

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Public Hearing and Regular Board Meeting
July 7, 2010
APPROVED CORRECTED MINUTES

The Public Hearing and 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, July 7, 2010, at 6500 102nd Avenue North, Pinellas Park, FL to begin at 6:30 p.m.

Board Members Present: Nancy Bostock; Anne Brooks; Judith Bruckner; Elise Minkoff; Judi Vitucci, Secretary and Acting Chairman

Board Members Absent: Lourdes Benedict, Chairman; (PC School Board representative unfilled)

Ex Officio Member Present: Charles Minor

Advisory Members Present: Heidi Buck, Terri Hajian, Elizabeth Krakowski, Nina Meyers, Susan Weber

Advisory Members Absent: Lynn Bittner, Ann Hofmeister

Attorney: Colleen Flynn was available by phone if needed.

Staff Members Present: Gayle Guidash, Director of EH&P; Jorie Massarsky, Supervisor Children's Centers; Kathy Krause, Supervisor Family Child Care Homes; Dana Stajkowski, Board Recorder, and other Health Department staff

Call to order: The Public Hearing was called to order at 6:30 p.m.

I. A.

Motion: A motion was made by Commissioner Bostock and seconded to modify #1 of the Public Comment Policy. Unanimously approved.

1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:

1. Sign-up in person to comment on each agenda item or proposed increase in standard prior to the start of the meeting.
2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. Comments should be concise and to the point. Supporting documentation may be distributed to the Board. Documents will be filed with the minutes.
3. Individual speakers have up to 3 minutes.
4. A spokesperson representing a group present has up to 5 minutes. Supporters may stand while the comment is being made.
5. Clapping, heckling or verbal outbursts in support or opposition to a speaker's comments is discouraged.
6. Repetitious comment(s) are also discouraged. If a speaker is saying what you signed up to say, you may stand during their comment and then decline when your name is called to speak.

Public Comment Sections of the Agenda:

- ▶ Public Comment Section during Regular Meetings: Sign up to comment on items NOT on the agenda.
- ▶ Action Items Section: Sign up to comment following staff presentation of the action item and prior to Board action.

Note:

- ▶ Comment to the Board does not constitute a formal complaint, is not considered a request for records under the Public Records Act, and does not require staff response unless directed to do so by Board.

Discussion: Elise Minkoff brought up a point of order regarding Board Action item above and the public not having opportunity to comment.

Solution: The Board called for public comment regarding the recommendation to update #1 of the Public Comment Policy.

Public Comment: Lynn Gibson, 8697 78th Avenue North, Largo
Ms. Gibson spoke in favor of modifying #1 of the Public Comment Policy.

I. B. Public Hearing for Children’s Centers:

Public Comment: Jenifer McKee, Academy of Learning
Ms. McKee commented on the proposed increase for V. Records A. 8. Medication; that it is difficult for staff to unlock and lock throughout the day for markers, scissors, stapler, etc. Ms. McKee recommends that this county meet the state for “out of reach.”

Board comment: The Chairman commented that the proposed increase is for medication only and staff agreed. Ms. McKee asked for further clarification on toxics and staff complied.

Public Comment: There were no further comments on proposed increases for children’s centers or family child care homes.

I. C. Public Hearing for Family Child Care Homes:

Public Comment: Lynn Gibson, 8697 78th Avenue North, Largo
Ms. Gibson commented on I. Personnel B. Staff Training 8. Specialized Training; reported errors in packet mailed to providers; that this proposal was recommended by Susan Weber to ensure qualifications of the presenter and the integrity of Beyond Cribs and Rattle Training; that Ms. Recker said she would identify equivalent training not more training; that the 15 hour requirement has been increased to 32 hours; that “Beyond Cribs and Rattles or an equivalent” could be put back in the definition; that this [32 hours] is too much training.

In answering a Board question, Ms. Gibson commented that providers are comfortable with Beyond Cribs and Rattles.

Anne Brooks commented that classes are full at the Early Learning Coalition.

Staff Comment: Kathy Krause responded that the multi-age group training was in response to toddlers causing injury to infants; that Current Abuse and Neglect Training was identified as a need in the community.

Susan Weber restated her original concern that Beyond Cribs and Rattles was not developed by the author with a requirement that it be taught within a certain amount of time; that someone who was certified to teach the class could teach it in an hour and that was what needed to be clarified to maintain the quality and integrity of the training.

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Board Comment: Ms. Brooks commented that the Board is being asked to vote on training they have not had; suggested Board sit in on the classes.

Board Recommendation: Commissioner Bostock recommended that if additional training is needed that it be looked at with all providers in mind; to return to the original concern of Beyond Cribs and Rattles; remove the additional training to look at later in a bigger picture.

Motion: A motion was made by Elise Minkoff and seconded to recommend staff further investigate and review all comments for this proposed increase between now and when it is brought forward in a public forum for a vote. **Unanimously approved.**

There were no other comments for Public Hearing.

End of Public Hearing: There was a 10 minute break

Regular Board Meeting:

Call to Order: The Chairman called the regular meeting to order at 7:27 p.m.

Motion: A motion was made by Commissioner Bostock and seconded to approve the minutes from the April 7, 2010 Board meeting. Unanimously approved.

Public Comment: Written public comment received prior to the meeting and attached to the minutes was read by the Board prior to proceeding with the meeting. Additional copies were distributed to the public present.

Board Response: In response to the background screening requirement from Adventure Plan Children's Center, it is a state regulation that cannot be changed locally.

In response to the "need for an outside exit in each classroom" from the Director of Calvary Kids Care, this is a local regulation adopted in 1987 together with all the other infant regulations for Pinellas County. The reasoning for the outside exit was for ease of evacuation during an emergency.

Board Recommendation: When staff is able, survey the rest of the state to see if adequate evacuation plans have been sufficient during an emergency when there is no outside exit from a classroom.

Written comment regarding capacity from Ms. McConnell was held until item IV. B. Family Child Care Home Capacity report.

II. A Proposed Budget Amendment for 2009-10:

Motion: A motion was made by Commissioner Nancy Bostock and was seconded by Elise Minkoff to approve the amended 2009-10 budget. Unanimously approved.

II. B. Proposed Budget for 2010-11:

Motion: A motion was made by Commissioner Nancy Bostock and was seconded by Elise Minkoff to approve the 2010-11 budget. Unanimously approved.

Board Comment: The new Health Department building was purchased by the county with state funds.

Board Recommendation: Elise Minkoff requests an analysis of legal fees with regard to: having an independent contractor vs. a full-time, part-time staff position, the percentage of hours Ms. Flynn spends on License Board items, who Colleen works for Board or staff. Elise also commented that she relies on the attorney being present at the meeting; that she doesn't want to hold up voting due to answers needed from the attorney.

III. Action Items

A. Kathy Krause reported that Patricia Ellison should be moved to A. 4. Family Day Care Homes: Regular Licenses

Motion: A motion was made by Judith Bruckner and was seconded that 8 new Family Day Care Homes be approved for Regular Licenses. Unanimously approved.

B.

Motion: A motion was made by Commission Bostock and seconded that 1 License Change for Large Family Day Care Homes be approved for Regular Licenses. Unanimously approved.

C. & D. No items presented.

E.

Motion: A motion was made by Commissioner Bostock and was seconded to modify #2 of the Public Comment Policy - Making a Presentation to the Board. Unanimously approved.

2. Making a Presentation to the Board:

To make a presentation to the Board lasting longer than 3-5 minutes but not longer than 10 minutes, please contact the Child Care Licensing Program office at 727-507-4857 for an application. All applications must be submitted at least 10 days prior to the Board meeting at which the presentation would occur.

Board direction: Board directed that staff screen the presentation application for relevance not content.

Motion: A motion was made by Commission Bostock and was seconded to modify #3 of the Public Comment Policy - Process for Decreasing or Increasing Licensing Regulations as follows. Unanimously approved.

3. Process for Decreasing or Increasing Licensing Regulations (Highlighted words are from Chapter 61-2681 et al):

Decreases:

- o In the event the License Board determines it reasonable to decrease the requirements of any particular standard, it may do so by action of the Board only. However, state regulations (Chapters 65-C and 402) can only be decreased by the state not by county authority.

Increases:

- o At a regular or special meeting, the Board will review the proposed increase for the first time. There shall be a finding of necessity, not merely desirability. The Board will hear public comment according to the procedure above.
- o Following the meeting if approved, the licensing program must notice the finding, and mail to all licensees the old standard, the proposed new standard, the reason for the change and a hearing date.
- o At the hearing, Board must give an opportunity for all affected persons to present their views. The Board will hear public comment according to the procedure above.
- o The proposed new standard may not be considered (discussed) again by the Board until a meeting at least 90 days after the hearing, at which time, if approved by at least 5/7 of the Board, it shall be adopted. The Board will hear public comment according to the procedure above. During the 90 day period, written public comment may be received and will be forwarded to Board members, however, Board cannot discuss it until the final meeting.
- o Any new standard must provide a reasonable effective date. The Pinellas County License Board must provide sufficient notification to providers and must establish a reasonable effective date.
- o Substantive changes made during the Final Agency Action would necessitate a new Public Hearing.

A. In the event a member of the public proposes or drafts a bill that effects Chapter 61 et al and wishes to present it to the Board:

1. The person(s) may present the proposed bill to the Board at anytime during the public comment portion of its meeting pursuant to the guidelines above or in writing to the Executive Secretary who will forward it to the Board.
2. However, if the Child Care Licensing Program is notified at least seven (7) days in advance of a Board meeting that a person or person(s) would like to present a proposed bill, the Licensing Program will include the presentation of the proposed bill on the agenda of the next Board meeting, which is published on the program's website. The Board will determine the length of the presentation by the presenter pertaining to the proposed bill, but in no event will it be less than 10 minutes. At their discretion, the Board or licensing program may schedule a special meeting or public hearing regarding the proposed bill presented.
3. Board may choose to refer the proposed bill to staff for research and set a date for staff to present their findings. Board may also choose to send a letter of support or disagreement to the legislature.
4. Nothing set forth above limits the Licensing Program or the Board's ability to present or discuss or take action on proposed bills or legislation during a regular meeting or special meeting or public hearing without a presentation by a member of the public.

Motion: A motion was made by Commissioner Bostock and seconded to approve the following decrease in the standard for cleaning solution labeling.
Unanimously approved.

VII. Safety, Health and Sanitation

A. General Requirements

8. All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, including knives and sharp tools, and other potentially dangerous hazards shall be stored in a locked container or a locked area that is inaccessible to children.

- a. The Material Data Safety Sheet (MSDS) for cleaning supplies shall be maintained and accessible to staff.
- b. ~~An original label or a complete photocopy of an original label or MSDS shall be affixed to all containers of cleaning solution.~~
- b. Cleaning solutions not in their original container need contents identified on the container.

SA 9. All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, as well as knives and sharp tools and other potentially dangerous hazards, shall be stored separately and locked or out of a child's reach.

- a. The Material Data Safety Sheet (MSDS) for cleaning supplies
Shall be maintained and accessible to staff.
- b. ~~An original label or a complete photocopy of an original label or MSDS shall be affixed to all containers of cleaning solution.~~
- b. Cleaning solutions not in their original container need contents identified on the container.

Implementation: August 2010

Motion: A motion was made by Commissioner Bostock and was seconded to appoint the following to the Nominating Committee for Board Chairman.
Board Members: Elise Minkoff and Judi Vitucci
Advisory Committee Member: Susan Weber
Staff Member: Jorie Massarsky
Unanimously approved.

IV. A. Director's Report: Gayle Guidash reported that:

1. The Executive Director's position has been posted; that Lourdes is calling a Committee to Hire the Executive Director; that the members so far are: Lourdes Benedict, Gayle Guidash, Kathy Krause, Debra Pruitt (JWB), volunteers at the Board meeting were: Susan Weber, Commissioner Bostock; that 2 providers 1 center and 1 home are needed; that interviews will happen in July then be brought to the Board; that there are 7 viable applications.
2. Due to HB 5311 child care inspections will not be performed by DOH; that DCF and DOH do not have a resolution at this time; that Pinellas County has an ordinance to cover food inspections; the number of monitoring visits will be reduced; the amount of enforcement may be decreased as a result.
3. Centers with no issues for 2 years will qualify for one abbreviated inspection during a licensing year in place of a full inspection
4. Results from the Solutions Committee meetings so far include; "Contact Us" on PCLB website; a historical Question & Answer listing will be added to the web based on frequently asked questions; anonymous communication may be sent to Gayle Guidash personally.

- IV. B. FDCH Capacity Kathy Krause updated the Board regarding a committee to research increasing capacity in homes; that 9 people including 3 FDCH providers and 3 center personnel are needed; Anne Brooks, Susan Weber and Judith Bruckner volunteered to be on the committee; Karen Holloway volunteered; Commissioner Bostock asked if the meetings could all be in the evening; the public comment from Patsy McConnell will be given to the committee to consider.
- Public Comment: Lynn Gibson, 8697 78th Avenue North, Largo
Commented that she did not understand that at the March Emergency Meeting that going to 6 children was a compromise offer at the time; that centers are almost at state level and homes are at half; commented about the latest update to regulations that Board did not approve all state regulations; want to know definition of “immediately” for removing toy from infant’s mouth; commented that meetings must be in the evening; increasing the capacity means a reduction in infants.
- Board & Staff Responses: “Immediately” refers to when the child has removed the toy from their mouth and is done with the toy. This comment and response will be added to the website.

Commissioner Bostock responded that the Board approved the adoption of state standards without going through the Board process, which allows for timely implementation of state regulations.
- IV. G. Commissioner Bostock commented that she didn’t think the distribution of the paid advertising went to the parents that child care licensing needs to reach.

Judi Bruckner suggested we advertise on Craig’s List. Gayle will ask IT what we can do.
- IV. H. Elise Minkoff was concerned that she as a Board member was not notified immediately that the Executive Director had resigned and that the child care program was continuing to function according to established procedures.
- Response: Gayle Guidash took full responsibility for not communicating immediately. She reassured the Board that the program continued and does continue with quality control; that Ms. Guidash is ultimately responsible for the program; that there is a succession plan; that the Executive Director is Ms. Guidash’s direct report and that she will be mentoring that person.
- Board Recommendation: Commissioner Bostock recommended as a policy that any public record received by the program that Board will vote on be sent to the Board.

Responding to a concern addressed by Commissioner Bostock, Ms. Guidash related her responsibility for the Executive Director position and the Health Department processes for hiring.

Ms. Guidash offered to draft policy language for hiring this position.

Minutes – 7/7/10

Ms. Guidash informed the Board that she will send to them a letter from JWB regarding the Quality Counts Program with recommendations on how to come together to ensure quality in this county.

Adjourned: A motion was made by Elise Minkoff and seconded to adjourn the meeting at 9:50 p.m. Unanimously approved.

Respectfully Submitted by:

Judi Vitucci, Board Secretary

Non-Agency Comment

Fax 727-507-4858



ADVENTURE PLACE CHILDREN'S CENTER
9001 DR. ML KING (9TH) STREET N.
ST. PETERSBURG, FL 33702-3045
(727) 576-0058

June 22, 2010

Public hearing : Wed. July 7, 2010

Asking centers to have total background screening clearance letters before a person is hired is totally putting centers in violation. I can understand a 2 or 3 day wait on the local but when we need to hire - we need to hire. We will either be in violation because we have no adult at all or the person watching them will not have their clearance.

Basically you are putting us out of business

Perrera

1777 727 507 4858

JUN 30 2010

Stajkowski, Dana M

Non-Agenda Comment

From: YVonne Malague [YVonneMalague@CalvarySTP.org]
Sent: Monday, June 28, 2010 11:00 AM
To: Stajkowski, Dana M
Subject: Public Hearing Comments

I would like to offer to the board meeting a proposal to change the requirements for Preschool ages of 6 months to 2 years regarding the need for an outside exit in each classroom. I believe that if there is an adequate evacuation plan to accommodate this age, there should be consideration. For example, our current preschool has the capacity for nursery age students but due to the requirements, we are unable to offer care. Our preschool is in a church where we have infants every week. We currently have a very effective evacuation plan for our infants and toddlers. This includes cribs on rollers that are available for evacuation use only. We have a regular size crib that holds four children each. Currently, we practice drills every quarter and our evacuation time is under 2 minutes every time. I would like the board to consider changing its current regulation on this.

Thank You

Yvonne Malague

Director, Calvary Kids Care

Because HE Lives!

Yvonne

6/28/2010

Non-Agenda Comment

Stajkowski, Dana M

From: Krause, Kathy X
Sent: Tuesday, July 06, 2010 8:36 AM
To: Stajkowski, Dana M
Subject: FW: capacity

From: Conroy, Kathy A
Sent: Tuesday, July 06, 2010 8:27 AM
To: Krause, Kathy X; Massarsky, Marjorie D
Subject: FW: capacity

Provider Patsy McConnell would like this to be shared with the Board.

From: Patsy McConnell [mailto:patsy_mcconnell@hotmail.com]
Sent: Monday, July 05, 2010 9:03 AM
To: Conroy, Kathy A
Subject: capacity

Hi Kathy,
I wanted to send you some of my thoughts that we had talked about on your visit to share with the board.

As a provided of 28 years the reasons I would like to see an increase in our capacity are

1. As our older children we care for go to preschool if we know that they will be leaving (say in Aug.) if calls are received in (say in May) for childcare it would give me the flexibility to fill the opening while the opportunity is there and be able to replace the child leaving. We never know what time calls will come in for us.
2. This happended to me this year where two of my daycare mom's were expecting. One was full time and had planned to put her 3 year old child in a preschool in Aug. She had her baby in March and also wanted me to care for her newborn. I was unable to take cae of both children because of the limit of 5 children. Even though it would have only been until Aug. for the older child. It would have helped the mom out so much.
Next mom was a part time person on Mom and Fri. She delivered her new baby in May and when she would go back to work in Aug. she would need care for Jack and her new baby 2 days a week. She also wanted me to take both kids in care. It is very hard to find part time care but it worked for me to do this for her because 2 children in care were 4 days a week. Both of these mom's did not want to separate their children or use someone else. They were very happy with the care they received at my home. This puts the parents in a difficult place to find alternate care and new part time care.
3. Being able some years to have the flexibility of more children would help me financially on those years where we fall back to only 2 to 3 children. It helps balance out my income until other children can come back in.

Thank you Kathy for sharing this with the Lecencse Board.
Patsy McConnell

Hotmail is redefining busy with tools for the New Busy. Get more from your inbox. See how.

7/6/2010

celzi original forwarded to Lourdes

FYI

Juvenile Welfare Board



The Children's Services Council
of Pinellas County

JWB Children's Services Council of Pinellas County

14155 58th Street North
Clearwater, FL 33760

Phone: 727-547-5600
Fax: 727-530-7416

www.jwbpinellas.org
www.aboutpinellaskids.org

June 17, 2010

Lourdes Benedict, Chair
Pinellas County License Board
4175 E. Bay Drive Ste. 300
Clearwater, FL 33764

Lourdes
Dear Ms. Benedict:

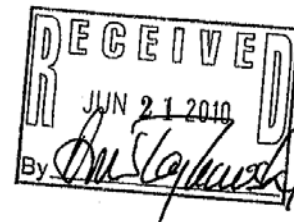
Attached please find the Early Learning Coalition Update memo prepared by our staff for the JWB Board of Directors on June 10, 2010. This memo is being shared with the Pinellas County License Board to make you aware of changes in the quality child care center initiative. It is our goal to collaborate with agencies such as PCLB to enhance our collective work and reduce duplication wherever possible.

We hope to meet with PCLB staff to discuss future opportunities for coordinating site visits and trainings that would serve providers' needs and leverage our collective staff skill sets. Please contact Cindy Bell, Director of Facilities, IT, and Training at (727) 547-5635 or via email at cbell@jwbpinellas.org.

Due to the upcoming Fall elections, interim committees and legislative activity in Tallahassee will be limited. As such, Summer would be an opportune time to review the 2010 legislation and develop a presentation for the Pinellas Legislative Delegation. Please feel free to contact Debra A. Prewitt, Director of Children's Policy at (727)547-5683 or via email at dprewitt@jwbpinellas.org.

Sincerely,

D. Gay Lancaster
D. Gay Lancaster
Executive Director



Copies: Pinellas County License Board and Staff
Dr. Claude Dharamraj, Pinellas County Health Department
Ms. Janet Chapman, Early Learning Coalition of Pinellas County
Ms. Cindy Bell, Director Facilities, IT, and Training
Ms. Debra A. Prewitt, Director Children's Policy

D. Gay Lancaster, Executive Director

John Milford, Board Chair



Recommended Action:	Information
Issue:	Update on Early Learning Coalition
Program:	Child Care and Quality Programs
Budget Impact:	\$12,134,780
Strategic Plan Goal:	School Readiness

Background: Staff met with the Early Learning Coalition (ELC) staff to assess the systems changes resulting from the ELC decision to separate what are termed "quality programs" from the Coordinated Child Care (CCC) contract. CCC will continue to administer the eligibility and vouchering functions as they previously have done.

The JWB Board expressed concerns about the 5 Star Program and the transition to Quality Counts. These concerns related to not targeting this initiative to at-risk areas serving a predominance of subsidized children, and to Quality Counts being a voluntary program. Based on this input, staff proposed to the ELC that JWB would share the responsibility of the program. The ELC would provide technical assistance and support and JWB would monitor the centers, creating a check and balance system thus removing any perceived conflict. Since the ELC declined to partner with JWB on the quality issue, and given the previous direction and concern from the JWB Board, staff has begun planning a targeted Quality Initiative in the 33705, 11 and 12 zip codes. These zip codes consistently have the highest level of risk elements based on JWB indicators. Specific quality elements include targeting resources in the most at risk communities, supplementing subsidized rates with market child care rates, ensuring certified learning curriculum is utilized, providing tuition assistance for child care personnel, and to utilize providers that have volunteered to participate in Quality Count services if feasible/available. JWB and CCC have agreed to focus on children in our Child Maltreatment programs and other high-risk children, such as previously closed Child Protective Investigation cases and homeless children. Staff has proposed continuing the state required match for the Early Learning Coalition and participation in the Childcare Executive Purchasing Pool. A model preschool and the Children's Initiative are also strategies proposed under the Board's School Readiness Goal. In addition, staff recommends the Board continue to fund CCC – Special Services, CCC – Childcare Quality Improvement, CCC – Community Contracts (which include the Early Head Start program, the United Ministry's – Asian preschool, the R'Club Exceptional and R'Club Pinellas Village programs and the Community Pride's – Gateway for the Homeless program). JWB also continues to fund Direction's – Early Childhood Consultation, the Pinellas County License Board (via the Pinellas County Health Department), the Suncoast Inc. Therapeutic Preschool program and the R'Club Hippy program.

Staff will provide regular updates to the Board as these initiatives are implemented.

The Community's Investment in Our Children