

## B. Minutes from Board Meeting on June 23, 2021

**PINELLAS COUNTY LICENSE BOARD  
FOR CHILDREN'S CENTERS & FAMILY DAY CARE HOMES  
REGULAR BOARD MEETING FOR BOARD MEMBERS  
June 23, 2021, Immediately Following the Public Hearing at 1:30 PM  
Florida Department of Health in Pinellas County  
8751 Ulmerton Road, Largo, Florida  
VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE**

### Unapproved 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 Child Care Homes was scheduled and properly noticed for Wednesday, June 23, 2021, at 8751 Ulmerton Road, Largo, Florida, to begin at immediately following the Public Hearing beginning at 1:30 pm.

**Board Members Present:** Michael Mikurak; Dorothy Duvé; Michael Feeney; Lynn Gibson; Celeste Fernandez; Commissioner Patricia Gerard

**Board Members Attending Virtually:** Emily Ralston

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

**Advisory Committee Members Attending Virtually:** Lynn Bittner; Richard French; Cynthia Sumter; Elizabeth Krakowski; Nancy McGreevy

**Advisory Committee Members Absent:** Shelia Haugabook

**Attorney Present:** Colleen Flynn, Esq.

**Staff Members Present:** Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Centers; Julie Oliver, Supervisor, Family Child Care Homes; Kathi Merino, Licensing Specialist; Cindy Odette, Licensing Specialist, Public Comment Volunteer; Lisa Zacharia, Administrative Secretary; Chuck Minor, Environmental Health Administrator; Ivy Than Huynh, Contract Administrator

**Staff Members Attending Virtually:** Olga Chang, Contract Administrator

#### I. Call to Order

Mr. Mikurak called the Board meeting to order immediately following the Public Hearing and asked for any announcements but there were none.

#### II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from March 24, 2021.

**Motion:** Ms. Duvé made a motion to accept the minutes. Ms. Gibson seconded the motion and the Consent Agenda passed unanimously.

### **III. A. Approve FY 21 Budget Amendment**

Ms. Bornoff introduced Ivy Than Huynh, Contract Administrator, and asked her for her input regarding the Budget Amendment. Ms. Huynh explained she is now training Ms. Olga Chang to be our Contract Administrator. She stated Lapse funds were used for salaries/fringe. Ms. Bornoff stated JWB money was used for the 3% increase and we have moved a clerk to the JWB payroll. Ms. Flynn stated the Board has to approve any budget amendment in accordance with the laws that govern Special Districts; it has to be a formal amendment; and has to be posted on the PCLB web page. Ms. Flynn asked that Ms. Huynh describe the movement of money so that we can get advance authorization and a formal amendment can be presented at the September Board meeting. Ms. Huynh stated we moved \$8,627 from Salaries and \$12,000 from Health Insurance/Fringe Benefits to cover for the telephone and cell phone increases due to the pandemic and the fact that travel was restricted. We took \$903 that was budgeted for Conferences. With \$18,000 extra money made available, we want to replace all the field computers. Ms. Flynn asked Ms. Bornoff if she is asking the Board to approve this Budget Amendment and then possible amendments before September. Ms. Bornoff and Ms. Huynh explained money needed to be moved around before August 21, the deadline to submit to JWB. Mr. Mikurak explained he is on the Finance Committee at JWB. They have some funds available and will be looking toward a program that will ask the community where they are missing opportunities. There are opportunities for adjustments if you need more support and will impact in 2023. The areas Mr. Mikurak described are more presence, marketing and framing to increase the number of foster homes and get more children into a safe place. Ms. Flynn stated as a Special District, the Board could approve this Budget Amendment today and do a formal budget amendment in September. Ms. Bornoff stated that after the laptop purchase, she will put the money left over into office supplies so that we can replace chairs and other necessities. Ms. Huynh talked about the increase of the minimum wage to \$13.00 per hour.

**Motion:** Mr. Mikurak asked for a motion to approve the FY 21 Budget Amendment as is. Commissioner Gerard made the motion. Ms. Fernandez seconded the motion and it passed unanimously.

### **B. Approve FY 22 Proposed Budget**

Ms. Bornoff stated this is what DOH has approved for FY22 and it has to go through JWB and DCF as well.

**Motion:** Mr. Mikurak asked for a motion to approve the FY 22 Proposed Budget. Commissioner Gerard made the motion. Ms. Fernandez seconded the motion and it passed unanimously.

### **C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP**

Ms. Bornoff explained that in Section 3 it was added that DCF and JWB funding agreements require the audit and that the auditor must attend the first quarter Board meeting. Ms. Flynn stated that's also a legal requirement as a Special District. Ms. Flynn asked for the attachments that go with the RFP which were provided by Ms. Zacharia.

**Motion:** Mr. Mikurak asked for a motion to Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP. Commissioner Gerard made the motion. Ms. Gibson seconded the motion and it passed unanimously.

### **D. Approve Fourteenth Interlocal Agreement**

Ms. Bornoff stated this is the renewal agreement between PCLB and DOH for FY22 and there were no changes.

**Motion:** Mr. Mikurak asked for a motion to approve the Fourteenth Interlocal Agreement. Mr. Feeney made the motion. Commissioner Gerard seconded the motion and it passed unanimously.

#### **E. Approve Draft Renewal of Contract with DCF for 2021-2024**

Ms. Bornoff reported this is the Draft and we don't have the official copy yet but we do need Board approval as it starts on July 1.

**Motion:** Mr. Mikurak asked for a motion to approve the draft Renewal of Contract with DCF for 2021-2024. Commissioner Gerard made the motion. Ms. Gibson seconded the seconded the motion and it passed unanimously.

#### **F. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for FY 2021-2022**

Ms. Flynn explained that their fee had not increased since 2008 but it increased this year by \$15 per hour.

**Motion:** Mr. Mikurak asked for a motion to approve the Renewal Agreement for Continued Representation of PCLB by Johnson Pope. Commissioner Gerard made the motion. Ms. Fernandez seconded the seconded the motion and it passed unanimously

#### **G. Approve Licenses for 5 New Family Child Care Homes & 1 New Large Family Child Care Home**

Ms. Oliver reported that they have all had good inspections and we are asking for the Board to approve the 5 new Family Child Care Homes & 1 New Large Family Child Care Home. There are more Large Homes coming soon as well.

**Motion:** Mr. Mikurak asked for a motion to approve 5 new Family Child Care Homes & 1 New Large Family Child Care Home. Ms. Gibson made the motion. Commissioner Gerard seconded the motion and it passed unanimously.

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

Ms. Bornoff reported that Health Department has resumed normal business. Child care is also returning to the pre-COVID way of doing things but there are staff shortages so there are still closed rooms due to that. We are looking to buy laptops for field staff so they can be better supported out in the field. A bill passed the Legislature requiring alarms to be installed on vehicles for child care centers and child care homes. Providers have until January 1, 2022, to have them professionally installed but it goes into law on July 1, 2021. It's an alarm in the back of the vehicle which forces an adult to go to the back to turn it off so they are forced to check to ensure no children are left behind. The alarms are at the cost of the provider and can be disabled when not being used for transporting children. DCF is changing criteria for abbreviated inspections. Ms. Massarsky stated DCF worked with NARA and determined what standards are key indicators of non-compliances, 3 things that are key indicators, other standards, and 5 random standards. If any of these are violations, they have to go immediately to routine inspections. Soon homes will qualify for abbreviated inspections as well. Ms. Bornoff said she is really proud of the staff and providers for their work over the last year and a half. Children had somewhere to go, procedures were followed and some people never stopped working. Mr. Mikurak said the staff and providers have been amazing.

### **V. Information Items**

#### **A. Increases/Additions to Regulations and Next Steps - No Comments**

**B. Update on Unlicensed Care Enforcement** – Ms. Bornoff stated Hope Williams has added duties of unlicensed care. She has had several complaints this quarter. One home is now in the process of getting licensed. Another individual had secured commercial office space and was running a child care out of it but there were no restrooms or sinks. We dismissed children that day and a month later we found she was doing it out of her home. She was then issued a \$500.00 fine. Another complaint was regarding a local sailing school. They met all criteria to be exempt and we issued a letter of exemption for them. They are now getting their staff screened and got an OCA Number. We will go back and in a year and check to see if we can renew their letter of exemption. Hope is now also in the process of figuring out how to reach after - school programs. Our number one goal is background screening so everyone who is watching children has

been background screened. Ms. Flynn reminded the Board that we need a 5/7 vote to approve the Increased Regulations at our September 22<sup>nd</sup> Board meeting. Mr. Mikurak asked about a fine for discipline. Ms. Massarsky explained that the person was fired. Discussion ensued about compliance and repercussions of fines.

**C. Monthly Financial Report – No Comment**

**D. Statistical Report Regarding Licensing Activities – No Comment**

**E. Compliance Reports – No Comment**

1. Children's Centers Fine Report
2. Family Child Care Homes Fine Report
3. 100 Percent Compliant Inspections in Children's Centers
4. 100 Percent Compliant Inspections in Family Child Care Homes
5. Closed Centers and Homes

**VI. Public Comment – No Public Comment**

**VII. Staff Anniversaries**

Ms. Bornoff reported Lisa Zacharia is the only anniversary this quarter and it's her 4<sup>th</sup>.

**VIII. Upcoming Meeting Dates**

**September 22, 2021, 6:30 pm**

Mr. Mikurak reminded the Board we must have 5/7 Board members present to vote on increased regulations and the importance of that. Ms. Bornoff presented Board members with bound copies of the FY 20 audit.

**November 17, 2021, 1:30 pm**

**IX. Adjournment**

Meeting was adjourned at 2:20 pm.

Respectfully submitted,



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Celeste Fernandez, Secretary