

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

September 20, 2023, at 6:30pm

**Florida Department of Health in Pinellas
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 Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday September 20, 2023, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm

I. Call to Order

Board members:

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

Attorney Present: Colleen Flynn

Advisory Committee Members:

Attendee Name	Status
Elizabeth Krakowski	Present
Cynthia Sumter	Present
Shelia Haugabook	Present
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
Maria Valencia	Homes Clerk

Thanh 'Ivy' Huynh	Accounting Services Supervisor I
Olga Chang	Accountant III

Mr. Mikurak called the board meeting to order at 6:30pm

A. Announcements

Faith Bornoff introduced the new employee present, Maria Valencia, and advised of Maranielly Vazquez joining the team as a specialist this week.

II. Consent Agenda

A. Mr. Mikurak called for a motion to accept the minutes from the Board Meeting on June 21,

2023

Action: Lynn Gibson made a motion to accept the minutes from the board meeting on October 26, 2022; Jennifer Mekler seconded the motion; The motion passed unanimously.

III. Action Items

A. Review & Approve Budget Amendment for FY 2022-2023

The amendment moves money within the budget from the vacant position to cover the 5% staff increase and increased cost for janitorial services and utilities.

Action: Jennifer Mekler made a motion to accept the amendment; Dr. Susan Weber seconded the motion; The motion passed unanimously.

B. Review response to RFP for Auditor, Select Auditor for FY 22-23 and approve cost

The RFP for an auditor to perform the FY 22-23 audit was put out to 15 companies, only one responded. The one responsive bid was from Thomas Howell Ferguson P.A. who has audited PCLB previously. The cost of the audit is \$23,500.

Action: Jennifer Mekler made a motion to accept this proposal; Lynn Gibson seconded the motion; The motion passed unanimously.

C. Review & Approve Proposed 2024 Board Meeting Dates

Proposed dates are:

Wednesday, February 21st, 2024, at 6:30pm

Wednesday, May 22nd, 2024, at 1:30pm

Wednesday, August 21st, 2024, at 6:30pm

Wednesday, November 13th, 2024, at 1:30pm

Action: Lynn Gibson made a motion to accept the proposed meeting dates; Dr. Susan Weber seconded the motion; The motion passed unanimously.

D. Review & Approve Licenses for 6 Child Care Centers

Tammy Sharpe presented 6 child care centers and recommended them for approval for licensure. Only O2B Kids is a change of ownership.

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

E. Review & Approve Licenses for 2 Family Child Care Homes

Julie Oliver recommended two (2) family child care homes for approval for licensure.

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

IV. Executive Director's Report

Ms. Bornoff discussed the following points:

- a. ELC will soon be releasing a preliminary report it is conducting to measure the number of infant, preschool, and VPK slots; versus staff shortages pre and post COVID.
- b. As explained in the June meeting, Child Care Licensing under the umbrella of DOH is called upon to assist with the special needs shelters when they open during a hurricane. With this last storm that came through, Idalia, the shelters were open, and the following Child Care Licensing employees worked in one of three shelters (all in schools): Maria Villarreal, Elise Bishop, Paula Boardman, Karen Kirouac, Deija Nevins, Hope Williams & Faith Bornoff. The job of working in a shelter rotates with storms and seasons.
For every storm Julie Oliver works the DCF hotline for our county, receiving calls from providers about closures and damages. Mary Jane Elder is available after every storm to go out into the field and assist with inspections to get providers back open.
- c. The Child Protection Investigators (CPIs) in Pinellas County have moved out from the umbrella of the Sheriff's office to DCF. This is now uniform in the state of Florida. It has been a shaky handoff from licensing staff's prospective, but staff is working to make the relationship more solid and hope to have these relationships running smooth shortly.

V. Informational Items

A. Update on Unlicensed Care

Licensing staff is still working to finish up with the last 9 after school vendors who have not completed the background checks and documentation required to pick up at a Pinellas County public school. The next step is to have all vendors answer a questionnaire to determine if they could be exempt from licensure or if their program requires licensure. Licensing staff have just begun to work through this process, and it will take a significant amount of time to complete.

B. Monthly Financial Report

no comments

C. Annual Financial Report

no comments

D. Statistical Report Regarding Licensing Activities

no comments

E. 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 Centers and Homes

VI. Public Comment

no public comments

VII. Staff Anniversaries

Ms. Bornoff shared the 3rd quarter anniversaries for CCLP


VIII. Upcoming 2023 meetings

Next board meeting is Wednesday December 13th, 2023, at 1:30pm

IX. Adjournment

Mr. Mikurak adjured the meeting at 6:50pm

Respectfully Submitted,



Celeste M. Fernandez, Secretary