

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Approved Minutes for the Regular Board Meeting
March 19, 2014 at 6:30 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, March 19, 2014 at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 p.m.

Board Members Present: Dr. Judith Vitucci, Chair, Susan Weber, Secretary, Commissioner Norm Roche, Lourdes Benedict, Sandra Downes, Angela Rouson and Francine Williams

Board Members Absent: None

Advisory Members Present: Lynn Bittner, DaVee Henderlong, Ann Hofmeister, Elizabeth Krakowski, Nina Meyers and Amanda Neuner

Advisory Members Absent: None

Ex Officio Absent: 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 Julie Driscoll, Administrative Secretary

I. CALL TO ORDER: Judi Vitucci, Chair, called the Pinellas County License Board meeting to order at 6:32 p.m.

A. Welcome and Announcements

Patsy Buker announced Jessica Groff as new Senior Clerk for Child Care Licensing Children's Centers.

B. Approval of the Agenda

Motion:

Lourdes Benedict made a motion to approve the agenda, Angela Rouson seconded the motion and it passed unanimously.

C. Presentation regarding Board Member Scope of Authority and Sunshine Law review by Colleen Flynn: Colleen Flynn suggested the Presentation be moved to after Action Items to allow time for Commissioner Roche to arrive. All present concurred.

II. CONSENT AGENDA

A. Approval of Minutes from January 28, 2014 meeting

Motion:

Lourdes Benedict made a motion to approve the January 28, 2014 minutes, Angela Rouson seconded the motion and it passed unanimously.

III. ACTION ITEMS

A. Add Francine Williams for Family Child Care Homes Representative to the Board

Motion:

Lourdes Benedict made a motion to approve Francine Williams as new Board Member and Susan Weber seconded the motion and it passed unanimously.

B. Add Amanda Neuner, Family Child Care Operator as new Advisory Committee Member

Motion:

Lourdes Benedict made a motion to approve Amanda Neuner as new Advisory Committee Member and Sandra Downes seconded the motion and it passed unanimously.

C. Approve licenses for 5 new Children's Centers

Jorie Massarsky gave overview of centers to be approved. Lourdes Benedict asked question regarding circumstances of fines and Jorie answered that proper documentation was on wrong form, Jorie and licensing specialist gave center technical support to correct the violation. Susan Weber questioned if parents pay, Courtney Barry answered the center fee are covered 100% by JWB.

Motion:

Angela Rouson made a motion to approve the 5 new Children's Centers and Susan Weber seconded the motion and it passed unanimously.

D. Approve licenses for new Family Child Care Homes

Julie Oliver gave overview of 7 new Family Child Care Homes and 1 new Large Family Child Care Home. There was discussion of extension on a "temporary permit" vs. "permanent licensure". Julie gave examples of technical assistance and covered what entailed Class II violations.

Motion:

Lourdes Benedict made a motion to approve the 7 new Family Child Care Homes and Commissioner Norm Roche seconded the motion and it passed unanimously.

Motion:

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

PRESENTATION I.C.

Colleen Flynn gave presentation regarding Board member Scope of Authority and Sunshine Law review. Colleen presented members with “hand-outs”.

Return to order of Agenda – **Action Items III. E-F**

E. Approve Strategic Plan

Open Discussion regarding the meaning of the Strategic Plan. Does the “Vision” still apply to today with all the changes? Board and Advisory Committee Members will draft updates for the Strategic Plan. A “Special Board Meeting” will be held to update the plan before the next Regular Board Meeting. The Action Item was tabled pending further discussion. Also, Patsy, Susan Weber and Nina Meyer volunteered to form a committee to work on the Vision and Mission Statements. Susan Weber questioned whether the composition of the board can be changed to include more school age center representation. Ms. Flynn stated that she would look to see what was stated in the Special Act that defined the make-up of the Pinellas County License Board.

F. Approve update to regulations for homes, removing duplicate item

Julie Oliver discussed the duplicate item and the need for Board to approve removing duplicate item. Angela Rouson asked if this was a decrease or correction in regulations. Julie explained the typo and Colleen Flynn added this is not a decrease, correction only.

Motion:

Susan Weber made amended motion to correct regulation by removing duplicate item and Francine Williams seconded the motion and it passed unanimously.

IV. INFORMATION ITEMS

MOVE TO FINANCIAL REPORT IV.D.

Patsy Buker reviewed the Monthly Financial Report from page 22 in packet. Susan Weber asked if we can make Financial Report “Quarterly”. Patsy and Justin Hardwick reviewed how the “Quarterly” Report would look and read. Patsy suggested if we have consensus, Justin will make the change.

Commissioner Norm Roche suggested to make note under Fines Report if child care is closed. Patsy explained when there are a number of fines for a licensed child care provider; they are given the option to close. Colleen Flynn stated if provider is funded by ELC, ELC is notified when a provider becomes unlicensed.

V. Public Comment: There was no Public Comment.

VI. Next Meeting: Wednesday, June 11, 2014, 1:30 pm
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Dr. Vitucci called for adjournment at 8:20 p.m.

Respectfully Submitted by:

Susan Weber, Secretary