

II. Consent Agenda

A. Minutes from Board Meeting on November 13, 2024

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

REGULAR BOARD MEETING

Wednesday November 13, 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 board meeting of the Pinellas County Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday November 21, 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	Present
Commissioner Justice	Pinellas County Commissioner	Absent
Lynn Gibson	Board Member	Present
Jennifer Mekler	Board Member	Present
Dr. Susan Weber	Board Member	Present
Brandy Downing	Ex-Officio Member	Absent

Attorney

Attendee Name	Status
Colleen Flynn, Esq.	Present

Advisory Committee Members:

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

Staff Members present:

Attendee Name	Attendee Title
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor
Thanh (Ivy) Huynh	Contract Administrator Supervisor
Berta Coutin	Accountant III
Karen Kirouac	Administrative Secretary
Carol Ingham	Senior Clerk
Lilliana Gonzalez-Ramos	Licensing Specialist

A. Announcements

Faith Bornoff introduced new Child Care Licensing personnel: Carol Ingham - Senior Clerk for Homes, Lilliana Gonzalez-Ramos - Licensing Specialist, and Berta Coutin - Accountant.

II. Consent Agenda

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

No discussion on items from consent agenda.

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

III. Action Items

A. Approve amendment to the FY25 budget.

The budget approved by the Board for FY 25 did not have the increased funding from DCF as we were waiting for execution. Items that were paid out of by the fund balance money will now be paid out of the increased DCF funding and the money will be returned to the fund balance.

Action: Celeste Fernandez made a motion to approve the updated budget; Dorothy Duvé seconded the motion; The motion passed unanimously.

B. Approve the Financial Report for FY24

Reviewed provided Financial Report, no discussion.

Action: Celeste Fernandez made a motion to accept the FY24 Financial Report; Dr. Susan Weber seconded the motion; The motion passed unanimously.

C. Final Agency Action Without Hearing

Colleen Flynn, Esq, explained the process of when a child care provider receives a fine and that the provider has 15 days to appeal the fine in front of a Hearing Officer if they disagree with the fine. The Hearing Officer will hear from both parties involved and then will make a recommended ruling. The provider then has the right if they wish to appeal the Hearing Officer's recommendation to the Board. At that point the Board would act as the decisionmaker. After hearing from both parties, the Board would vote on the Hearing Officer's Recommended Order. outcome.

In the matter before the Board, staff gave a fine on July 17, 2024, and the child care provider requested hearing. This went before a Hearing Officer on September 6, 2024. The Hearing

Officer heard from both parties and recommended that the imposition of the Class I fine be upheld. The child care provider did not file any exceptions to the Hearing Officer's Order within the time allowed. Per the applicable Rules of Hearing, the Board must take Final Agency Action accepting the Recommended Order issued by the Hearing Officer without any hearing as no exceptions were filed.

Action: Celeste Fernandez made a motion to accept the Final Agency Action;
Dorothy Duvé seconded the motion;
The motion passed unanimously.

D. Approve Licenses for 4 Child Care Centers

Tammy Sharpe reviewed the 4 child care centers and recommended them to be approved.

Action: Dr. Susan Weber made a motion to approve the 4 child care centers for licensure;
Dorothy Duvé seconded the motion;
The motion passed unanimously.

E. Approve Licenses for four (4) Family Child Care Homes and one (1) Large Family Child Care Home

Julie Oliver reviewed the 4 Family Child Care Homes and 1 Large Family Child Care Homes for licensure and recommended them to be approved.

Action: Lynn Gibson made a motion to approve licenses for the 4 Family Child Care Homes and 1 Large Family Child Care Home;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

IV. **Presentation**

A. Emergency Regulations/State of Emergency/Hurricanes Helene and Milton

Faith Bornoff gave a presentation covering the recent State of Emergency in Pinellas County. (Please see handouts provided: Power Point Presentation, Emergency Preparedness and Aftermath Planning Guide for Children's Centers and Family Child Care Homes in Pinellas County). Ms. Bornoff explained what Child Care Licensing Staff is required to do during a State of Emergency when shelters for the special needs clients are opened and that we do have 3 staff that are also during storm and post storm and do not work in the shelters.

At the beginning of the Hurricane Season and prior to the arrival of a storm, the emergency packets are sent to the providers as a reminder of the emergency regulations. There is a regulation for both homes and centers that they are to communicate their status with child care licensing post storm. Emergency Regulations are used when there is a State of Emergency in Pinellas County. If there is damage to a center or home and they are not able to use their current location, they may use an extended field trip as a way to have child care elsewhere until they are able to move back into their space. This is a way to make this easiest on parents, ELC, child care licensing, etc.

As of this date, there are 17 total child care centers closed and 7 child care homes closed. There are also multiple providers with damage to their playgrounds. (KAREN – CHECK WITH FAITH- I'M NOT SURE THAT 17 CENTERS AND 7 HOMES ARE CLOSED- I THINK THEY MAY BE UNDER EMERGENCY REGULATIONS OR ON PERMANENT FIELD TRIPS STILL BUT I DON'T THINK THEY ARE ALL COMPLETELY CLOSED.

There were many lessons learned from this incident. We also see items we need to work to make better and smoother from our end going forward.

V. Executive Director's Report

Ms. Bornoff reported an event that happened recently that also was reported by local news. A father was supposed to drop his child at child care. He came back to pick up his child in the evening and was informed his child was not in child care that day. That is when it was realized the child had been in the backseat of the car all day. The child was found deceased in the parking lot of the child care center. The child care center was not at fault.

VI. 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

VII. Public Comment

There was no public comment.

VIII. Staff Anniversaries

Ms. Bornoff announced the October, November, and December staff anniversaries.

IX. Upcoming 2025 meetings

- Wednesday January 29th, 2025, at 6:30pm
- Wednesday June 11th, 2025, at 1:30pm
- Wednesday September 17th, 2025, at 6:30pm
- Wednesday December 3rd, 2025, at 1:30pm

X. Adjournment

Mr. Mikurak adjourned the meeting at 2:17pm.

Respectfully Submitted,



Celeste M. Fernandez, Secretary