

- I. **Call to Order**
  - A. **Announcements**
  - B. **Approve Agenda**
  
- II. **Consent Agenda**
  - A. **Approval of Minutes from March 21, 2018**

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

**REGULAR MEETING  
March 21, 2018 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, March 21, 2018, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

**Board Members Present:** Commissioner Patricia Gerard; Celeste Fernandez; Pam Gebler; Dr. Shana Rafalski; Susan Rolston; Barbara Backus

**Board Members Absent:** Dorothy Duvé

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

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

**Advisory Members Absent:** Nina Meyers (retired)

**Attorney Present:** Colleen Flynn, Esq.

**Staff Members Present:** Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Victoria Gilley, Finance and Accounting, DOH

I. **Call to Order**

The PCLB Board meeting was called to order at 6:35 pm.

**A. Announcements** – Commissioner Gerard requested a moment of silence to honor the two spouses of Board members Susan Rolston and Dorothy Duvé who passed away recently, and for our Board members to know we are supportive of them.

**B. Approve Agenda**

**Motion:** Ms. Fernandez made a motion to approve the agenda. Ms. Gebler seconded the

motion and it passed unanimously.

## II. **Consent Agenda**

Approval of Minutes from December 6, 2017.

**Motion:** Ms. Gebler made a motion to approve the minutes from December 6, 2017. Ms. Fernandez seconded the motion and it passed unanimously, with no corrections.

## III. **Action Items**

### A. **Accept Audit Presentation by Dana Powell of the accounting firm Law, Redd, Crona & Munroe**

Ms. Powell reported that the audit went very smoothly this year and thanked those who assisted her. Ms. Powell went over the results briefly and said that they issued an unmodified opinion that the statements were fairly presented. They did not identify any material weaknesses or non-compliance of laws, rules, grants, or contracts in 2017. In 2017 Operations, there was a slight increase in revenue of about 2%, which was due to the increase of the JWB grant. Expenditures went down slightly at about 2% due to DOH. Ms. Powell asked if anyone had any questions. Commissioner Gerard stated that what we heard is all we need to know and asked for a vote to accept.

**Motion:** Ms. Fernandez made a motion to approve the audit presentation. Dr. Rafalski seconded the motion and it was approved unanimously.

### B. **Approve Budget Amendment**

Ms. Bornoff stated we want to increase the budget in two lines. The first, in the amount of \$500.00, so that she and Ms. Massarsky can attend the DCF Conference in Orlando. The second, in the amount of \$3,500.00 for furniture to replace office furniture that was repurposed.

**Motion:** Ms. Gebler made a motion to approve the budget amendment. Dr. Rafalski seconded the motion and it was approved unanimously.

### C. **Approve Licenses for 4 New Children's Centers**

Ms. Massarsky stated she is recommending full licensure for 4 new Centers. Ms. Gerard asked if anyone had any questions.

**Motion:** Ms. Gebler made a motion to approve the 4 new children's centers. Ms. Fernandez seconded the motion and it was approved unanimously.

### D. **Approve License for 1 new Family Child Care Home**

Ms. Oliver reported that the provider has had excellent inspections and we recommend approving her. Ms. Gebler asked how many visits providers received while on temporary permit. Ms. Oliver said 3 and they are visited every 3-4 months.

**Motion:** Ms. Fernandez made a motion to approve the license for the one new Family Child Care Home. Ms. Backus seconded the motion and it was approved unanimously.

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

Ms. Bornoff stated that this year she overlapped the beginning of her employment while Patsy Buker was still here and that Ms. Buker, Ms. Massarsky, and Ms. Oliver were instrumental in her "learning the ropes." She also said that Chuck Minor has gotten a promotion to Environmental Health Administrator, but he intends to stay on the PCLB board, for now. Ms. Bornoff also said that Ms. Massarsky and Ms. Oliver had been conducting many after-hours trainings of the new

regulations. Ms. Oliver reported that about 65% of home providers have attended regulations training. Ms. Gebler stated she was pleased that Ms. Bornoff has attended the trainings. Ms. Bornoff stated that she has been going to some inspections of centers and homes and that some home providers have concerns regarding infant ratios. More specifically, some providers would like to see the infant to adult ratios change from 3:1 to 4:1. Ms. Bornoff said she went to the ELC Program Development meeting and that a request was made for better infant/toddler care. A discussion ensued about local licensing requirements requiring centers with infants to have an exit door that immediately leads to the outside of the building. CCLP staff do not feel this requirement should change as it was put into place to ensure the safety of infants, should an emergency occur. In a separate meeting Ms. Bornoff attended with the Pinellas/Pasco Death/Abuse Review Committee, a recommendation was made to increase the frequency of safe sleep training for those providing infant care. New state regulations have focused on safe sleep by requiring no bumper pads or blankets be used. Ms. Fernandez stated that coming from DCF, she is all about prevention and that JWB, Eckerd, and others are doing a lot to get information out about safe sleep and that we need to consider mandatory training more than once and that specialists could remind them about safe sleep when they go out. Ms. Bornoff stated that safe sleep incidents are not occurring as much in centers as it is in homes. Ms. Gebler stated that getting the message to homes is important for herself and other providers and that providers have different situations. For example, some babies are used to sleeping being held, others sleep in baby seats. Ms. Bornoff said that the new regulations state that homes have to provide a safe sleep plan. Ms. Gebler said that no matter the plan, you may still have a screaming baby. Ms. Bornoff brought another provider concern with the new regulation that requires providers to call a child's parents when a child has not arrived at the center or home but that DCF has backed off a little on this, allowing the provider to set a time in which calls will begin, as opposed to the one hour requirement. The regulation is in place because a child that was supposed to have been in care died in a vehicle, but things have calmed down now. Providers have also been concerned about school safety and the CCLP has made suggestions such as keypads, barriers, and doors locked for safety. ELC, JWB and the CCLP have spoken with police officers to provide training for providers, even offering space for such training to occur. Ms. Massarsky said providers are supposed to be practicing lockdown. Ms. Bornoff reported that we had a provider ask for an armed guard and that certified law enforcement officers may provide such a service. Retired Law enforcement officers may be eligible if still certified.

## **V. Information Items**

### **A. DCF Audit**

Commissioner Gerard stated that there were no findings in the DCF audit.

### **B. Statistical Report Regarding Licensing Activities**

Ms. Massarsky reported that when the YWCA/USF Family Village closed and we lost slots – 93.

### **C. Compliance Reports**

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

Ms. Rolston commented that fines have increased and asked why there's a difference in the amount of fines of the same class. Ms. Massarsky responded that the amount of risk to a child is considered and that the fine can be between \$100-\$500. Commissioner Gerard asked about Little Ones, where a 2 year old had been found on the side of a the road. Ms. Massarsky responded that the 2 year old had been found on the sidewalk but luckily, was not hurt.

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

Commissioner Gerard asked about the 3 Class 1 fines. Ms. Oliver said this provider

received 3 Class I fines and had their license revoked.

**3. 100 Percent Compliant Inspections in Children's Centers**

**4. 100 Percent Compliant Inspections in Family Child Care Homes**

Ms. Bornoff commented that some providers think it is not possible to get 100% compliant inspections, but this list is a testament that you can. Ms. Gebler stated that getting into a routine, for example, not having uncovered electrical sockets and never leaving things in places where they don't belong works well for getting 100% compliant inspections.

**5. Closed Centers and Homes**

No comment

**D. Monthly Financial Report**

Ms. Gilley reported that there was nothing out of the ordinary in February. In November, under air cards there is a refund from Verizon. Ms. Gilley asked if anyone had questions.

**VI. Public Comment**

Lynn Gibson, Large Family Child Care Home provider, stated that she had 4 calls from people looking for infant care. She referred them to Pam Gebler, Yahoo groups, and Facebook pages, and she said something has to be done about this. Possibly advertise and PSA's telling people how to become providers. People can look at inspection reports and look for homes that accept infants. Commissioner Gerard asked about the possibility of using social media to talk about opportunities to become licensed. Ms. Gibson asked if we can have a Facebook page. Ms. Flynn said it would have to go through DOH. Ms. Bornoff said it would be a security risk and she will have a meeting with Chuck Minor and IT to talk about that and wants to target unlicensed providers to get them licensed. Ms. Gebler stated that she doesn't think it would be like the 70s and 80s when there were an "abundance of gals" that wanted to stay home. Rules and regs are easily learned. Now there is a percentage of new moms that would like to be home until kids go to school. Ms. Oliver stated that we are looking to have a class for prospective providers every couple of months. Ms. Gebler said she thinks the Association could be helpful. Richard French said Spectrum Bay News 9 could be a contact and they are on the air 24 hours a day to get the word about looking for new providers.

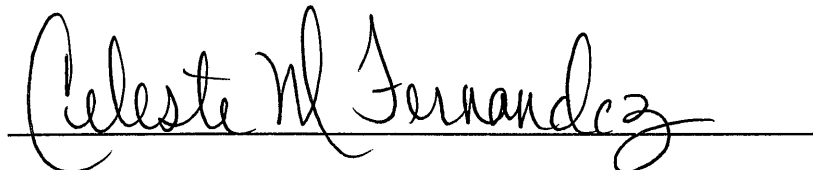
Commissioner Gerard asked if there was any other business. Ms. Bornoff stated that Ms. Oliver was having a work anniversary. Ms. Krakowski asked if had been more than 17 years and Ms. Oliver replied it was 17 years.

**VII. Adjournment**

The meeting was adjourned at 7:30 pm.

**Next Meeting:** Wednesday May 23, 2018 at 1:30 PM  
Mid County Conference Center  
8751 Ulmerton Road, Largo, FL 33771

Respectfully submitted,



Celeste Fernandez, Secretary