

II. Consent Agenda

A. Minutes from Board Meeting on June 11th, 2025

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

REGULAR MEETING June 11, 2025, at 1:30 PM

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

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 June 11, 2025, at 8751 Ulmerton Road, Largo, FL, 33771, at 1:30pm.

I. Call to Order

Celeste Fernandez called the meeting to order at 1:30 pm

i.

Board members:

| Attendee Name | Title | Status |
|-------------------|------------------------------|---------|
| Celeste Fernandez | Board Secretary | Present |
| Vince Nowicki | Pinellas County Commissioner | Absent |
| Dorothy Duvé | Board Member | 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 | Absent |
| Dan Berman | Absent |
| Elizabeth Krakowski | Present |
| Nancy McGreevy | Absent |
| Pamela Hinson | Present |
| 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 |
| Rajiv Rambaran | Licensing Specialist |
| Katherine Velardi | Licensing Specialist |
| Deija Nevins | Licensing Specialist |
| Aracelis Serrano | Senior Clerk |

A. Announcements

Faith Bornoff welcomed new Board Member, Kristen Gnage, representing JWB.

Faith Bornoff stated Mr. Mikurak is no longer a PCLB Board Member; however, he has been selected to be Interim CEO of JWB.

Faith Bornoff welcomed new staff members: Aracelis Serrano and Rajiv Rambaran.

II. Consent Agenda

A. Approve minutes from Board Meeting on February 18, 2025.

Celeste Fernandez called for a motion to approve the minutes from the February 18, 2025, board meeting.

No discussion on items from consent agenda.

Action: Lynn Gibson made a motion to accept the minutes from the February 18, 2025, the Board Meeting. Jennifer Mekler seconded the motion. The motion passed unanimously.

III. Action Items

A. Appoint Nominating Committee to recommend new Board Chair.

Due to Mr. Mikurak's removal from the JWB Board, he can no longer serve on the PCLB Board. It is necessary to nominate members for a committee to make a recommendation to the Board for a new chair. Celeste Fernandez called for volunteers to serve on the nominating committee in accordance the PCLB by-laws. Ms. Fernandez then called for a motion to select Lynn Gibson, Jennifer Meckler and Robert Lovelace be the Board Members and Advisory Committee Member on the nominating committee.

Action:

Susan Weber made a motion to nominate Lynn Gibson, Jennifer Meckler and Robert Lovelace, to the nominating committee.

Dorothy Duve seconded the motion.

The motion passed unanimously.

In accordance with the bylaws, the Executive Director then selected Tammy Sharpe to serve as the staff member on the committee.

B. 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 2024-2025

Ms. Bornoff explained that PCLB is required annually to have an audit. The Board, sitting as the Audit Selection Committee is required to approve the factors for evaluation for selecting the auditor and authorize staff to release the RFP. Once the responses to the RFP are received, at a subsequent meeting the Board will select the auditor.

Celeste Fernandez called for a motion to approve the factors for evaluation of audit services request for proposal (RFP) and to authorize the public announcement for RFP for Audit of FY 2024-2025

Action: Kristen Gnage made a motion to approve the factors for evaluation of audit services request for proposal (RFP) and to authorize the public announcement for RFP for Audit of FY 2024-2025.

Lynn Gibson seconded the motion;
The motion passed unanimously.

C. Approval of the 18th Amendment to the Interlocal Agreement between DOH and PCLB

Ms. Bornoff informed the Board that the Interlocal Agreement between DOH and PCLB is up for renewal. Pursuant to the Agreement DOH provides certain services on behalf of PCLB. This agreement is renewed annually and this will be the 18th year of the relationship of childcare licensing residing within DOH.

Celeste Fernandez called for a motion to approve the 18th Amendment to the Interlocal Agreement between DOH and PCLB

Action: Susan Weber made a motion to approve the 18th Amendment to the Interlocal Agreement between DOH and PCLB.

Lynn Gibson seconded the motion;
The motion passed unanimously.

D. Approval of Budget Amendment FY 2024-2025

Ms. Bornoff presented the budget amendment applicable to FY24-25.

Celeste Fernandez called for a motion to approve the Budget Amendment FY 2024-2025

Action: Lynn Gibson made a motion to approve the Budget Amendment FY 2024-2025.

Dorothy Duve seconded the motion;

The motion passed unanimously.

E. Approve Fiscal Year 2025-2026 Proposed Budget

Ms. Bornoff presented the proposed FY25-26 Budget. The Board discussed the proposed budget.

Celeste Fernandez called for a motion to approve the Fiscal Year 2025-2026 Proposed Budget.

Action: Lynn Gibson made a motion to approve the Fiscal Year 2025-2026 Proposed Budget.

Dorothy Duve seconded the motion;

The motion passed unanimously.

F. Increases/Additions to Regulations

PCLB can increase regulations above the state guidelines following the procedure set forth in the law. For the following individual action items, the Board must find there is a finding of necessity, not merely that it prefers to increase a standard. Thereafter, providers will receive notice of the proposed new standard, and a hearing will be held to take comment on the proposed standard. No sooner than 90 days after the hearing, the Board can consider whether to approve the proposed new standard which must pass by a 5/7 vote. Ms. Bornoff presented an analysis of the implications of raising fees and the fees charged around the state by other local licensing agencies as well as by DCF. All of the below changes, if passed would have an implementation date of January 15, 2026, provided they are approved.

1. Increase fee for Child Care Center Application Fee including changes to Application.

Staff recommend increasing the fee for application for a childcare center from \$2 to \$35.

There was a discussion regarding deleting the words “not in excess” being used for the revised regulation.

Celeste Fernandez called for a motion to find necessity to increase fee for Child Care Center Application Fee including changes to Application and approve the proposed regulation for hearing:

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a children’s center. There has not been an increase to the cost of licensing a children’s center since 2021 and over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

1. The License Board is authorized to charge an application fee ~~not in excess of~~ **thirty-five dollars (\$35.00)** for each children’s center for which a license is sought. All children’s center application fees, **including application for license change, are set at \$35.00.**

Action: Susan Weber made a motion finding necessity to increase fee for Child Care Center Application Fee including changes to Application from \$25 to \$35 and approve the proposed regulation for hearing with the words “not in excess” being deleted from the proposed regulation.

Kristen Gnage seconded the motion;

The motion passed unanimously

2. Increase Fee for Child Care Center License

Staff recommend increasing the fee for a children’s center license from \$100 to \$110 plus \$1.00 per child based upon capacity.

Celeste Fernandez called for a motion to find of necessity to Increase Fee for Child Care Center License and to present the revised regulation for hearing.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

3. In addition to the application fee, each children's center will be charged a license fee of \$110.00 plus \$1.00 per child based upon the license capacity of the children's center.

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a children's center. There has not been an increase to the cost of licensing a children's center since 2021 and over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Susan Weber made a motion finding necessity to increase Fee for Child Care Center License from \$100 to \$110 and approve the proposed regulation for hearing.

Kristen Gnage seconded the motion;

The motion passed unanimously

3. Increase Fee for Preliminary Site Inspection (non-Mandatory)

Staff recommend that the fee for a preliminary site inspection be increased from \$50 to \$55.

Celeste Fernandez called for a motion to find necessity to approve an Increase Fee for Preliminary Site Inspection (non-Mandatory) and present the proposed regulation for hearing.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

2. Each preliminary site inspection (non-mandatory) will cost \$55.00.

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a children's center. There has not been an increase to the cost of licensing a children's center since 2021 and over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Lynn Gibson made a motion finding necessity to increase the Fee for Preliminary Site Inspection (non-Mandatory) from \$5 to \$55 and approve the proposed regulation for hearing;
Susan Weber seconded the motion;
The motion passed unanimously

4. Increase Fee for Child Care Center filing petition for a variance or waiver

Staff recommend the fee for filing a petition for variance or waiver be increased. Currently there is a \$100 fee for any petition. Because of the increase worked involved in processing the petition for a waiver or variance from a state regulation, staff recommends increasing the fee to \$110 if the petition pertains to a location regulation and to \$125 if it pertains to a state regulation.

Celeste Fernandez called for a motion to find necessity to approve an Increase Fee for Child Care Center filing petition for a variance or waiver and present the proposed regulation for hearing.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

4. The cost for filing each petition for a variance or waiver *from a Pinellas County regulation is \$110.00 and the cost for filing each petition for a variance or waiver from a state regulation is \$125.00.*

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the fee for the filing of each petition for a variance or waiver. When a provider files a petition for a variance/waiver from either a Pinellas or a state regulation staff must spend time analyzing the request and gathering information necessary from the provider. Thereafter legal counsel is consulted and an Order on the petition is drafted and entered. In addition, when a provider seeks a variance/waiver of a state regulation PCLB is required to publish it in the Florida Administrative Register and PCLB is also required to publish the disposition in the Florida Administrative Register. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Susan Weber made a motion finding necessity to increase

Fee for Child Care Center filing petition for a variance or waiver to \$110 and \$125 depending on whether it pertains to a local or state regulation and to approve the proposed regulation for hearing.

Kristen Gnage seconded the motion;

The motion passed unanimously

5. Add a new regulation requiring fee for Child Care Centers Exemption from licensure verification

: Ms. Bornoff explained that currently, PCLB does not charge to process exemptions. PCLB receives, tracks and process these, therefore, a new annual fee of \$50 is being proposed to process the exemptions.

Celeste Fernandez called for a motion to find necessity to add a new regulation requiring an annual fee of \$50 for Child Care Centers Exemption from licensure verification and present the proposed regulation for hearing.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

6. An annual fee of \$50.00 will be charged for verification of an exempt children's center.

**This will alter numbering of remaining sections if passed.*

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to charge a fee to verify exemption status of a children's center requesting exempt status. There has never been a fee charged for this, and staff spends significant time verifying the exempt status using the factors set by law to determine if a center can meet the legal requirements to be exempt from licensure. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Lynn Gibson made a motion finding necessity to add a new regulation requiring a \$50 fee for Child Care Centers Exemption from licensure verification to approve the proposed regulation for hearing with the words, "an annual fee" being added to the new proposed regulation.

Jennifer Meckler seconded the motion;

The motion passed unanimously

6. Add a new regulation requiring fee for reinspection(s) for Child Care Centers

Staff recommend adding a regulation requiring a fee for reinspection after a violation of a regulation. Sometimes centers have not corrected the non-compliance even when staff go out on a reinspection which results in additional staff time to go out on multiple reinspection's. Staff recommend no fee for the first reinspection.

Celeste Fernandez called for a motion to find necessity to add a new regulation requiring fee for reinspection(s) for Child Care Centers and present the proposed regulation for hearing.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

7. A fee of \$25 for the second reinspection and \$50 for any additional reinspection necessary thereafter will be charged after a children's center has received a violation of a regulation. There is no fee for the first reinspection.

****This will alter numbering of remaining sections if passed.***

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to charge a fee for reinspection. After a children's center has been found in violation of a regulation, licensing staff are required to reinspect to be certain the children's center has remedied the non-compliance. Certain times centers do not remedy the non-compliance, and staff are required to reinspect multiple times. A reinspection fee (other local licensing agencies charge this type of fee) is necessary as staff spends significant time reinspecting after non-compliance has been found. The center will not be charged for the first reinspection. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Lynn Gibson made a motion finding necessity to add a new regulation requiring fee for reinspection(s) for Child Care Centers after the first reinspection and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

7. Add a new regulation providing an annual increase of 3% for all fees for Child Care Centers

Adding an automatic annual increase is necessary to keep up with the annual increase in cost of doing business. Having the

regulations provide for automatic increases will prevent the board from having to go through this process every time it wishes to increase fees set forth in the regulations. Staff recommends a 3% annual increase.

Celeste Fernandez called for a motion to find necessity to add a new regulation providing for an annual increase of 3% for fees for Child Care Centers and present the proposed regulation for hearing.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

8. As of January 1, 2027, and January 1 of each year thereafter, all fees in these regulations will automatically increase by 3%.

**This will alter numbering of remaining sections if passed.*

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to include an automatic increase in the amount of fees. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses the automatic nature of the increase will streamline the process for operational efficiency.*

Action: Susan Weber made a motion finding necessity to add a new regulation providing an annual increase of 3% for fees for Child Care Centers and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

8. Increase Fee for Family Child Care Home and Large Child Care Home Application including changes to Application

Staff recommends that the license fee be increased from \$25 to \$35.

There was a discussion regarding the words “not in excess” being deleted from the revised regulation.

Celeste Fernandez called for a motion to find necessity to increase Fee for Family Child Care Home and Large Child Care Home Application including changes to Application and present the proposed regulation for hearing.

Proposed Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

*1. The License Board is authorized to charge an application fee ~~not in~~ excess of **thirty-five dollars (\$35.00)** for each family childcare home **and large family childcare home** for which a license is sought. All family childcare home **and large family childcare home** application fees, **including application for license change** are set at **\$35.00***

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a childcare home. There has not been an increase to the cost of licensing a childcare home since 2021 and over the past several, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Lynn Gibson made a motion finding necessity to increase the fee for Family Child Care Home and Large Child Care Home Application Fee including changes to Application and to approve the proposed regulation for hearing with the words “not in excess” being deleted. Kristen Gnage seconded the motion. The motion passed unanimously

9. Increase Fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver

Staff recommend the fee for filing a petition for variance or waiver be increased. Currently there is a \$100 fee for any petition. Because of the increase worked involved in processing the petition for a waiver or variance from a state regulation, staff recommends increasing the fee to \$110 if the petition pertains to a location regulation and to \$125 if it pertains to a state regulation.

Celeste Fernandez called for a motion to find necessity to increase Fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver and present the proposed regulation for hearing.

Proposed Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

5. The cost for filing each petition for a variance or waiver **from a Pinellas County regulation is \$110.00 and the cost for filing each petition for a variance or waiver from a state regulation is \$125.00 for both Family Child Care Homes and Large Family Child Care Homes.**

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the fee for the filing of each petition for a variance or waiver. When a provider files a petition for a variance/waiver from either a Pinellas or a state regulation staff must spend time analyzing the request and gathering information necessary from the provider. Thereafter legal counsel is consulted and an Order on the petition is drafted and entered. In addition, when a provider seeks a variance/waiver of a state regulation PCLB is required to publish it in the Florida Administrative Register and PCLB is also required to publish the disposition in the Florida Administrative Register. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Susan Weber made a motion finding necessity to increase Fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver to \$110 and \$125 depending on whether it pertains to a local or state regulation and to approve the proposed regulation for hearing.

Jennifer Meckler seconded the motion.

The motion passed unanimously

10. Increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care

Staff recommend that the fee to add overnight care be increased from \$25 to \$35 if added at any time other than at issuance of license or at renewal.

Celeste Fernandez called for a motion to find necessity to approve the Increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care and present the regulation for hearing.

Proposed Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

7. *Each family childcare home **and large family child care home** will be charged **\$35.00** to add overnight care to the license at any time other than at issuance of an initial license or at the time of renewal.*

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the fee for adding overnight care to the license at any time other than at issuance or renewal due to the increased staff resources involved to add this to the license. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Lynn Gibson made a motion finding necessity to increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care and to approve the proposed regulation for hearing.

Susan Weber seconded the motion.

The motion passed unanimously

11. Add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home

Staff recommend adding a regulation requiring a fee for reinspection after a violation of a regulation. Sometimes providers have not corrected the non-compliance even when staff go out on a reinspection which results in additional staff time to go out on multiple reinspection's. Staff recommend no fee for the first reinspection.

Celeste Fernandez called for a motion to find necessity add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home.

Proposed Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

8. A fee of \$25 for the second reinspection and \$50 for any additional reinspection necessary thereafter will be charged after a family childcare home or large family child care home has received a violation of a regulation. There is no fee for the first reinspection.

****This will alter numbering of remaining sections if passed.***

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to charge a fee for reinspection. After a home has been found in violation of a regulation, licensing staff are required to reinspect to be certain the home has remedied the non-compliance. Certain times homes do not remedy the non-compliance, and staff are required to reinspect multiple times. A reinspection fee (other local licensing agencies charge this type of fee) is necessary as staff spends significant time reinspecting after non-compliance has been found. The home will not be charged for the first reinspection. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

Action: Susan Weber made a motion finding necessity to add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

12. Add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home

Adding an automatic annual increase is necessary to keep up with the annual increase in cost of doing business. Having the regulations provide for automatic increases will prevent the board from having to go through this process every time it wishes to increase fees set forth in the regulations. Staff recommends a 3% annual increase.

Celeste Fernandez called for a motion to find necessity to add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home

Action: Susan Weber made a motion finding necessity to add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

G. Increase Fees for Training

Ms. Bornoff explained that PCLB offers various trainings in accordance with state and local regulations. The fees charged are set from time to time by the Board and staff recommends increasing the fees for offered trainings effective October 1, 2025. Celeste Fernandez called for a motion to Increase Fees for Training in the amounts set forth in the Board packet.

Action: Kristen Gnage made a motion to motion to Increase Fees for Trainings effective October 1, 2025 as set forth in the Board packet; Susan Weber seconded the motion.

The motion passed unanimously

H. Approve Johnson, Pope, Bokor, Ruppel & Burns, LLP representation agreement for FY 2025-2026

Johnson Pope has been counsel for PCLB since 2008. Annually their representation and rate for the fiscal year comes before the Board. Celeste Fernandez called for a motion to approve Johnson, Pope, Bokor, Ruppel & Burns, LLP representation agreement for FY 2025-2026.

Action: Kristen Gnage made a motion to approve Johnson, Pope, Bokor, Ruppel & Burns, LLP's representation agreement for FY 2025-2026 at the rate of \$295 per hour effective July 1, 2025.

Susan Weber seconded the motion.

The motion passed unanimously

I. Approve Licenses for 6 Child Care Centers

Center Supervisor, Tammy Sharpe, recommended 6 centers for approval as set forth in the Board packet.

Celeste Fernandez called for a motion to Approve the Licenses for the 6 Child Care Centers as set forth in the Board packet.

Action: Susan Weber made a motion to Approve Licenses for the 6 Child

Care Centers as set forth in the Board packet.

Jennifer Meckler seconded the motion.

The motion passed unanimously

J. Approve Licenses for 3 Family Child Care Homes

Homes Supervisor Julie Oliver recommended three Family Child Care Homes be approved for licensure as set forth in the Board packet.

Celeste Fernandez called for a motion to Approve Licenses for 3 Family Child Care Homes for licensure as set forth in the Board packet.

Action: Lynn Gibson made a motion to approve Licenses for 3 Family Child Care Homes as set forth in the Board packet.

Kristen Gnage seconded the motion.

The motion passed unanimously

K. Approve Licenses for 3 Large Family Child Care Homes

Homes Supervisor, Julie Oliver, recommended three Large Family Child Care Homes be approved for licensure as set forth in the Board packet.

Celeste Fernandez called for a motion to Approve Licenses for 3 Family Child Care Homes for licensure as set forth in the Board Packet.

Action: Lynn Gibson made a motion to approve Licenses for the 3 Family Child Care Homes as set forth in the Board packet.

Kristen Gnage seconded the motion.

The motion passed unanimously

IV. Discussion

V. Executive Director's Report

Faith Bornoff, Executive Director shared the new process for childcare providers to report their status following an emergency using an online survey. The emergency phone line will still be available as an option.

Staff will also be getting new lap tops this upcoming budget year.

VI. Information Items

A. Annual Financial Report

B. Statistical Report Regarding Licensing Activities

C. Compliance Reports

1. Children's Centers Fine Report

Discussion: Dorthy Duve inquired about 3 center fines that were of large amounts, Tammy Sharpe, Centers Supervisor shared the reason for each.

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

VII. Public Comment

No public comment

VIII. Staff Anniversaries

Chris Grybauskas- 16 years
Hope Williams- 19 years
Maria Villarreal- 20 years

IX. Upcoming 2025 Meeting Dates

- PCLB Board Chair Nominating Committee Meeting August 27, 2025, at 5:30 p.m.
- PCLB Quarterly Board Meeting August 27th, 2025, 6:00 p.m.
- Public Hearing August 27, 2025, immediately following the PCLB Board Meeting.
- PCLB Quarterly Board Meeting, December 3rd, 2025, 1:30pm

X. Adjournment

Notice: This meeting is audio recorded by PCLB

Respectfully Submitted,



Celeste M. Fernandez, Secretary