

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

Wednesday August 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 special board meeting of the Pinellas County Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday August 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.

Board members:

Attendee Name	Title	Status
Michael Mikurak	Board Chairperson	Present
Celeste Fernandez	Board Secretary	Absent
Dorothy Duvé	Board Member	Absent
Commissioner 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

Attorney

Attendee Name	Status
Colleen Flynn, Esq.	Present

Advisory Committee Members:

Attendee Name	Status
Chris Steurnagel	Present
Dan Berman	Present
Elizabeth Krakowski	Present
Nancy McGreevy	Absent
Pamela Hinson	Absent
Rob Lovelace	Absent
Shelia Haugabook	Present

Staff Members present:

Attendee Name	Attendee Title
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor

A. Announcements

II. Consent Agenda

A. Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on Thursday July 25, 2024.

No discussion on items from consent agenda.

Action: Commissioner Justice made a motion to accept the minutes for the board meeting;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

III. Action Items

A. Review responses to RFP & select auditor for FY 23-24 Audit

Reviewed attached packet from Thomas Howell Ferguson. They were the only response to the RFP. This is the same entity that has done the audit previously.

Action: Commissioner Justice made a motion to approve to approve Thomas Howell Ferguson CPA for the audit;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

B. Approval of the 17th Interlocal Agreement between DOH and PCLB

Faith Bornoff explained this is a renewal of the agreement that allows PCLB to be at the Health Department and be Health Department Employees. The Agreement is unchanged from the previous year.

Action: Lynn Gibson made a motion to accept the 17th Interlocal Agreement;
Commissioner Justice seconded the motion;
The motion passed unanimously.

C. Approve the goals, objectives, performance measures and standards to determine goals are achieved as required in F.S. 189.0694.

Faith Bornoff and Colleen Flynn, Esq, explained the new statutory requirements for Special Districts to have performance measures and standards, and to report these achievements by December 1, 2025. Discussion was had around how information will be reported as well as how it is currently reported to DCF for compliance with measurable contractual obligations which are set forth in the goal and objectives. PCLB anticipates meeting the goals at 100% in many categories and exceeding the 100% in the number of required monthly licensed activities. PCLB is required to perform 300 licensing activities a month by contract with DCF and PCLB will exceed this number.

Action: Commissioner Justice made a motion to accept the new goals, objectives, and performance measures;
Lynn Gibson seconded the motion;
The motion passed unanimously.

D. Review and Approve Proposed 2025 Board Meeting Dates

Board reviewed proposed meeting dates and approved with no changes.

Action: Lynn Gibson made a motion to accept 2025 meeting dates as proposed;
Commissioner Justice seconded the motion;
The motion passed unanimously.

E. Approve Licenses for four (4) Family Child Care Homes

Julie Oliver reviewed the 4 homes for licensure and recommended them to be approved.

Action: Lynn Gibson made a motion to approve licenses for the four homes;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

IV. Executive Director's Report

Faith Bornoff introduced Chris Steurnagel from Stars and Comets Before & After School Care at United Methodist. Mr. Steurnagel shared that Stars & Comets has a capacity of 219 children, and he has been employed there since 2005. He is looking forward to being a part of the advisory committee.

Faith Bornoff shared that there is a vacancy for the Homes Senior Clerk position, and that Julie Oliver is actively interviewing candidates.

DCF has assigned a new contract manager to manage the contract we have with them. The new contract manager seems very proactive and involved and Faith Bornoff anticipates working closely with the new contract manager.

Child Care Licensing Staff is working through all of the afterschool questionnaires to determine if the program qualifies for exemption or are required to be licensed. The programs who do child pick-ups from schools have all been screened.

V. Informational Items

- A.** Annual Financial Report
- B.** Statistical Report Regarding Licensing Activities
- C.** Compliance Reports
 - 1.** Children's Centers Fine Report
 - 2.** Family Child Care Homes Fine Report
 - 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

No discussion on information items

VI. Public Comment

There was no public comment.

VII. Staff Anniversaries

Ms. Bornoff announced the July, August, and September staff anniversaries.

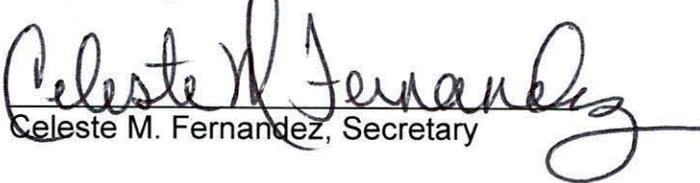
VIII. Upcoming 2024 meetings

Next board meeting is Wednesday November 13, 2024, at 1:30pm.

IX. Adjournment

Mr. Mikurak adjourned the meeting.

Respectfully Submitted,


Celeste M. Fernandez, Secretary