

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

**VIRTUAL REGULAR BOARD MEETING
VIA ZOOM**

April 22, 2020 at 1:30 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, April 22, 2020 to begin at 1:30 pm via Zoom.

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

Board Members Absent: None

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present: Lynn Bittner; Nancy McGreevy; Shelia Haugabook

Advisory Committee Members Absent: Richard French; Elizabeth Krakowski; Ann Martinelli; Cynthia Sumter

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

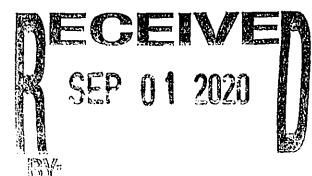
I. Call to Order

A. Ms. Flynn called the meeting to order at 1:30 pm and welcomed everyone. She performed roll call and asked that Board members say "present" when they heard their name. All Board members were present except Commissioner Peters, who arrived a few minutes later. Ms. Flynn stated we have a quorum and can proceed. She then stated that we are meeting remotely due Executive Order 20-69 by Governor DeSantis, which suspends the requirement of the Sunshine Law to have all meetings in a specific public place and to require a quorum to be present in person. Ms. Flynn said that all materials are on the pclb.org website. Ground rules for the meeting are as follows: The Chair introduces each Board Item and will ask each Board member by name to vote. She asked everyone to speak clearly because there is a slight delay and to use *9 by phone or use the Raise Your Hand feature on Zoom to speak. Mr. Mikurak thanked everyone for attending during this time and that people have concerns for their families and children but it's important to continue operating.

II. Consent Agenda

A. Mr. Mikurak asked if anyone wanted to comment on the items on Consent Agenda. There were no comments.

Motion: Ms. Ralston made a motion to approve the items on Consent Agenda. Commissioner Peters seconded the motion and the items on the Consent Agenda were approved unanimously.



III. Action Items

A. Approve Budget Amendment

Ms. Gilley reported this was the first amendment for this fiscal year. Some items were moved because postage and printing cost more than we budgeted for, due to the fact that PRIDE, our usual print vendor, had a security breach and was not operational. Our postage was more than anticipated due to the mailing of new regulations.

Motion: Mr. Feeney made a motion to approve the Budget Amendment. Ms. Duvé seconded the motion. There were no public comments. The motion was approved unanimously.

B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for July 1 - September 30, 2020

Ms. Flynn clarified that even though her letter states her firm has represented PCLB since 2012, it has actually been since 2008.

Motion: Mr. Mikurak made a motion to approve the Renewal Agreement with Johnson Pope Bokor Ruppel & Burns for July 1-September 30, 2020. Commissioner Peters seconded the motion. There were no public comments. The motion was approved unanimously.

C. Approve Licenses for 4 New Children's Centers

Ms. Massarsky stated we have 4 Centers to license at this time and 3 of them are new. She stated that staff was very proud to license our first karate center.

Motion: Ms. Fernandez made a motion to approve the 4 new Children's Centers. Ms. Gibson seconded the motion. There was no public comment. The motion passed unanimously.

D. Approve Licenses for 2 New Family Child Care Homes (No New Large Family Child Care Homes)

Ms. Oliver reported that both Family Child Care Homes had excellent inspections and we recommend them for licensure.

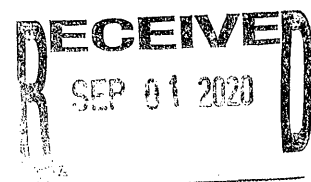
Motion: Ms. Gibson made a motion to approve the 2 new Family Child Care Homes. Ms. Ralston seconded the motion. There were not public comments. The motion passed unanimously.

IV. Executive Director's Report

Ms. Bornoff reported that the majority of the PCLB staff has been teleworking. This week, DCF approved limiting inspections. Department of Health allows meeting by Skype, which we have already done. Currently, there are 281 open Family Child Care Homes. Out of 387 Child Care Centers, 75% are currently closed. The big topic at the moment is playground closures for Centers. Children can have fresh air by using their outdoor play space but they cannot use playground equipment. Ms. Bornoff asked if anyone had questions.

Ms. Gibson commented that she had two phone calls from providers asking why we are issuing provisional licenses for fire drills. Ms. Bornoff replied, it's not for fire drills, it's for fire inspections because fire marshals in some cities are not currently doing inspections.

Ms. Ralston commented that we still do have centers open and that Child Care Licensing has been spot-on helping all providers and keeping everyone informed.



V. Information Items

- A. Monthly Financial Report - No Comment
- B. Statistical Report Regarding Licensing Activities - No Comment
- C. Compliance Reports - No Comment
 - 1. Children's Centers Fine Report - No Comment
 - 2. Family Child Care Homes Fine Report - No Comment
 - 3. 100 Percent Compliant Inspections in Children's Centers - No Comment
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes - No Comment
 - 5. Closed Centers and Homes - No Comment

VI. Public Comment

No Public Comment

VII. Staff Anniversaries

Lisa Zacharia is having her third anniversary with PCLB in June.

Additional Board Comments Prior to Adjournment:

Ms. Gibson commented that she was excited to see no fines in Homes at this time.

Mr. Mikurak asked how well prepared we are and what we need to do once the pandemic has passed. What do we do so children are safe and we're sure the staff has items like toilet paper and sanitation supplies?

Commissioner Peters stated that ELC is having a drive for food, paper products and cleaning/sanitation supplies for Centers and Homes.

Mr. Mikurak commented that closed Centers in schools concern him the most. Ms. Bornoff explained there are currently 5 emergency Centers open in the County.

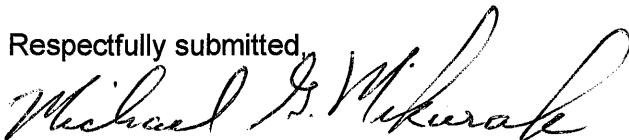
Commissioner Peters commented that she serves on the ELC Board. She got Big Storm Brewery to donate sanitizer and advised all to contact her if any providers need more and she will request it from them.

Mr. Mikurak said we need to stay on top of this and that schools need to make sure children are protected from other microorganisms. He asked if there were any more questions. There were none.

VIII. Adjournment

Commissioner Peters made a motion to adjourn. Ms. Ralston seconded the motion and it passed unanimously. Meeting was adjourned at 2:00 pm.

Respectfully submitted,



Celeste Fernandez, Secretary

(IN THE ABSENCE OF
MS. FERNANDEZ AT THE
BOARD MEETING ON
AUGUST 26, 2020)

