

**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**

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 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:

Attendee Name	Title	Status
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:

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

Staff Members present:

Attendee Name	Attendee Title
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 2nd quarter anniversaries for CCLP.

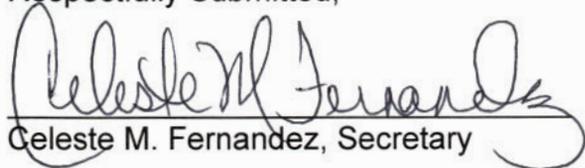
VIII. **Upcoming 2024 meetings**

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

IX. **Adjournment**

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

Respectfully Submitted,



Celeste M. Fernandez, Secretary