

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

**VIRTUAL REGULAR BOARD MEETING  
VIA ZOOM  
August 26, 2020 at 6:30 PM**

**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 virtual regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday, August 26, 2020, to begin at 6:30 pm via Zoom.

**Board Members Present:** Michael Mikurak; Dorothy Duvé; Michael Feeney; Lynn Gibson; Emily Ralston; Commissioner Kathleen Peters

**Board Members Absent:** Celeste Fernandez

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

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

**Advisory Committee Members Absent:** None

**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; Victoria Gilley, Contract Administrator.

**I. Call to Order**

- A.** Ms. Flynn called the meeting to order at 6:30 pm and stated the meeting was being conducted remotely, extended by Executive Order 20-69 by Governor DeSantis due to Covid-19. She performed roll call for the Board and Advisory Committee and then stated we have a quorum; the meeting was publicly noticed; and we will have public comment. Ms. Flynn gave instructions on how to "raise your hand" on Zoom. She then stated that Mr. Mikurak will introduce the agenda items, call for motions on action items, and then he will call for public comment and roll vote.

**II. Consent Agenda**

- A.** Mr. Mikurak thanked everyone for participating and asked if there were comments on the items on the Consent Agenda and there were none.

**Motion:** Commissioner Peters made a motion to approve the items on Consent Agenda. Ms. Ralston seconded the motion the Consent Agenda passed unanimously.

**III. Action Items**

**A. Approve Program Budget for FY21**

Ms. Bornoff and Ms. Gilley spoke about the new budget, reporting that it is similar to prior years. PCLB was approved for a new position and the cost of retirement and insurance increased.

**Motion:** Ms. Ralston made a motion to approve the Program Budget for FY 21. Commissioner Peters seconded the motion. Roll call vote was taken and the motion passed unanimously.

**B. Approve Budget Amendment for FY 21**

Ms. Bornoff reported that the cost of cell phone service increased due to people teleworking. Another change is travel. The total is zero as budget items were just moved around.

**Motion:** Mr. Feeney made a motion to approve Budget Amendment for FY21. Commissioner Peters seconded the motion. Roll call vote was taken and the motion passed unanimously.

**C. Approve JWB FY 21 (OPROV21) Proposed Performance Measures & Special Conditions and Geography**

Ms. Bornoff explained JWB's performance measures and special conditions and that we expect all facilities and homes to have their licenses on time. Mr. Mikurak commented that JWB is reviewing all programs and performance metrics to be in line with their Strategic Plan.

**Motion:** Mr. Feeney made a motion to approve JWB FY 21 Performance Measures, Special Conditions and Geography. Commissioner Peters seconded the motion. Roll call vote was taken and it passed unanimously.

**D. Approve Thirteenth Interlocal Agreement**

Ms. Flynn explained that the Interlocal Agreement began in 2007 when PCLB joined the Department of Health. It is the same agreement year after year and we continue to do amendments.

**Motion:** Commissioner Peters made a motion to approve the Thirteenth Interlocal Agreement. Mr. Feeney seconded the motion. Roll call vote was taken and it passed unanimously.

**E. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for October 1, 2020 – June 30, 2021**

Ms. Flynn briefly described her legal representation of PCLB.

**Motion:** Commissioner Peters made a motion approve continued representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for October 1, 2020 – June 30, 2021. Ms. Gibson seconded the motion. Roll call vote was taken and it passed unanimously.

**F. Selection of Auditor for FY 19-20**

Ms. Bornoff explained we put the audit out for bid. We thought we would have two bids this year but ultimately had the same auditor we have year after year bid on it, Thomas Howell Ferguson. Mr. Mikurak asked what restrictions there are for auditing firms to bid. Ms. Bornoff explained public notice and having to be a registered vendor on My Florida Marketplace in order to place a bid.

**Motion:** Commissioner Peters made a motion to approve Thomas Howell Ferguson for the 19-20 audit. Ms. Ralston seconded the motion. Roll call vote was taken and it passed unanimously.

**G. Approve Licenses for 5 New Children's Centers**

Ms. Massarsky stated we have 5 Centers to license and 4 of the 5 are brand new. One is a change in ownership. 2 of them were postponed in getting licensed but both now have had excellent inspections. Ms. Massarsky asked the Board to approve these 5 Centers for full licensure.

**Motion:** Commissioner Peters made a motion to approve the 5 new Children’s Centers. Ms. Gibson seconded the motion. Roll call vote was taken and it passed unanimously.

**H. Approve Licenses for 3 New Family Child Care Homes (No New Large Family Child Care Homes)**

Ms. Oliver reported 2 of the 3 were previously licensed but moved. They all had great inspections and she asked the Board to approve their licensure.

**Motion:** Ms. Gibson made a motion to approve the 3 new Family Child Care Homes. Mr. Feeny seconded the motion. Roll call vote was taken and it passed unanimously.

**IV. Executive Director’s Report**

Ms. Bornoff reported our Licensing Specialists are still working remotely and are at the office one day per week. Ms. Bornoff and Ms. Oliver are teleworking 2 days per week and Ms. Massarsky is teleworking exclusively. Routine inspections are being done remotely and renewal inspections are on site. A number of centers are on a provisional license because they were closed at the time that their renewal inspection was to be completed or they were unable to get an approved fire inspection due to municipality shutdowns. We will be working to move them to a regular license. We are working on Classification Summaries and by October compliance with all new regulations will be monitored. Ms. Bornoff expressed how much our staff and childcare community providers have risen to the occasion during the pandemic.

**V. Information Items**

Mr. Mikurak asked if anyone had questions or comments; there were none.

**VI. Public Comment**

Ms. Flynn asked members of the public to press “raise your hand” or press \*9 on their phone to make a public comment. Lynn Gibson, Board member, stated there are homes with one or two children but her capacity is still full. She added that the letter to providers from Ms. Bornoff made them happy.

Ms. Ralston thanked the PCLB for their support. She thanked inspectors and Faith because with our leadership and guidance, some of her centers were able to remain open.

**VII. Staff Anniversaries**

Ms. Bornoff stated that in July, Chris Grybauskas had her 11<sup>th</sup> anniversary and Michelle Leland had her 5<sup>th</sup>. In August, Priscilla Brown-Ireson had her 6<sup>th</sup> anniversary; Hope Williams had her 14<sup>th</sup> anniversary and Maria Villarreal had her 15<sup>th</sup> anniversary. There were no September anniversaries.

In October, Lillie Williams-Banks will be retiring after being on our staff for 21 years and with state government for over 30 years. We are sad to see her go but we are working to put something together to celebrate her.

**VIII. Upcoming Meeting Dates**

November 18, 2020, 1:30 pm

Ms. Flynn stated the Governor’s order will expire on October 1 and we will let everyone know if we will be having changes to our meetings.

**IX. Adjournment**

Meeting was adjourned at 7:04 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michael G. Mikurak". The signature is written in a cursive style with a large initial 'M'.

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Michael G. Mikurak, Chairperson for Celeste Fernandez, Secretary