

Pinellas County License Board for Children's Centers & Family Day Care Homes

*Our mission is to protect and promote the health, safety, and mental development
of children cared for in children's centers and family day care homes in Pinellas County.*

Linda Tamanini, M.S., Executive Director
Cecilia Burke, Chairman



MEMORANDUM

TO: License Board, Advisory Committee and Attorney

FROM: Linda Tamanini

DATE: April 28, 2008

Subject: **May 7, 2008 Board Meeting**

Enclosed is the License Board report for the regular Board meeting on Wednesday, May 7, 2008, **which begins at 1:30 p.m.** in conference room 340 at the Pinellas County Health Department-Center Bay, located at 4175 East Bay Drive, Suite 350, Clearwater.

This report continues to be hand processed as the current LB database is failing and staff is in the process of transferring data to the Pinellas County Health Department Centrax database. At the March 2008 Board meeting, staff was requested to include certain information in the reports. As these reports become available, they will be included.

If you find you are unable to attend the Board meeting, please call Dana at 507-4857 ext. 1349 as soon as you know.

Thank you.

dms

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
REGULAR MEETING

Pinellas County Health Department (PCHD) – Center Bay
4175 East Bay Drive, Suite 350, Clearwater, FL 33764
May 7, 2008, 1:30 P.M. CONFERENCE ROOM 340

AGENDA

*Our mission is to protect and promote the health, safety, and mental development
of children cared for in children's centers and family day care homes in Pinellas County.*

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I. Call to Order	
A. Announcements: Angela Loring, Board Member leaving Jewel Waiters, Staff Retirement	
B. Agenda (addition of new items)	
C. Approval of the Minutes from: March 25, 2008	3
D. Public Comment	
 II. Action Items	
A. Licenses for New Centers/Homes	5
B. License Changes for Centers/ Homes	8
C. Religious Exempt Centers	9
D. County Attorney Miscellaneous	9
E. Election of Nominating Committee for Board Chairman	10
F. Amendments to Emergency Regulations for CC, FDCH and LFCCH	10
G. Board Committee Reports/Recommendations	
1. Bylaws Committee	21
2. Evaluation (of Director) Committee	28
3. Overnight Care Committee	34
4. Training and Education Committee	37
 III. Information Items	
A. Schedule to Implement Newly Promulgated State Rules	39
B. Revenue and Expense Reports – February, March	40
C. Statistical Reports: January, February, March	42
D. Letter to DCF Regarding Continuation of Licensing	45

**IV. Next Board Meeting: June 25, 2008, 1:30 p.m. Special Meeting – PCHD Center Bay
Proposed Regulations**

The Pinellas County License Board welcomes input from Pinellas County citizens. **Please see Public Comment Policy on page 2.**

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.**

Public Comment Policy – (Revised 9/19/07)

- A. Citizen responsibilities during the Public Comment section of the agenda:
1. Sign-up in person with the Recording Secretary or designee prior to the start of the meeting.
 2. Comment to the Board on topics *not listed on the agenda*; time starts when recognized by the Chairman.
 3. Limit repetitious comment(s); speakers supporting the same issue are encouraged to appoint a spokesperson who may ask members of the audience represented to stand/raise their hand during comment(s).
 4. Individual speakers have up to 3 minutes and a spokesperson representing a group present at the meeting has up to 5 minutes.
- B. Citizen responsibilities during Action Items section of the agenda:
1. Sign-up in person with the Recording Secretary or designee prior to the start of the meeting to comment on specific action item(s).
 2. Time starts when recognized by the Chairman.
 3. Limit repetitious comment(s); speakers supporting the same issue are encouraged to appoint a spokesperson who may ask members of the audience represented to stand/raise their hand during comment(s).
 4. Individual speakers have up to 3 minutes and a spokesperson representing a group present at the meeting has up to 5 minutes.
- C. Public comment regarding recommendations for increase(s) in standard(s):
1. Public Comment will be entertained during two meetings: the initial meeting when recommendations are first brought before the Board and again during the Public Hearing.
 2. Public Comment will not be heard again on these recommendations until the Board meeting following final Board approval.
- D. Written Documents:
Written documents may be distributed and will be filed with the minutes and available to absent Board members.

Notes:

- The intent of the policy is to make more effective use of the Public Comment portion of the agenda, not unlimited use.
- The Board is not required to respond to citizen comment.
- Comment to the Board does not constitute a formal complaint, is not considered a request for records, and does not require staff response unless directed to do so by Board.

POLICY FOR RECORDING MEETINGS (Revised 11/1/06)

Citizens desiring or requiring a verbatim transcript of the meeting, or needing a transcript for appeal, should, at their own expense, retain a certified court reporter to record the meeting, or the relevant portion of the meeting.

Citizens not needing a verbatim transcript or transcript for appeal may use silent, unobtrusive recording devices to record meetings.

Video cameras may be used to record meetings, but the cameras must be hand held. Tripods may be used only in the area(s) designated by staff. The designated tripod area will not impede ingress or egress, or the ability of attendees to see the meeting and will be adjusted according to known attendance.

Persons needing an accommodation may request it by calling the executive secretary at 547-5840 at least two business days prior to the Board meeting.

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Special Board Meeting for
March 25, 2008

UNAPPROVED MINUTES

The Special Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Tuesday, March 25, 2008, at 4175 East Bay Drive, Suite 350, Clearwater, to begin at 1:30 p.m.

Board Members Present: Cecilia Burke, Chairman; Lourdes Benedict; Angela Loring; Barbra Mastrotta; Karen Seel (arrived 1:45 p.m.); Donna Rippley, Secretary

Board Members Absent: Judi Vitucci

Ex Officio Member Present: Charles Minor

Advisory Members Present: Sharon Carie, Sharon Carder, Terri Hajian, Ann Hofmeister

Advisory Members Absent: June Moody, Virginia Rowell, Anne Sullivan

County Attorney Present: Christy Pemberton and Jewel White Cole

Staff Members Present: Linda Tamanini, Executive Director; Suzie Lewis, Supervisor for Children's Centers; Jewel Waiters, Supervisor for Family Day Care Homes; Dana Stajkowski, Recording Secretary; and other Health Department staff

Call to order: The meeting was called to order at 1:30 p.m.

Motion: A motion was made by Barbra Mastrotta and seconded to approve the minutes from February 6, 2008. Motion unanimously approved.

II. A.
Presentation: Troy Manning of Cherry, Bekaert & Holland presented the Audit Report for the year ended September 30, 2007, which was a separate, stand alone opinion audit, due to our Special District designation. The opinion rendered is an unqualified opinion or a clean opinion. Ms. Manning stated that for September 30, 2008, another audit will be needed which will fall under the new accounting rules, and distributed information concerning the new accounting rules to Ms. Tamanini and the Chairman. The Chairman signed the audit report.

B.
Motion: A motion was made by Donna Rippley and seconded to accept the Recommended Order for family day care home provider, Terri Brown, as the Final Agency Action of the Pinellas County License Board. Motion unanimously approved.

C. Fee for Fingerprinting was removed from the agenda pending further research.

D.
Motion: A motion was made by Barbra Mastrotta and seconded to approve the following information reports to be included in Board Reports: Agreements/contracts signed, Updates on agency sanction actions, Centers and Homes Closed and Summary of Reasons, Administrative Fines, Budget Revenue & Expense Report, Statistical Report, Personnel Report and meet new staff, Media Contacts, Newspaper Articles. Motion unanimously approved.

Minutes – March 25, 2008

E.

Motion:

A motion was made by Commissioner Seel and seconded to ratify the following Special Board meeting dates:

2007: Friday, December 14

2008: Tuesday, March 25; Wednesday, June 25; Tuesday, September 23; Wednesday, December 17.

Motion unanimously approved.

Adjournment:

The meeting was adjourned at 3:00 p.m.

Donna Rippley, Secretary