

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS  
January 26, 2022 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, January 26, 2022, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

**Board Members Present:** Michael Mikurak; Dorothy Duvé; Commissioner Patricia Gerard; Lynn Gibson; Emily Ralston

**Board Members Absent:** Celeste Fernandez; Michael Feeney

**Ex-Officio Member Attending Virtually:** Brandy Downing

**Advisory Committee Members Attending Virtually:** Lynn Bittner; Richard French; Elizabeth Krakowski; Nancy McGreevy

**Advisory Committee Members Absent:** Anne Martinelli; Shelia Haugabook; 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; Hope Williams, Licensing Specialist; Lisa Zacharia, Administrative Secretary; Ivy Thanh Huynh, Contract Administrator

**I. Call to Order**

**A. Announcements**

Mr. Mikurak called the Board meeting to order at 6:31 pm and asked if there were any announcements and then he announced Jorie Massarsky's upcoming retirement.

**II. Consent Agenda**

**A.** Mr. Mikurak asked for a motion to accept the minutes from the Board meeting on November 17, 2021.

**Motion:** Commissioner Gerard made a motion to accept the minutes from the Board meeting on November 17, 2021. Ms. Gibson seconded the motion and it passed unanimously.

**III. Action Items**

**A. Approve FY21 Audit - Presentation by Dana Powell with Thomas Howell Ferguson**

Ms. Powell thanked Ivy and Faith for all their assistance throughout this audit process. She reported that PCLB had a clean audit again this year. No material weaknesses were noted nor any non-compliances. PCLB's total net position increased by \$48,356 (or 70%). Governmental activities revenue increased by \$109,598 (or 8%) and expenses increased by \$57,855 (4%), from prior fiscal year.

**Motion:** Ms. Ralston made a motion to accept the FY21 Audit. Commissioner Gerard seconded the motion and it passed it passed unanimously.

**B. Approve Wording for New Regulation for Vehicle Alarms for Centers**

Ms. Massarsky stated there is new wording from DCF regarding vehicle alarms. The last legislature passed the alarm bill so that children won't be left in vehicles and be injured or die. The alarms must be audible from 500 feet away. First, Licensing Specialists will provide technical assistance to providers if there are violations but in July, they will cite violations.

**Motion:** Commissioner Gerard made a motion to accept the new regulation for vehicle alarms for Centers as set forth in the board packet. Ms. Ralston seconded the motion and it passed unanimously.

**C. Approve Wording for New Regulation for Vehicle Alarms for Large Homes**

Ms. Oliver stated that only Large Family Child Care Homes (not regular Homes) must have vehicle alarms to transport children and they also need to disclose to Child Care Licensing that they are transporting children.

**Motion:** Ms. Gibson made a motion to accept the new regulation for vehicle alarms for Large Homes as set forth in the Board packet. Ms. Duvé seconded the motion and it passed unanimously.

**D. Approve Licenses for 3 Child Care Centers**

Ms. Massarsky stated these are 3 new school age centers and all received good inspections. She is confident recommending them for full licensure.

**Motion:** Commissioner Gerard made a motion to approve the 3 new licenses for Child Care Centers. Ms. Duvé seconded the motion and it passed it passed unanimously.

**E. Approve Licenses for 2 Family Child Care Homes and 2 Large Family Child Care Homes**

Ms. Oliver stated these are 2 Family Child Care Homes and 2 Large Homes. They had a total of 4 good inspections. One of the Large Homes takes strictly infants. Ms. Oliver stated she is confident recommending the 2 Homes and 2 Large Homes for full licensure.

**Motion:** Ms. Gibson made a motion to approve the 2 Family Child Care Homes and 2 Large Homes. Ms. Duvé seconded the motion and it passed it passed unanimously.

**IV. Executive Director's Report**

Ms. Bornoff reported there has been no change in office operations and described the system the staff has in place regarding teleworking/working in the office. There has been an uptick in COVID cases and providers can use CDC guidelines, which DOH Epidemiology provides, or follow the Governor's Executive Order. There are still a lack of qualified candidates applying to work in child care and Centers have had to close classrooms. Laptops and peripherals approved by JWB funding have arrived and are being prepared by our IT department. Ms. Bornoff described our current staff changes and postings and expressed mixed emotions with the upcoming retirement of Jorie Massarsky after 17 years with PCLB and how much she will be missed.

**V. Information Items**

**A. Update on Unlicensed Care**

Hope Williams spoke about how she is working diligently to identify unlicensed care while balancing her case load. She follows through on complaints and explains the law and how to become licensed to unlicensed providers. They can care for one child or several children from one family without a license but if it is more than one family then it is unlicensed child care. Many of them do want to become licensed.

**B. Monthly Financial Report**

No comments

**C. Statistical Report Regarding Licensing Activities**

No comments

**D. 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

When asked, Ms. Massarsky stated that Here We Grow is no longer open since the situation with the two year old getting out of the center and into the street with busy traffic.

**VI. Public Comment**

There was no public comment.

**VII. Staff Anniversaries**

Ms. Bornoff read all the staff anniversaries for the first quarter.

**VIII. Upcoming 2022 Meeting Dates**

**IX. Adjournment**

Meeting was adjourned at 7:00 pm

Respectfully submitted,



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Celeste M. Fernandez  
Secretary