

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

**Approved Minutes for the Regular Board Meeting
December 10, 2014 at 1:30 p.m.**

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, December 10, 2014 at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

Board Members Present: Dr. Judith Vitucci, Chair, Sandra Downes, Secretary, Commissioner Patricia Gerard, Vicki Conolly, Angela Rouson and Lourdes Benedict

Board Members Absent: Francine Williams

Advisory Members Present: Lynn Bittner, Nina Meyers and Amanda Neuner

Advisory Members Absent: Ann Hofmeister, DaVee Henderlong and Elizabeth Krakowski

Ex Officio Present: Charles Minor

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 Kathleen Lombardo, Senior Clerk

I. CALL TO ORDER: Judi Vitucci, Chair, called the Pinellas County License Board meeting to order at 1:35 p.m.

A. Welcome and Announcements

Patsy Buker announced new board members, Vicki Conolly, representing Pinellas Association for the Education and Young Children and Commissioner Patricia Gerard, representing the Board of County Commissioners.

B. Approval of the Agenda

Motion:

Lourdes Benedict made a motion to approve the agenda, and Commissioner Gerard seconded the motion and it passed unanimously

A. Approval of Minutes from September 22, 2014 meeting

Motion:

Lourdes Benedict made a motion to approve the minutes from the September 22, 2014 meeting. Angela Rouson seconded the motion and it passed unanimously.

III. ACTION ITEMS

A. Approve license for one new Children's Center

Jorie Massarsky recommended full licensure for one children's center. She stated that the center had received three inspections and they had an unremarkable licensing history.

Motion:

Lourdes Benedict made a motion to approve the 1 new Children's Center and Angela Rouson seconded the motion and it passed unanimously.

B. Approve license for one new Family Child Care Home

Julie Oliver gave a summary of the licensing history for one family child care home provider and recommended full licensure.

Motion:

Lourdes Benedict made a motion to approve the 1 new Family Child Care Home and Commissioner Gerard seconded the motion and it passed unanimously.

C. Approve license for one new Large Family Child Care Home

Julie Oliver gave the licensing history of the provider being recommended for licensure as a large family child care home.

Motion:

Lourdes Benedict made a motion to approve the 1 new Large Family Child Care home and Angela Rouson seconded the motion and it passed unanimously.

D. Strategic Planning

A revised Strategic Plan for 2014-2017 was distributed to the board. Dr. Barbara Morrison-Rodriguez led the board through the remaining goals that needed to be completed. There was discussion as to whether or not to include budgetary information, and it was decided that it should be included. Dr. Morrison-Rodriguez stated that she would incorporate items discussed tonight and send the revised plan to board members for a comment period.

IV. INFORMATION ITEMS

A. New membership changes anticipated – see BYLAWS

Dr. Vitucci read a list of the changes that have and will be occurring for all board positions. She noted that Vicki Conolly and Commissioner Gerard have assumed their positions as dictated by the by-laws. She also noted that Ms. Duve', a retired nurse from County Medical Services, would be Dr. Dharmaraj's nominee to fill the position that she had been in; that of the County Health Officer, or a representative.

B. Nominating Committee

Lourdes Benedict, a representative of the nominating committee, reported that the committee, consisting of staff member Julie Oliver, Board Chair, Dr. Vitucci and herself met and were prepared to nominate a new board chair, Angela Rousson. She also stated that once the motion for Ms. Rousson's selection passed, Ms. Rousson would nominate a Secretary, and that Sandra Downes had agreed to serve if selected.

Motion:

The Nominating Committee made a motion to appoint Angela Rousson as the PCLB Board Chairperson and Commissioner Gerard seconded the motion and it passed unanimously. At her appointment, Ms. Rousson asked that Sandra Downes be appointed Secretary, and she accepted.

C. Executive Director's Report – No report

At this time, Colleen Flynn, board attorney Colleen Flynn distributed and explained the Statement of Financial Interest Forms. They need to be completed annually by all voting members of the PCLB, and within 60 days of appointment to the board. They need to be completed and returned to the Pinellas County Supervisor of Election's office.

D. Statistical Report Regarding Licensing Activities

E. Compliance Reports

There were questions regarding the class 1 fines in centers issued during the September through November time frame, and Jorie Massarsky explained the reason for each fine. There was also a question about a class 3 fine that resulted in a large fine amount and Jorie Massarsky explained that the fourth time there is a class 3 fine issued, within a two year period, it can be a per day fine, if warranted. In this case, there was an incomplete children's enrollment form, and the fine dated back to the first date of the child's enrollment. Patsy Buker brought

the board's attention to the pages containing the list of 100% compliant centers and homes, as these accomplishments should be noted and applauded.

F. Monthly Financial Statement

Patsy Buker explained that our former Staff Accountant, Justin Hardwick, had left the agency, and that Lilliane Bitar, who had taken his place, would be leaving shortly. We are awaiting word as to who the Child Care Licensing Program's new staff accountant will be.

V. **Public Comment:** There was no Public Comment.

VI. **Next Meeting:** Wednesday, February 18, 2015, 6:30 pm
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771-3832

VII. **Adjournment**

Dr. Vitucci called for adjournment at 2:45 p.m.

Respectfully Submitted by:

Sandra Downes, Secretary