

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

**Regular Board Meeting
June 15, 2022 at 6:30 PM**

VIRTUAL MEETING AVAILABLE ON TEAMS FOR ADVISORY COMMITTEE

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

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.

I. Call to Order

A. Announcements

II. Consent Agenda

A. Minutes from Board Meeting on April 27, 2022

III. Action Items

A. Approve FY 2022-2023 Proposed Budget

B. Approve 15th Interlocal Agreement

**C. Approve Renewal Agreement for Continued Representation of PCLB by Johnson
Pope Bokor Ruppel & Burnes for FY 2022-2023**

IV. Upcoming 2022 Meeting Dates

- July 20, 6:30 pm
- October 26, 1:30 pm

V. Adjournment

Notice: This meeting is audio recorded by PCLB

II. Consent Agenda

A. Minutes from Board Meeting on April 27, 2022

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS
April 27, 2022, at 1:30 PM**

VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE

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

Unapproved 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, April 27, 2022, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

Board Members Present: Michael Mikurak; Celeste Fernandez; Commissioner Patricia Gerard; Lynn Gibson; Jennifer Mekler; Emily Ralston

Board Members Absent: Dorothy Duvé

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Attending Virtually: Nancy McGreevy; Anne Martinelli

Advisory Committee Members Absent: Lynn Bittner; Richard French; Shelia Haugabook; Elizabeth Krakowski; Cynthia Sumter

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Tammy Sharpe, Supervisor, Centers; Julie Oliver, Supervisor, Family Child Care Homes; Karen Kirouac, Senior Clerk, Homes; Lisa Zacharia, Administrative Secretary

Staff Members Attending Virtually: Ivy Thanh Huynh, Contract Administrator; Olga Chang, Contract Administrator; Debbie Hunt, Licensing Specialist; Elise Bishop; Licensing Specialist; Paula Boardman, Senior Clerk, Centers

I. Call to Order

A. Announcements

Mr. Mikurak called the Board meeting to order at 1:30 pm and asked if there were any announcements. Ms. Bornoff introduced and welcomed Karen Kirouac, our new Senior Clerk, and said she came to us from Environmental Health. Ms. Bornoff then introduced and welcomed Jennifer Mekler, new Board member with Pinellas County Schools. Ms. Bornoff then welcomed Tammy Sharpe, our new Centers Supervisor who replaced Jorie Massarsky. Mr. Mikurak congratulated all of them.

II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from the Board meeting on January 26th.

Motion: Commissioner Gerard made a motion to accept the minutes from the Board meeting on January 26th. Ms. Gibson seconded the motion and it passed unanimously.

III. Action Items

A. Approve Extension of Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care-Presented by Sonia Meier, Early Childhood Education Services Director

Ms. Bornoff stated that R'Club at US 19 had a Board-approved waiver in 2018. That funding ran out but there is new funding at this time. Ms. Meier introduced herself and explained that the program started through Eckerd in 2018, for emergency care. It started with six slots of ages 2-4. The purpose of the program is to keep children who have been removed from their home and are already traumatized, together with their siblings. The program was only open for one year, 2018-2019, and served about 120 children. 50% of them were infants and toddlers. Most children stayed 5-10 days and some were placed immediately. DCF and Family Support Services asked if they could start the program again. Ms. Meier explained to them the cost of hiring a teacher with a Bachelor's degree, a teacher with a CDA and a Social Worker. The tentative start date is June 1. Ms. Gibson shared her difficulties when she took in a homeless family. Ms. Flynn stated we need something in writing in order to grant waiver. Time period will be June 1, 2022, through May 31, 2023, same location as prior waiver, same classroom, maximum of 6 children, funds from FSS. Ms. Flynn explained the legality to the Board.

Motion: Ms. Fernandez made a motion to Approve the Extension of Waiver for Mixed Age Groups for State-Dependent Children at R'Club US 19. Commissioner Gerard seconded the motion and it passed unanimously.

B. Approve Additional Board Meeting Date and Time

Ms. Bornoff explained that we need an additional Board meeting because the budget for 2022-2023 was not ready before this meeting and we can't move the next Board meeting because it's in a different quarter. The Board was offered four date/time combinations and settled on June 15 at 6:30 pm.

Motion: Commissioner Gerard made a motion to approve the new Board meeting date and time on June 15 at 6:30 pm. Ms. Ralston seconded the motion and it passed unanimously.

C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022

Ms. Flynn explained that the Board as a whole also acts as the auditor selection committee which must approve the criteria for the auditor RFP. Thus, the Board must review the criteria set forth in the draft RFP posting. Ms. Flynn asked the Board members to review and analyze the criteria provided in the draft RFP posting and that the Board acting as the auditor selection committee must approve the criteria for evaluation for the RFP.

Motion: Commissioner Gerard made a motion to approve the Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022. Ms. Ralston seconded the motion and it passed unanimously.

D. Approve Licenses for 1 Child Care Center

Ms. Sharpe stated we feel confident recommending Magnolia Day School for licensure.

Motion: Ms. Ralston made a motion to approve Magnolia Day School for licensure. Ms. Gibson seconded the motion and it passed unanimously.

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

Ms. Oliver stated that we have 2 regular Homes that became Large Homes and 2 regular Homes are new. We feel confident recommending these Homes for full licensure.

Motion: Commissioner Gerard made a motion to approve the 2 Homes and 2 Large Homes for licensure. Ms. Gibson seconded the motion and it passed unanimously.

F. Approve Religious Exempt Center

Ms. Bornoff explained the criteria for a Religious Exempt Center, which is that they have to be part of a church or parochial school.

Motion: Commissioner Gerard made a motion to approve the Religious Exempt Center. Ms. Gibson seconded the motion and it passed unanimously.

IV. Executive Director's Report

Ms. Bornoff reported that all staff has returned to the office. We purchased new laptops for Licensing Specialists and Supervisors. Staffing continues to be an issue for us because it's not the best pay. There is an uptick in complaints statewide. Some are frustrated parents, but some are more physical in nature. DCF is sponsoring 5 PCLB staff members to attend the annual meeting in Orlando May 15-20. Karen Kirouac is our new Senior Clerk for Homes and Tammy Sharpe is our new Centers Supervisor. We still have a hole in our staff which, at this time, is hard to fill.

V. Information Items

A. Update on Unlicensed Care

Ms. Bornoff reported that there have been a lot of complaints regarding unlicensed care coming into our office.

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

No comments

VI. Public Comment

There was no public comment.

VII. Staff Anniversaries

Ms. Bornoff stated that Lisa Zacharia is celebrating her 5th anniversary with PLCB in second quarter (June).

VIII. Upcoming 2022 Meeting Dates

Wednesday, June 15, 6:30 pm

Wednesday, July 10, 6:30 pm

Wednesday, October 26, 1:30 pm

IX. Adjournment

Meeting was adjourned at 2:06 pm

Respectfully submitted,

Celeste M. Fernandez
Secretary

III. A. Action Items - Approve FY 2022-2023 Proposed Budget

Pinellas County Health Department
 Pinellas County Licensing Board
 October 1, 2022- September 30, 2023

5/24/2022

Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget
a. Personnel Salaries											
Classification	Incumbent	FTE	PS #								
a. Total Personnel		18.25		\$441,375	\$130,572	\$74,482	\$0	\$44,947	\$0	\$691,376	43.25%
b. Fringe Benefits											
Insurance coverage vary by employee and classification. Actual health, life, & disability costs are shown for each position. FICA is calculated at 7.65% and retirement at 11.91%.											
FICA		7.65%		\$33,765	\$9,989	\$5,698	\$0	\$3,157	\$0	\$52,609	
RETIREMENT		11.91%		\$52,568	\$15,551	\$8,871	\$0	\$4,915	\$0	\$81,904	
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods		VAR		\$180,551	\$80,339	\$40,245		\$25,188	\$0	\$326,322	
b. Total Fringe Benefits				\$266,884	\$105,879	\$54,813	\$0	\$33,259	\$0	\$460,835	28.83%
Total Salary & Fringe				\$708,259	\$236,451	\$129,295	\$0	\$78,206	\$0	\$1,152,211	72.07%
c. Direct Costs											
CONTRACTUAL- AUDIT		131100		\$0	\$22,000	\$0		\$0	\$0	\$22,000	
CONTRACTUAL- LEGAL FEES		131600		\$0	\$15,918	\$2,500		\$2,500	\$0	\$20,918	
JANITORIAL		132100		\$3,209	\$1,413	\$530		\$530	\$0	\$5,682	
LEGAL ADVERTISING		133500		\$0	\$0	\$400		\$400	\$0	\$800	
INFO. TECH Records Mgmt		134216		\$0	\$0	\$150		\$150	\$0	\$300	
FINGER-PRINT EXPENSE		290000		\$0	\$0	\$160		\$160	\$0	\$320	
POSTAGE & FREIGHT		210000		\$0	\$0	\$250		\$250	\$0	\$500	
TELEPHONE		221000		\$3,422	\$1,245	\$467		\$467	\$0	\$5,601	
CELLULAR PHONES		221100		\$0	\$0	\$5,700		\$5,700	\$0	\$11,400	
PRINTING		230000		\$0	\$0	\$500		\$500	\$0	\$1,000	
TRAVEL (includes conf mileage and parking)		261300		0	\$0	\$6,850		\$6,850	\$0	\$13,700	
CONFERENCES/TRAINING (reg fees only)				\$0	\$0	\$850		\$850	\$0	\$1,700	
UTILITIES		271000		\$5,333	\$2,348	\$880		\$881	\$0	\$9,442	

A. Approve FY 2022-2023 Proposed Budget - Continued

Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget
OFFICE SUPPLIES		341018		\$0	\$1,742	\$500		\$3,500	\$0	\$5,742	
EDUCATIONAL MATERIALS		341039		\$340	\$0	\$0		\$0	\$0	\$340	
SUBSCRIPTIONS/DUES (LICENSE)		461009		\$0	\$0	\$87		\$88	\$0	\$175	
RENT- EQUIPMENT (COPIER)		442000		\$0	\$0	\$1,070		\$1,070	\$0	\$2,140	
HR ASSESSMENT FEE (Per FTE)				\$2,766	\$1,005	\$502		\$503	\$0	\$4,776	
c. Total Direct Cost				\$15,070	\$45,671	\$21,396	\$0	\$24,399	\$0	\$106,536	6.66%
d. Indirect Cost											
Indirect cost will offset purchasing, finance, information technology, human resources, and building maintenance, support services provided by the Pinellas County Health Department. Indirect cost is calculated at 9.16% of the total of personnel and fringe benefits.											
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$120,404						\$120,404	
Indirect Cost - In Kind							\$219,498			\$219,498	
d. Total Indirect Cost - 29.50%				\$120,404	\$0	\$0	\$219,498	\$0	\$0	\$339,902	21.26%
Project Total:				\$843,733	\$282,122	\$150,691	\$219,498	\$102,605	\$0	\$1,598,649	100.00%
22/23 budget				\$843,733	\$282,122	\$153,691	\$219,805	\$102,605	\$0	\$1,601,957	
Notes:				Pgm %	Pgm %	Pgm %		Pgm %	Pgm %		
				\$0							
				53%	18%	9%	14%	6%	0%		
CHANGE IN TOTALS											
<i>FICA</i> FICA is 7.65% of salaries.											
<i>Retirement</i> Retirement is 11.91% of salaries											
<i>Life and Health Insurance</i>											
Health Insurance varies by employee and classification. Projected health, life and disability costs are calculated by position for each employee. The Department of Management Services negotiates the health and life insurance for all employees of the state of Florida.											
<i>Workers Compensation</i>											
DOH is not self-insured. The Department of Management Services negotiates the contract for the entire state of Florida and pays all expenses.											

B. Approve 15TH Interlocal Agreement

FIFTEENTH AMENDMENT TO INTERLOCAL AGREEMENT

This Amendment is made and entered into this _____ day of _____, 2022, by and between THE FLORIDA DEPARTMENT of HEALTH, providing services in Pinellas County, a political subdivision of the State of Florida, hereinafter referred to as “DOH Pinellas” and the PINELLAS COUNTY LICENSE BOARD FOR CHILDREN’S CENTERS AND FAMILY DAY CARE HOMES, an independent special district, hereinafter referred to as the “BOARD.”

WITNESSETH:

WHEREAS, the DOH Pinellas and the BOARD entered into an agreement August 22, 2007, pursuant to Florida Statutes, section 163.01, for the provision of administrative support by DOH Pinellas to the BOARD in furtherance of the BOARD’S responsibility for licensing, regulating, and monitoring child care in Pinellas County. The term of the original agreement was October 1, 2007, through September 30, 2008.

WHEREAS, subsequent Amendments to the Interlocal Agreement were entered into between DOH Pinellas and the BOARD which extended the agreement through September 30, 2022;

WHEREAS, Section 8 of the Agreement permits modification by mutual written agreement by the parties; and

NOW THEREFORE, the parties agree that the Agreement is amended as follows:

1. The agreement shall be extended through September 30, 2023.
2. The BOARD is authorized to negotiate a new or amended Interlocal agreement due to the COUNTY’S withholding consent in October 2008 for the County Attorney to represent the BOARD and the BOARD’S resulting and continuing obligation to retain its own counsel at its own expense.
3. Except as changed or modified herein, all provisions and conditions of the original Agreement shall remain in full force and effect.

B. Approve 15th Interlocal Agreement-Continued

IN WITNESS WHEREOF the parties herein have executed this FIFTEENTH Amendment to the INTERLOCAL AGREEMENT this ____ day of _____, 2022, by:

Pinellas County License Board

Florida Department of Health

Michael G. Mikurak
PCLB Board Chairperson

Ulyee Choe, DO
Pinellas County Health Department Director

Dated: _____

Dated: _____

Approved as to form:

Colleen M. Flynn, Esq.
Counsel for the PCLB

C. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns for FY 2022-2023



**JOHNSON
POPE
BOKOR
RUPPEL &
BURNS, LLP**

COUNSELORS AT LAW

TAMPA ■ CLEARWATER ■ ST. PETERSBURG

Colleen M. Flynn
911 CHESTNUT STREET
CLEARWATER, FLORIDA 33756
POST OFFICE BOX 1368
CLEARWATER, FLORIDA 33757-1368
TELEPHONE: (727) 461-1818

FILE NO. 050234.123191

March 17, 2022

PERSONAL AND CONFIDENTIAL

Faith Bornoff, Executive Director
Pinellas County License Board
PC Health Department
8751 Ulmerton Road, Suite 2000
Largo, FL 33771-3832

Re: Renewal Agreement for Continued Representation of PCLB

Dear Ms. Bornoff:

This letter will confirm our firm's agreement to continue representing the Pinellas County License Board ("PCLB") under the terms of the initial Representation Agreement dated August 20, 2012, with respect to general matters including representing the Board of Directors and providing representation at the Board of Directors meetings as well as license prosecutions and other general matters for PCLB. Unless you and our firm agree in writing otherwise, our representation will be limited to the matters described in this paragraph. It is our understanding that a Purchase Order will be issued to Johnson Pope to provide legal services to PCLB. This Agreement may be terminated at any time by either party in writing.

Although it is impossible at this time to specify the exact nature, extent, and difficulty of the contemplated services and time involved, we will exert our best efforts at all times to represent your interests and rights.

Although my normal rate is \$365 per hour, our fees will be based upon the discounted hourly rate for attorney time of \$235 per hour effective July 1, 2022. Legal assistants' time is now billed at the hourly rate of \$85 to \$215, depending upon the legal assistant involved. The firm charges for all time expended by professionals, legal and administrative assistants in connection with a client's matter, including intra-office and telephone conferences and time spent out of the office on behalf of a client.

In addition to the payment of the firm's fees, clients are responsible for all out-of-pocket expenses, such as filing fees, publication fees, messenger service, and other costs that we may be required to advance on the client's behalf in connection with the representation. Additionally, if it becomes necessary for us to incur overtime expenses for staff or employ temporary help in the course of our representation in this matter, you will be responsible for such expenses.

Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns for FY 2022-2023-Continued



March 17, 2022
Page 2

=====

Unless a different payment arrangement is described above, we bill clients for fees and costs on a monthly basis. Invoices will be paid in accordance with F.S. 215.422.

You have the right to terminate our representation at any time, and our firm has the same right, subject to an obligation to give you reasonable notice to arrange alternative representation. Upon conclusion of our representation and after receipt of payment for all billed services and disbursements, we will return to you all documents or other matters furnished to us during the course of our representation. All other materials in our file will be retained by us as our work product.

It is the philosophy of the firm to render our clients prompt, efficient legal services consistent with the highest standards of legal excellence and to keep our clients at all times fully and completely informed as to the status of their matters.

To signify your acceptance of the foregoing terms and conditions of representation, I ask that you sign and date the enclosed copy of this letter in the places indicated, and that you return it to me in the envelope provided. We appreciate your bringing this matter to our attention for representation and look forward to working with you.

Very truly yours,

JOHNSON, POPE, BOKOR,
RUPPEL & BURNS, LLP

By: Colleen M. Flynn
Colleen M. Flynn

CMF:cap

Accepted and Agreed To:

Pinellas County License Board

Date: _____

By: _____
Its: _____

7772002_1

IV. Upcoming 2022 Meeting Dates

- Wednesday, July 20th at 6:30 p.m.
- Wednesday, October 26th at 1:30 p.m.

V. Adjournment