

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS
September 22, 2021 at 6:30 PM**

VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE

**Florida Department of Health in Pinellas County
8751 Ulmerton Road, Largo, Florida**

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, June 23, 2021, at 8751 Ulmerton Road, Largo, Florida, to begin at immediately following the Public Hearing beginning at 1:30 pm.

Board Members Present: Michael Mikurak; Michael Feeney; Lynn Gibson; Commissioner Patricia Gerard, Emily Ralston

Board Members Attending Virtually: Celeste Fernandez

Board Members Absent: Dorothy Duvé

Ex-Officio Member Absent: Brandy Downing

Advisory Committee Members Attending Virtually: Lynn Bittner; Richard French; Elizabeth Krakowski; Anne Martinelli

Advisory Committee Members Absent: Shelia Haugabook; Nancy McGreevy; Cynthia Sumter

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Ivy Than Huynh, Contract Administrator

I. Call to Order

A. Announcements Mr. Mikurak called the Board meeting to order at 6:30 pm and asked if there were any announcements but there were none.

II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from the Public Hearing on June 23, 2021.

Motion: Commissioner Gerard made a motion to accept the minutes from the Public Hearing. Ms. Gibson seconded the motion and it passed unanimously.

B. Mr. Mikurak asked for a motion to accept the minutes from The Board Meeting on June 23, 2021.

Motion: Commissioner Gerard made a motion to accept the minutes from the Board meeting. Ms. Gibson seconded the motion and the consent agenda passed unanimously.

III. Action Items

A. Final Agency Action on Proposed Increases/Additions to Minimum Standards

Final Agency Action was taken on the below proposed increases/additions to minimum standards. The required findings of necessity were passed by the Board for on March 24, 2021. Mailings and notice were sent to Providers as required by the regulations and a public hearing was held on June 23, 2021. The implementation date is November 1, 2021.

1. Increases/Additions to Minimum Standards for Children's Centers

- a. To increase the fee for a Children's Center License

Motion: Ms. Ralston made a motion to approve the proposed revision to regulation X.B.3. which increases the license fee for a Center. Commissioner Gerard seconded the motion and it passed unanimously.

- b. To add a new regulation providing for a fee for a non-mandatory Preliminary inspection of a possible location of a Children's Center

Motion: Commissioner Gerard made a motion to approve the proposed new regulation X.B.2. providing for a \$50 fee for a non-mandatory Preliminary Inspection for Centers. Ms. Gibson seconded the motion and it passed unanimously.

- c. To add a new regulation providing for a fee for filing a Petition for a Variance or Waiver for Children's Centers

Motion: Commissioner Gerard made a motion to approve the proposed new regulation X.B.4. for a \$100 fee for filing a Petition for a Variance or Waiver for a Children's Center. Ms. Ralston seconded the motion and it passed unanimously.

- d. To add a new regulation requiring a Children's Center Director who has not been a Director in Pinellas County within the previous 12 months, to attend the License Board Training "Pinellas Director Basics" within 90 days of hire as a Director in Pinellas County

Motion: Ms. Gibson made a motion to approve the proposed new regulation I.C.10. requiring a Children's Center Director who has not been a Director in Pinellas County within the previous 12 months, to attend the License Board's Training "Pinellas Director Basics" within 90 days of hire as a Director in Pinellas County. Commissioner Gerard seconded the motion and it passed unanimously.

2. Increases/Additions to Minimum Standards for Family Child Care Homes

- a. To increase the fee for a Family Child Care Home License

Motion: Commissioner Gerard made a motion to approve the proposed revision to regulation IX.B.2. increasing the fee for a Family Child Care Home License. Ms. Gibson seconded the motion and it passed unanimously.

- b. To increase the fee for Large Family Child Care License

Motion: Mr. Feeney made a motion to approve the proposed revision to regulation IX.B.3. increasing the fee for a Large Family Child Care Home License. Commissioner Gerard seconded the motion and it passed unanimously.

- c. To add a new regulation providing for a fee for filing a petition for a Variance or Waiver for Family Child Care Homes and Large Family Child Care Homes

Motion: Commissioner Gerard made a motion to approve the proposed regulation IX.B.5. providing for a fee for filing a petition for a Variance or Waiver for Family Child Care Homes and Large Family Child Care Homes. Ms. Fernandez seconded the motion and it passed unanimously.

- d. To add a new regulation requiring attendance at the License Board's "Prospective Provider Training" if the applicant has not been a licensed Family Child Care Home operator in Pinellas County in the past two years

Motion: Mr. Feeney made a motion to approve the proposed regulation I.B.19. requiring attendance at the License Board's "Prospective Provider Training" if the applicant has not been a licensed Family Child Care Home operator in Pinellas County in the past two years. Commissioner Gerard seconded the motion and it passed unanimously.

- e. To add a new regulation providing for a \$25 fee to add overnight care to a license at any time other than at issuance of license or a renewal of a license for a Family Child Care Home or Large Family Child Care Home

Motion: Mr. Feeney made a motion to approve the proposed regulation IX.B.4. to add a \$25 fee to add overnight care to a license at any time other than at issuance of license or a renewal of a license for a Family Child Care Home or Large Family Child Care Home. Commissioner Gerard seconded the motion and it passed unanimously.

B. Approve Agreement with JWB for October 1, 2021-September 30, 2024

Ms. Bornoff explained PCLB is part of a pilot program participating in a 3 year contract.

Motion: Ms. Ralston made a motion to approve the Agreement with JWB for October 1, 2021-September 30, 2024. Ms. Gibson seconded the motion and it passed unanimously.

C. Review of RFP's & Selection of Auditor for FY 20-21 Audit

Ms. Bornoff explained that PCLB went out to bid and posted the RFP as required for the year-end audit required by law. that Ms. Zacharia also sent various auditors notification of the RFP but only proposal was received, which is due to the small budget of PCLB. The proposal was from Thomas Howell Ferguson who is the same auditor we have worked with in the past. The terms of the proposal were explained by Ms. Bornoff and reviewed by the Board acting as the auditor selection committee as required by statute.

Motion: Ms. Gibson made a motion to approve Thomas Howell Ferguson as the auditor for the FY 2020-2021 audit. Ms. Ralston seconded the motion and it passed unanimously.

D. Approve Licenses for 3 New Child Care Centers

Ms. Massarsky stated there were 3 new Centers up for full licensure and one is a national chain with their first Center in Pinellas County. Staff recommends all 3 centers for full licensure.

Motion: Ms. Ralston made a motion to approve the 3 new Child Care Centers. Ms. Gibson seconded the motion and it passed unanimously.

E. Approve Licenses for 5 Family Child Care Homes & 1 New Large Family Child Care Home

Ms. Oliver reported that out of the 5 child care homes up for licensure, 3 are brand new and are doing well. The Large Family Child Care Home is up to 7 children enrolled and is doing quite well. Staff recommends that the Board to approve all of them for full licensure.

Motion: Ms. Gibson made a motion to approve the 5 new Family Child Care Homes and 1 new Large Family Child Care Home. Commissioner Gerard seconded the motion and it passed unanimously.

F. Approve 2022 PCLB Board Meeting Dates

The following dates were presented for Board approval:

Wednesday, January 26th at 6:30 p.m.

Wednesday, April 28th at 1:30 p.m.

Wednesday, July 20th at 6:30 p.m.

Wednesday, October 26th at 1:30 p.m.

IV. Executive Director's Report

Ms. Bornoff explained that since last Board meeting, DOH has begun "hybrid teleworking." Supervisors are in most days and Lisa and Paula, administrative support staff, work in the office every day. Pinellas has seen another rise in COVID cases and are keeping an eye on that. One issue licensing staff has been seeing in child care is lack of staff as people are not coming back to work or even applying for work. We are also seeing a lack of qualified workers which we hope is short-lived. We spoke to JWB about using lapse funds. There is currently a microchip shortage so we were not able to get our laptops delivered by September 30th as required. We were then given permission to use lapse funds for our list of promotional and other much needed items. One is a banner, which is the room today, to promote positive child care licensing experiences in the community. There is a new regulation requiring car alarms for Centers and Large Homes by January 2022. DCF has a list of alarm companies on their website and we have put a link to that list on our website as well. We recently upgraded to CARES 2. There have been some hiccups and we are working those out daily. PCLB and Epidemiology made presentations to Centers and Homes on COVID 19. Ms. Bornoff thanked the Board for their dedication this year. She stated that unlicensed care is not an overnight fix and will take a while to resolve. PCLB had its 70th Birthday Celebration on September 14th. We had two former Executive Directors in attendance and we displayed lots of old articles and a slide show. Due to COVID there was not a huge turnout but we were able to have a "come and go" event. Ms. Fernandez asked about the safety precautions that Licensing Specialists use when going out on unlicensed care inspections. Ms. Bornoff said that they generally go in pairs and sometimes ask for law enforcement to go as well. Mr. Mikurak commented on a book he saw at the 70th Birthday Celebration named "Born in Anger, Nurtured with Love" that explained the beginnings of PCLB.

V. Information Items

- A. Update on Unlicensed Care Enforcement – Verbal Update**
- B. PCLB's 70th Birthday Celebration on September 14th – Verbal Update**
- C. Monthly Financial Report**
- D. Statistical Report Regarding Licensing Activities**
- E. Compliance Reports**
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
 - 5. Closed Centers and Homes

Mr. Mikurak asked for any comments regarding Information Items and Compliance Reports but there were none.

VI. Public Comment

Family Child Care Home provider Lori Gavitt requested to make a public comment regarding background screening, pool maintenance and child care licensing hours of operation.

Staff responded to the public comment by providing the following information:

Background screenings should be conducted on any family member prior to them moving into the Family Child Care Home, and that it is the license holders' responsibility to ensure all background checks are completed for out of state inquiries.

Pool maintenance may be performed during child care hours as long as all safety measures, including alarms and locks are re-engaged when the maintenance is complete.

Calls can be arranged between PCLB staff and child care providers beyond Child Care Licensing business hours upon request. There is also an after-hours emergency line for providers to utilize when needed.

VII. Staff Anniversaries

Ms. Bornoff went over staff anniversaries.

VIII. Upcoming 2021 Meeting Dates

Next Board meeting is on November 17, 2021 at 1:30 pm.

IX. Adjournment

Mr. Mikurak asked if there were any further comments. Hearing none, the meeting was adjourned.

Respectfully submitted



Michael G. Mikurak, Chairperson