

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

APPROVED MINUTES

REGULAR MEETING

December 3, 2025 at 1:30PM

**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 December 3, 2025, at 8751 Ulmerton Road, Largo, FL, 33771, at 1:30pm.

I. Call to Order

Celeste Fernandez called the meeting to order at 1:31pm

i.

Board members:

Attendee Name	Title	Status
Vince Nowicki	Board Member	Absent
Celeste Fernandez	Board Secretary	Present
Kristen Gnage	Board Member	Present
Jennifer Mekler	Board Chair	Present
Dorothy Duve	Board Member	Absent
Dr. Susan Weber	Board Member	Present
Lynn Gibson	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
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 Assistant
Jo Whitlock	Homes Clerk
Rajiv Rambaran	Licensing Specialist

A. Announcements

Faith Bornoff announced a new staff member attending the meeting: Jo Whitlock, Family Child Care Homes, Senior Clerk

II. Consent Agenda

- A.** Approve minutes from Board Meeting on August 27, 2025
- B.** Approve minutes from Public Hearing on August 27, 2025
- C.** Approve minutes from Board Chair Nominating Selection Committee Meeting August 27, 2025

Action: Celeste Fernandez made a motion to accept the minutes from all three of the August 27, 2025 meetings. Dr. Weber seconded the motion. The motion passed unanimously.

III. Action Items

- A. Approve Goals, objectives, performance Measures and Standards as required by F.S. 189.0694 for December 1, 2025 – November 30, 2026 including presentation of report on achievement of goals for December 1, 2024 through November 30, 2025.**

Faith Bornoff presented the results of the goals, objectives, performance measures and standards as required by F.S. 189.0694. for December 1, 2025- November 30, 2026.

Performance Measures/Standards October 1, 2024- October 1, 2025

Report:

PCLB measured the following to ensure its goals and objectives were being accomplished:

1. The number of licenses, including certificates for exempt providers, timely issued. 683 licenses at 100%
2. The percentage of child care centers that receive 3 routine inspections per year. %. This was a transition year moving from conducting 2 inspections per year, to 3 inspections per year. All centers received the appropriate number of inspections based on their renewal date. Almost all centers received 3 inspections during the transitional year.

3. The percentage of child care homes that receive 2 routine inspections per year. %.
100%
4. The percentage of completion of the total number of licensing activities by month. PCLB has a minimum standard of 300 per month. PCLB endeavors to meet this standard at or higher than 100% (300 = 100%).

Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
393	437	425	748	1018	1222	949	971	927	719	629	907

5. The total number of inspections by month.

Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
158	193	184	203	187	176	204	194	151	137	188	198

6. The number of complaint investigations by month.

Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
12	20	6	9	24	12	23	13	17	19	18	13

7. The number of unlicensed care investigations by month.

Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
0	4	0	2	1	2	1	0	3	0	0	0

8. The number of trainings PCLB offers for prospective providers and existing providers by month.

Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
0	2	1	5	6	10	2	5	1	4	5	1

9. The number of trainings taken by PCLB staff by month.

Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
2	0	0	1	0	10	15	1	10	6	2	9

10. The total number of providers by category by month.

	Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
Reg Homes	210	208	207	210	204	203	203	201	198	198	196	195
Large Homes	28	28	27	28	27	28	28	28	28	27	27	28
Preschool	245	244	243	245	232	232	232	231	229	227	227	227
B/A School	124	123	123	124	127	126	126	126	127	129	127	127
Exempt	4	4	4	4	4	4	4	4	4	4	4	4
Non-Public	7	7	7	7	8	8	8	6	6	6	6	6

11. The total number of new providers by category quarterly.

	Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
Reg Homes		1	2			1			2			1
Large Homes					1	1						1
Preschool	1	1		1	2	1					3	
B/A School					1		1		8	4		
Exempt												
Non-Public												

12. The total number of closed providers by category quarterly.

	Oct 24	Nov	Dec	Jan 25	Feb	Mar	Apr	May	Jun	July	Aug	Sept
Reg Homes	2		3	2	2	3	2	2	5		2	2
Large Homes										1		
Preschool	1	2	1	1	3	1		1	2	2	3	
B/A School		1				1		1	7	2	2	
Exempt												
Non-Public								2				

13. The number of communications with providers to keep them abreast of not only legal changes but also up to date on relevant information in the child care arena. **PCLB Staff sent out 28 email blasts and three Newsletters to providers keeping them abreast of relevant information.**

Proposed Performance Measures/Standards October 1, 2025- October 1, 2026:

PCLB measured the following to ensure its goals and objectives were being accomplished:

1. The number of licenses, including certificates for exempt providers, timely issued. PCLB endeavors to meet this standard at 100%
2. The percentage of child care centers that receive 3 routine inspections per year. PCLB endeavors to meet this standard at 100%.
3. The percentage of child care homes that receive 2 routine inspections per year. PCLB endeavors to meet this standard at 100%.
4. The percentage of completion of the total number of licensing activities by month. PCLB has a minimum standard of 300 per month. PCLB endeavors to meet this standard at or higher than 100% (300 = 100%).
5. The total number of inspections by month.
6. The number of complaint investigations by month.
7. The number of unlicensed care investigations by month.
8. The number of trainings PCLB offers for prospective providers and existing providers by month.
9. The number of trainings taken by PCLB staff by month.
10. The total number of providers by category by month.
11. The total number of new providers by category quarterly.
12. The total number of closed providers by category quarterly.
13. The number of communications with providers to keep them abreast of not only legal changes but also up to date on relevant information in the child care arena.

Action: Celeste Fernandez made a motion to approve goals, objectives, performance measures and standards required by F.S. 189.0694 for December 1, 2025 – November 30, 2026 including presentation of report on achievement of goals for December 1, 2024 through November 30, 2025. Susan Weber seconded the motion. The motion passed unanimously

B. Approval of Budget Amendment FY 2024-2025

Indirect cost increased for PCLB from 30.50% to 34.10% which increased the DOH in-kind contribution for administrative costs. This adjustment was made to ensure all Indirect Costs are financially accounted for in the budget.

Action: Celeste Fernandez made the motion to approve the Budget Amendment for FY 2024-2025. Susan Weber seconded the motion. The motion passed unanimously.

C. Approve Proposed 2026 Board Meeting Dates

Tuesday, January 13, 2026 @ 1:00 pm Special Meeting

Wednesday, March 11 at 6:30 p.m.

Wednesday, June 3 at 1:30 p.m.

Wednesday, September 16 at 6:30 p.m.

Wednesday, November 4 at 1:30 p.m.

Action: Celeste Fernandez made a motion to Approve Proposed 2026 Board Meeting Dates. Susan Weber seconded the motion. The motion passed unanimously.

D. Final Agency Action on Proposed Increases/Additions to Regulations/Minimum Standards

1. Increases/Additions to Minimum Standards for Children’s Centers

- a. To increase fee for Child Care Center Application Fee including changes to Application.**

Current Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

1. The License Board is authorized to charge an application fee not in excess of twenty-five dollars (\$25.00) for each children's center for which a license is sought. All children's center application fees are set at \$25.00.

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees and 402.315 (4) F.S.

Action: Dr. Weber made a motion to increase fee for Child Care Center Application Fee including changes to Application. Kristen Gnage seconded the motion. The motion passed unanimously, with no Board Discussion

b. To increase Fee for Child Care Center License

Current 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 \$100.00 plus \$1.00 per child based upon the license capacity of the children's center.

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

- 2. 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.*

Implementation Date: *January 15, 2026.*

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees and 402.315 (4) F.S.

For example, currently in Pinellas County it costs \$200 to license a center with a capacity of 100 children. If the increase passes it will cost \$210 to license a center with a capacity of 100 children.

Action: Celeste Fernandez made a motion to increase Fee for Child Care Center License. Lynn Gibson seconded the motion. The motion passed unanimously, with no Board discussion.

c. To increase Fee for Preliminary Site Inspection (non-Mandatory)

Current Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

4. The cost for filing each petition for a variance or waiver is \$100.00

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

3. 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.**

Implementation Date: January 15, 2026.

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees

Action: Dr. Weber made a motion to increase Fee for Preliminary Site Inspection (non-Mandatory). Kristen Gnage seconded the motion. The motion passed unanimously with no Board discussion.

d. To increase fee for filing for a petition for a variance or waiver for Children's Centers

Current Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

4. The cost for filing each petition for a variance or waiver is \$100.00

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.**

Implementation Date: January 15, 2026.

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees

Action: Dr. Weber made a motion to increase Fee for Preliminary Site Inspection (Non-Mandatory). Kristen Gnage seconded the motion. The motion passed unanimously, with no Board discussion.

e. To add a new regulation requiring fee for Child Care Centers Exemption from licensure verification

Current Regulation:

None- the current regulations do not provide for a fee to be paid for verification of exempt status

Proposed Regulation:

X. APPLICATION, FEES, LICENSE

B. Fees

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

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

Implementation Date: *January 15, 2026.*

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees

Action: Dr. Weber made a motion to add a new regulation requiring fee for Child Care Centers Exemption from licensure verification. Celeste Fernandez seconded the motion. The motion passed unanimously, with no Board discussion.

- f. **To add a new regulation requiring fee for reinspection(s) for Child Care Centers.**

Current Regulation:

None- the current regulations do not provide for a fee to be paid for any required reinspection.

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.***

Implementation Date: *January 15, 2026.*

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees

Action: Lynn Gibson made a motion to add a new regulation requiring fee for reinspection(s) for Child Care Centers. Dr. Weber seconded the motion. The motion passed unanimously with no Board discussion.

- g. To add a new regulation providing an annual increase of 3% for fees for Child Care Centers.**

Current Regulation:

None- the current regulations do not provide for automatic increases to fees.

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.*

Implementation Date: *January 15, 2026.*

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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section X.B. Application for license; fees

Action: Celeste Fernandez made a motion to add a new regulation providing an annual increase of 3% for fees for Child Care Centers. Kristen Gnage seconded the motion. The motion passed unanimously, with no Board discussion.

2. **Increases/Additions to Minimum Standards for Family Child Care Homes**

a. **To increase Fee for Family Child Care Home and Large Child Care Home Application including changes to Application.**

Current Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

1. The License Board is authorized to charge an application fee not in excess of twenty-five dollars (\$25.00) for each family child care home for which a license is sought. All family child care home application fees are set at \$25.00

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 child care home **and large family child care home** for which a license is sought. All family child care home **and large family child care home** application fees, **including application for license change** are set at **\$35.00**

Implementation Date: *January 15, 2026.*

FINDING OF NECESSITY: *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a child care home. There has not been an increase to the cost of licensing a child care 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.*

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section IX.B. Application for license; fees and 402.315 (4) F.S.

Action: Dr. Weber made a motion to increase Fee for Family Child Care Home and Large Child Care Home Application including changes to Application. Lynn Gibson seconded the motion. The motion passed unanimously, with no Board discussion.

b. To increase Fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver.

Current Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

5. The cost for filing each petition for a variance or waiver is \$100.00

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.

Implementation Date: *January 15, 2026.*

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.

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section IX.B. Application for license; fees

Action: Celeste Fernandez made a motion to increase Fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver. Kristen Gnage seconded the motion. The motion passed unanimously, with no Board discussion.

c. To increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care.

Current Regulation:

*IX. APPLICATION, FEES, LICENSE
B. Fees*

7. Each family child care home will be charged \$25.00 to add overnight care to the license at any time other than at issuance of an initial license or at the time of renewal.

Proposed Regulation:

*IX. APPLICATION, FEES, LICENSE
B. Fees*

*7. Each family child care 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.*

Implementation Date: *January 15, 2026.*

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.

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section IX.B. Application for license; fees

Action: Lynn Gibson made a motion to increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care. Dr. Weber seconded the motion. The motion passed unanimously with no Board discussion.

d. To add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home.

Current Regulation:

None- the current regulations do not provide for a fee to be paid for any required reinspection.

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 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.*

Implementation Date: *January 15, 2026.*

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.

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section IX.B. Application for license; fees

Action: Dr. Weber made a motion to add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home. Celeste Fernandez seconded the motion. The motion passed unanimously, with no Board discussion.

- e. **To add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home.**

Current Regulation:

None- the current regulations do not provide for automatic increases to fees.

Proposed Regulation:

IX. APPLICATION, FEES, LICENSE

B. Fees

9. 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.*

Implementation Date: *January 15, 2026.*

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.

Reference: Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida, Section IX.B. Application for license; fees

Action: Celeste Fernandez made a motion to add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home. Kristen Gnage seconded the motion. The motion passed unanimously, with no Board discussion.

E. Decrease to CPR Regulations for Children’s Center’s

Ms. Bornoff explained that the Florida Legislature made a decrease to the CPR requirement for children’s centers, lowering the current standard (see chart below) to only one person on staff being certified. Ms. Bornoff explained that the change to CPR did not affect the First Aid requirement. There was a question regarding how this will affect the current first aid requirement, which requires a certain number of staff to be trained in first aid (see chart below). The Board discussed the desire to raise the standard back to the recent requirement. A Special Board Meeting will be set up to discuss further.

Total number of child care personnel in direct supervision of children to meet staff to child operating ratios:	Total minimum number of child care personnel with Pediatric CPR certification on site when children are present:	Total minimum number of child care personnel with first aid training on site when children are present:
0-25	3	3
25-50	4	4
51-75	5	5
76-100	6	6
101+	7	7

Action: Celeste Fernandez made a motion to decrease the CPR regulation for Children’s Centers. Kristen Gnage seconded the motion. The motion passed unanimously.

F. Approve Children Center Licenses

Center Supervisor, Tammy Sharpe, recommended 4 centers for full licensure as set forth in board packet. All 4 centers have done a really good job. Two were supposed to be presented at previous Board meeting but needed additional inspection. Staff feel confident in recommending these 4 centers to the Board for approval.

Action: Lynn Gibson made a motion to approve 4 children's centers for licensure. Celeste Fernandez seconded the motion. The motion passed unanimously.

G. Approve Family Child Care Home Licenses

Homes Supervisor, Julie Oliver, recommended 5 family child care homes, for full licensure as set forth in board packet. Three are brand new providers. Staff feel confident in recommending these 5 Family Child Care Homes to the Board for approval.

Action: Lynn Gibson made a motion to approve 5 family child care homes. Dr. Weber seconded the motion. The motion passed unanimously.

H. Executive Director's Report

Staff are awaiting new laptops. They have been ordered and should be in soon.

Our annual financial audit with the new auditor is underway. They will report their findings at the March meeting.

V. 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 Children's Centers**

4. 100% Compliant Inspections in Family Child Care Homes
5. Closed Child Care Centers and Family Child Care Homes report

VI. Public Comment

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on Page 2.

VII. Staff Anniversaries

<p style="text-align: center;">October Deija Nevins – 3 years Mary Jane Elder – 19 years November Tammy Sharpe – 5 years Kay Velardi – 2 Years Faith Bornoff – 8 years</p>
--

VIII. Upcoming 2026 Meeting Dates

- Wednesday, March 11 at 6:30 p.m.
- Wednesday, June 3 at 1:30 p.m.
- Wednesday, September 16 at 6:30 p.m.
- Wednesday, November 4 at 1:30 p.m.

XI. Adjournment - Meeting was adjourned at 2:03 p.m.

Notice: This meeting is audio recorded by PCLB.

Respectfully Submitted,



Celeste M. Fernandez, Secretary