

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

APPROVED MINUTES

REGULAR MEETING August 27, 2025 at 6:00PM

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

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 August 27th, 2025, at 8751 Ulmerton Road, Largo, FL, 33771 , at 6:00pm.

I. Call to Order

Celeste Fernandez called the meeting to order at 6:00pm

Board members:

Attendee Name	Title	Status
Celeste Fernandez	Board Secretary	Present
Vince Nowicki	Pinellas County Commissioner	Present
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
Kristen Gnage	Board Member	Present

Attorney

Attendee Name	Status
Colleen Flynn, Esq.	Present

Advisory Committee Members:

Attendee Name	Status
Chris Steurnagel	Present
Elizabeth Krakowski	Present
Nancy McGreevy	Absent
Pamela Hinson	Present

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
Aracelis Serrano	Administrative Assista nt

A. Announcements

Ms. Faith Bornoff announced that Paula Boardman, the Clerk for Children's Centers, was nominated as the Department of Health's Employee of the Month for the month of August. This is the first time a member of the Pinellas County License Board Staff has ever been selected for the honor.

II.Consent Agenda

A. Approve minutes from Board Meeting on June 11, 2025.

Action: Susan Weber made a motion to accept the minutes from the June 11, 2025 Board Meeting. Kristen Gnage seconded the motion. The motion passed unanimously.

III. Action Items

A. Election of Chairperson and Appointment of Secretary by newly elected Chairperson .

The Board Chair Nominating Committee recommended Jennifer Mekler to be the new Board Chair.

Action: Lynn Gibson made the motion to elect Jennifer Meckler as the new Board Chair. Dorothy Duve seconded the motion. The motion passed unanimously.

The new Board Chair, Jennifer Meckler, appointed Celste Fernandez to remain as Board Secretary, and Celeste Ferndez accepted the appointment.

B. Review responses to RFP & select Auditor for FY 24-25

Ms. Bornoff explained that there were nine responses to the RFP for the 2024-2025 audit. In prior years only one response to the RFP for the auditor was received. The Board reviewed the proposals received. Board

Members preferred proposals with a fixed dollar amount and experience working on governmental and special district audits. The firm previously used by the Board submitted a proposal, but it was on the higher end of the price from the other proposals. Certain Board Members were familiar with a particular firm, Moss, Krusick & Associates (MKA) because the firm had conducted audits at the Pinellas Early Learning Coalition. Board Members expressed preference for MKA due to the low fixed cost, experience working on governmental and special district audits and because Board Members had familiarity with them.

Action: Commissioner Nowicki made a motion to select Moss, Krusick & Associates as the 2024-2025 auditor for PCLB. Dorothy Duve seconded the motion. The motion passed unanimously.

C. Decrease in Regulation for Distracted Driver Brochure for Centers

Ms. Bornoff explained that recent legislation removed the requirement for children's centers to distribute the Distracted Driving Brochure. This change is only for children's centers, and does not affect family child care homes. It is believed that the change may occur in family child care homes in the future.

Because this is the new regulation, it is necessary to remove the requirement from the Pinellas County Regulations as Pinellas cannot exceed the state regulations without following the procedure to increase a regulation. A discussion about implementing a local requirement for the Distracted Driver Brochure in Pinellas occurred with some Board Members recognizing that there was value in the brochure distribution requirement. The process for the Board to adopt a local regulation that is an increase to the state regulation was discussed.

Action: Lynn Gibson made a motion to remove the Distracted Driver Brochure from the Children's Center Regulations. Jennifer Mekler seconded the motion. The motion passed unanimously.

D. Decrease in Regulation for Flu Brochure for Centers

Ms. Bornoff explained that recent legislation removed the requirement for children's centers to distribute the Flu Brochure. This change is only for children's centers, and does not affect family child care homes. It is believed that the change may occur for family child care homes in the future.

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Action: Commissioner Nowicki made a motion to select Moss, Krusick & Associates as the 2024-2025 auditor for PCLB. Dorothy Duve seconded the motion. The motion passed unanimously.

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Action: Lynn Gibson made a motion to remove the Distracted Driver Brochure from the Children's Center Regulations. Jennifer Mekler seconded the motion. The motion passed unanimously.

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Gibson expressed that she, as a family child care home provider, was happy to see this requirement removed from centers, and hoped that it will be removed from family child care home regulations. Further, she feels it is something the child's doctor should be covering with families, and the responsibility should not fall on child care providers.

Action: Commissioner Nowicki made the motion to remove the Flu Brochure from the Children's Center regulations. Lynn Gibson seconded the motion. The motion passed unanimously.

E. DCF Decrease in Regulation for Mildly Ill Care

Ms. Bornoff explained that recent legislation removed all regulations related to Mildly Ill Care. Pinellas County does not have any centers being regulated for Mildly Ill Care. There are very few programs across the state of Florida that were utilizing these regulations. Because this is the new regulation, it is necessary to remove the requirement from the Pinellas County Regulations.

Action: Kristen Gnage made the motion to remove all regulations related to Mildly Ill Care from the Pinellas County Regulations. Commissioner Nowicki seconded the motion.

The motion passed unanimously.

F. Approve Licenses for 11 Children's Centers

Center Supervisor, Tammy Sharpe, recommended 11 centers for full licensure as set forth in board packet. All 11 centers have demonstrated their ability to follow the licensing regulations for Pinellas County as evidenced by their licensing inspections while on a temporary permit.

Action: Commissioner Nowicki made the motion to approve 11 children's centers for licensure. Dorothy Duve seconded the motion. The motion passed unanimously.

G. Approve License for 2 Family Child Care Homes

Homes Supervisor, Julie Oliver, recommended 1 family child care home, and 1 large family child care home for full licensure I as set forth in board packet. Both have demonstrated their ability to follow the licensing regulations for Pinellas County as evidenced by their licensing inspections while on a temporary permit.

Action: Commissioner Nowicki made the motion to approve 1 family child care home, and 1 large family child care home for licensure. Jennifer Mekler seconded the motion.

The motion passed unanimously.

IV. Executive Director's Report

CPR Requirement Decrease

Ms. Bornoff explained that the Florida Legislature made a decrease to the CPR requirement for children's centers, lowering the current standard from all staff being certified in CPR, to only one person on staff being certified. There is a question about how this affects the current first aid requirement, which requires that all staff be trained in first aid. PCLB staff are waiting for guidance from The Department of Children and families (DCF) before bringing a change to the regulations before the Board for approval. Ms. Bornoff anticipates this regulation being on the agenda at the December Board meeting.

Staff Salary Increase

Ms. Bornoff announced that the Governor approved all state personnel to receive either a 2% salary increase, or \$1,000 annually, if the 2% did not equal at least \$1,000 increase per year. All staff, outside of administration, received the \$1,000 per month.

DCF Audit

PCLB was directed by DCF to participate in a Federal Audit. PCLB staff will be represented by Ms. Bornoff, two inspectors, and our Center Supervisor, Tammy Sharpe. Staff requested that they be permitted to participate virtually as opposed to traveling to Tallahassee since there is no budget for this travel expense.

2026 Board meeting Dates

Board Members should be prepared to vote on 2026 meeting dates at the December 3, 2025 meeting. This should give Board members time to review their calendars so that they are prepared to discuss future dates. Board meeting dates are normally voted upon at the 3rd quarter meeting for the year, but given the need to change our Board Chair, the decision was purposely postponed.

VI. Information 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 Child ren'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

VII. Staff Anniversaries

July

Chris Grybauskas- 16 years

August

Hope Wiliams- 19 years

Maria Villarreal- 20 years

September

Maranielly Vazquez- 2 years

VIII. Upcoming 2025 Meeting Dates

a. Wednesday December 3, 1:30pm

b. 2026 meetings TBD @ December 3rd meeting

IX. Adjournment - Meeting was adjourned at 6:27 p.m.

Notice: This meeting is audio recorded by PCLB.

Respectfully Submitted,



Celeste M. Fernandez, Secretary