

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

**REGULAR MEETING
December 11, 2019 at 1:30 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 Child Care Homes was scheduled and properly noticed for Wednesday, December 11, 2019, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

Board Members Present: Commissioner Patricia Gerard, Board Chair; Celeste Fernandez, Secretary; Barbara Backus; Dorothy Duvé; Michael Feeney; Pam Gebler; Michael Mikurak

Board Members Absent: None

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present: Lynn Bittner; Richard French; Elizabeth Krakowski; Ann Martinelli; Nancy McGreevy;

Advisory Committee Members Absent: Shelia Haugabook; Cynthia Sumter

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, Contract Administrator; Pervinder Birk, Administrative Services Director

I. Call to Order

The PCLB Board meeting was called to order at 1:30 pm.

A. Announcements Commissioner Gerard announced that several Board members were leaving the Board after today's meeting because their term is up. They are Ms. Backus, Ms. Gebler and herself. Commissioner Gerard will be replaced by Commissioner Kathleen Peters and Ms. Backus will be replaced by Emily Ralston. Commissioner Gerard said she enjoyed her time on our Board, learned a lot, and thanked us for making it easy. Ms. Bornoff presented framed certificates of appreciation and expressed her gratitude to all three departing Board members for their service to our Board and the children of Pinellas County. Ms. Gebler said it's been an honor and a pleasure to serve and that she has been a home provider for decades so having a seat for advocacy has been extraordinary and she hopes we can find a seasoned provider to stand up for home care.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

Motion: Ms. Gebler made a motion to approve the agenda. Ms. Fernandez seconded the motion and the agenda was approved unanimously with no changes.

II. Consent Agenda

Approval of Minutes from September 11, 2019

Motion: Ms. Gebler made a motion to approve the minutes from September 11. Ms. Duvé seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Accept Draft Audit Presentation by Dana Powell (by phone), Thomas Howell Ferguson

Ms. Bornoff introduced Ms. Powell. Ms. Powell thanked Ms. Gilley, Ms. Bornoff, and Ms. Birk for making it a smooth process. They issued an unmodified opinion and statements were fairly presented. There were no deficiencies and overall it was a great report. Activities were similar to last year and there were no discoveries of new accounting standards.

Motion: Mr. Feeney made a motion to approve the draft audit. Ms. Duvé seconded the motion and the draft audit approval passed unanimously.

B. Appoint Nominating Committee to Choose New Board Chair

Ms. Flynn read rules regarding Nominating Committee to fill Board Chair: We need 2 Board members, 1 Advisory Committee member, and 1 Staff member appointed by our Executive Director. Staff will coordinate these activities. A meeting will be scheduled and published. Committee members can nominate themselves or others. Recommendation from the Committee goes to the Board. Mr. Feeney and Ms. Fernandez accepted being the Board members on the Nominating Committee. Ms. McGreevy accepted the Advisory position. Ms. Bornoff appointed Ms. Massarsky to represent Staff. They were advised to only discuss the topic at the Committee meeting. Ms. Massarsky anticipates having the meeting on February 26th, 2020, before our next Board meeting.

Motion: Mr. Feeney made a motion to approve the Nominating Committee. Ms. Duvé seconded the motion and it passed unanimously.

C. Approve Licenses for 10 New Children's Centers

Ms. Massarsky recommended licensure for the 10 new centers.

Motion: Ms. Gebler made a motion to approve licenses for the 10 centers. Ms. Duvé seconded the motion and it passed unanimously.

D. Approve Licenses for 6 New Family Child Care Homes (No New Large Family Child Care Homes)

Ms. Oliver reported that 2 of the Homes are brand new and 3 are due to moves. The last one of the 6 is coming back.

Motion: Ms. Backus made a motion to approve the 6 new Family Child Care Homes. Mr. Mikurak seconded the motion and it passed unanimously.

E. Approve Proposed Final Amendment 2018-2019

Ms. Gilley said this amendment came after the audit.

Motion: Mr. Mikurak made a motion to approve the Final Amendment 2018-2019. Ms. Fernandez seconded the motion and it passed unanimously.

F. Approve 2019-2020 Budget

Ms. Gilley stated that there was a change in the budget with JWB.

Motion: Mr. Mikurak made a motion to approve the 2019-2020 budget. Mr. Feeney seconded the motion and it passed unanimously.

IV. Executive Director's Report

Ms. Bornoff thanked Commissioner Gerard, Ms. Backus, and Ms. Gebler for their dedication to our Board and for serving children in Pinellas County. She then discussed trainings held for providers regarding the new state regulations and the changing of caseloads for PCLB staff.

Ms. Fernandez then thanked the PCLB staff for their hard work.

V. Information Items

A. Loss of Funding for Waiver Program for Mixed Age Groups for State-Dependent Children at R'Club Child Care at US 19

Ms. Bornoff reported that the program lost its funding and she hopes they can secure funding in the future but ELC money can't be used for that purpose.

B. Monthly Financial Report

Ms. Gilley stated this was the year-to-date for the fiscal year.

C. Statistical Report Regarding Licensing Activities

No Comment

D. Compliance Reports

1. Children's Centers Fine Report – No comment
2. Family Child Care Homes Fines Report – No comment
3. 100% Compliant inspections in Children's Centers – No comment
4. 100% Compliant Inspections in Family Child Care Homes – No comment
5. Closed Centers and Homes – No comment

VI. Public Comment

No Public Comment

VII. Upcoming Meeting Dates

- February 26, 2020 at 6:30 pm
- April 22, 2020 at 1:30 pm
- August 26, 2020 at 6:30 pm
- November 18, 2020 at 1:30 pm

VIII. Staff Anniversaries

2019 Staff Anniversaries (4th Quarter)

October

Mary Jane Elder – 13 years

November

Faith Bornoff – 2 years
Jorie Massarsky – 15 years

December

Paula Boardman – 1 year

IX. Adjournment

The meeting was adjourned at 2:00 pm.

Respectfully submitted,



Celeste Fernandez, Secretary