

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

**SPECIAL MEETING  
June 26, 2024, at 1:30 PM**

**Florida Department of Health in Pinellas  
8751 Ulmerton Road, Largo, Florida 33771**

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.** Approve minutes from Board Meeting on May 22, 2024

**III. Action Items**

**A.** Review and approve amendment to contract with DCF providing for funding through June 30, 2027, at a rate of \$367,731 per fiscal year.

**IV. Public Comment**

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on Page 2.

**V. Upcoming 2024 Meeting Dates**

**VI. Adjournment**

*Notice: This meeting is audio recorded by PCLB*

## **PUBLIC COMMENT POLICY (Revised 10/01/13)**

### **1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:**

1. If you wish to speak in front of the Board on either an agenda item or during the open agenda, you must fill out the Public Comment Card and provide it to the designated Board representative. If you do not wish to speak in front of the Board but wish to designate a representative to speak for you or indicate your support, opposition or neutrality on a proposition you must fill out the appropriate section of the Public Comment Card and provide it to the designated Board representative.
2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. If you are speaking as a representative of a group or faction, please state the group or faction on whose behalf you are speaking. Comments should be concise and to the point. Supporting documentation may be distributed to the Board. Documents will be filed with the minutes.
3. Individual speakers have up to three minutes.
4. A spokesperson representing a group or faction has up to 5 minutes. In addition to completing the Public Comment Card designating their representative and indicating their support, supporters may stand while the comment is being made.
5. Clapping, heckling, or verbal outbursts in support or opposition to a speaker's comments is discouraged.
6. Repetitious comment(s) are also discouraged. If a speaker is saying what you signed up to say, if you so wish, you may stand during their comment and then decline when your name is called to speak.

### **Public Comment for Agenda Items and Items not on the Agenda**

- Prior to official action by the Board (except for ministerial acts or when the Board is acting in a quasi-judicial capacity) members of the public will be given opportunity to comment.
- In addition, the public will be given the opportunity to comment on items not on the Agenda during the Open Agenda portion of the meeting.

#### **Note:**

Comment to the Board does not constitute a formal complaint, is not considered a request for records under the Public Records Act and does not require staff response unless directed to do so by Board.

### **2. Making a Presentation to the Board:**

To make a presentation to the Board lasting longer than the allotted time for public comment on any matter, please contact the Child Care Licensing Program office at 727-507-4857 for an application. All applications must be submitted at least 10 days prior to the Board meeting at which the presentation would occur. Staff will determine whether to grant or deny the request and will set the length of time allotted for the presentation.

### **3. Process for Decreasing or Increasing Licensing Regulations**

#### **Decreases:**

- In the event the License Board determines it reasonable to decrease the requirements of any particular standard, it may do so by action of the Board only. However, state regulations (Chapters 65-C and 402) can only be decreased by the state not by county authority.

#### **Increases:**

- At a regular or special meeting, the Board will review the proposed increase for the first time. There should be a finding of necessity, not merely desirability. The Board will hear public comment according to the procedure above. Following the meeting if approved, the licensing program must notice the finding, and mail to all licensees the old standard, the proposed new standard, the reason for the change, and a hearing date.

- At the hearing, Board must give an opportunity for all affected persons to present their views. The Board will hear public comment according to the procedure above.
- The proposed new standard may not be considered (discussed) again by the Board until a meeting at least 90 days after the hearing, at which time, if approved by at least 5/7 of the Board, it shall be adopted. The Board will hear public comment according to the procedure above. During the 90-day period, written public comment may be received and will be forwarded to Board members; however, Board cannot discuss it until the final meeting.
- Any new standard must provide a reasonable effective date. The Pinellas County License Board must provide sufficient notification to providers and must establish a reasonable effective date.
- Substantive changes made during the Final Agency Action would necessitate a new Public Hearing.

#### **4. Policy for Recording**

Citizens desiring or requiring a verbatim transcript of the meeting, or needing a transcript for appeal, should, at their own expense, retain a certified court reporter to record the meeting, or the relevant portion of the meeting.

Citizens not needing a verbatim transcript or transcript for appeal may use silent, unobtrusive recording devices to record meetings.

Video cameras may be used to record meetings, but the cameras must be hand-held. Tripods may be used only in the area(s) designated by staff. The designated tripod area will not impede ingress or egress, or the ability of attendees to see the meeting and will be adjusted according to known attendance.

Persons needing an accommodation may request it by calling the Executive Director's office at 727-507-4857 at least two business days prior to the Board meeting.

**II. Consent Agenda**

**A. Minutes from Board Meeting on May 22, 2024**

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

**Wednesday, May 22, 2024, at 1:30pm**

**Florida Department of Health in Pinellas  
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 Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday May 22, 2024, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 1:30pm

**i. Call to Order**

Mr. Mikurak called the meeting to order at 1:30pm.

**Board members:**

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

**Advisory Committee Members:**

<b>Attendee Name</b>	<b>Status</b>
Elizabeth Krakowski	Present (late arrival)
Shelia Haugabook	Absent
Nancy McGreevy	Absent
Dan Berman	Present

**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
Olga Chang	Accountant III
Deija Nevins	Child Care Licensing Specialist
Maranielly Vazquez	Child Care Licensing Specialist

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

## **A. Announcements**

### **II. Consent Agenda**

**A.** Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on Wednesday February 21, 2024.

**Action:** Commissioner Justice made a motion to accept the minutes for the board meeting;  
Lynn Gibson seconded the motion;  
The motion passed unanimously.

### **III. Action Items**

#### **A. Board Sitting as Audit Selection Committee per F.S. 218.391 - Approval of Factors for Evaluation of Audit Services Request for Proposal (RFP) and Authorize Public Announcement for RFP for Audit of FY 2023-2024**

**Action:** Celeste Fernandez made a motion to proceed with the factors for evaluation and issue the RFP and Public Announcement for audit; services for FY 2023-2024  
Lynn Gibson seconded the motion;  
The motion passed unanimously.

#### **B. Approve Fiscal Year 2024-2025 Proposed Budget**

**Action:** Celeste Fernandez made a motion to approve the proposed budget for FY 2024-2025;  
Lynn Gibson seconded the motion;  
The motion passed unanimously.

#### **C. Approve of renewed Johnson, Pope, Bokor Ruppel & Burns, LLP representation agreement for FY 2024-2025**

**Action:** Commissioner Justice made a motion to approve the representation agreement;  
Jennifer Mekler seconded the motion;  
The motion passed unanimously.

#### **D. Approve Change/Decrease to Regulation**

**Action:** Celeste Fernandez made a motion to approve the change to regulation I.B.1c. of the Pinellas Counting licensing regulations governing Children's Centers and regulation I.B.1.d of the licensing regulations governing Children's Centers as drafted and set forth in the Board packet;  
Dr. Susan Weber seconded the motion;  
The motion passed unanimously.

#### **E. Approve Advisory Board Members**

**Action:** Dr. Susan Weber made a motion to approve Rob Lovelace for advisory

committee member to fill the school aged centers seat;  
Lynn Gibson seconded the motion;  
The motion passed unanimously.

**Action:** Jennifer Mekler made a motion to approve Chris Steurnagel for advisory committee member to fill the faith-based centers seat;  
Celeste Fernandez seconded the motion;  
The motion passed unanimously.

**Action:** Dr. Susan Weber made a motion to approve Pamela Hinson for advisory committee member to fill the large homes seat;  
Lynn Gibson seconded the motion;  
The motion passed unanimously.

#### **F. Approve Licenses for 5 Child Care Centers**

**Action:** Commissioner Justice made a motion to approve these centers for licensure;  
Lynn Gibson seconded the motion;  
The motion passed unanimously.

#### **G. Approve Licenses for 3 Family Child Care Homes and 1 Large Family Child Care Home**

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

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

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

- a. It is budget season and CCL has been actively working on their budget. CCL has to align part of their funds with DOH and DCF fiscal year which runs July 1 – June 30, and JWB's fiscal year which runs October 1 – September 30.  
Ever since CCL moved from JWB to DOH in 2007, DCF has not increased the amount they give in funding. This year we have submitted a proposal for a change with an increase in the amount of funds DCF provides. In turn we would begin to do 3 center inspections a year, which is in line with what the rest of the state is doing.  
Two (2) of the other independent counties have worked over the last few years to get an increasing in funding and have been successful. Broward County was first, Palm Beach got an increase last year.  
This year the budget is dipping into the Fund Balance, which we try to avoid. The additional funds from DCF would prevent us from doing that.
- b. There is a rumor that Pinellas County Child Care Licensing will be moving under DCF. This rumor is not true, it is unknown where this rumor started.
- c. Several variances put in place last year are set to expire. Not all of them will be renewing, but the ones that are asking to renew are the R'Club @ 19 and Ulmerton which has the foster child mixed ages room, and one (1) YMCA of the Suncoast is renewing having 16–17-year-olds on staff. In the past year there was only one (1) issue that arose in all the YMCA's that had the variance in place, but the other YMCAs didn't feel this was beneficial to them. Child Care Licensing will be renewing these.
- d. After School Programs work continues. All have been screened and have sent in their roster and affidavit. Almost all questionnaires have been received and they are being

reviewed. Exemptions are being issued when all items on their questionnaires meet the criteria.

- e. It is time for summer programs. These generally do not need to be licensed unless they receive JWB funding. JWB requires their program to be licensed. We do require that all employees are screened even if a program is not licensed. If a complaint comes in about any of these summer programs, we will go out to investigate.
- f. Pinellas County Schools are adding a pilot program to provide child care for employees as a benefit. Child Care Licensing has walked the site it will be at and have approved the space with needed alterations to accommodate the new groups. This will be at what was Pinellas Secondary. This will meet all the same licensing requirements as all other licensed child care programs. The program will host 1-year olds to 4-year-olds who are not yet eligible for kindergarten. What the capacity will be is still unknown.
- g. If at any time Board members have questions about anything related to child care licensing, they are encouraged to call Faith. She is happy to talk with you and answer your questions.

**V. Informational Items**

**A. Annual Financial Report**

no comments

**B. Statistical Report Regarding Licensing Activities**

no comments

**C. Compliance Reports**

no comments

**VI. Public Comment**

no public comments

**VII. Staff Anniversaries**

Ms. Bornoff shared the 2<sup>nd</sup> quarter anniversaries for CCLP.

**VIII. Upcoming 2024 meetings**

Next board meeting is Wednesday August 21st, 2024, at 6:30pm.

**IX. Adjournment**

Mr. Mikurak adjourned the meeting at 2:24pm.

Respectfully Submitted,

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Celeste M. Fernandez, Secretary

### **III. Action Items**

- A.** Review and approve amendment to contract with DCF providing for funding through June 30, 2027, at a rate of \$367,731 per fiscal year.

### **IV. Public Comment**

### **V. Upcoming 2024 Meeting Dates**

- Wednesday, August 21<sup>st</sup> at 6:30pm
- Wednesday, November 13<sup>th</sup> at 1:30pm

### **VI. Adjournment**