

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
July 14, 2011

APPROVED 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 Monday, July 14, 2011, at 6500 102nd Avenue North, Pinellas Park, to begin at 6:30 p.m.

Board Members Present: Elise Minkoff, Board Chair; Judith Vitucci; Anne Brooks; Judith Bruckner; Michael Bessette; Norm Roche

Board Members Absent: Lourdes Benedict

Ex Officio Member Present: Charles Minor

Advisory Members Present: Ann Hofmeister; Elizabeth Krakowski; DaVee Henderlong; Nina Meyers

Advisory Members Absent: Lynn Bittner; Merlita Jones; Susan Weber

Attorney: Colleen Flynn

Staff Members Present: Patsy Buker, Executive Director; Kathy Krause, Supervisor Family Child Care Homes; Jorie Massarsky, Supervisor Children's Centers; Kim Schneider, Board Recorder, and other Health Department staff

Call to order: The meeting was called to order at 6:32 p.m.

I. A. Announcements: Patsy Buker introduced Kim Schneider, Staff Assistant, as new Board Recorder.

I. B. Agenda:
Motion: A motion was made by Judith Vitucci and was seconded by Judith Bruckner to approve minutes from the 5/25/11 Special Board Meeting. Unanimously approved.

Public Comment: There were no public comments for items not on the agenda.

II. A.1. **Motion:** A motion was made by Judith Vitucci and was seconded that seven (7) new Children's Centers be approved for Regular Licenses.

Jorie Massarsky added that two centers executed name change amendments on 7/11/11 for their corporation. Therefore, Plato Academy Preschool Largo and Plato Academy Preschool North will have their regular licenses issued to Superior School Corporation. The corporation's EIN number and history remains unchanged. All centers recommended for license have been on Temporary Permit for one (1) year and have demonstrated that they can maintain compliance. Unanimously approved.

A.2. **Motion:** A motion was made by Commissioner Roche and was seconded that eighteen (18) new Family Day Care Homes be approved for Regular Licenses. Unanimously approved.

A.3. **Motion:** A motion was made by Judith Bruckner and was seconded that one (1) license change for New Centers/Homes be approved for Capacity Change from a Family Child Care Home to a Large Family Child Care Home. Unanimously approved.

B. There were no Attorney Items/Updates.

C. **Motion:** A motion was made by Judith Vitucci and seconded to accept Elise Minkoff as Board Chairman. Unanimously approved.

Elise Minkoff thanked the Board and shared that her term on the Juvenile Welfare Board concludes in August 2012. Ms. Minkoff has not yet made a decision to reapply for a second term. If she chooses to reapply for a second term, there is no guarantee that JWB will accept her application. Ms. Minkoff encourages the Board to begin looking for leadership considerations for the next year.

D. Gayle Guidash, Division Director, presented the PCLB Budget Overview and Training (Special District) that included a request to approve Resolution 11-02 to Amend 2010-2011 Budget and Proposed Budget Amendment, a request to approve Resolution 11-01 as well as a request to adopt the Fifth Amendment to Interlocal Agreement.

Motion: Proposed Budget Amendment for 2010-2011
A motion was made by Commissioner Roche to approve Resolution 11-02, which was seconded and upon roll call, the vote was unanimously approved.
AYES: Michael Bessette; Anne Brooks; Judith Bruckner; Elise Minkoff; Norm Roche

NAYS: 0

ABSENT AND NOT VOTING: Lourdes Benedict

E. **Motion:** Proposed Budget Amendment for 2011-2012
A motion was made by Judith Vitucci to approve Resolution 11-01 and was seconded. Upon roll call, the vote was unanimously approved.

AYES: Michael Bessette; Anne Brooks; Judith Bruckner; Elise Minkoff; Norm Roche

NAYS: 0

ABSENT AND NOT VOTING: Lourdes Benedict

Board Direction: Ms. Minkoff requested that an efficiency study be conducted regarding legal fees for monitoring purposes. Ms. Guidash to provide this information at the October Board for any action required prior to the Legislative Session.

F. **Motion:** A motion was made by Judith Bruckner and was seconded by Commissioner Roche to approve the recommendation to adopt the 5th Amendment to Interlocal Agreement. Unanimously approved.

AYES: Michael Bessette; Anne Brooks; Judith Bruckner; Elise Minkoff; Norm Roche

NAYS: 0

ABSENT AND NOT VOTING: Lourdes Benedict

III. A. Patsy Buker, Executive Director, discussed:

- The increase in capacity – Forty-two (42) Family Child Care Homes have applied to date. Eight (8) applications have been approved and thirteen (13) applications were returned due to missing items. All but ten (10) are already assigned. Patsy gave “kudos” to Kathy Krause and her staff for a job well done.
- That Judy Scott from JWB will complete a side-by-side comparison of the rules and regulations of the Pinellas County Licensing Board, Early Learning Coalition, and Coordinated Child Care of Pinellas County. This task will be for internal review and there will be no charge for Ms. Scott’s services as these services are a part of a JWB initiative.

- B. Statistical Report
- C. Revenue and Expense Report
- D. Administrative Reports
- E. Training

- Ann Hofmeister narrated a PowerPoint presentation about the Pinellas County Licensing Board History.
 - Ms. Minkoff requested a copy of Ms. Hofmeister's presentation to include in the JWB Board packet.
- Colleen Flynn presented the PCLB By-Laws and Board Membership and Duties.

Board Direction: Ms. Minkoff would like to continue the remaining training topics at the October 5, 2011 Regular Board Meeting. It is extremely important for the Board to be in compliance at all times.

Ms. Minkoff expressed her thanks and appreciation to all PCLB Board Members and Advisory Board Members for their continued devotion and dedication to the children in Pinellas County. She also expressed her gratitude to Ms. Guidash for her comprehensive, yet clear explanation of the budget and budget resolutions.

Motion to Adjourn: A motion was made Judith Bruckner to adjourn the meeting at 8:37 p.m. and was seconded. Unanimously approved.

Respectfully Submitted by:

Judi Vitucci, Board Secretary