

II. Consent Agenda

A. Minutes from Board Meeting on February 18, 2025

B.

PINELLAS COUNTY LICENSE BOARD

FOR CHILDREN’S CENTERS & FAMILY DAY CARE HOMES

REGULAR BOARD MEETING

Tuesday February 18, 2025, 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 board meeting of the Pinellas County Licensing Board for Children’s Centers and Family Child Care Homes was scheduled and properly noticed for Tuesday February 18, 2025, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm.

i. **Call to Order**

Mr. Mikurak called the meeting to order at 6:30 pm.

Board members:

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

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	Absent
Pamela Hinson	Absent
Rob Lovelace	Present
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
Chris Grybauskas	Licensing Specialist

A. Announcements

Mr. Mikurak introduced new PCLB Board member, Commissioner Vince Nowicki.

II. Consent Agenda

A. Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on Wednesday November 13, 2024.

There was no discussion on items from the consent agenda.

Action: Lynn Gibson made a motion to accept the minutes for the board meeting;

Jennifer Meckler seconded the motion;
The motion passed unanimously.

III. Action Items

A. Approve FY 23-24 Audit

The Audit was presented by Dana Powell, Law Redd CPA's and Advisors. The audit was positive with no issues or concerns.

Action: Lynn Gibson made a motion to approve the Audit.
Commissioner Nowicki seconded the motion;
The motion passed unanimously.

B. Approve Change to Licensing Regulations Governing Pinellas County Children's Centers to clarify and comply with state regulation

Changes to clarify the training requirements for centers was presented. A discussion clarifying that the regulations did not change, but rather that DCF changed a ten (10) hour course into two (2) five (5) hour classes prompted a change to the wording in the Regulations Governing Pinellas County. This change is not an increase or decrease to the regulations.

Action: Jennifer Meckler made a motion to accept the Change to Licensing Regulations Governing Pinellas County Children’s Centers.

Lynn Gibson seconded the motion;

The motion passed unanimously.

C. Approve Licenses for 7 Children’s Centers

Action: Lynn Gibson made a motion to accept change to the Licensing Regulations Governing Pinellas County.

Commissioner Nowicki seconded the motion;

The motion passed unanimously.

IV. Discussion items

A. Existing Fees and Potential New fee

There was a discussion about current fees and if there was a need to adjust them, and potentially add a new fee for exempt program processing. PCLB Staff will look further into the impact of fee adjustments and bring the information to the next Board Meeting for consideration.

B. House Bill 47

There is currently no companion bill. Ms. Flynn pointed out a discrepancy in the bill directing the County Commission to vote annually to determine if they wish continue regulating child care at a local level. Since Pinellas County is under an ACT of Legislation and is not governed by the county commission, this would not apply to our county. There is concern by PCLB staff that there could be some confusion about Bill 47 as it relates to PCLB and it’s origin.

V. Executive Director’s Report

Pinellas County is submitting to DCF the annual intent to receive state funds through a contract and continue monitoring locally.

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
- Countywide Child Care capacity for children for was discussed.

The details of a Class One violation were discussed.

VII. Public Comment

There was no public comment.

VIII. Staff Anniversaries

Ms. Bornoff announced the January, February, and March staff anniversaries.

IX. Upcoming 2025 meetings

- 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 7:15pm.

Respectfully Submitted,



Celeste M. Fernandez, Secretary