

II. Consent Agenda
A. Minutes from Board Meeting on July 20, 2022

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

REGULAR BOARD MEETING
July 20, 2022, at 6:30 PM

IN PERSON & 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, July 20, 2022, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

Board Members Present: Michael Mikurak; Commissioner Patricia Gerard; Lynn Gibson; Jennifer Mekler

Board Members Absent: Dorothy Duvé; Celeste Fernandez; Emily Ralston

Ex-Officio Member Attending Virtually: Brandy Downing

Advisory Committee Members Present: Lynn Bittner; Shelia Haugabook; Cynthia Sumter

Advisory Committee Members Attending Virtually: Richard French; Nancy McGreevy

Advisory Committee Members Absent: Anne Martinelli

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Tammy Sharpe, Centers Supervisor; Julie Oliver, Homes Supervisor; Lisa Zacharia, Administrative Secretary; Ivy Thanh Huynh, Contract Administrator

I. Call to Order

A. Announcements

Mr. Mikurak called the Board meeting to order at 6:30 pm.

II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from the Board meeting on June 15.

Motion: Commissioner Gerard made a motion to accept the minutes from the Board meeting on June 15. Ms. Gibson seconded the motion and it passed unanimously.

III. Action Items

A. Approve FY 22 Budget Amendment

Ms. Bornoff explained the gap period from July-September and the additional funds to be spent during that period of time. Some adjustments were made for travel and salaries. We asked for some extra items for educational materials such as dolls, diapers, binders and binder dividers. We also asked for microphones for Board meetings because it's so difficult to hear in the conference center; lockboxes for keys; money bags with locks; computer monitors; flash drives; and some more desk chairs.

Motion: Commissioner Gerard made a motion to accept the FY 22 Budget Amendment. Ms. Mekler seconded the motion and it passed unanimously.

B. Review RFP's & Selection of Auditor for FY 21-22 *Sitting as Audit Selection Committee*

Mr. Mikurak expressed the Board had reviewed the proposal prior to the meeting and explained that we had one bid for the audit of FY 21-22, Thomas Howell Ferguson, who have performed audits for us in the past.

Motion: Ms. Gibson made a motion to approve Thomas Howell Ferguson as the auditor for FY 21-22. Ms. Mekler seconded the motion and it passed unanimously.

C. Approve Licenses for 4 New Child Care Centers

Ms. Sharpe reviewed the 4 new Centers with the Board and recommended them all for full licensure.

Motion: Ms. Gibson made a motion to approve the 4 new Centers. Commissioner Gerard seconded the motion and it passed unanimously.

D. Approve Licenses for 4 New Family Child Care Homes

Ms. Oliver explained the first 3 Homes on the list had very good inspections and the last made enough improvement to be approved by the Board this time.

Motion: Commissioner Gerard made a motion to approve the 4 new Family Child Care Homes. Ms. Gibson seconded the motion and it passed unanimously.

IV. Executive Director's Report

Ms. Bornoff reported we still have a Licensing Specialist position and an OPS Clerk position to assist with unlicensed care open. Child care is still having difficulties with staffing. Due to the start of a new school year, we anticipate an uptick in unlicensed care and we hope we can reach all of them. Ms. Bornoff explained some entities can be exempt from licensing like gymnastics classes that offer educational support for approximately two hours. Ms. Bornoff thanked the Board members on behalf of PCLB for their support and gratitude for having attended an extra meeting so we can meet our obligations ahead of deadlines.

V. Information Items

A. Monthly Financial Report

B. Statistical Report Regarding Licensing Activities

C. Compliance Reports

1. Children's Centers Fine Report

Commissioner Gerard asked for additional information regarding fines to Centers which was explained by Ms. Sharpe as being problems with paperwork.

2. Family Child Care Homes Fine Report

Ms. Gibson commented that there were Home providers that thought they had 100% compliant inspections but did not. Ms. Oliver explained they could have had corrective action at the visit.

3. 100 Percent Compliant Inspections in Children’s Centers

4. 100 Percent Compliant Inspections in Family Child Care Homes

5. Closed Centers and Homes

VI. Public Comment

Lori Gavitt, Home Provider, made a public comment regarding capacity. She said that maybe more seasoned providers could have a higher ratio and that Licensing has not been helping. She asked to have 4 under 18 months and stated that even Centers are short staffed.

Stephanie Mehl, Center employee, made a public comment. She stated that she has been in child care for 22 years and feels that Centers are not doing their due diligence regarding hiring staff. She knew the individual that was arrested, which is what made her come forward to speak to the Board. She asked what questions can be asked regarding hiring employees and what guidance there is to stop them from going from school to school. Ms. Mehl said she wants to advocate and she feels cameras should be mandatory. Ms. Bornoff explained that Centers have their own legal advice but they can do a file review at Licensing and suggested that Ms. Mehl mention to Centers that are hiring that they can do a public records request or a file review.

VII. Staff Anniversaries

Ms. Bornoff shared PCLB’s 3rd quarter anniversaries.

VIII. Upcoming 2022 Meeting Dates

Mr. Mikurak reviewed the upcoming Board dates for 2022:

- October 26, 1:30 pm

IX. Adjournment

Mr. Mikurak adjourned the meeting at 7:08 pm.

Respectfully submitted,



Michael G. Mikurak
Chairperson