

**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.

Carla Doenges, Executive Director
Lourdes Benedict, Chairman



M E M O R A N D U M

TO: License Board, Advisory Committee and Attorney

FROM: Carla Doenges, Health Services Manager

DATE: December 18, 2008

Subject: **January 7, 2009 Board Meeting**

Enclosed is the License Board report for the regular Board meeting on Wednesday, January 7, 2009, **which begins at 6:30 p.m.** in conference room 340 at the Pinellas County Health Department-Center Bay, located at 4175 East Bay Drive, Suite 350, Clearwater.

There are several action items on this agenda that will help the program run more efficiently and may contribute to the meeting running longer than expected.

Please bring your calendars as we will be selecting and scheduling meeting dates.

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

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 Regular Board Meeting for
November 5, 2008

UNAPPROVED MINUTES

The Regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Wednesday, November 5, 2008, at 4175 East Bay Drive, Suite 350, Clearwater, to begin at 1:30 p.m.

Board Members Present: Lourdes Benedict, Chairman; Donna Huard; Barbra Mastrota; Elise Minkoff (arrived at 1:40), Donna Rippley, Judi Vitucci

Board Members Absent: Commissioner Seel

Ex Officio Member Present: Charles Minor

Advisory Members Present: Heidi Buck, Sharon Carie, Terri Hajian, Ann Hofmeister

Advisory Members Absent: Sharon Carder, Anne Sullivan

County Attorney Present: Colleen Flynn

Staff Members Present: Suzie Lewis, Supervisor Children's Centers; Kathy Krause, Supervisor 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 Judi Vitucci and seconded to approve the minutes from September 23, 2008. Motion unanimously approved.

Motion: A motion was made by Donna Rippley and seconded to approve the minutes from October 23, 2008. Motion unanimously approved.

Public Comment: Lynn Gibson, 8697 78th Avenue North, Largo
Regarding October 23, 2008 minutes, Ms. Gibson commented that in the litigation of the License Board against her that it continued for a long time; that a current case is in its second year; that perhaps something can be done to shorten the cases; that she spent \$13,000 on attorney fees; she would like to know how to sign up to get her money back because she won the case; that she recommends a parent for the advisory committee.

II. A.

Motion: A motion was made by Donna Huard and seconded by Judi Vitucci to approve Amended Resolution No. 08-03 for the amended 2007-08 Budget.

Discussion: Ann Hofmeister requested additional clarification regarding the License Board's payment of unemployment compensation for staff who were not selected to continue employment when child care licensing was transferred to the Health Department.

Stephanie Judd, Financial Administrator Health Department, referred Board to her email on page 37 in which she stated that this is not a legal issue; that PCLB has always paid for their own unemployment compensation; that the License Board recommended the License Board transfer to the Health Department; that JWB allocates the dollars for License Board expenses.

Vote: Unanimously approved (6 Ayes; 0 Nays; 1 Absent)

B.

Motion: A motion was made by Judy Vitucci and seconded to approve the ratification of the agreement for audit by Cherry, Bekaert & Holland.

Discussion: In answer to Judi Vitucci's question, Stephanie assured Board that a bid process is not required for professional services.

Vote: Unanimously approved.

C.

There were no attorney items.

D. 1.

Motion: A motion was made by Judi Vitucci and seconded that 1 new Children's Center be approved for Regular Licenses. Motion unanimously approved.

D. 2.

(There were no new Children's Centers recommended for a Provisional License.)

D. 3.

Motion: A motion was made by Judi Vitucci and seconded that 1 new Children's Center be recommended for a Probationary-Provisional License. Motion unanimously approved.

II. D. 4.

Motion: A motion was made by Barbra Mastrota that 15 new Family Day Care Homes be approved for Regular Licenses. Motion unanimously approved.

D. 5.

Motion: (There were no new Family Day Care Homes recommended for Provisional Licenses.)

D. 6.

Motion: (There were no new Family Day Care Homes recommended for Probationary-Provisional Licenses.)

E. 1.

Motion: A motion was made by Judi Vitucci and seconded that 4 License Changes for Children's Centers be approved for Regular Licenses. Motion unanimously approved.

E. 2.

(There were no License Changes for Children's Centers recommended for Provisional Licenses.)

E. 3.

(There were no License Changes for Children's Centers recommended for Probationary-Provisional Licenses.)

E.4.

Motion: A motion was made by Barbra Mastrota and seconded to approve 3 License Changes for Family Day Care Homes recommended for Regular Licenses. Motion unanimously approved.

E. 5.

Motion: A motion was made by Judi Vitucci and seconded to approve 5 License Changes for Family Day Care Homes recommended for Provisional Licenses. Motion unanimously approved.

E. 6.

(There were no License Changes for Family Day Care Homes recommended for Probationary-Provisional Licenses.)

F.

(There were no Children's Centers recommended as Religious Exempt Centers.)

II. G.

Motion: A motion was made by Barbra Mastrolta and seconded to approve staff recommendation that a request to use the website to solicit provider input not be implemented.

Board Direction: Donna Huard and Board suggested that Board comment procedures be included in the next mailing to providers from child care licensing as well as from provider associations.

Vote: Unanimously approved.

H. A motion was made by Elise Minkoff and seconded to ratify the Emergency Board meeting of October 23, 2008. Motion unanimously approved.

I. A motion was made by Judi Vitucci and seconded to approve staff recommendation to approve Lynn Bittner to the Advisory Committee. Motion unanimously approved.

III.

A. Suzie Lewis updated Board regarding the Carla Doenges' efforts to improve efficiency and consistency; that we're in the process of:

- Creating north and south county teams; cross-training
- Cell phones for staff for safety and communication
- Considering abbreviated inspections for providers who consistently meet requirements
- Collaborating with other agencies
- Electronically transferring information to agencies
- Live-scan fingerprinting

B. . . .

C. A comment was made by Donna Huard to have a committee review the Bylaws that there is already Advisory Committee members from education; that perhaps a parent, or firefighter, or police officer could be considered.

Discussion: Attorney Flynn stated that this recommendation will come back to Board in January as it is currently being recommended; that suggestions for change can be made in January; that if a change in description was approved, then there would need to be another 30 day notification to Board.

Minutes 11/5/08

Adjournment:

A motion was made by Elise Minkoff to adjourn the Board meeting at 2:15 p.m. Motion unanimously approved.

Respectfully submitted,

Judi Vitucci, Secretary