

A. Approval of Minutes from May 20, 2015

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
May 20, 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, May 20, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 PM.

Board Members Present: Commissioner Gerard, Dorothy Duve', Vicki Conolly, and Sandra Downes, Secretary

Board Members Absent: Peggy Niermann, Susan Rolston, and Francine Williams

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Ann Hofmeister, Elizabeth Krakowski, Nina Meyers, and Amanda Neuner

Advisory Members Absent: DaVee Henderlong and Lynn Bittner

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:** Sandra Downes, Secretary, called the Pinellas County License Board meeting to order at 1:30 PM.

Patsy Buker requested that the approval of continued funding from JWB be added to the Agenda as an Action Item.

Motion: Commissioner Gerard made a motion to approve the Agenda, with the addition, Vicki Conolly seconded the motion, and it passed unanimously.

II. **Consent Agenda**

III.

A. **Approval of Minutes from Tuesday April 28, 2015**

Motion: Commissioner Gerard made a motion to approve the April 28, 2015 minutes, Vicki Conolly seconded the motion, and it passed unanimously.

IV. **Action Items**

A. **Approve licenses for 9 new Children's Centers**

Jorie Massarsky gave a license history of centers being recommended to the Board, and noted that eight of the nine had excellent licensing histories while on temporary permit. One center, which had been delayed from being presented to the February Board due to two fines issued for Daily Attendance, was visited frequently afterward, and was able to show compliance.

Motion: Commissioner Gerard made a motion to approve the 9 new Children's Centers for licensure, Vicki Conolly seconded the motion, and it passed unanimously.

B. **Approve licenses for 5 new Family Child Care Homes**

Julie Oliver reported that four new Family Child Care Homes had an excellent licensing history while on temporary permit. One had been over capacity due to misinformation which was provided by a parent.

Motion: Vicki Conolly made a motion to approve the 5 new Family Child Care Homes for licensure, Commissioner Gerard seconded it, and it passed unanimously.

C. **Approve Strategic Plan**

Motion: Commissioner Gerard made a motion to approve the Strategic Plan, Vicki Conolly seconded it, and it passed unanimously.

D. **Approve Continuation of JWB Funding**

Motion: Commissioner Gerard made a motion to approve the continuation of JWB funding, Vicki Conolly seconded the motion, and it passed unanimously.

V. **Informational Items**

A. Executive Director's report

Patsy Buker reported that although she did not have a Report to distribute, she would be reporting on something later in the meeting. She further suggested that she may prepare the Director's Report in between board meetings.

B. Statistical report regarding licensing activities

Patsy Buker asked if there was any other information that the Board would like to have from this report. Dorothy Duve' responded that she feels it covers everything.

Vicki Conolly asked for clarification of the Trainings Statistics. Jorie Massarsky responded that there are different trainings which we attend and offer for providers, as well as conferences which we attend. Patsy Buker explained that this is included to inform the Board that staff keeps current with Early Childhood best practices.

C. Compliance Reports

1. Children's Centers Fines Report

Jorie Massarsky reported that fines continue to decline. March had the fewest fines for any single month since this enforcement system was put into place, and that those centers that are not improving, have received a Probationary License for six months. During that time, they are visited frequently so that they can demonstrate that they can maintain compliance and deserve to retain their license. In response to a question about a Class 1 fine issued to a St. Petersburg Recreation Center, Jorie Massarsky, provided details of the situation that caused the fine to be issued.

2. Family Child Care Homes Fines Report

Julie Oliver reported that a provider fined for unlicensed care is following the correct procedures for becoming licensed now. Another provider was brought in for a conference and her Specialist went out for another meeting with her. She stated it was a situation where the provider found it difficult to say no to parents needing care for their children. The same provider had her grandson visiting. He was unscreened and inside with a sleeping infant, while she was outside with the other children. Since he visits often, she agreed to get him screened.

3. 100 percent Compliant Inspections in Children's Centers

4. 100 percent Compliant Inspections in Family Child Care Homes

Dorothy Duve' commented the many 100% Compliances are really a testament to the work of CCLP staff.

D. Monthly Financial Report

Patsy Buker reported that we are following two different fiscal years:

October 1 – September 30, which is the Juvenile Welfare Board's fiscal year, and

July 1 – June 30, which is the Department of Health's fiscal year. We are monitoring all of our spending, and we are not expected to run out of funds.

Commissioner Gerard asked if we had heard anything about the Department of Health cutting the budget. Patsy Buker replied that since the House and Senate didn't pass the budget, they are now in a special session. So far, we have no word on our spending being cut, and even if Governor Scott put the brakes on State services, we are working ahead to ensure that licenses are issued as required.

Patsy Buker introduced Ann Fresina, our new accountant, and reported that they are currently working on a new budget to bring to the Board in August.

Vicki Conolly asked what happens to the fines and fees that are collected. Ann Fresina replied that they go to Fund Balance and that if they are not used by the end of the fiscal year, the funds roll into the following year's budget.

Ann Hofmeister recalled that in the past, we had a cut in the funding that would normally pay for trainings. She asked if those funds had been restored. Patsy Buker replied that the funds have been somewhat restored, and that she has put a line item in the budget for training because it is important. Patsy Buker stated that the funding is looking good at this point, and she doesn't anticipate any increase in expenses.

Patsy Buker shared a situation about an infant's death in a Large Family Day Care who was being cared for by an unlicensed provider. The provider was taken to court and prosecuted for providing care without a license, not for the death of the infant, which resulted in the provider being sentenced to one year under House Arrest. Five parents testified to the quality of the provider's care, and the parents of the deceased stated in court that if she went to jail, they would not be able to heal.

VI. Public Comment

Lynn Gibson, representing the Florida Family Child Care Homes Association, reported that they are holding a conference which will include a tour of Family Home Day Cares. The cost is \$60 for four hours. A bus will take participants to different Family Home Day Cares, and presentations will be made. It is being held on June 25, from 8:00-12:00 and June 26 and June 27 all day. Patsy Buker commented that this would be high quality training.

VII. Next Meeting: Wednesday, August 19, 2015, 6:30 PM
 Mid County DOH offices:
 8751 Ulmerton Road, Largo, FL 33771-3832

VIII. Adjournment

Sandra Downes called for Adjournment at 2:13 PM

Motion:

Respectfully Submitted by:

Sandra Downes

Sandra Downes, Secretary