PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
July 27, 2016 1:30 PM
APPROVED MINUTES
AMENDED 10/27/16

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 Day Care Homes was scheduled and properly noticed for Wednesday, July 27, 2016, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 PM.

Board Members Present: Vicki Conolly, Chairman; Dorothy Duve', Commissioner Gerard, Dr. Shana Rafalski, Susan Rolston

Ex-Officio Member Present: Charles Minor

Board Members Absent: Celeste Fernandez, Pam Gebler

Advisory Members Present: Lynn Bittner

Advisory Members Absent: DaVee Henderlong, Ann Hofmeister, Elizabeth Krakowski, Nina Meyers, Amanda Neuner, Richard French

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; and Kathi Merino, Administrative Secretary

I. Call to Order

A. Welcome and Announcements The PCLB Board Meeting was called to order at 1:35 PM. Jorie Massarsky announced the passing of Martha Skelton, who was a tremendous advocate for children, and acknowledged the passing of Home Day Care provider Diana Neuner, mother-in-law of our Advisory Committee member, Amanda Neuner.

B. Approve Agenda

Motion: Susan Rolston made a motion to approve the Agenda, Dorothy Duve' seconded it, and the motion passed unanimously.

II. Consent Agenda –Approval of minutes from April 27, 2016

Motion: Dorothy Duve' made a motion to approve the Minutes from the April 27, 2016 meeting. Susan Rolston seconded the motion, and it passed unanimously.

III. Action Items

A. **Approve continuation of Interlocal Agreement** Colleen Flynn, Esq. explained the history of the Agreement and the partnership between the Department of Health and PCLB. Ms. Flynn explained that nothing had changed in the Agreement, and that we are looking to extend it for another year.

Motion: Commissioner Gerard made a motion to approve the continuation of the Interlocal Agreement, Dorothy Duve' seconded it, and it passed unanimously.

B. **Approve selection of Auditor** Colleen Flynn explained that every year, PCLB is required to have an audit of our financial statements and again this year, we have had only one response for a bid on the job. Patsy Buker shared that Thomas Howell Ferguson is the same Auditor we have used, and it is a positive thing since they are familiar with us.

Motion: Susan Rolston made a motion to approve the selection of the Auditor, Dr. Shana Rafalski seconded the motion, and it passed unanimously.

C. **Approve licenses for 3 new Children's Centers** Jorie Massarsky explained that three new centers are being brought forward for full licensure. My Friends Learning Center, who had a change of ownership, and Campbell Park Recreation Center who had closed for renovations, have had excellent inspection reports. Plato Academy has opened their 7th location, and has done very well with their inspections, as well. Our recommendation is for all three centers to be approved for full licensure.

Motion: Dr. Shana Rafalski motioned to approve the licensure of the three centers, Commissioner Gerard seconded it, and the motion passed unanimously.

D. **Approve licenses for 3 new Family Child Care Homes** Julie Oliver explained that it was necessary to make an amendment because only two homes are ready to be recommended for full licensure. Deneathia Smith received three good inspections, but had to have her five year re-screening done, and the fingerprint vendors are very backed up, so her screening was not completed in time for her Home Day Care to be presented to Board. She will continue to work under a temporary license. Christen Lake and Emilia Massion-Torres both had very good inspections, and are recommended for full licensure.

Motion: Commissioner Gerard made a motion to approve the two Family Child Care Homes for full licensure, Susan Rolston seconded it, and the motion passed unanimously.

E. **Approve license for 1 new Large Family Child Care Home** Deanna Reyome has run a Large Family Child Care Home for a full year, has had very good inspections, and it is recommended that she be approved for full licensure.

Motion: Dr. Shana Rafalski made a motion to approve the Large Family Child Care Home. Commissioner Gerard seconded it, and the motion passed unanimously.

IV. Information Items

A. Board Training by Colleen Flynn See attached

Regarding public records, Ms. Buker explained that there is a man who is contacting different agencies, asking for certain records, and if the agency does not agree to produce the records, he sues them.
Charles Minor asked for his name because he had recently received a request. He was told we would get him the man's name.

B. Executive Director's report

Ms. Flynn gave an update of the appeal by a Home Day Care provider who was issued a Class I fine. The DCF officer recommended upholding our finding, and the final order was issued. She explained that the provider may appeal, but only has 30 days in which to do it. PCLB pays for the hearing officer.

Patsy Buker discussed the background screening in the DCF Clearinghouse, the Child Care Development Block Fund, and the changes being brought forward by DCF. The biggest change is with the screening of child care providers. DCF has put many new requirements onto the providers. They all must be rescreened within a certain amount of time-before May or September of 2017. If the provider has been granted an exemption, they must be re-fingerprinted right away.
A Board member asked if Licensing is notified if there is a disqualification, and Julie Oliver replied that Licensing is not notified.

C. Statistical report regarding licensing activities See report

D. Compliance Reports

- **Children's Centers Fines Report**

Jorie Massarsky described the circumstances of a State Class I fine that was issued- a seven year old registered in an afterschool program told a staff member he was supposed to walk home, and was found trying to cross Ulmerton Road. He had never actually signed into the after school program, and therefore wasn't logged into the attendance. However, they should have verified that he was to walk home that day.

- **Family Child Care Homes Fines Report**

- **100 percent Compliant Inspections in Children's Centers**
- **100 percent Compliant Inspections in Family Child Care Homes**
- **Closed Centers and Homes**

Vicki Conolly asked if there were any children that were displaced by the Centers and Homes that closed. Patsy Buker explained that ELC has a Child Care Resource and Referral program that helps to place children.

E. Monthly Financial Report

Patsy Buker explained how Child Care Licensing is funded by JWB and DCF. We were able to spend all of the money we were allotted this fiscal year.
Because we have had some staff turnover, we do have some lapsing dollars, and JWB has asked for a detailed report. Vicki Conolly asked what we do with the fines, and if we could do more trainings. Ms. Buker replied that the money can be put where it is needed most. She discussed the differences in counties for licensing specialists, and that Pinellas pays about $5000 less than Pasco County.

The Group agreed that the Specialists should be given raises.

F. Public Comment

VI. Next Meeting: Wednesday, October 26, 2016 @ 6:30

Vicki Conolly reminded the Board that this is a new time for the next meeting.

VII. Adjournment

Vicki Conolly called for the meeting to be adjourned at 3:06 PM.

Respectfully Submitted by:

Celeste Fernandez, Secretary