

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS  
November 17, 2021 at 1:30 PM  
VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE**

**Florida Department of Health in Pinellas County  
8751 Ulmerton Road, Largo, Florida**

**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 Child Care Homes was scheduled and properly noticed for Wednesday, November 17, 2021, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

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

**Board Members Absent:** Celeste Fernandez

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

**Advisory Committee Members Attending Virtually:** Lynn Bittner; Richard French; Elizabeth Krakowski; Anne Martinelli; Cynthia Sumter; Shelia Haugabook

**Advisory Committee Members Absent:** Nancy McGreevy

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

**Staff Members Present:** Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Olga Chang, Contract Administrator

**Staff Members Attending Virtually:** Ivy Thanh Huynh, Contract Administrator

**I. Call to Order**

**A. Announcements**

Mr. Mikurak called the Board meeting to order at 1:31 pm and asked if there were any announcements but there were none.

**II. Consent Agenda**

**A.** Mr. Mikurak asked for a motion to accept the minutes from the Board meeting on September 22, 2021.

**Motion:** Commissioner Gerard made a motion to accept the minutes from the Board meeting on September 22, 2021. Mr. Feeney seconded the motion and it passed unanimously.

### **III. Action Items**

#### **A. Approve JWB FY22 Amendment 1**

Ms. Bornoff reported that unfortunately, last year we were unable to get laptops due to the delay in delivery. JWB approved the funding in this amendment so that we can purchase them now. The \$18,000 only applies to one year out of the 3 year contract.

**Motion:** Ms. Ralston made a motion to approve JWB FY22 Amendment 1. Ms. Gibson seconded the motion and it passed unanimously.

#### **B. Approve Final Agency Action Accepting the Hearing Officer's Findings of Fact, Conclusions of Law and Recommendations as No Exceptions by the Operator were Filed within 15 Days of Service of the Hearing Officer's Order**

Ms. Bornoff stated the owner appealed and asked for a hearing. In Pinellas County, at the end of the day, someone must walk through the entire children's center to ensure that there are no children left. They must sign a log attesting to this. The owner of the children's center stated that the visual sweep was done, but the log was not signed. A retired judge found that the fine was issued correctly and recommended that the \$60 fine stand. Ms. Flynn stated that the Final Agency Action would be served on the operator.

**Motion:** Commissioner Gerard made a motion to approve the Final Agency Action. Ms. Gibson seconded the motion and it passed unanimously.

#### **C. Approve Change of 2022 Board Meeting Date from April 28 to April 27**

**Motion:** Mr. Feeney made a motion to change the date of the April Board meeting from April 28 to April 27. Commissioner Gerard seconded the motion and it passed unanimously.

#### **D. Approve Licenses for 5 New Child Care Centers**

Ms. Massarsky asked for approval for 5 new Child Care Centers. Four are brand new and one was the result of a change of ownership.

**Motion:** Ms. Ralston made a motion to approve the 5 new Child Care Centers. Ms. Gibson seconded the motion and it passed unanimously.

Discussion ensued regarding the difficulties with hiring quality staff and the current economy.

#### **E. Approve Licenses for 4 Family Child Care Homes and 1 Large Family Child Care Home**

Ms. Oliver stated 3 out of the 4 Family Child Care Homes are brand new and doing quite well. The Large Home has 8-10 children and is also doing well. She then asked for the Board to approve them for full licensure.

**Motion:** Commissioner Gerard made a motion to approve the 4 Family Child and 1 Large Home. Ms. Gibson second the motion and it passed unanimously.

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

Child Care Licensing is still on hybrid teleworking. We have been seeing fewer COVID cases and it's been a month since we have had reports of cases in Centers. The problem is getting people to work in that field and so many Centers have closed rooms. Discussion ensued about the reasons why so many people are not returning to the field. Issues like rate of pay and the big responsibility of taking care of young children were mentioned. There is also an investment of time getting started due to training requirements whereas in other businesses, you can just get to work. Ms. Oliver said she is seeing more

people willing to open Homes as well as a trend of regular Homes becoming Large Homes. There are now two Large Homes that take infants only. Ms. Bittner said she is struggling to get applicants and the city requires vaccinations which is making it more complicated. Ms. Bornoff then stated that regarding the car alarm requirements, we do not have the language yet but we should have it by our next Board meeting and we will seek Board approval in January of 2022. The CARES 2 rollout is still a struggle but we expect to get all licenses out on time. The PCLB/EPI ZOOM presentation hosted by ELC was well received.

## **V. Information Items**

### **A. Update on Unlicensed Care**

Ms. Bornoff reported that lots of calls are coming in regarding unlicensed homes and centers and we go out to inspect each one. We had a call in which a home was rented by a local organization who was caring for foster children there but nobody lived at the home. This address was never licensed by us and those running this organization should not be working with children. They signed up for a prospective home class with us and then did not show up. Most of the children were in middle and high school but sometimes there are elementary and preschool aged children there. Ms. Gibson stated at one time she used to take children from Eckerd but they did not show up as they were supposed to. She would still like to take foster children but not from Eckerd.

### **B. Monthly Financial Report**

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

### **D. Compliance Reports**

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

Mr. Mikurak asked for any comments regarding Information Items and Compliance Reports but there were none.

## **VI. Public Comment**

There were no public comments.

## **VII. Staff Anniversaries**

Ms. Bornoff went over staff anniversaries.

## **VIII. Upcoming 2022 Meeting Dates**

Mr. Mikurak stated that the change to April 27<sup>th</sup> had been approved.

Our next Board meeting will be on January 26, 2022 at 6:30 pm.

## **IX. Adjournment**

Respectfully submitted



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Michael G. Mikurak, Chairperson