

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS
VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE AND PUBLIC
November 18, 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 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 18, 2020, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

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

Board Members Absent: Celeste Fernandez

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present Virtually: Lynn Bittner; Richard French; Shelia Haugabook; Elizabeth Krakowski; Nancy McGreevy

Advisory Committee Members Absent: Ann Martinelli; Cynthia Sumter

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Julie Oliver, Supervisor, Family Child Care Homes

Staff Members Attending Virtually: Jorie Massarsky, Supervisor, Children's Centers; Lisa Zacharia, Administrative Secretary; Victoria Gilley, General Services Manager; Ivy Than Huynh, Contract Administrator

I. Call to Order

Mr. Mikurak called the meeting to order at 1:38 pm. He stated that we have a quorum and asked if we have any announcements. There were none.

II. Consent Agenda

A. Minutes from Virtual Board Meeting on August 26, 2020

Motion: Ms. Duvé made a motion to approve the minutes from the Virtual Board Meeting on August 26, 2020. Ms. Gibson seconded the motion it passed unanimously.

III. Action Items

A. Approve Proposed Amendment I

Ms. Gilley stated the reason for the Amendment is that JWB will no longer cover audit costs for their funded programs. Ms. Bornoff reported that we had to submit our budget to DOH prior to the JWB budget year

since both are on different funding calendars. Ms. Gilley added that the audit amount that was covered under JWB is now covered under DCF and in doing so, we had to rearrange some of the other expenses, but the total is the same. Cell phones and office supplies have been moved to the JWB portion of the budget. Mr. Mikurak asked if there were any comments from Advisory Board or public but there were none.

Motion: Ms. Duvé made a motion to approve Proposed Amendment 1. Commissioner Peters seconded the motion and it passed unanimously.

B. Approve Licenses for 2 New Children’s Centers

Ms. Massarsky stated that we are presenting 2 centers for full licensure and both are brand new. One of them resulted from an unlicensed care investigation, which is a win for the good guys. Both centers are doing very well and we feel confident recommending them for full licensure. Mr. Mikurak asked if the Advisory Committee or public had any questions or comments but there were none.

Motion: Ms. Ralston made a motion to approve licenses for 2 the new Children’s Centers. Mr. Feeney seconded the motion and it passed unanimously.

C. Approve Licenses for 3 New Family Child Care Homes & No New Large Family Child Care Homes

Ms. Oliver stated that the 3 homes are all doing excellent and have had almost all 100% inspections. We feel confident recommending them for full licensure.

Motion: Ms. Gibson made a motion to approve licenses for 3 new Family Child Care Homes. Commissioner Peters seconded the motion and it passed unanimously. Mr. Mikurak asked for comments from Board and Advisory and public. There were none.

D. Approve & Set Dates for 2021 PCLB Board Meetings

March 24, 2021, 6:30 pm

June 23, 2021, 1:30 pm

September 22, 2021, 6:30 pm

November 17, 2021, 1:30 pm

Ms. Bornoff explained we have two evening meetings per year to accommodate providers. Some meetings may be a little closer together or further apart, which is due to license expiration dates being dates approved by our Board. Mr. Mikurak asked for a motion and comments from Advisory Committee and public. There were none.

Motion: Mr. Feeney made a motion to approve and set Board dates for 2021. Ms. Gibson seconded the motion and it passed unanimously.

IV. Executive Director’s Report

Ms. Bornoff stated that our staff has returned to all on-site inspections unless the center or home is closed but needs a remote inspection to keep the license current. We did have some centers on provisional licenses because they were closed at the time of the inspection. Also, the Fire Marshall has been behind on inspections, so some centers had to receive a provisional license until the fire inspection could be completed. These are special circumstances, and due to the pandemic, have been approved by DCF. Our field staff is primarily working from home and coming into the office one day per week so that we don’t have everyone in the office at the same time. Priscilla, our Homes Clerk that supports Julie Oliver, has been working since May in the Contact Tracing Department of DOH. Everybody has been pitching in but Julie is still carrying most of the burden related to Priscilla’s absence. We may be hiring a temporary person until Priscilla is able to come back.

Our other Clerk and Administrative Secretary are still in the office every day so that all clerical and customer service needs are met.

The Classification Summaries are the platform used by our inspectors that allows them to assign a number to a violation. When the last round of regulations was approved, the Classification Summaries were in the process of going to DCF. Due to COVID-19, the expected rollout scheduled for October 2020 was delayed. The appropriate information has been sent to DCF and we anticipate working with the central office soon to get these released and ready for use.

Ms. Lillie Williams-Banks has retired and we had a wonderful drive-through send-off for her. We are in the hiring process for her replacement and have identified a potential candidate who we have sent to HR. We are hoping that person can start on November 30th. The CCLP staff members have been team players since Lillie's departure, ensuring her caseload is taken care of.

Our field staff has noticed providers in Pinellas County going above and beyond during these trying times. The emotional toll is difficult for people entrusted with caring for children and adults. I have seen lots of partnerships forming and it's nice to know when times are tough, our early learning community comes together. Ms. Duvé thanked Ms. Bornoff for "keeping the ship running," and Mr. Mikurak stated, "we all thank you."

V. Information Items

Mr. Mikurak asked if anyone had questions regarding the Information Items. Ms. Ralston asked if we require Centers to report a Covid case if an inspector was on site and what would happen if an inspector tested positive. Ms. Bornoff stated Centers and Homes are required to call Epidemiology to report a COVID-19 case. If an inspector were to test positive, Epidemiology would utilize the contact tracing protocol to trace any potential risks to those centers/homes the inspector had visited. Any Center or Home found to have experienced the potential for a high-risk exposure would be notified directly. Mr. Mikurak asked if the Board or Advisory Committee or public had any comments and there were none.

VI. Public Comment

There was no Public Comment.

VII. Staff Anniversaries

Ms. Bornoff reported that we have a few staff anniversaries in the 4th quarter. Mary Jane Elder had her 14th anniversary in October; Ms. Bornoff has been here for three years; Jorie Massarsky had her 16-year anniversary; and Paula Boardman will have her 2nd anniversary in December.

Mr. Mikurak asked if there was any other business. Ms. Duvé asked to have her home phone number removed from the Board roster, which was done the day after the Board meeting.

VIII. Upcoming Meeting Dates

No comments were made since 2021 Board meeting dates were approved during Action Items.

IX. Adjournment

Meeting was adjourned at 1:57 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Celeste M. Fernandez". The signature is written in a cursive style with a large initial "C" and a distinct "M".

Celeste Fernandez, Secretary