from the first aid kit. On the report there were a number of Class 1 fines in centers. A teacher dropped a child, causing a broken leg, and was arrested. In another center, a child was bitten repeatedly. At another children's center, a child was humiliated by being forced to put on a tutu-like girl's bathing suit because he was crying.
2. Family Child Care Homes Fines Report – Ms. Oliver stated there was a Class 1 fine due to a child not being restrained in the proper car seat during a field trip. DCF is strict regarding transportation.
3. 100% Compliant inspections in Children's Centers – In response to a question regarding the large number of violations having to do with attendance, Ms. Massarsky explained PCLB exceeds the state in two aspects; transition and center closing log. These two forms were put into use because children were being left in classrooms or on the playground, as well as in the center at the end of the day. These forms are designed help with accountability and awareness. PCLB offers Record Keeping for Children's Centers to center providers every other month as well to help them understand documenting requirements.



4. 100% Compliant Inspections in Family Child Care Homes – No discussion.
5. Closed Centers and Homes – No discussion.

VI. Public Comment

No public comment.

VII. Upcoming Meeting Dates

Commissioner Gerard stated that the next Board meeting will be on September 11, 2019 at 6:30 pm.

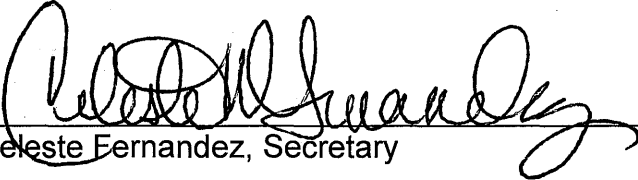
VIII. Staff Anniversaries

Ms. Bornoff announced staff anniversaries for 2nd quarter, Lisa Zacharia will be with PCLB for 2 years on June 30th.

IX. Adjournment

Commissioner Gerard adjourned the Board meeting at 2:09 pm.

Respectfully submitted,



Celeste Fernandez, Secretary

