

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

December 6, 2023, at 1:30pm

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

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 Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday December 6, 2023, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 1:30pm

I. Call to Order

Board members:

Attendee Name	Title	Status
Michael Mikurak	Board Chairperson	Absent
Celeste Fernandez	Board Secretary	Present
Dorothy Duve	Board Member	Absent
Chris Latvala	Pinellas County Commissioner	Present
Lynn Gibson	Board Member	Present
Jennifer Mekler	Board Member	Present
Dr. Susan Weber	Board Member	Present
Brandy Downing	Ex-Officio Member	Present

Attorney Present: Colleen Flynn

Advisory Committee Members:

Attendee Name	Status
Elizabeth Krakowski	Absent
Cynthia Sumter	Absent
Shelia Haugabook	Absent
Nancy McGreevy	Absent
Dan Berman	Present

Staff Members present:

Attendee Name	Attendee Title
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor
Karen Kirouac	Administrative Secretary
Kay Velardi	Licensing Specialist
Thanh 'Ivy' Huynh	Accounting Services Supervisor I

Ms. Fernandez called the board meeting to order at 1:36pm

A. Announcements

Faith Bornoff introduced the new employee present, Kay Velardi.

II. Consent Agenda

A. Ms. Fernandez called for a motion to accept the minutes from the Board Meeting held on September 20, 2023

Action: Chris Latvala made a motion to accept the minutes from the board meeting; Dr. Susan Weber seconded the motion; The motion passed unanimously.

III. Action Items

A. Approve Updated New Retirement Rate for FY 2022-2023

The retirement rate increased to 13.75% after the board had approved the budget. Board action is needed to amend the previous rate.

Action: Lynn Gibson made a motion to accept the retirement rate change; Chris Latvala seconded the motion; The motion passed unanimously.

B. Review & Approve Licenses for 3 Child Care Centers

Tammy Sharpe presented three (3) child care centers and recommended them for approval for licensure.

Action: Dr. Susan Weber made a motion to approve these centers for licensure; Jennifer Mekler seconded the motion; The motion passed unanimously.

C. Review & Approve Licenses for 6 Family Child Care Homes

Julie Oliver presented six (6) family child care homes and recommended them for approval for licensure.

Action: Lynn Gibson made a motion to approve these homes for licensure; Chris Latvala seconded the motion; The motion passed unanimously.

IV. Discussion

A. Staff Member in Charge (SMIC)

An issue has been raised by the child care community about SMIC requirements and there have been violations due to centers not having a SMIC present when the director is not able to be on premises. The current Pinellas County regulations require that a SMIC has 6 college credit hours or CDA. Child Care Licensing staff will review the possibility of expanding, adding to, or changing what the requirements to be a SMIC could be in lieu of college credits. The hope is to have another way for centers to have someone they feel comfortable leaving in charge as a SMIC.

The board directed child care licensing to research this further and come back with ~~several~~ viable options to discuss at the next staff meeting.

V. Executive Director's Report

Ms. Bornoff presented her Executive Director's Report as follows:

A. Child Care Licensing is currently reviewing the classification summaries that go along with the regulations. There are some classification options that were not entered into the CARES system for specialists to choose when a violation has occurred. The specialists refer to these as 'drop

downs'. A list was sent into DCF in the past, and it has been discovered that not all of the Pinellas changes that were submitted were uploaded into the system. Child Care Licensing will be sending another list into DCF within the month including all updates that need to be made so that specialists may effectively cite the violations.

- B. Non-Licensed After School programs that pick up from Pinellas County Public Schools are still being reviewed by staff. Child Care Licensing is at the point of reviewing the licensing questionnaire/surveys to determine if the program(s) needs to be licensed, exempt from licensure, or make some changes to their programs to become exempt from licensure. This is a slow process, and the goal is to have them all completed by the end of the school year, or beginning of the 2024 school year.

VI. **Informational Items**

A. Annual Financial Report

no comments

B. Statistical Report Regarding Licensing Activities

no comments

C. Compliance Reports

1. Children's Centers Fine Reports
2. Family Child Care Homes Fines Reports
3. 100% compliant inspections in Children's Centers
4. 100% compliant inspections in Family Child Care Homes
5. Closed Child Care Centers and Family Child Care Homes report

VII. **Public Comment**

no public comments

VIII. **Staff Anniversaries**

Ms. Bornoff shared the 4th quarter anniversaries for CCLP

IX. **Upcoming 2024 meetings**

Next board meeting is Wednesday February 21st, 2024, at 6:30pm

X. **Adjournment**

Ms. Fernandez adjourned the meeting at 2:15pm

Respectfully Submitted,



Celeste M. Fernandez, Secretary