

PUBLIC COMMENT POLICY (Revised 7/7/10)

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.

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.

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

Decreases:

- 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:

- 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.
- 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.
- 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.

Public Comment Policy – Increases continued

- 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.
- 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.
- 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.

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 507-4857 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
April 14, 2011

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 Thursday, April 14, 2011, at 4175 East Bay Drive, Clearwater, to begin at 6:30 p.m.

Board Members Present: Elise Minkoff, Board Chair; Lourdes Benedict; Anne Brooks; Judith Bruckner; Norm Roche; Judi Vitucci, Secretary

Board Members Absent: Michael Bessette

Ex Officio Member Present: Charles Minor

Advisory Members Present: Lynn Bittner, DaVee Henderlong, Ann Hofmeister, Elizabeth Krakowski

Advisory Members Absent: Terri Hajian, Merlita Jones, Nina Meyers, Susan Weber

Attorney: Colleen Flynn

Staff Members Present: Patsy Buker, Executive Director; Jorie Massarsky, Supervisor Children's Centers; Dana Stajkowski, Board Recorder, and other Health Department staff

Call to order: The meeting was called to order at 6:35 p.m.

I.A. Announcements: Board Chair, Elise Minkoff, requested a round of applause for Terri Hajian's years of volunteer service to the Board and recognized DaVee Henderlong's first meeting.

I.C. Minutes:
Motion: A motion was made by Commissioner Roche and was seconded to approve minutes from the 2/23/11 Special Board meeting. Unanimously approved.

I.D. Public Comment: Lynn Gibson, 8697 78th Avenue North, Seminole
Ms. Gibson commented on the legislative session regarding the Local Bill (HB 1049 and SB 2074):

- That the bill has stalled due to miscommunication.
- That if the local bill (which allows 8 children in care instead of the current 5 children allowed by PCLB) does not pass, Ms. Gibson and the providers she has spoken with request that the Board entertain it.

Ms. Gibson also commented that the bill (HB 139 and SB 364) regarding F.S. 402 has stalled due to confusion about the following terms:

- "household" in the PCLB definition of family child care home vs. "family" in the State definition of family child care home.
- "personnel" in the PCLB definition of large family child care home vs. "employee" used in State regulations.

The bill regarding F.S. 402 also includes a requirement that advertisers must use their child care license number on Craig's List.

- II. A.1. **Motion:** A motion was made by Judi Vitucci and was seconded that:
- 4 new Children's Centers be approved for Regular Licenses
 - 17 new Family Child Care Homes be approved for Regular Licenses
 - 4 Family Child Care providers be approved as Large Family Child Care Homes
- The motion was unanimously approved.

B. There were no attorney issues for this meeting.

C. **Motion:** A motion was made by Judith Bruckner and was seconded to accept the nominations of Board members Anne Brooks and Judi Vitucci and Advisory Committee member Ann Hofmeister to serve on the Nominating Committee for Board Chairman together with staff member Kathy Krause who will set-up the meeting. Unanimously approved.

D. **Motion:** A motion was made by Judith Bruckner and seconded to approve the following staff recommendation to be implemented June 1, 2011. Unanimously approved.

IX. FOOD AND NUTRITION

C. Food Service

8. ~~Formula provided by the center shall be commercially prepared ready-to-feed formula. The formula shall be iron fortified, unless otherwise recommended by the parents or a licensed medical authority.~~

D. **Motion:** A motion was made by Judith Bruckner and seconded to approve the following staff recommendation to be implemented June 1, 2011. Unanimously approved.

II. SUPERVISION

A. General Supervisory Standards

9. A staff member qualified to be in charge shall be on the premises at all times when children are present.
- a. ~~Any licensed children's center receiving a Class I fine will be required to have an employee with SMIC qualifications, not responsible for children during all hours of operation, for a time frame of six (6) months from the date the Class I fine is issued.~~
 - b. ~~Any licensed children's center receiving a Probationary-Provisional license, will be required to have an employee with SMIC qualifications not responsible for children during the hours of operation for the time frame of the Probationary-Provisional license.~~

Board Chair Direction: Monitor implementation date for above regulations to see if they could have been implemented in less time.

E. **Motion:** A motion was made by Judi Vitucci and was seconded to ratify the Emergency Board Meeting of December 14, 2010. Unanimously approved.

Minutes 4/14/11

II. E. Board Chair Direction: Review Bylaws to add "Board Workshops" and other changes.

III. A. During the Executive Report the following comments were made by Board and Advisory Committee members:

- Recommend that staff and attorney research the issue of centers transferring ownership as it relates to unpaid fines.
- Include in Board report a listing of perfect inspections.
- Look into complaint line or other communication channels used to receive provider complaints.
- Look into mentoring for providers.
- Review Bylaws.

Respectfully Submitted by:

Judi Vitucci, Board Secretary

II. ACTION ITEMS

A. RECOMMENDATION FOR ADVISORY COMMITTEE MEMBER

Susan Weber's two-year term expired in April 2011 in the category of "two (2) other persons qualified by education and experience in the field of early childhood education". Staff recommends Ms. Weber to a second term which she is willing to accept. According to the Bylaws, replacements for this position are recommended by the staff and "there is no limitation on the number of terms a person may serve".

Ms. Weber is currently employed by Pinellas County Schools as the Training Coordinator in Child Care Exams facilitation and scheduling for Pinellas, De Soto, Manatee and Sarasota counties. She is responsible for implementing required curriculum and for recruiting and training trainers for required Child Care classes.

Prior to being hired by Pinellas County Schools in January 2006, Ms. Weber worked as a Child Care Home Assessor for Coordinated Child Care and before that a preschool teacher/director for Belleair Oaks Preschool.

Ms. Weber has a Bachelors and a Masters of Education in Early Childhood Ages 3 to Grade 3.

Board Action: To approve, modify or deny

II. ACTION ITEMS

B. FINAL AGENCY ACTION REGARDING INTENT TO FINE – Precious People Learning Center

In preparation for taking final agency action, Evan Frayman will provide the Board with an overview of the appeal process and the Board's role in that process.

Prior to taking final agency action in the matter of Tolino Inc. d/b/a Precious People Learning Center, 130 Riviere Road, Palm Harbor, 34683 Board is asked to review the entire record (as defined by 120.57(1)(f)) in this matter. The record consists of the following documents which are attached:

- Notice of Intent to Fine;
- Request for Hearing;
- Notices of Hearing;
- Proposed Findings submitted to the Hearing Officer by the parties after the hearing;
- Findings of Fact and Recommendations of Hearing Officer;
- Notice of Service of Hearing Officer's Recommended Order and Notice of Right to File Written Exceptions (which includes notice of Board Meeting for Final Agency Action);
- Notices of Hearing to take Final Agency;
- Exceptions to Findings of Fact, Conclusion of Law and Recommendation of Hearing Officer;
- Motion;
- Motion to Summarily Deny Exceptions and in the alternative, Response in Opposition to Exceptions;
- Official transcript from the hearing; and,
- Exhibits admitted as evidence at the hearing (including a cd-rom).

A notice of the meeting at which the Board will take Final Agency Action was mailed and faxed to the attorney for Precious People Learning Center.

See separate attachment for above mentioned documents.

The Hearing Officer upheld the imposition of the Class 1 Fine for violation of General/Direct Supervision II.A. of the Licensing Regulations Governing Pinellas County Children's Center (version effective July 12, 2010). Precious People filed Exceptions. A motion was filed to Summarily Deny the Exceptions and in the alternative, a response in opposition to the Exceptions.

The Advisory Committee members may participate in the discussion based on the record but only Board members may participate in taking action based on the record and the contents of the Findings of Fact, Conclusions of Law and Recommendations of the Hearing Officer.

Evan Frayman will be present to advise the Board of procedures.

Board Action:

The Board may grant or deny the motion to summarily deny the Exceptions filed for failing to comport with 120.57(1)(k); (If the Board denies the Motion then the Board will hear argument pertaining to the Exceptions and then proceed as set forth below. If the Board grants the Motion, the Board will proceed as set forth below)

- ♣ **The Board may approve or modify the Recommended Order as the Final Agency Action of the PCLB, to wit:**

II. ACTION ITEMS

B. FINAL AGENCY ACTION REGARDING INTENT TO FINE – Precious People Learning Center - continued

- ♣ The Board may accept, reject, or modify findings of fact. However, the Board may reject or modify findings of fact only after a review of the entire record, provided that such rejection or modification is based upon and the order states with particularity, that the findings of fact were not based upon competent, substantial evidence or that the proceedings on which the findings were based did not comply with essential requirements of law.**

- ♣ The Board may accept, reject, or modify conclusions of law if the conclusion is based upon laws over which it has substantive jurisdiction, provided the Board states with particularity its reasons for rejecting or modifying such conclusion of law and makes a finding that its conclusion of law is as reasonable or more reasonable than that of the hearing officer.**

- ♣ The Board may accept the recommended penalty. However, if the Board chooses to increase or decrease the penalty, it must do so only after a review of the entire record and the Final Agency Action must state with particularity its reasons therefore by citing to the record in justifying the action.**

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY

Local Bill 01 was filed as HB 1049 and SB 2074. This is the bill that proposed to increase the capacity of children in family child care homes in Pinellas County. The bill died in the session.

Board discussed Local Bill 01 at the December 14, 2010 Emergency Meeting and again at the January 5, 2011, Regular Board meeting and at the latter meeting took action to approve the following language:

Board Approved Language from January 5, 2011 Meeting for LB 01:

1. Family Child Care Home: means an occupied residence in which child care is regularly provided for children from at least two unrelated households with or without compensation. A family child care home shall be allowed to provide care for one of the following groups of children, which shall include household preschool aged children whether present or not, and household school aged children under 13 years of age when on the premises of the family child care home or on a field trip with children enrolled in care.

A) A maximum of 6 children, if no more than 3 are under 18 months of age.

B) A maximum of 8 children, if no more than five are preschool age and of those five no more than three are under 18 months and of those three no more than two are under 12 months.

Board Vote:

4 Ayes - Michael Bessette, Judi Vitucci, Anne Brooks, Elise Minkoff, 2 Nays - Judi Bruckner and Lourdes Benedict. Motion passed.

2. Large Family Child Care Home – A large family child care home for the purposes of this rule, means a home that is licensed under section 402.3131, F.S. A large family child care home means an occupied residence in which child care is regularly provided for children with or without compensation from at least two (2) unrelated households and which has at least two (2) full-time child care personnel on the premises during the hours of operation. One (1) of the two (2) full-time child care personnel must be the operator or the operator's substitute. A large family child care home must first have operated as a licensed family child care home for two (2) consecutive years, with an operator who has had a child development associate credential or its equivalent for one (1) year, before seeking licensure as a large family child care home. The two consecutive years of operation as a licensed family child care home must have been in the state of Florida and within five years of the date of application to operate a large family child care home. A large family child care home shall be allowed to provide care for one of the following groups of children, which shall include those children under 13 years of age who are related to the caregiver:

A maximum of 8 children from birth to 24 months of age.

A maximum of 12 children, with no more than 4 children under 24 months of age.

Large family child care homes must meet and comply with all standards of this rule at all times unless there are insufficient numbers of children in care to meet the definition of a large family child care home in which case an additional employee is not required.

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY

2. Large Family Child Care Home – continued

Board Vote:

A motion was made by Judi Vitucci and seconded to approve the large family child care home compromise language for Local Bill 01. Unanimously approved.

Staff Recommendation:

To be distributed at the meeting.

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY - continued
Final Local Bill

F L O R I D A H O U S E O F R E P R E S E N T A T I V E S

HB 1049

2011

29 than three are under 18 months of age, and of those three, no
30 more than two are under 12 months of age of a family, person, or
31 persons who receive no more than four (4) children under
32 seventeen (17) years of age away from their own homes who are
33 not related to such person or persons by blood, marriage, or
34 adoption, for the purpose of providing family care and training
35 for such children. No more than three (3) of the four (4)
36 children may be under two (2) years of age. This term shall not
37 be construed to include children above first grade level except
38 in homes where children below first grade level are also
39 received for care.

40 (b) A "large family child care home" means a home that is
41 licensed under section 402.3131, Florida Statutes. A "large
42 family child care home" means an occupied residence in which
43 child care is regularly provided for children, with or without
44 compensation, from at least two unrelated households and which
45 has at least two full-time child care personnel on the premises
46 during the hours of operation. One of the two full-time child
47 care personnel must be the operator or the operator's
48 substitute. A large family child care home must first have
49 operated as a licensed family child care home for 2 consecutive
50 years, with an operator who has had a child development
51 associate credential or its equivalent for 1 year, before
52 seeking licensure as a large family child care home. The 2
53 consecutive years of operation as a licensed family child care
54 home must have been in this state and within 5 years before the
55 date of application to operate a large family child care home. A
56 large family child care home shall be allowed to provide care

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CODING: Words stricken are deletions; words underlined are additions.

hb1049-00

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY – continued
Final Local Bill

F L O R I D A H O U S E O F R E P R E S E N T A T I V E S

HB 1049

2011

57 for one of the following groups of children, which shall include
58 those children under 13 years of age who are related to the
59 caregiver:

60 1. A maximum of eight children from birth to 24 months of
61 age.

62 2. A maximum of twelve children, with no more than four
63 children under 24 months of age.

64
65 A large family child care home must meet and comply with this
66 paragraph at all times unless there is an insufficient number of
67 children in care to meet the definition of a large family child
68 care home, in which case additional personnel are not required.

69 ~~(c)-(b)~~ Child care may be provided for 24 hours or longer
70 for a child whose parent or legal guardian works a shift of 24
71 hours or more. The requirement that a parent or legal guardian
72 work a shift of 24 hours or more must be certified in writing by
73 the employer, and the written certification must be maintained
74 in the facility by the child care provider and made available to
75 the license board and the state child care licensing agency. The
76 time that a child remains in child care, however, may not exceed
77 72 consecutive hours in any 7-day period. During a declared
78 state of emergency, the license board or the state child care
79 licensing agency may temporarily waive the time limitations
80 provided in this paragraph.

81 Section 2. This act shall take effect July 1, 2011.

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CODING: Words ~~stricken~~ are deletions; words underlined are additions.

hb1049-00

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY – continued Public Comment

Page 1 of 1

Stajkowski, Dana M

From: Mary Bates [marybates5@yahoo.com]
Sent: Tuesday, May 17, 2011 3:38 PM
To: Stajkowski, Dana M
Subject: 6/8 Ratio

Dear Pinellas County License Board Members,

Please keep your promise to the licensed family child care providers of Pinellas County and vote in the decrease to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months.

Please enter this email into the board report for the May 2011 meeting.

Thank you,

Mary Bates

Page 1 of 1

Stajkowski, Dana M

From: PeazInPod@aol.com
Sent: Tuesday, May 17, 2011 11:17 PM
To: Stajkowski, Dana M
Subject: Your vote!

Dear Pinellas County License Board Members,

Your vote to allow family child care providers to have a slight increase in number of children in care will allow providers more flexibility in accommodating the families in our county. We would be better able to serve families with multiple children including even their school aged children.

Please enter this email into the board report for the May 2011 meeting. Thank you for helping to put 'family' back in family child care!

Heidi Buck

Peaz In A Pod Childcare
Palm Harbor, FL
(727) 787-5517

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY – continued Public Comment

Page 1 of 1

Stajkowski, Dana M

From: stacie santo [staciemitch64@yahoo.com]
Sent: Tuesday, May 17, 2011 4:43 PM
To: Stajkowski, Dana M
Subject: Increase to children in providers care

Dear Pinellas County License Board Members,
Please keep your promise to the licensed family child care providers of Pinellas County and vote in the decrease to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months.

Please enter this email into the board report for the May 2011 meeting.
Thank you,

Stacie Johnson

Page 1 of 1

Stajkowski, Dana M

From: Julie Viano [calogino17@yahoo.com]
Sent: Wednesday, May 18, 2011 9:08 AM
To: Stajkowski, Dana M
Subject: May Meeting 2011

Dear Pinellas County License Board Members,
Please keep your promise to the licensed family child care providers of Pinellas County and vote to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months.

Please enter this email into the board report for the May 2011 meeting.

Thank you,

Julie Viano

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY – continued Public Comment

Page 1 of 1

Stajkowski, Dana M

From: Belinda Heare [bheare@msn.com]
Sent: Tuesday, May 17, 2011 7:00 PM
To: Stajkowski, Dana M
Cc: Belinda Heare; Phonefever
Subject: Board Vote

Dear Pinellas County License Board Members,

Please support licensed family child care providers in our efforts to serve the families of Pinellas County by voting to increase the number of children in our care. Providers would like the opportunity to help families who are struggling to make ends meet in this difficult economy and have been forced to take second jobs or jobs with nontraditional hours. Please enter this email into the board report for the May 2011 meeting.

Thank you,

Belinda Heare

Page 1 of 1

Stajkowski, Dana M

From: kiddiekampus123 [kiddiekampus123@aol.com]
Sent: Tuesday, May 17, 2011 4:56 PM
To: Stajkowski, Dana M
Subject: re: capacity increase

Dear Pinellas County License Board Members,

Please keep your promise to the licensed family child care providers of Pinellas County and vote in the decrease to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months.

Sincerely Lenora Cabral Family Childcare Provider

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY – continued Public Comment

Page 1 of 1

Stajkowski, Dana M

From: Michael Merrell [michael_and_candy@yahoo.com]
Sent: Tuesday, May 17, 2011 4:04 PM
To: Stajkowski, Dana M
Subject: About the meeting coming up

Dear Pinellas County License Board Members,

Please keep your promise to the licensed family child care providers of Pinellas County and vote in the decrease to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months.

Please enter this email into the board report for the May 2011 meeting.

Thank you,
Candy Merrell

Page 1 of 1

Stajkowski, Dana M

From: FLBunnyFL@aol.com
Sent: Tuesday, May 17, 2011 4:22 PM
To: Stajkowski, Dana M
Subject: (no subject)

Dear Pinellas County License Board Members,

Please keep your promise to the licensed family child care providers of Pinellas County and vote in the decrease to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months.

And if nothing else please consider the ones that have licensed for over 10 yrs!! i think after 10 , 15 yrs we know how to handle the children and know whats best for them in the early time of needs.

yes there might be some who dont but not everyone should be judged the same

at least i know i can handle mine!!!

Please enter this email into the board report for the May 2011 meeting.

Thank you,

DARLENE MOSLEY

LFCCH

II. ACTION ITEMS

C. RECOMMENDATION REGARDING FCCH CAPACITY – continued Public Comment

Stajkowski, Dana M

From: Tracey Wardell [wardell2004@yahoo.com]

Sent: Wednesday, May 18, 2011 1:47 PM

To: Stajkowski, Dana M

Subject: RE: Voting on Increased Children in Licensed Family Child Care

Dear Pinellas County License Board Members,

I am writing to you asking for you to please keep your promise to the licensed family child care providers of Pinellas County and please vote in the decrease to allow us to have the increased children in care. Providers would like the opportunity to help out families with school aged children and to be allowed to have our own grandchildren come and visit us in the summer months. Thank you very much again for your important attention to this matter.

Sincerely, Tracey Wardell
727-593-3232

III. INFORMATION ITEMS

A. EXECUTIVE DIRECTOR REPORT

Quality Assurance Activities

- 1) We are continuing the new QA processes, including peer file reviews, supervisory observation of inspection visits, paper reviews of multiple factors regarding licensing issuance, and frequent discussions with staff members to ensure that everyone understands their own role and how it interfaces with the efforts of the team as a whole.
- 2) We have revised our timeline flowchart that reflects the work of all team members for license renewals based on our observations since implementing the new system in order to ensure that we are allowing appropriate time frames for each step in our internal processes.
- 3) We are continuing the review process of all of the internal policies and procedures and rewriting many of them to fit with present day practices.
- 4) The DCF and JWB site visits were conducted in conjunction with each other during the week of April 25th. The DCF approach involves a very thorough licensing file review that monitors across 40 standards. Each standard has sub factors that are used to assess our compliance with State regulations. The DCF team was led by Julie Van Nett and they reviewed a total of 22 licensing files. Overall, our compliance rates were as follows:

Child Care Centers files were found to be 97.4% in compliance, with 11 of 12 standards in full compliance.

Family Child Care Homes files were found to be at 97.2% in compliance with 11 of 12 standards in full compliance.

Large Family Child Care Homes files were found to be at 92% in compliance with 13 of 14 standards in full compliance.

Religious Exempt Centers files were found to be 100% in compliance.

The JWB monitoring visit involves file reviews, interviews of our staff members, interviews of clients, which in our case are licensed child care providers, accompanying our Licensing Specialists on licensing inspections, and an in-depth review of several administrative policies and procedures.

During this co-monitoring experiment, we began with a joint Entrance Interview and introductions. I prepared a welcome message for them and individual packets with color coded samples of forms and new licenses. (See attached copy of the welcome message.) Our Contract Manager from JWB, Rod Cyr, worked with DCF and also utilized the DCF file review tools to evaluate a sample of our files. He also conducted interviews with staff and accompanied staff on three visits to homes. The DCF team also attended one of the home visits. Both written reports will be shared with the Board when we receive them.

III. INFORMATION ITEMS

A. EXECUTIVE DIRECTOR REPORT - attachment

Pinellas County License Board Child Care Licensing Program Monitoring Visit - April 26, 2011

Welcome!

We are very pleased to have Staff from **DCF** and **JWB** here this week to conduct our site visit and give us feedback on how we are doing with our licensing duties. This year has been remarkable in many ways and has been accentuated by change. During the first part of 2010, the Child Care Licensing Program was under the guidance of Carla Recker as Executive Director. When Ms. Recker resigned, there was an interim period without an Executive Director, and then Patsy Buker was hired as Executive Director in September.

The interim period is significant in that it provided an opportunity for supervisory staff and Pinellas County Health Dept. staff to step into a more active role in leadership matters. **Dana Stajkowski**, **Jorie Massarsky**, and **Kathy Krause** worked together very effectively to ensure that not only was the work being done, but that the level of quality did not diminish. **Gayle Guidash**, Environmental Health Administrator, also stepped in a bit closer to provide guidance and support for the program and to assist with Board of Directors' meetings.

Quality Assurance Activities

We have been concentrating our efforts over the last several months on quality assurance. Some examples include the following:

- 1) We developed a quality rating form for when supervisors accompany Licensing Specialists in the field for inspections.
- 2) Licensing Specialists are conducting monthly peer file reviews to look for trends and areas that could be improved. They are using the DCF file monitoring tool and our own internal checklists.
- 3) We have developed a time line that shows every position's required activities for timely renewals of licenses.
- 4) Supervisors are reviewing every file with checklists for accuracy and completeness prior to issuing a Temporary Permit (TP), a renewal, and/or taking a TP to a Board meeting for approval for a regular license.
- 5) The Executive Director and the homes and centers Supervisors are meeting together with Licensing Specialists individually to assess their progress, their challenges and any training needs.
- 6) We have placed a renewed emphasis on technical assistance, both in the field during inspections and in special training sessions for providers, upon their request. We firmly believe that this type of effort will eventually reduce instances of non compliance among providers.

III. INFORMATION ITEMS

A. EXECUTIVE DIRECTOR REPORT - attachment

7) We are issuing written communications to providers that set a tone for partnering and that alert them to trends and any new regulations or services.

8) We are increasing our efforts at outreach with providers with a goal of improving communications and increasing trust and mutual respect.

9) We are tracking our progress on renewals on a "Brag Board" in the office.

10) We are working on reviewing and revising procedures for licensing, for safeguarding confidential information, investigating complaints, etc.

11) We have instituted a new procedure of calling providers to congratulate them when they have perfect inspections. We hope to follow up with a celebratory post card for providers to honor their hard work.

The Pinellas County License Board has a proud history of protecting children through assuring safe and secure child care for children in licensed homes and centers in Pinellas County. We are concentrating on helping to increase quality of care and building strong partnerships with providers in the next few years.

Legislative Issues

We are tracking HB 1049 and SB 2074 during the current session. These bills would increase the capacity of children in Family Child Care Homes in Pinellas. We worked closely with local providers to arrive at a compromise of a maximum of eight children as compared to our current maximum of five and the DCF limit of ten in other counties. We are also tracking SB 364 and HB 139 that propose changes to FS 402, which will have statewide implications.

Rules and Regulations for Pinellas County

We are reviewing the Pinellas regulations that exceed State regulations to ensure that they continue to be viable, that they are understandable and enforceable, and that they are appropriate for 2011. When appropriate, staff is making recommendations to the Board of Directors to consider changes.

III. INFORMATION ITEMS
A. EXECUTIVE DIRECTOR REPORT - continued

Data Management

We are continuing the process of data cleansing and verification in our two electronic data systems, SansWrite and the Environmental Health Data System to ensure that both systems match and that they are accurate. We expect to be done by the end of June.

Change of Ownership in Child Care Centers

The Board had requested that we research the provisions in the State laws for change of ownership in child care centers. The citations in Florida Statutes and Ch 65C-22 are as follows:

F.S. 402.308 Issuance of license

- (2) CHANGE OF OWNERSHIP** – Every child care facility shall reapply for and receive a license prior to the time a new owner assumes responsibility for the facility. The department [DCF] shall grant or deny the reapplication for license within 45 days from the date upon which the child care facility reapplies.

Chapter 65C-22.001

2. Change of Ownership

- b.** At least one (1) week prior to changing ownership of a children's center, in compliance with section 402.305(18), F.S., one (1) of the following methods of notification to custodial parents or legal guardians must be observed:
- (1) Posting a notice in a conspicuous location at the children's center
 - (2) Incorporating information into any existing newsletter, or
 - (3) Individual letters or flyers.

I believe that these provisions were written in order to facilitate a smooth transition in the instance of a center being sold. However, as we mentioned, they also open an opportunity for a troubled center to change ownership and have a fresh start, as the previous owner's history with the PCLB does not transfer with the ownership or the new license. We are working on a more thorough review of the regulations and potential changes that might be acceptable for the Board's consideration and we will present the information prior to the July meeting.

Written Communications to Providers

We are collecting topics for another mailing to all of our licensed providers and we will send it out in July. Among the topics will be the continued need for close supervision of children, crib recall information, changes in CCLP staff, changes to State regulations, screening of substitutes and a variety of clarifications to questions about our regulations and clarification between our regulations and those of the Early Learning Coalition and Coordinated Child Care of Pinellas, Inc.

III. INFORMATION ITEMS

A. EXECUTIVE DIRECTOR REPORT - continued

Time Frame for CCLP Staff to put Decreases in Regulations in Place

The Board had requested that we pay attention to the time for implementing and properly noticing decreases to Pinellas regulations, especially in light of the discussions as to when we can make such actions effective after Board approval. Our first step is to inform our staff that the decrease was approved and to ensure that they immediately refrain from writing up a finding related to the standard as a “non-compliance” on the modified regulation in an inspection report.

The following are the additional steps involved once a decrease is approved by the PCLB:

- Notify SansWrite and have dropdowns removed or modified, which usually takes about two weeks
- Prepare and mail the information for providers and other interested parties
- Make changes in the *Regulations Governing Pinellas County Children’s Centers of Family Child Care Homes* and have the changes posted to the PCLB website
- Modify the Standard Classification Summary and have the new version posted to the PCLB website
- Train staff to monitor appropriately for the decrease

A realistic timeframe for all of this to be done is 30 days from the date that the Board approved a decrease in a regulation.

Legislative Updates

HB139 and its companion SB 364, which propose changes to Florida Statute 402 regarding the supervision of the provider’s own children were approved by the Legislature and will take effect on July 1, 2011, unless the Governor vetoes it, which is highly unlikely. The approved legislation will be added to PCLB’s regulations and brought to an appropriate Board meeting for ratification.

Budget Updates

We still do not have specific information regarding funding from the Juvenile Welfare Board, the Florida Dept. of Children and Families, or the Florida Dept. of Health. We had hoped to bring a budget amendment to the Board at this meeting, but too much of our information is still sketchy. Therefore, we are waiting for more definite information on funding prior to developing detailed budget plans and presenting them to the Board.

III. INFORMATION ITEMS

A. EXECUTIVE DIRECTOR REPORT - continued

“Perfect” Inspections

As I reported last month, we have established a new practice of making a congratulatory phone call to center directors and/or their supervisors when they have an inspection that indicates complete compliance. We will be implementing a similar practice in homes and we plan to develop a congratulatory post card to acknowledge full compliance. We are receiving very positive feedback on this and it is reinforcing our goal of working in partnership with providers. We are also providing kudos to staff for the situations when providers receive full compliance inspections. However we are also making sure that it does not appear that management is encouraging our Specialists to turn in “perfect” inspections. We are reminding them about their duty to be thorough, accurate and consistent in their inspections. We are stressing that their technical assistance is key in helping providers to achieve such high levels of compliance.

We will begin including the list of centers/homes with “perfect” inspection under the Information Items section of the Board report.

Changes in Child Care Licensing Program Staff

As I believe most of you are aware, Dana Stajkowski is retiring this month after providing dedicated service to the PCLB for 24 years. We are so sad to lose her in the office, but we are also very happy for her new life. We will have a brief reception with refreshments for Dana immediately following the Board meeting. We are also having an afterhours celebration for Dana’s retirement on Thursday, May 26th, at 5:30 P.M. at the Olive Garden Restaurant located at 6700 US 19 North in Pinellas Park. We hope that you all will join us in our celebration of Dana’s wonderful history of work at the CCLP. I personally know that I could not possibly have progressed as far as I have thus far with out her expert coaching and teaching! I will miss her knowledge and expertise as well as her camaraderie and support.

We are also hoping to bring two new Specialists on board in the very near future. They will replace Wendy Oliveras who has accepted a position at Coordinated Child care that allows her to work more closely with children and Katie Bates who left us to accept a position with Sea World in San Diego to work with dolphins, her primary interest. We wish both of them well and we look forward to sharing information about our new team members very soon.

III. INFORMATION ITEMS
B. TRAINING

The May 25th meeting was originally scheduled in an effort to provide specific PCLB training for Board and Advisory Committee members and to provide new Board Resource Books to our members. In the interim, we received a request from a provider for the Board to hear an appeal/exception on a ruling by the Judge who heard the case previously. In addition, Local Bill 01 regarding capacity in family child care died in committee.

At the request of the PCLB Board Chair, both above issues were placed on the agenda.

We have elected to keep the training topics on the agenda in hopes of having sufficient time to cover them. In the event that we do not have time, the Board may recommend that we carry all or some of those topics over to the July regular meeting.

Board recommendation regarding training