

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

**February 21, 2024, at 6:30pm**

**Florida Department of Health in Pinellas  
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 Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday February 21, 2024, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm

**I. Call to Order**

Mr. Mikurak called the meeting to order at 6:29pm.

**Board members:**

| <b>Attendee Name</b> | <b>Title</b>                 | <b>Status</b> |
|----------------------|------------------------------|---------------|
| Michael Mikurak      | Board Chairperson            | Present       |
| Celeste Fernandez    | Board Secretary              | Absent        |
| Dorothy Duvé         | Board Member                 | Present       |
| Charlie Justice      | Pinellas County Commissioner | Present       |
| Lynn Gibson          | Board Member                 | Present       |
| Jennifer Mekler      | Board Member                 | Present       |
| Dr. Susan Weber      | Board Member                 | Absent        |
| Brandy Downing       | Ex-Officio Member            | Absent        |

**Advisory Committee Members:**

| <b>Attendee Name</b> | <b>Status</b> |
|----------------------|---------------|
| Elizabeth Krakowski  | Present       |
| Cynthia Sumter       | Present       |
| Shelia Haugabook     | Present       |
| Nancy McGreevy       | Absent        |
| Dan Berman           | Absent        |

**Staff Members present:**

| <b>Attendee Name</b> | <b>Attendee Title</b>            |
|----------------------|----------------------------------|
| Faith Bornoff        | Executive Director               |
| Tammy Sharpe         | Centers Supervisor               |
| Julie Oliver         | Homes Supervisor                 |
| Karen Kirouac        | Administrative Secretary         |
| Thanh 'Ivy' Huynh    | Accounting Services Supervisor I |
| Maria Valencia       | Homes Clerk                      |
| Olga Chang           | Accountant III                   |

Colleen M. Flynn, Esq., Board Attorney was present in person at the meeting.

## **A. Announcements**

Faith Bornoff introduced the newly assigned County Commissioner on the board, Charles Justice.

## **II. Consent Agenda**

**A.** Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on December 6, 2023.

**Action: Dorthy Duvé made a motion to accept the minutes from the board meeting; Jennifer Mekler seconded the motion; The motion passed unanimously.**

## **III. Action Items**

### **A. Approve FY 2022-2023 Audit**

Dana Powell with Thomas Howell Ferguson presented a draft copy of the audit for board approval, stating that there will be no changes between the draft and the final version.

Ms. Powell stated that this was a clean audit, no deficiencies, and no non-compliances to note. This was similar to the prior year's audit.

**Action: Dorthy Duvé made a motion to accept the audit; Charlie Justice seconded the motion; The motion passed unanimously.**

### **B. Review & Approve Licenses for 5 Child Care Centers**

Tammy Sharpe presented five (5) child care centers and recommended them for approval for licensure.

**Action: Jennifer Mekler made a motion to approve these centers for licensure; Dorthy Duvé seconded the motion; The motion passed unanimously.**

### **C. Review & Approve Licenses for 1 Family Child Care Home and 2 Large Family Child Care Homes**

Julie Oliver presented one (1) family child care home as well as two (2) large family child care homes, and recommended them for approval for licensure.

**Action: Lynn Gibson made a motion to approve these homes for licensure; Dorthy Duvé seconded the motion; The motion passed unanimously.**

## **IV. Discussion**

### **A. Staff Member in Charge (SMIC)**

- Continuing discussion from last board meeting.
- Child Care Licensing is recommending to add an experience clause to the requirements for being a SMIC. It is suggested that 3 years of child care experience in the same age group of children would be acceptable. This would provide 2 ways for child care centers to have a SMIC. They could either have the 6 college credit hours OR the 3 years of experience with the same age group.
- this would not be a decrease
- this would not include non-public schools
- Child Care Licensing is willing to create documents and/or checklists to help ensure the director picks someone who is qualified for a SMIC.
- A way to verify someone's qualifications is needed. Questions include: have they had continuous employment without large gaps? Would child care homes experience be accepted towards this qualification if a provider moved into a center after having had a child care home?

## **B. Cost of Interpreters**

Child care licensing now has another child care center for the deaf being licensed. This new school has asked for an ASL interpreter for the May meeting. This prompted staff to investigate the cost of ASL interpreters. It was discovered that night meetings will cost more than daytime meetings. Child Care Licensing does not have a budget item for covering such costs, so this will need to be incorporated into next fiscal year's budget.

Night meetings also impact the staff who are hourly yet attend the evening meetings. This causes regular work time to be missed as to not have overtime. Boards in our same field (JWB, ELC) have all their meetings during the day. Child Care Licensing staff wanted to bring this to the Board's attention. The Board did not make any changes to the scheduled Board meetings.

## **V. Executive Director's Report**

Ms. Bornoff presented her Executive Director's Report as follows:

- A.** Child Care Licensing is currently fully staffed. Things are running smoothly, and caseloads are now starting to balance out. Tammy and Julie have been doing field visits with different specialists.
- B.** Child Care Licensing is actively working to have a better relationship with the Child Protective Investigators (CPIs). Since CPI moved from the Sherriff's office to the new DCF building there has been a lot of changes and frustrations. The CPIs will be attending a Child Care Licensing staff meeting to talk to staff, and Tammy, Julie, and Faith will reciprocate.
- C.** Recently ELC put on the Early Learning Conference. Child Care Licensing Specialists and Julie Oliver staffed this event to help ELC.
- D.** Baby Talk was another recent event Child Care Licensing assisted with. This prompted Child Care Licensing to translate a few brochures into Spanish. Staff hopes to continue translating more documents into Spanish, including the regulations. Child Care License has 3 fluent Spanish speakers on staff: Maranielly Vazquez, Maria Villarreal, and Maria Valencia.
- E.** Staff is continuing to go through questionnaires for the after school programs attempting to determine who can be exempt from licensure and who may need to start the licensing process.

## **VI. Informational Items**

### **A. Annual Financial Report**

no comments

### **B. Statistical Report Regarding Licensing Activities**

no comments

### **C. Compliance Reports**

#### **1. Children's Centers Fine Reports**

Discussion happened around the multiple offenses resulting in fines for the same centers. What can Child Care Licensing do to ensure these centers get on the correct path of doing things the right way instead of having the same violations over and over again resulting in fines.

#### **2. Family Child Care Homes Fines Reports**

The large balance owed by a provider who closed was noted. That provider has not paid that fine, but would not be allowed to open as a licensed family child care home until it was paid.

#### **3. 100% compliant inspections in Children's Centers**

4. 100% compliant inspections in Family Child Care Homes
5. Closed Child Care Centers and Family Child Care Homes report

**VII. Public Comment**

no public comments

**VIII. Staff Anniversaries**

Ms. Bornoff shared the 1st quarter anniversaries for CCLP.

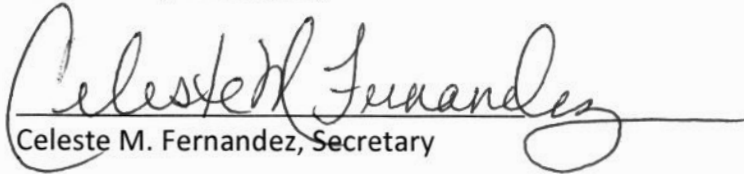
**IX. Upcoming 2024 meetings**

Next board meeting is Wednesday May 22nd, 2024, at 1:30pm.

**X. Adjournment**

Mr. Mikurak adjourned the meeting at 7:28pm.

Respectfully Submitted,

  
Celeste M. Fernandez, Secretary