

**PINELLAS COUNTY LICENSE BOARD  
FOR CHILDREN'S CENTERS & FAMILY DAY CARE HOMES  
Minutes for the Regular Board Meeting  
November 18, 2015, 1:30 PM**

**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 License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Wednesday, November 18, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30.

**Board Members Present:** Commissioner Gerard, Susan Rolston, Dorothy Duve', Vicki Conolly, Pam Gebler, and Sandra Downes, Secretary

**Board Members Absent:** Celeste Fernandez

**Ex-Officio Member Present:** Charles Minor

**Advisory Members Present:** Lynn Bittner, Ann Hofmeister, and Nina Meyers

**Advisory Members Absent:** DaVee Henderlong, Elizabeth Krakowski, and Amanda Neuner

**Attorney Present:** Colleen Flynn

**Staff Members Present:** Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; and Kathi Merino, Administrative Secretary

- I. **Call to Order** Vicki Conolly, Chairman, called the Pinellas County License Board meeting to order at 1:33 PM.
  - A. **Announcements**-Pam Gebler was introduced to the Board as Francine Williams' replacement. It was announced that Celeste Fernandez, who could not attend, is replacing Peggy Niermann.

Board members, Advisory Committee members, and staff introduced themselves. Patsy Buker introduced two new Child Care Licensing Specialists, Karen Sowada and Michelle Leland, who have been training to take on their own case load at the beginning of the upcoming year.

- B. **Approve Agenda** (addition of new items)  
There were no new items to add to the Agenda.

**II. Consent Agenda**

**A. Approval of Minutes from August 19, 2015**

**Motion:** Commissioner Gerard made a motion to approve the minutes, Sandra Downes seconded the motion, and it passed unanimously.

**III. Action Items**

**A. Approve licenses for two new Children's Centers**

Jorie Massarsky reported that both centers have done an excellent job during their time on temporary permit, and that there were no concerns with recommending them for full licensure.

**Motion:** Susan Rolston made a motion to approve the Centers for licensure Commissioner Gerard seconded the motion, and it passed unanimously.

**B. Approve licenses for 10 new Family Child Care Homes**

Julie Oliver reported that these homes had their three inspections throughout the year with only minor non-compliances, and that there were several that had 100% compliant inspections. Ms. Oliver told about a provider that had been on the Agenda to go to the Board in August, 2015, but that she had not done very well on her inspections. The provider was moved to the November Board, and was given Technical Assistance resulting in three perfect inspections. Ms. Oliver said there were no concerns or worries about recommending the ten homes for licensure. Patsy Buker commented that the number of Child Care Homes had been decreasing over the last several years, so the fact that there are 10 new Homes is very positive.

**Motion:** Sandra Downes made the motion to approve the Homes for licensure, Commissioner Gerard seconded it, and the motion passed unanimously.

**C. Set dates for 2016 PCLB meetings**

Patsy Buker noted that the Board must meet quarterly, and, in the past, the meetings have rotated between evenings and afternoons. She explained that when the board meets in certain months, all of the yearly renewals fall on those same months, making some months overly busy for the Specialists, while other months are not as busy. It was stated that they would like to spread out the workload if possible, which is why there is a suggested change in the months of the meetings.

1/27/16 6:30  
4/27/16 1:30  
7/27/16 6:30  
10/26/16 1:30

Vicki Conolly and Dorothy Duve' pointed out that the alternating times for the meetings works very well for them, and Ann Hofmeister and Nina Meyers stated that they like always having the meeting on Wednesdays.

**Motion:** Commissioner Gerard made the motion to accept the 2016 dates and times for the PCLB Board meetings, Pam Gebler seconded the motion, and it passed unanimously.

#### **IV. Information Items**

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

Patsy Buker reported that although she did not have a report to distribute, she has been a part of working on the Financial Audit, a very important activity for October, November, and December. She noted that she will probably invite the Auditor to the January meeting to give a report, and that she will give a Financial Report, including changes in the budget, when she has good, solid numbers to report.

##### **B. Statistical Report regarding licensing activities**

###### **--Closed centers**

Nina Meyers asked about a particular center closing, and Jorie Massarsky reported that it is still open, but under different ownership. She noted that they have had their first inspection, and that they are doing very well.

Vicki Conolly asked if a center who is being fined is on the verge of closing, and the owners sell it, are they still responsible for the outstanding fine. Ms. Massarsky replied that they are not responsible for paying the fines, and the center can go on to be very successful on a temporary permit. However, if those owners open another center, they will need to pay those fines. She explained that they are monitored very closely, and that it is much easier to close them on a temporary permit than to revoke a full license.

Susan Rolston questioned if selling day care businesses is a common trend occurring. Ms. Massarsky reported that there are a lot of aggressive business brokers out there who approach the businesses and convince them that it is a good time to sell. Some owners have been providers for a long time, are aging out the business, and are ready to take the money and leave the business.

###### **--Closed homes**

Ann Hofmeister questioned if a particular provider on the list was on Temporary Permit. Julie Oliver reported that they had closed her and reopened her as a large family child care home, and that she is now on a Temporary Permit for one year.

Ms. Buker explained about the information that the Statistical Report shows. Pam Gebler asked if the Licensing Board knows ahead of time when Homes are closing. Ms. Buker reported that most of the Homes close because of the provider's health or because they do not have enough children in care for the business to be lucrative. Ms. Gebler said she knows several people who are available for mentoring other providers. Ms. Buker suggested that we put providers in touch with Pam Gebler.

## **C. Compliance Reports**

### **1. Children's Centers Fine Report**

Jorie Massarsky reported on a Center that had received their fifth violation of the same standard within two years. They have been fined \$30 per day and therefore have been given a \$1230 fine. They have not appealed the fine, but are having to deal with their corporate office to get the fine paid. The director has taken full ownership of the situation, admitting being negligent in checking the records on the first day of the school year.

Nina Meyers asked about a fine that was given to another school on the list. Ms. Massarsky explained that they had left a child in their van, and that they were not actually doing a sweep, they were just signing the report. They self-reported the incident.

Dorothy Duve' complemented the Licensing Staff for making providers feel compelled to self-report, and Susan Rolston asked if the fine would be larger if they didn't report it themselves. Ms. Massarsky replied that they do take into account when an incident is a self-report.

### **2. Family Child Care Homes Fine Report**

Ann Hofmeister asked about a Home's fine. Julie Oliver explained that the provider did not document her attendance properly for the food program. The food program audited her attendance, and discovered the discrepancy. Licensing Staff have worked with her, increased her inspection visits, have been giving her technical assistance, and she hasn't had a problem since.

Vicki Conolly asked about an incident with a provider giving a child Melatonin. Ms. Oliver reported that the parent had asked the provider to do so, but that the provider did not follow medication guidelines and therefore received a fine.

### **3. 100% Compliant Inspections in Children's Centers**

Patsy Buker pointed out that there were a lot of Centers and Homes that had received 100% compliant inspections.

### **4. 100% Compliant Inspections in Family Child Care Homes**

## **D. Monthly Financial Report**

Patsy Buker reported that the Licensing Board's job, with regard to the financial report, is to spend all of the money allotted in our contracts, but to spend it in the right way on things that are appropriate.

Vicki Conolly asked why some areas of the report were highlighted, and Ms. Buker said she would check into that.

Dorothy Duve' asked how we are doing with our staffing situation. Ms. Buker reported that we are losing one more licensing specialist, and that she is going to be working with Environmental Health, using the Science degree with which she recently graduated.

Ms. Duve' asked if there was any chance for changes in the Specialists' salaries. Ms. Buker reported that it would not be possible, but that we do have a new director, Dr. Choe, and that she would like to invite him to our next meeting, and that he could be asked that question at that point.

Nina Meyers expressed concern that more Specialists could leave for better paying jobs, and that the practice of training them is an arduous one.

Dorothy Duve' asked, in light of the terrorism situation, what, if anything was being done about guns in Family Child Care Homes. Patsy Buker explained that we have already asked the providers about guns in their homes, and that nothing else has changed with that. Colleen Flynn added that the language in the statute reads no guns are allowed in schools, and that should include preschools. Ms. Buker noted that there is a statute that reads that cities, counties, and special districts can't make regulations prohibiting guns.

#### **V. Public Comment**

Grace Peterson, a Department of Health Senior Health Educator with WIC representing the Florida Breastfeeding Coalition, spoke about furthering education about the importance of breastfeeding. She informed the Board about books in schools aiming to normalize breastfeeding, and a Department of Health website training module that teaches the proper way to handle breast milk.

Child Care providers can get a designation from the Coalition as being trained in the importance of breastfeeding babies. They must provide a policy that helps support breastfeeding.

She reported a lack of knowledge and confusion by the providers on the handling of breast milk.

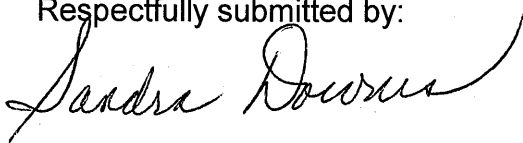
Patsy Buker told Ms. Peterson that she would follow up with her to make sure to help to get this information out.

- VI. Next Meeting:** Wednesday, January 27, 2016 @ 6:30 PM  
Mid County FDOH offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

#### **VII. Adjournment**

The meeting was adjourned at 2:28 PM. Commissioner Gerard made a motion for adjournment, Sandra Downes seconded it, and it passed unanimously.

Respectfully submitted by:



Sandra Downes, Secretary