

II. Consent Agenda- Approval of Minutes from October 26, 2016

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

**REGULAR MEETING
October 26, 2016 at 6:30 pm
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL
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 October 26, 2016, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

Board Members Present: Vicki Conolly, Chairman; Celeste Fernandez, Pam Gebler, Shana Rafalski, Susan Rolston

Board Members Absent: Dorothy Duve', Commissioner Gerard

Ex-Officio Member Absent: Charles Minor

Advisory Members Present: Lynn Bittner, DaVee Henderlong, Elizabeth Krakowski, Richard French

Advisory Members Absent: Ann Hofmeister, Amanda Neuner, Nina Meyers

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 Kathi Merino, Administrative Secretary

I. Call to Order

A. Welcome and Announcements The PCLB Board Meeting was called to order at 6:35 PM

B. Approve Agenda

Motion: Susan Rolston made a motion to approve the Agenda, Dr. Shana Rafalski seconded it, and the motion passed unanimously.

II. Consent Agenda- Approval of Minutes from July 27, 2016

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II. **Consent Agenda**- Approval of Minutes from July 27, 2016

Celeste Fernandez observed that she had been incorrectly quoted on Page 6 of the Minutes from the July 27, 2016 meeting. Under the heading, B. Executive Director's Report, it had been noted that Ms. Fernandez had asked a question, but as she was not in attendance, it could not have been she who spoke. The Board agreed to amend the statement to read, "A Board member asked..." (the question).

Dr. Shana Rafalski also pointed out that on Page 6, her own name had been misspelled. It was agreed that the corrections would be made.

Motion: Pam Gebler made a motion to approve the Amended Minutes, Celeste Fernandez seconded the motion, and it passed unanimously.

III. **Action Items**

A. **Approve Budget for new Fiscal year**

Patsy Buker announced that there was a change in the Budget, in that the Juvenile Welfare Board had awarded PCLB with additional funds in recognition of the good advocacy that is being provided. The Board recognized how it is difficult to keep staff because of the pay rate and the absence of a raise in eight or nine years. Ms. Buker explained that JWB has agreed to a 3% increase of salary for the Licensing Specialists. It had to be presented to the Management group, as permission on a local level was necessary, and it was then presented to Tallahassee.

The increase is for the Licensing Specialists only, not for the support staff or supervisors, and Ms. Buker is waiting for the official word from Tallahassee before informing the Specialists about their increase, and asked members at the meeting not to extend congratulations to them yet, as it has not been finalized.

Ms. Buker explained that there are three positions open now. One Specialist retired, and the other two left for jobs with higher salaries.

It has been determined that the requirements must be raised for these positions, so now applicants must have a four year college degree as well as childcare experience.

Ms. Buker reported that the salary increases have been built into the proposed budget, and the remaining award amount from JWB will be used for health insurance costs. This is the single largest difference between this budget and last year's budget. For every cost we had, we recorded exact amounts spent, and we can expect to spend the same this year.

Vicky Conolly questioned the "Rent-Storage Space" line of the budget. Ms. Buker replied that the Health Department uses a storage space, and the Licensing Board stores some records with theirs. Susan Rolston and Colleen Flynn noted that it is an In-Kind exchange, and that we are not required to pay them monthly. Ms. Buker reported that we keep more current records in the Child Care Licensing file room, and we are preparing to scan these.

Celeste Fernandez asked if the Specialists without a four year degree would be grandfathered in, and asked if, even though there is a delay from Tallahassee, they would be getting retroactive pay from October 1st. Ms. Buker answered that they would be grandfathered in, and agreed that she would ask for retroactive pay for the Specialists. Susan Rolston suggested that if Ms. Buker asks and does not receive the retroactive pay,

that she work with the contract manager at JWB to make it work.

Celeste Fernandez asked if it was possible to give the Support Staff, the lowest paid employees, a bonus. Colleen Flynn replied that State Law does not allow it.

Ms. Buker explained that Senior Clerks are the most common positions in the Health Department, and that if one department gave their Senior Clerks a raise, the other departments' Senior Clerks would want the same increase. She said that originally, when this additional money was introduced, she had wanted to share it from the lowest paid salary on up, but that the decision was not hers to make.

Lynn Bittner offered that when their employees with the City had already been given raises, they took part time positions, and made them full time, or created new positions, and other money went towards benefits packages. Patsy Buker replied that she would not be able to create a new position.

Susan Rolston recommended that we compare equivalent Pinellas positions to our licensing Specialists in order to determine any pay differences. Ms. Buker replied that Licensing had done this for their justification.

Vicky Conolly asked if DCF recommends the rate of pay for the Specialists. Ms. Buker explained that equivalent positions are looked at to see if an increased salary can be offered. The positions that were found to have higher salaries required Bachelor's Degrees. For this reason, the requirements for our open positions have been changed.

Motion: Susan Rolston made a motion to approve the budget, Celeste Fernandez seconded it, and the motion passed unanimously.

B. Approve dates for 2017 PCLB meetings

2/22/17 1:30

4/26/17 6:30

7/26/17 1:30

9/27/17 6:30

12/6/17 1:30

Patsy Buker explained that the Pinellas County License Board must meet at least once per quarter, and that when a license is approved, that becomes their approval date. Therefore, if we always meet during the same months, those months would become too full with renewals for the Specialists. For Audit purposes, we always meet in January or February so that the audit can be presented. An extra meeting date was added to avoid having a long stretch between meetings, and this keeps providers who are granted a temporary permit from having to wait more than one year before becoming fully licensed.

It was noted that the next meeting date will be February 22, 2017 at 1:30 PM, not January, as it is noted on the front page of the Agenda.

Pam Gebler said she would be unable to attend the July meeting as she is unable to get a substitute during summer months. Susan Rolston added that since July is typically a vacation month, it might be difficult for some others to attend. It was decided to switch the times of the July and September meetings.

The new meeting dates and times for 2017 are as follows:

2/22/17 @ 1:30 PM

4/26/17 @ 6:30 PM

7/26/17 @ 6:30 PM

9/27/17 @ 1:30 PM

12/6/17 @ 1:30 PM

Motion: Dr. Shana Rafalski motioned to approve the amended dates for the 2017 PCLB Board Meetings. Pam Gebler seconded the motion, and it passed unanimously.

C. Approve licenses for 3 new Children's Centers

Jorie Massarsky reported that the first of the three Centers was formerly a home provider that opened a preschool and has done very well on their inspections. The other two Centers went through changes of ownership, and have done very well on their inspections, as well. She asked for the approval for full licensure on all three Centers.

Motion: Susan Rolston made a motion to approve the licensure of the three Centers. Dr. Shana Rafalski seconded the motion, and it passed unanimously.

D. Approve licenses for 3 new Family Child Care Homes

Julie Oliver shared that Deneathia Smith had 100% compliant inspections for all three of her inspections, and that the other two providers, Anderson Yearwood and Deloris Morgan had only minor paperwork non-compliances. Ms. Oliver stated that she felt confident in recommending these providers for full licensure. Susan Rolston asked where these homes are located in St. Petersburg. Ms. Oliver replied that she didn't have their addresses on hand. Patsy Buker asked if it would be useful to have that information in the Agenda. It was agreed that it would be useful, and Ms. Oliver agreed that the addresses could be included.

Motion: Celeste Fernandez motioned to approve the three Family Child Care Homes for full licensure, Pam Gebler seconded the motion, and it passed unanimously.

IV. Information Items

A. Executive Director's Report

Patsy Buker reported that in Tallahassee it is being questioned as to why the Department of Health is paying for our outside legal services, but, she noted, that Licensing is not the Health Department-that it operates under an Inter-local Agreement. She explained that the Health Department is our fiscal agent, and our bills get sent through them. Ms. Buker said that information they were seeking has been presented to them, and they have agreed to pay for our legal services. However, they are now questioning where the License Board obtained the authority to do inspections and give licenses.

Vicky Conolly asked if there was an original Inter-local agreement. Ms. Buker replied that there was, but that when the Licensing Board moved to this Health Department, it was directed by Dr. Claude Dharamraj to do so, and permission had not been received from the State.

Richard French explained that it was a move by the legislature to move Environmental Services to DCF, but that they could not handle all of the health inspections as well as the licensing inspections.

He stated that in other counties, Day Cares lost their FDA funding for food programs. It was decided by the legislature in 2007 that DCF would contract with the Health Department to do those inspections. The legislature was supposed to go back and redo the law so that it was two separate agencies taking care of these inspections, but this never happened.

Ms. Buker reported that Dr. Choe has assigned a Department of Health attorney to work on getting this all straightened out.

Susan Rolston pointed out that because the Board is not meeting until February, perhaps they would want to set up a conference call. Colleen Flynn replied that they are not allowed to have a conference call. She stated that Ms. Buker could send out an email, but they could not "reply all" when responding, and it might be preferred that they call her instead of sending an email. She also suggested that a Special Meeting could be held.

Ms. Buker said that hopefully next week she would have good news to report.

B. Statistical Report regarding licensing activities

Ms. Buker stated that there is nothing very remarkable in this report, but we are losing Day Care homes, and this is unfortunate.

Vicki Conolly asked if more Centers are opening for infants and one year olds to compensate for the closing Homes. Jorie Massarsky replied yes, because a year ago there were 120 Infant Centers, and now there are 132.

Davee Henderlong offered that a reason for Homes closing is that it is easier for a family to put all of its kids together in one Center. Ms. Massarsky stated that prior to 1987, Centers could not take children under the age of one.

Patsy Buker stated that spaces for infants are highest in demand.

C. Compliance Reports

1. Children's Centers Fine Report

Patsy Buker reported that we are still seeing children left alone on the premises, and these are serious violations.

2. Family Child Care Homes Fine Report

Ms. Buker shared that Julie Oliver states that the number of complaints for Homes is very low. Pam Gebler said that many Homes are working with the Association, and that this is helping with that. Patsy Buker also shared that Licensing goes to give trainings to the Association whenever possible.

3. 100 Percent Compliant Inspections in Children's Centers

Vicky Conolly asked if Licensing still sends out a newsletter, saying it would be nice to share accomplishments and congratulations. Ms. Oliver explained that a problem we are finding in Homes is that not every provider has a computer, although it has been discussed in trainings that everyone needs access to a computer, printer, and fax machine to run a business.

4. 100 Percent Compliant Inspections in Family Child Care Homes

5. Closed Centers and Homes

Susan Rolston asked about the Boys and Girls Club at Chi Chi's closing. Ms. Massarsky reported that low enrollment was the cause for their closing. She explained that the City of Dunedin doesn't have a Summer program because they do their own program. The YMCA steps in and does it at schools with Summerbridge.

Pam Gebler questioned why Homes are closing. Julie Oliver replied that the reasons vary from retirement, moving to a different area, low enrollment, and accepting another job. Ms. Gebler asked if we would be able to see if they were struggling with non-compliances, and if this might be their reason for closing. She also wondered if any of the Homes state they are closing because of ratios, and not being able to make enough money due to the ratios that are required. Ms. Oliver stated that none of them have reported this to be a reason for their closing. Ms. Buker offered that an exit survey is done with closing Homes, and these questions are asked so that we can determine if we are doing the best we can for them.

Ms. Massarsky added that in July everyone had to begin a rescreening process, and a couple of closures may have been due to that.

Julie Oliver shared that there are three new providers that are getting ready to open their Homes.

D. Monthly Financial Report

Patsy Buker reported that we spent all of the money in our budget, and that we had lapsed funds for salaries. Vicky Conolly questioned if we lose the funds that are not spent on salaries. Ms. Buker answered that we don't lose the funds. We put them in another category where we can use them.

V. Public Comment

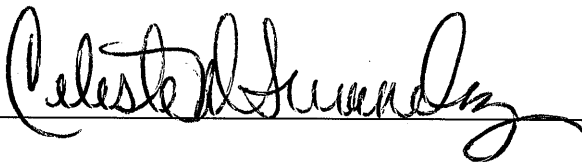
The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on page 3.

VI. Next Meeting: Wednesday, February 22, 2017 at 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771

VII. Adjournment

Vicky Conolly called for the meeting to be adjourned at 7:44 PM.
Pam Gebler motioned to adjourn, Dr. Shana Rafalski seconded it, and the motion passed unanimously.

Respectfully Submitted:



Celeste Fernandez, Secretary