

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

**REGULAR MEETING  
September 11, 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, September 11, 2019, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

**Board Members Present:** Commissioner Patricia Gerard, Board Chair; Barbara Backus; Dorothy Duvé; Michael Feeney; Pam Gebler; Michael Mikurak

**Board Members Absent:** Celeste Fernandez, Secretary

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

**Advisory Committee Members Present:** Lynn Bittner; Shelia Haugabook; Ann Martinelli; Nancy McGreevy; Cynthia Sumter

**Advisory Committee Members Absent:** Elizabeth Krakowski; 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; Chris Grybauskas, Licensing Specialist (Public Comment Volunteer); Paula Boardman, Senior Clerk, Centers; Victoria Gilley, Contract Administrator, Florida Department of Health in Pinellas County

**I. Call to Order**

The PCLB Board meeting was called to order at 6:35 pm.

**A. Announcements** – Ms. Massarsky introduced new employee, Paula Boardman, Senior Clerk for Centers, to the Board and Advisory Committee for the first time.

Ms. Gebler announced that Pinellas Providers will have their last meeting in December due to the fact that their attendance is waning and no one wants to step up as President to lead the group. She stated that as a member of our Board, she needs to be a member of an association but with the change coming, she doesn't know if she can still be on our Board.

**B. Approve Agenda**

Commissioner Gerard asked for the Board to approve the Agenda.

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

**C. Consent Agenda**

Approval of Minutes from May 22, 2019

**Motion:** Mr. Feeney made a motion to approve the minutes from May 22<sup>nd</sup>. Ms. Gebler seconded the motion and it passed unanimously with no corrections.

## II. Action Items

### A. Approve Extension of Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care Following Report on 1-Year Anniversary of Pilot Program by Sonia Meier, Early Childhood Education Services Director

Ms. Meier thanked the Board for addressing this need in our community and for allowing R'Club to implement the program. She then stated that six slots at the US 19 R'Club are not enough. They have two dedicated staff for the class. The room was formerly a toddler class so it can accommodate the requirement of an outside exit. The closet is filled with equipment for children of mixed ages. They have served approximately 110 children that were there between three days to four weeks. The biggest reason for the exemption is for care of siblings because separating children from their siblings is very traumatic. They had 20 sets of siblings, the majority infants and toddlers. The staff had Trauma Informed Care training and the children are given the comfort they need. They have fulltime and part-time subs and behavior specialists. R'Club wants to keep the waiver in place. Ms. Meier reported that one child that was there for four weeks had a birthday party there. When the child was placed, the supervisor cried. Ms. Duvé thanked Ms. Meier for the report and for their advocacy, then added she wished there were more funding so it could be replicated. Ms. Meier stated they are open to collaboration.

**Motion:** Mr. Mikurak made a motion to approve the extension of the Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care. Mr. Feeney seconded the motion and it passed unanimously.

### B. Approve Program Budget for FY 2019-2020

Ms. Gilley stated things were moved around to different funders this budget year, then asked if there were questions for her but there were none.

**Motion:** Ms. Gebler made a motion to approve the Program Budget for FY 2019-2020. Ms. Duvé seconded the motion and it passed unanimously.

### C. Approve Contract with JWB-Attachment

Ms. Bornoff asked for approval to renew our contract with JWB, our main funder.

**Motion:** Mr. Mikurak made a motion to approve to approve the renewal of the JWB contract. Ms. Gebler seconded the motion and it passed unanimously.

### D. Approve Interlocal Agreement-Attachment

Ms. Bornoff stated we are a special district and therefore we have an Interlocal Agreement every year. Ms. Flynn explained it's the same agreement every year.

**Motion:** Ms. Backus made a motion to approve to approve the 12<sup>th</sup> Interlocal Agreement. Ms. Duvé seconded the motion and it passed unanimously.

### E. Selection of Auditor for FY 2018-2019 Audit-Attachments

Ms. Bornoff reported that we only received one bid which was from Thomas Howell Ferguson, P.A. The price remained the same as last year and they are familiar with our program.

**Motion:** Mr. Feeney made a motion to approve the selection of Thomas Howell Ferguson as auditor for the 2018-2019 year. Ms. Backus seconded the motion and it passed unanimously.

### F. Approve Licenses for 5 New Children's Centers

Ms. Massarsky stated that that one center is brand new and four are former non-public

programs that have opted to become fully licensed. All the centers had very good inspections and she recommends them for licensure.

**Motion:** Ms. Backus made a motion to approve all 5 Centers for licensure. Ms. Gebler seconded the motion and it passed unanimously.

**G. Approve Licenses for 2 New Family Child Care Homes and 2 New Large Family Child Care Homes**

Ms. Oliver stated all 4 Homes had 100% compliance and recommended them all for full licensure.

**Motion:** Ms. Backus made a motion to approve all 4 Homes for licensure. Ms. Duvé seconded the motion and it passed unanimously.

**H. Approve Decrease in Licensing Regulations Governing Pinellas County Children's Centers**

Ms. Massarsky said we are one of two counties that requires a high school diploma to work in School-Age Centers. We are proposing that if a high school student is a candidate for graduation and we put caveats in place including participants being in good standing for graduation, we could possibly have more people that choose child care as their career. The objective is to have high school students, GED recipients, or people with Certificates of Completion able to work in child care. Discussion ensued about what constitutes good standing. Ms. Bittner said it's difficult getting and keeping employees because unemployment is low. Ms. Backus stated, "the term good standing is too subjective." Ms. Flynn said we can change it to "enrolled." Discussion ensued regarding monitoring. Ms. Flynn clarified it's in the regulations that it falls under paperwork for employment.

**Motion:** Ms. Backus made a motion to approve the decrease with the adjustment made from "good standing" to "enrolled." Mr. Feeny seconded the motion and it passed unanimously.

**I. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Children's Centers**

Ms. Massarsky stated there are some promulgation changes to Form 65C-22 and updates to school facilities. New regulations only apply to School Age Center licenses. The State closed the loophole that allows centers to hire separate companies for transportation; They added definitions such as Fall Zones, Field Trips, Surfaces, Emergency Care Plans. Indoor/Outdoor Play Spaces have changed; Regulations on vaping were added; Room capacity can be reduced for sedentary activities; Centers do not have to purchase generators; however, if they do, there are requirements for installation. There were handwashing and handwashing documentation changes; They need a written schedule for cleaning toys and equipment, not a checklist. Some School Age Centers with indoor climbing equipment now need padding and resilient surfaces; School age staff utilizing national trainings to satisfy DCF clock hour requirements must upload those course certificates to the Florida Pathway Registry. Ms. Massarsky asked the Board to adopt the new School Age Center Regulations effective October 2, 2019. Ms. Bittner asked several questions about Center Regulations which Ms. Massarsky answered.

**Motion:** Mr. Mikurak made a motion to adopt new State Regulations into Licensing Regulations Governing Pinellas County Children's Centers. Ms. Backus seconded the motion and it passed unanimously.

**J. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Child Care Homes and Large Family Child Care Homes**

Ms. Oliver stated that a lot of what Ms. Massarsky went over also applies to Homes. We have a new definition for preparation of food. Regarding addresses, providers must have documentation that shows that the person lives there. They cannot operate another business

out of that home. All providers must have Shaken Baby and Abusive Head Trauma training/documentation. Drivers have to have an annual physical. There must be a visual sweep of vehicles and vehicles must be kept at a comfortable temperature, between 65 and 82 degrees Fahrenheit. Vaping regulations, posting schedules, Continuity of Care, adequate space for infants, and accommodations for children with special needs were added. Ms. Oliver discussed adding household members to the roster and taking them off when they move out. Beginning 6/21/2021, employees in Large Homes must have First Aid/CPR. Providers will have to do visual check during naps every 10-15 minutes; monitors do not replace checks. There will be new swimming ratios. Linens must be washed once per week. Sleep sacks will have to fit according to manufacturers' specifications. Swaddling shall not be used unless authorized by a physician. Equipment must be suitable for age and must allow for water drainage. If provider is serving food, cutting food or touching it, they must use gloves. During fire drills, attendance must accompany provider outside. Providers must include a statement that some children in care may not have proper immunizations. Distribution of the Distracted Driver information is now required. If a child does not arrive in care, provider must contact parent if child is brought to the home from an outside source. Ms. Oliver stated that Licensing Specialists will be asking for documentation that shows daily inspections of indoor/outdoor play areas. The cleaning schedule can be very simple.

**Motion:** Mr. Feeney made a motion to adopt the new State Regulations Governing Pinellas County Child Care Homes and Large Family Child care Homes. Mr. Mikurak seconded the motion and it passed unanimously.

#### **K. Review and Approve Board Meeting Dates in 2020**

Ms. Bornoff stated that the following are the proposed Board dates for 2020:

- February 26, 6:30 pm
- April 22, 1:30 pm
- August 26, 6:30 pm
- November 18, 1:30 pm

**Motion:** Ms. Gebler made a motion to approve the proposed Board dates for 2020. Ms. Duvé seconded the motion and it passed unanimously.

### **III. Executive Director's Report**

Ms. Bornoff talked about how the early learning community lost Art O'Hara. People have wonderful memories of his service and we wish his family well. Our provider newsletter has been well received. New Child Care Facility State Regulations are in litigation and at the next Board meeting, we hope to present new Children's Center regulations. We are working on a "crosswalk" with DCF. PCLB is fully staffed but one employee is on extended leave. Licensing Specialists are getting new caseloads at the end of our fiscal year.

### **IV. Information Items**

#### **A. Monthly Financial Report**

Ms. Gilley asked if there were any questions. There were none.

#### **B. Statistical Report Regarding Licensing Activities**

No Comment

#### **C. Compliance Reports**

1. Children's Centers Fine Report – Ms. Duvé asked about LSF Filmore. Ms. Massarsky stated they closed. Ms. Oliver reported we have had no more incidents involving the Dukes.
2. Family Child Care Homes Fines Report – No comment
3. 100% Compliant inspections in Children's Centers – No comment
4. 100% Compliant Inspections in Family Child Care Homes – No comment

5. Closed Centers and Homes – No comment

**V. Public Comment**

Deb Ballinger thanked everyone for voting in favor of the decrease. She stated some of her best staff were in high school and then went on to junior college.

**VI. Upcoming Meeting Dates**

Commissioner Gerard stated that the next Board meeting will be on December 11, 2019 at 1:30 pm.

**VII. Staff Anniversaries**

<p><b>2019 Staff Anniversaries (3rd Quarter)</b></p> <p><b><u>July</u></b> Michelle Leland – 4 years Chris Grybauskas – 10 years</p> <p><b><u>August</u></b> Hope Williams – 13 years Priscilla Brown-Ireson – 5 years Maria Villarreal – 14 years</p> <p><b><u>September</u></b> none</p>
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**VIII. Annual Board Training-PowerPoint Presentation & Handout to be Distributed**

Ms. Flynn presented her annual Board Training.

**IX. Adjournment**

Commissioner Gerard adjourned the Board meeting at: 8:00 pm.

Respectfully submitted,

  
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Celeste Fernandez, Secretary