

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

**June 21, 2023, at 1:30 PM**

**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 June 21, 2023, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 1:30pm

**I. Call to Order**

**Board members:**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Mikurak	Board Chairperson	Present
Celeste Fernandez	Board Secretary	Present
Dorothy Duve	Board Member	Present
Chris Latvala	Pinellas County Commissioner	Absent
Lynn Gibson	Board Member	Present
Jennifer Mekler	Board Member	Present
Dr. Susan Weber	Board Member	Present

**Attorney Present:** Colleen Flynn

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

**Advisory Committee Members:**

<b>Attendee Name</b>	<b>Status</b>
Elizabeth Krakowski	Present
Cynthia Sumter	Absent
Shelia Haugabook	Absent
Nancy McGreevy	Absent
Dan Berman	Absent

**Staff Members present:** Faith Bornoff, Executive Director; Tammy Sharpe, Centers Supervisor; Julie Oliver, Homes Supervisor; Karen Kirouac, Administrative Assistant; Elise Bishop, CCLP Specialist; Deija Nevins, CCLP Specialist; Olga Chang, Accountant III; Thanh 'Ivy' Huynh, Accounting Services Supervisor I

A. Mr. Mikurak called the board meeting to order at 1:30pm

II. **Consent Agenda**

2023

A. Mr. Mikurak called for a motion to accept the minutes from the Board Meeting on March 22,

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

III. **Action Items**

**A. Board Sitting as Audit Selection Committee per F.S. 218.391 - Approval of Factors for Evaluation of Audit Services Request for Proposal (RFP)**

The document has no changes from the year prior.

**Action: Lynn Gibson made a motion to accept the FY21 Audit; Dorothy Duvé seconded the motion; The motion passed unanimously.**

**B. Approval of Budget Amendment FY 2022-2023**

Accounting explained there is an amendment to increase 4 salaries.

**Action: Jennifer Mekler made a motion to approve this amendment to the budget; Dorothy Duvé seconded the motion; The motion passed unanimously.**

**C. Approval of FY 2023-2024 Budget**

The budget was reviewed.

**Action: Dorothy Duvé made a motion to accept the FY 2023-2024 Budget; Lynn Gibson seconded the motion; The motion passed unanimously.**

**D. Approval of renewed Johnson, Pope, Bokor Ruppel & Burns, LLP representation agreement for FY 2023-2024**

Renewed agreement reviewed, no discussions.

**Action: Dr. Susan Weber made a motion to accept the renewal agreement; Lynn Gibson seconded the motion; The motion passed unanimously.**

**E. Approval of the 16<sup>th</sup> Interlocal Agreement between DOH and PCLB**

16<sup>th</sup> year that PCLB is renewing the agreement with DOH.

**Action: Dr. Susan Weber made a motion to accept the renewed agreement; Lynn Gibson seconded the motion; The motion passed unanimously.**

**F. Approve Licenses for 3 Child Care Centers**

Tammy Sharpe presented 3 child care centers and recommended them for approval.

**Action: Lynn Gibson made a motion to approve these centers for licensing; Dorothy Duvé seconded the motion; The motion passed unanimously.**

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

Julie Oliver recommended 4 family child care home and 1 large family care home for licensure.

**Action: Dorothy Duvé made a motion to approve these homes for licensing; Lynn Gibson seconded the motion; The motion passed unanimously.**

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

Ms. Bornoff discussed the following points:

- a. Hurricane season is upon us, and so this is the time of year that we send out booklets to our providers on how to make sure they are prepared for impending storms. The booklets provide information on how to prepare, how to report into licensing their status, what phone numbers to call.  
The pamphlet will be reviewed to ensure that it covers what to do when weather gets dangerous; that they know where to go in case of a tornado or similar weather; what the difference between watches and warnings are; and that each child care center's plans of what to do in an emergency are up to date.
- b. Also, because it's hurricane season, this is a reminder that Child Care Licensing employees are part of DOH, which means that we are all part of a rotation working special needs shelters should they open in the event of a storm.
- c. We have been working with Pinellas County Schools (PCSB) to get after school providers/vendors background screened. This is now a PCSB policy that we are supporting. This has been a large undertaking to get all the after-school provider/vendor names from the schools, prepare the materials, and begin contacting those providers/vendors. Reactions from the providers/vendors run the gambit from angry to happy it's being done. We are in the beginning stages of getting OCA numbers for the providers/vendors who then get their employees screened in the DCF clearinghouse. Once all employees are screened, the provider/vendor provides us with a DCF clearinghouse roster and a notarized affidavit affirming all staff are background screened. Once that is complete the providers/vendors will be added to the PCLB 'approved for pick-up list' which is found on our website. Schools will be checking this list to confirm that the program picking them up is approved to do so.  
Next steps will be determining which providers/vendors are exempt from child care licensing and discovering if there are any who should be licensed.

#### **V. Informational Items**

##### **A. Financial Report**

no comments

##### **B. Update on Unlicensed Care**

no comments

##### **C. Monthly 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

Discussions were had about high dollar fines. Specifically, why they happen and what the process is to close it out or make sure it doesn't happen again.

Also Kindercare's have been getting several fines, so now Ms. Sharpe and Ms. Bornoff are working with the corporate level.

**VI. Public Comment**

1. Lynn Gibson brought up that she had a provider that was quite upset after the last board meeting. The provider felt that the board didn't hear her or acknowledge her. Lynn asked if the board could explain the way it works before someone gives a public comment. Board members and attorney confirmed that the Public Comment Policy is in every agenda, and available to all. The board would ask questions if they had any, but otherwise there is no action taken, because the item being discussed is not an action item on the agenda. The item of infant ratios has been researched and discussed and a decision has been made to not increase capacity at this time.

2. Dr. Weber is asking everyone to get the word out that JWB has some great scholarships available for child care personnel and providers to get assistance to take college classes.

**VII. Staff Anniversaries**

Ms. Kirouac shared the 2nd quarter anniversaries for CCLP

**VIII. Upcoming 2023 meetings**

Next board meeting is Wednesday September 20<sup>th</sup>, 2023, at 6:30pm

**IX. Adjournment**

Mr. Mikurak adjured the meeting at 2:06pm

Respectfully Submitted,



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Celeste M. Fernandez, Secretary