

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**

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, 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,



Michael G. Mikurak
Chairperson