

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS  
AND FAMILY DAY CARE HOMES  
Minutes for Regular Board Meeting for  
August 2, 2006  
**APPROVED MINUTES**

The Regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes convened Wednesday, August 2, 2006, at 6698 68<sup>th</sup> Avenue North, Pinellas Park beginning at 1:30 p.m.

- Board Members Present: Richard J. French, Jr., Chairman; Terri Hajian, Interim Secretary; Angela Loring; Ben F. Shirley, Jr.
- Board Members Absent: Donna Rippley, Secretary; Commissioner Seel, Joseph A. Smith
- Advisory Members Present: Debra Ballinger, Sharon Carder, Ann Hofmeister, Judy Macdonald, June Moody, Virginia Rowell
- Advisory Members Absent: Bette Ra Ivey
- County Attorney Present: Christy Pemberton
- Staff Members Present: Linda Tamanini, Executive Director; Kathy Mulrennan, Program Manager Children's Centers; Jewel Waiters, Program Manager Family Day Care Homes; Dana Stajkowski, Recording Secretary; and other agency staff
- Call to order: The meeting was called to order at 1:30 p.m.
- Agenda: Richard French amended the agenda to add an informational item at the end. The amended agenda was accepted.
- Minutes: A motion was made by Terri Hajian to approve the minutes from the regular meeting of May 3, 2006. Motion adopted.
- A. 1. Ms. Tamanini reported that Kids Garden, Clearwater was deleted therefore recommending 6 new Children's Centers for Regular Licenses.
- Motion: A motion was made by Ben Shirley that 6 new Children's Centers be approved for Regular Licenses. Motion adopted.
- A. 2. Ms. Tamanini reported that Kids Garden, Clearwater, was added for the reason of supervision therefore recommending 1 Children's Center for a Provisional License.
- Motion: A motion was made by Ben Shirley that 1 Children's Center be approved for a Provisional License. Motion adopted.
- A. 3.
- Motion: (There were no new Children's Centers recommended for a Probationary-Provisional License.)

## MINUTES – August 2, 2006

A. 4.

Motion: A motion was made by Ben Shirley that 19 new Family Day Care Homes be approved for Regular Licenses. Motion adopted.

A. 5.

Motion: A motion was made by Ben Shirley that 5 new Family Day Care Homes be approved for Provisional Licenses. Motion adopted.

A. 6.

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

B. 1.

B.1 Motion: A motion was made by Terri Hajian that 12 License Changes for Children's Centers be approved for Regular Licenses. Motion adopted.

B. 2.

Motion: (There were no License Changes for Children's Centers recommended for a Provisional License.)

B. 3.

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

B.4.

Motion: A motion was made by Ben Shirley that 2 License Changes for Family Day Care Homes be approved for Regular Licenses. Motion adopted.

B. 5.

Motion: A motion was made by Ben Shirley that 2 License Changes for Family Day Care Homes be approved for Provisional Licenses. Motion adopted.

B. 6.

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

C.

Motion: (There were no Children's Centers recommended as a Religious Exempt Center.)

D.

Motion: Christy Donovan Pemberton, attorney, reported that HB 151 contains a requirement that fingerprints sent to FDLE will also be entered into the Automated Fingerprint Information System (ADIS). This system is used to collect and match fingerprints of those who are wanted by the authorities but not yet apprehended. There may be additional fingerprinting requirements for providers.

E.

Ann Hofmeister, Chairman of the Nominating Committee for Board Chairman, reported that Terri Hajian was nominated to serve October 2006 through September 2007. There being no other nominations from the floor the nominations were closed. Motion adopted.

**MINUTES – August 2, 2006**

II. E. continued

Terri Hajian appointed Donna Rippley as Secretary to serve October 2006 through September 2007.

F. Motion:

A motion was made by Ben Shirley and was adopted to approve staff's recommendation to revise the Board Policy for Addressing the Board as follows:

**Public Comment Policy**

**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).
- A. 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). Citizens wishing to comment on more than one agenda item, excluding items scheduled for Public Hearing, are limited to one opportunity to address the Board when the first agenda item of interest is called.
2. Comment on only the action item introduced for which you signed-up; 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 for distribution to the Board must be delivered to the agency two weeks prior to the meeting and will be included in the Board report mailing. Documents received after the two-week deadline will be included in the next regular Board Report.

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II. F. continued

**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.

G. Motion:

A motion was made by Ben Shirley and was adopted to approve the following Board Policy for Recording Meetings:

**Recording Meetings**

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 not be used.

H. Motion:

A motion was made by Ben Shirley to approve staff's recommendation to maintain the current family day care home capacity of 5 children no more than 3 under 2 years of age. Motion adopted.

I. Motion:

A motion was made by Ben Shirley and was adopted to approve staff's recommendation for the Emergency Regulation conditions below and for Children's Centers in the Aftermath of a Natural Disaster which follow. Motion adopted.

Licensees wishing to operate under these self-executing Emergency Regulations would be subject to conditions 1-3 listed below; 4 is an agency operation policy.

1. Emergency Regulations will become effective upon the declaration of a State of Emergency by the Pinellas County Board of County Commissioners pursuant to Florida Statutes, Chapter 252, and will remain in effect for up to 72 hours after the State of Emergency has been rescinded. The Executive Director, or designee, is granted the authority to extend the use of Emergency Regulations as the situation dictates. After Emergency Regulations are rescinded, Licensing Regulations governing children's centers and family day care homes would again be in effect.
2. A children's center that sustains damage must contact the Health Department prior to operating. Damage to the buildings or property may require the Health Department and/or other agencies to inspect and approve the premises. A family day care home that sustains damage may not operate until repairs have been made and the provider receives approval from PCLB.

**MINUTES – August 2, 2006**

II. I. continued

3. Emergency Regulations represent a variance to Licensing Regulations. A variance is a privilege and not a right; as such, it can be withdrawn at anytime, with or without cause and without the right to appeal. Negative sanctions may also be brought against the licensees' regular license, if appropriate.
4. The Executive Director is given the authority to approve specific centers or homes to use Emergency Regulations during states of emergency declared by the Board of County Commissioners of Hillsborough, Pasco, or Manatee pursuant to Florida Statutes, Chapter 252, upon a showing that the licensees' request is based upon the need to care for refugee/evacuee children.

Motion:

A motion was made by Ben Shirley and was adopted to approve staff's recommendation for Emergency Regulations for Family Day Care Homes in the Aftermath of a Natural Disaster which follow. Motion adopted.

**II. EMERGENCY REGULATIONS FOR CHILDREN’S CENTERS**

<p style="text-align: center;"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p style="text-align: center;"><b>PROPOSED CHANGES</b></p>
<p><b>DEFINITIONS</b></p> <p><b>Children's Center</b> - A children's center includes any day nursery, nursery school, kindergarten, or other facility whatsoever which provides child care, with or without compensation. A children’s center provides care for five (5) or more children under thirteen (13) years of age, not related to the operator by blood, marriage, or adoption away from the child's own home for no more than twelve (12) hours per day per child. . .</p> <p><b>Nursery School</b> –  . . . children ranging in age from two (2) years through six (6) years . . .</p> <p><b>Kindergarten</b> –  . . . children ranging from five (5) years through seven (7) years in age . . .</p> <p><b>School Age Center</b> –  . . . only school age children . . .</p> <p><b>Overnight Care</b> - Overnight care means child care provided past 12:00 am and shall not be provided in children’s centers. . .</p>	<p><b>DEFINITIONS</b></p> <p><b>Children's Center</b></p> <ul style="list-style-type: none"> <li>• Waive to state level of up to twenty-four (24) hours per day per child.</li> </ul> <p><b>Nursery School, Kindergarten, School Age Center</b></p> <ul style="list-style-type: none"> <li>• Waive age restrictions to allow infants through school age in all categories of children’s centers.</li> </ul> <p><b>Overnight Care</b></p> <ul style="list-style-type: none"> <li>• Waive to state level to allow overnight care.</li> </ul>

**II. I. – continued**

<p align="center"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p align="center"><b>PROPOSED CHANGES</b></p>
<p><b>I. PERSONNEL</b></p> <p><b>B. Education/Credentials</b></p> <p><b>1. Education Qualifications</b></p> <p>a. Day nursery workers (DNW) caring directly for children in any day nursery shall be high school graduates. School age center workers (SACW) caring directly for children in any school age center shall be high school graduates. All day nursery workers and school age center workers in the adult-child ratio hired on or after January 1, 2006, must fully meet the education requirement. Staff hired prior to January 1, 2006, will have until January 1, 2007, to satisfactorily complete a GED program or be a high school graduate.</p> <p>b. The staff member in charge (SMIC) of the staff and program of a day nursery shall have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades.</p> <p>c. The staff member in charge (SMIC) of the staff and program of a school-age center shall have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations I.B.1.f.3.</p> <p>d. The nursery school or kindergarten teacher in charge (TIC) of curriculum, staff, and program shall have completed two (2) years of college training including twelve (12) semester credit hours in early childhood education with passing grades and shall have had two (2) years of teaching experience. Teachers (T) working directly under the person in charge of curriculum, staff, and program shall be high school graduates, and in addition shall have completed two (2) years of college training including twelve (12) semester hours credit in early childhood education with passing grades or shall have completed twelve (12) semester hours credit in early childhood education with passing grades and have had two (2) years of teaching experience.</p> <p>(1) Child care staff, not in charge of curriculum, staff, or program who does not meet requirements, may be employed temporarily as a teacher of a licensed, nursery school or kindergarten, if said staff member is in the process of acquiring the necessary educational qualifications. A teacher in the process (TIP) of acquiring the necessary educational qualification must meet the experience requirement and one of the following:</p> <p>(a) A minimum of three semester credit hours or four-quarter hours of college credits each year toward acquiring the necessary twelve semester credit hours or 16-quarter credit hours; or</p> <p>(b) Participation in the Child Development Associate credentialing program; or</p> <p>(c) Participation in the Child Care Apprenticeship Program of Pinellas County.</p> <p>(2) Successful completion of one of the above will qualify the person as a teacher or teacher in charge in a nursery school or kindergarten.</p>	<p><b>I. PERSONNEL</b></p> <p><b>B. Education/Credentials</b></p> <p><b>1. Education Qualifications</b></p> <p>Waive entire standard.</p>

**II. I. – continued**

<p style="text-align: center;"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p style="text-align: center;"><b>PROPOSED CHANGES</b></p>
<p><b>I. PERSONNEL</b></p> <p><b>B. Education/Credentials</b></p> <p><b>1. Education Qualifications</b></p> <p>d. continued</p> <p>(3) All personnel who meet the teacher or teacher in charge education qualifications in nursery schools and kindergartens shall continue professional training by earning at least three (3) semester credit hours or appropriate quarter hours in early childhood education each three (3) years, over and above the minimum requirements herein until a minimum of thirty (30) credits has been earned.</p> <p>e. Members of child care staff in children's centers caring exclusively for mentally or physically handicapped children are not required to meet the college credit requirements outlined herein for nursery school and kindergarten staff. They shall enroll in courses pertinent to work with exceptional children, when such courses are available in the county.</p> <p>f. Credit to meet the educational requirement for staff member in charge, teacher, teacher in charge, and teacher in process will be accepted from a college or university accredited by the Regional Institutional Accrediting Associations as listed in the <i>Directory of Postsecondary Institutions</i>.</p> <p>(1) The License Board accepts all licensed institutions listed in the Report of the Florida Board of Independent Colleges and Universities, as acceptable for credit if they offer the appropriate courses that are accepted by the License Board.</p> <p>The License Board accepts all institutions licensed or approved by the Board of Education or appropriate Board of the state where the institution is located; the applicant would have the burden of proof to show that the institution meets this requirement</p> <p>(2) Evidence of credit shall be in the form of a transcript (official or unofficial), grade card, college printout, or verification by an instructor of successful course completion. An authentic diploma from a college or university listed in the <i>Directory of Postsecondary Institutions</i> showing a major in kindergarten, elementary education, early childhood education, child development, family and consumer sciences (formerly home economics/child development), or full Florida certification in early childhood or elementary education, is acceptable in lieu of a transcript for 12 credits in early childhood education.</p> <p>(3) Course work in the following eight content areas will be acceptable for early childhood education and/or school age credit:</p> <ul style="list-style-type: none"> <li>(a) Planning a safe, healthy environment to invite learning for children</li> <li>(b) Steps to advance children’s physical and intellectual development</li> <li>(c) Positive ways to support children’s social and emotional development</li> <li>(d) Strategies to establish productive relationships with families</li> <li>(e) Maintaining a commitment to professionalism</li> <li>(f) Observing and recording children’s behavior</li> </ul>	

**II. I. – continued**

<p align="center"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p align="center"><b>PROPOSED CHANGES</b></p>
<p><b>I. PERSONNEL</b>  <b>B. Education/Credentials</b>  <b>1. Education Qualifications</b>            f. continued                (3) continued                (g) Principles of child growth and development                (h) Strategies to manage an effective children’s program operation            (4) In lieu of completion of six (6) semester hours of college credits in the eight content areas, a staff member in charge of a day nursery, school-age center or nonpublic school may satisfactorily complete a CDA credential, a state approved equivalent, or a Florida School-Age Certification. This may be documented on a transcript, diploma, or certificate.</p>	
<p><b>I. PERSONNEL</b>  <b>C. Training Requirements</b>  <b>3. Infant Center Training</b>            a. Director Training                (1) The director shall be required to complete prior to issuance of a temporary permit the approved infant training specifically for directors who plan to provide for infant care.                (2) A new director of an existing children’s center providing infant care shall be required to complete within ninety (90) days of hire the approved training for infant care. Directors hired prior to October 1, 2005 shall be required to complete the approved training by January 1, 2006.            b. Child Care Staff Training Child care staff caring for infants shall complete the approved training for infant care within ninety (90) days of employment; and in addition, annual in-service training of ten (10) hours shall include four (4) hours of training specifically related to infant care.</p>	<p><b>I. PERSONNEL</b>  <b>C. Training Requirements</b>  <b>3. Infant Center Training</b>            Waive entire standard.</p>
<p><b>II. SUPERVISION</b>  <b>A. General Supervisory Standards</b>            5. Infants shall not be combined with children over two (2) years of age except that any child two (2) years of age or older who is not toilet trained may be allowed to remain in the infant group.             8. Adults shall be engaged in child care exclusively and shall regularly work no more than eight (8) hours in twenty-four hours.             9. A staff member qualified to be in charge shall be on the premises at all times when children are present.</p>	<p><b>II. SUPERVISION</b>  <b>A. General Supervisory Standards</b>            5. Waive entire standard.             8. Waive work hours to no more than twelve (12) hours in twenty-four (24) hours.             9. Waive entire standard.</p>

**II. I.– continued**

<p align="center"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p align="center"><b>PROPOSED CHANGES</b></p>
<p><b>V. RECORDS</b></p> <p><b>A. Facility Records</b></p> <p>5. Children’s Health Requirements</p> <p>f. No infant shall be admitted to the children’s center without first obtaining immunizations appropriate to the age according to standards.</p> <p>6. A notarized Emergency Medical Release form must be on file for each child in care. The form is valid for one year from the date of notarization.</p>	<p><b>V. RECORDS</b></p> <p><b>A. Facility Records</b></p> <p>5. Children’s Health Requirements. Waive to state level of obtaining immunizations within 30 days of enrollment.</p> <p>6. Emergency Medical Release. Waive to delete notarization requirement.</p>
<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>C. Indoor Play Space</b></p> <p>Indoor play space is required.</p> <p>1. A children’s center that holds a valid license on October 1, 1992, must have a minimum of 25 square feet of usable indoor floor space for each child. . .</p> <p>8. For infants, there must be a minimum of 35 square feet per child of suitable and usable space, which includes open play space. Applications received after January 1, 1993 for programs serving infants under one year of age must meet the requirement of a minimum of 50 square feet per child of suitable and usable space, which includes open play space. All infant rooms shall include a diapering area with hand-washing facilities with hot (temperature not to exceed 110 °F.) and cold running water.</p>	<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>C. Indoor Play Space</b></p> <p>1. Waive to state level of a minimum of 20 square feet of usable floor space.</p> <p>8. Waive 50 square feet to 35 square feet per child of suitable and usable space.  Waive to delete hot water requirement.</p>
<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>D. Outdoor Play Space</b></p> <p>8. A separate fenced play area shall be provided for infants under two (2) years of age.</p>	<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>D. Outdoor Play Space</b></p> <p>8. Waive entire standard.</p>
<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>E. Napping Space</b></p> <p>5. Cots and/or cribs shall be set up so that each child is no closer to another, during the nap period, than two-feet. . .</p>	<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>E. Napping Space</b></p> <p>5. Waive to state level of 18 inches around individual napping space.</p>

**II. I. – continued**

<p style="text-align: center;"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p style="text-align: center;"><b>PROPOSED CHANGES</b></p>
<p><b>VI. PHYSICAL ENVIRONMENT</b>  <b>F. Bathroom Facilities</b>            2. For children’s centers, having one (1) to thirty-six (36) children, there shall be a minimum of two (2) toilets and two (2) wash basins. There shall be a minimum of one (1) toilet and one (1) wash basin for every eighteen (18) children thereafter.</p> <p>4. For infants one year of age, a bathroom must be adjoining each infant room and may be shared only with other infant rooms. . .</p>	<p><b>VI. PHYSICAL ENVIRONMENT</b>  <b>F. Bathroom Facilities</b>            2. Waive to state level of one (1) sink/washbasin for one to fifteen (15) children; 1 additional sink/washbasin for every thirty (30) thereafter.</p> <p>4. Waive to delete bathroom adjoining one (1) year old infant room.</p>
<p><b>VI. PHYSICAL ENVIRONMENT</b>  <b>F. Bathroom Facilities</b>            6. For school-age centers, having one (1) to thirty (30) children, there shall be a minimum of two (2) toilets and two (2) wash basins. There shall be one (1) toilet and one (1) wash basin for every thirty (30) children thereafter.</p>	<p><b>VI. PHYSICAL ENVIRONMENT</b>  <b>F. Bathroom Facilities</b>            6. Waive to state level of one (1) sink/washbasin for the first fifteen (15) children; 1 additional sink/washbasin for every thirty (30) thereafter.</p>
<p><b>VI. PHYSICAL ENVIRONMENT</b>  <b>H. Indoor Equipment</b>            4. Shelves shall be provided for equipment and supplies in rooms used by children. .</p> <p>5. Tables and chairs suitable in size and sufficient for the total number of children and for the age group under care must be provided and maintained.</p> <p>6. For preschool children, adequate and appropriate equipment and materials shall include but are not limited to:</p> <ul style="list-style-type: none"> <li>a. Dramatic play materials: toy housekeeping furniture, supplies, and props.</li> <li>b. Construction play materials: fluid and structured, unit blocks, water play, sand play, and other mediums.</li> <li>c. Art, music, and creative expression materials: easels, paints, brushes, paper, scissors, crayons, markers, clay/play dough, rhythm instruments, and a source of music, such as a tape or CD player.</li> <li>d. Early literacy and language materials: books, puppets, flannel boards, and writing supplies.</li> <li>e. Science and math games and materials: magnifying glasses, magnets, measuring equipment, textured objects, geometric shapes, and supplies for counting, matching, sorting, patterning and sequencing.</li> <li>f. Gross and fine motor development: balls, climbing and balancing equipment, puzzles, and other manipulatives.</li> </ul>	<p><b>VI. PHYSICAL ENVIRONMENT</b>  <b>H. Indoor Equipment</b>            4. Waive to allow for shelving alternative.</p> <p>5. Waive to delete “sufficient for the total number of children”.</p> <p>6. a. - g.            Waive to delete equipment and materials for specific areas.</p>

**II. I. – continued**

<p style="text-align: center;"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY CHILDREN’S CENTERS</b></p>	<p style="text-align: center;"><b>PROPOSED CHANGES</b></p>
<p><b>VI. PHYSICAL ENVIRONMENT</b></p> <p><b>H. Indoor Equipment</b></p> <p>6. continued</p> <p style="padding-left: 20px;">g. Other materials that will enhance the child’s development.</p> <p>For programs using nationally recognized early childhood educational theory, such as Montessori programs, equivalent equipment and materials may be used. Equivalences must be approved by the License Board for adequacy and appropriateness.</p> <p>...</p> <p>10. a. A cloth sheet which can be fastened to the cot is required as the "washable cover" for cots. . .</p> <p style="padding-left: 40px;">b. Each child in care must be provided safe and sanitary bedding to be used when napping. Bedding means a cot or crib. . .</p> <p>11. Infants up to one (1) year of age must sleep in individually assigned cribs or portacribs. . .</p>	<p>10. a. Waive to delete the fastenings for cloth sheet.</p> <p style="padding-left: 40px;">b. Waive to state level to include floor mats at least one (1) inch thick and covered with an impermeable surface for resting/napping.</p> <p>11. Waive to state level to include play pens for resting/napping.</p>
<p><b>X. APPLICATION, FEES, LICENSE</b></p> <p><b>C. License</b></p> <p>... Said license shall set out on the face thereof the maximum number of children to be allowed in attendance at any given time.</p>	<p><b>X. APPLICATION, FEES, LICENSE</b></p> <p><b>C. License</b></p> <p>Waive to exceed license capacity, if space and staffing requirements are met.</p>

II. I. – continued

**EMERGENCY REGULATIONS FOR FAMILY DAY CARE HOMES AND  
LARGE FAMILY CHILD CARE HOMES**

<p align="center"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY FAMILY DAY CARE HOMES AND LARGE FAMILY CHILD CARE HOMES</b></p>	<p align="center"><b>PROPOSED CHANGES</b></p>											
<p><b>DEFINITIONS</b></p> <p><b>Family Day Care Home</b> - A family day care home means child care provided in a place of residence of a family, person, or persons who receive children from more than one (1) additional household, with or without compensation, for the purpose of providing childcare and training. No more than five (5) children under thirteen (13) years of age who are not related to such person or persons by blood, marriage, or adoption may receive care at any given time. This includes preschool household members whether present or not and children of any age who are in the operator’s care and do not reside in the family day care home. No more than three (3) of the five (5) children may be under two (2) years of age. A family day care home shall not provide care for more than twelve (12) hours per day per child. . .</p>	<p><b>DEFINITIONS</b></p> <p><b>Family Day Care Home</b></p> <ul style="list-style-type: none"> <li>• Waive to include care for up to 24 hours per day per child.</li> <li>• Waive licensed capacity to state level under the condition that a second adult is assisting with child care.</li> </ul> <table border="1" data-bbox="1035 537 2003 950"> <thead> <tr> <th data-bbox="1035 537 1524 646"> <p align="center">NUMBER/AGE RANGE OF CHILDREN Family Day Care Home (state)</p> </th> <th data-bbox="1524 537 2003 646"> <p align="center">NUMBER OF ADULTS (The second adult must have on file an Affidavit of Good Moral Character and Local Law Enforcement Screening Results.)</p> </th> </tr> </thead> <tbody> <tr> <td data-bbox="1035 646 1524 711"> <p>A maximum of 4 children from birth to 12 months of age</p> </td> <td data-bbox="1524 646 2003 711"> <p align="center">2</p> </td> </tr> <tr> <td data-bbox="1035 711 1524 797"> <p>A maximum of 3 children from birth to 12 months of age, and other children, for a maximum total of six children</p> </td> <td data-bbox="1524 711 2003 797"> <p align="center">2</p> </td> </tr> <tr> <td data-bbox="1035 797 1524 862"> <p>A maximum of 6 preschool children if all are older than 12 months of age</p> </td> <td data-bbox="1524 797 2003 862"> <p align="center">2</p> </td> </tr> <tr> <td data-bbox="1035 862 1524 950"> <p>A maximum of 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age</p> </td> <td data-bbox="1524 862 2003 950"> <p align="center">2</p> </td> </tr> </tbody> </table>		<p align="center">NUMBER/AGE RANGE OF CHILDREN Family Day Care Home (state)</p>	<p align="center">NUMBER OF ADULTS (The second adult must have on file an Affidavit of Good Moral Character and Local Law Enforcement Screening Results.)</p>	<p>A maximum of 4 children from birth to 12 months of age</p>	<p align="center">2</p>	<p>A maximum of 3 children from birth to 12 months of age, and other children, for a maximum total of six children</p>	<p align="center">2</p>	<p>A maximum of 6 preschool children if all are older than 12 months of age</p>	<p align="center">2</p>	<p>A maximum of 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age</p>	<p align="center">2</p>
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<p><b>I. PERSONNEL</b></p> <p><b>B. Staff Training</b></p> <p>7. A provider with a swimming pool other than a spa, on the premises shall satisfactorily complete a Child Care Water Safety course or the current equivalent prior to issuance of a license.</p>	<p><b>I. PERSONNEL</b></p> <p><b>B. Staff Training</b></p> <p>7. Waive entire standard.</p>											

**II. ACTION ITEMS**

**I. RECOMMENDATION FOR LICENSEES TO OPERATE UNDER EMERGENCY REGULATIONS IN THE AFTERMATH OF A NATURAL DISASTER OR OTHER EMERGENCY – continued**

LICENSING REGULATIONS GOVERNING PINELLAS COUNTY FAMILY DAY CARE HOMES AND LARGE FAMILY CHILD CARE HOMES	PROPOSED CHANGES		
<p><b>I. PERSONNEL</b> <b>C. Supervision</b></p> <p>1. The number of children in a family day care home at any given time is limited to a maximum of five (5) children. This includes preschool household members, whether present or not, and children of any age who are in the operator's care and do not reside in the family day care home. No more than three (3) of the five (5) children may be under two (2) years of age.</p>	<p><b>The following corresponds to the capacity component of the Definition.</b></p>		
	<p><b>I. PERSONNEL</b> <b>C. Supervision</b></p> <p>1. Waive licensed capacity to state level under the condition that a second adult is assisting with child care.</p>		
	<p>NUMBER/AGE RANGE OF CHILDREN Family Day Care Home (state)</p>	<p>NUMBER OF ADULTS (The second adult must have on file an Affidavit of Good Moral Character and Local Law Enforcement Screening Results.)</p>	
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<p><b>II. RECORDS</b> <b>A. Facility Records</b></p> <p>2. A notarized Emergency Medical Release form must be on file for each child in care. The form is valid for one year from the date of notarization.</p> <p>3. A health certificate must be kept for each child in care including the provider's own preschool children.</p>	<p><b>II. RECORDS</b> <b>A. Facility Records</b></p> <p>2. Waive to delete notarization requirement.</p> <p>3. Waive entire standard.</p>		

**II. ACTION ITEMS**

**I. RECOMMENDATION FOR LICENSEES TO OPERATE UNDER EMERGENCY REGULATIONS IN THE AFTERMATH OF A NATURAL DISASTER OR OTHER EMERGENCY – continued**

<p style="text-align: center;"><b>LICENSING REGULATIONS GOVERNING PINELLAS COUNTY FAMILY DAY CARE HOMES AND LARGE FAMILY CHILD CARE HOMES</b></p>	<p style="text-align: center;"><b>PROPOSED CHANGES</b></p>
<p><b>IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES</b>  <b>C. Outdoor Play Space</b>            1. All family day care homes must have a minimum of fifty (50) square feet per child of usable outdoor play space located on the property and which is exclusively used for the children attending or residing at the family day care home.</p> <p>4. Fencing, including gates must be sturdy and secure and continuous and shall not have gaps that would allow children to exit the outdoor play area. The base of the fence must remain at ground level, free from erosion or buildup.</p>	<p><b>IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES</b>  <b>C. Outdoor Play Space</b>            1. Waive to include a minimum of 250 square feet.</p> <p>4. Waive entire standard.</p>
<p><b>IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES</b>  <b>F. Sleeping and Napping Space</b>            2. When napping, each child in care must be provided safe and sanitary bedding. Bedding means a cot, bed, crib, mattress, or playpen. Air mattresses and foam mattresses may not be used for napping.</p> <p>6. A minimum distance of two (2) feet must be maintained between individual napping space.</p>	<p><b>IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES</b>  <b>F. Sleeping and Napping Space</b>            2. Waive to state level to include one (1) inch impermeable mats for resting or napping.</p> <p>6. Waive to state level of 18 inches around individual napping space.</p>
<p><b>IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES</b>  <b>G. Bathroom Facilities</b>            1. Homes shall have at least one (1) toilet, one (1) bathtub and one (1) lavatory for handwashing purposes, provided no more than a total of eight (8) persons, including family of the operator, are using the bathroom facilities of the home.</p>	<p><b>PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES</b>  <b>G. Bathroom Facilities</b>            1. Waive the total number of persons allowed to use bathroom facilities.</p>

## MINUTES – August 2, 2006

- II. J. Motion: A motion was made by Terri Hajian to approve staff's recommendation of Sharon Carie for Advisory Committee member. Motion adopted.
- K. Motion: A motion was made by Terri Hajian to ratify action taken by Chairman to grant authority to the County Attorney to file a Petition seeking authority to make public certain abuse records relating to LaFonte Hunter for use in revocation proceedings. Motion adopted.
- L. Motion: Final Agency Action Regarding Intent to Revoke the License of Educare of Palm Harbor, Inc., was deleted from the report.
- M. Motion: Ben Shirley tabled staff's request for direction regarding the inclusion or exclusion of F.S. 402.317, (SB1510) Prolonged Child Care, until rules in the Florida Administrative Code are available. Motion adopted.
- N. Ann Hofmeister and Ben Shirley gave staff suggestions for including words in the mission statement such as those italicized in the following: To protect and *nurture/support* (Ann Hofmeister); To protect *and promote* (Ben Shirley); *emotional and* mental development of children (Ann Hofmeister).
- Motion: A motion was made by Ben Shirley that staff modify the PCLB mission statement to include some of the suggestions and bring a proposal(s) back to Board for approval. Motion adopted.
- O. Motion: A motion was made by Ben Shirley to approve staff drafting a request for an Executive Order from the Governor to waive specific licensing standards in the aftermath of a serious natural or manmade disaster. Motion adopted.
- III. Ms. Tamanini reviewed informational items.
- O. Christy Donovan Pemberton reported that a Department of Children and Family Services' hearing officer has been assigned regarding the Alisiah Kelley request for a Chapter 120 appeal of her revocation. However, Ms. Kelley has not filed a brief. If Ms. Kelley had not voluntarily returned her license, Ms. Kelley would be allowed to care for children during the appeal process.
- Attorney Pemberton informed the Board that a request for hearing had just been placed by an attorney representing a former children's center owner. As the owner had returned the license, there would be no grounds upon which to grant a hearing. She therefore speculated that a law suit may be filed against the Board.

**MINUTES – August 2, 2006**

III. O. continued

Motion: A motion was made by Ben Shirley granting Christy Donovan Pemberton the authority to represent the Board if such action occurs. Motion adopted.

Chairman's Report Richard French, Chairman, read into the record the attached letter. Due to Mr. French's newly expanded role at the Health Department, Charles Minor will be the new Health Department representative serving on the License Board.

IV. Open Agenda

The following citizens made comments to the Board:

1. Shirley Lynn Gibson, 8697 78<sup>th</sup> Avenue, Largo 33777; Ms. Gibson made comments concerning the state website.
2. Anne Brooks, 2801 Dovewood Street, Clearwater 33759; Ms. Brooks commented on the unavailability of Pinellas County regulation at provider training.

Advisory Committee Comment:

Virginia Rowell recommended the Board and Advisory Committee address two issues voiced by providers at this meeting:

1. In response to a concern regarding the state website, educate providers about who to contact if they find errors on the state's website regarding the provider's inspection reports.
2. In response to a concern regarding the use of state standards instead of Pinellas County standards in 30-Clock Hour training, give providers advice as to how to proceed.

Board Directive: Ben Shirley requested staff look into the above comments and report back to Board.

Staff response: Ms. Tamanini reported that she has already made a complaint on behalf of providers to PC Schools, who is responsible for the 30-Clock Hour training, regarding the clock hour test on state standards in Pinellas County. Ms. Tamanini commented that the agency's comment sounds self-serving and that perhaps comments from the provider associations would be more appropriate.

Chairman response: Chairman French agreed that perhaps it is more appropriate for the provider associations to lodge their complaints regarding the use of state standards in Pinellas County's 30-Clock Hour training directly with PC Schools.

Motion to adjourn: Ben Shirley moved to adjourn the meeting at 3:30 p.m.

Respectfully submitted by:

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Terri Hajian, Interim Secretary

**MINUTES – August 2, 2006**

Jeb Bush  
Governor



M. Rony François, M.D., M.S.P.H., Ph.D.  
Secretary, Department of Health

**PINELLAS COUNTY HEALTH DEPARTMENT**

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July 20, 2006

Pinellas County Board for Children's  
Center & Family Day Care Homes  
6698 68<sup>th</sup> Avenue North  
Pinellas Park, FL 33781  
ATTN: Board of Directors

Dear Board of Directors:

We would like to inform you that effective after the August 2<sup>nd</sup> meeting, Mr. Charles Minor will be replacing Mr. Richard French on the Pinellas County Board for Children's Center & Family Day Care Homes. Mr. Richard French's role has been expanded with the recent reorganization within the Pinellas County Health Department and therefore is unable to continue as Chairman of this Board. We understand that Mr. French has been with the Board since 1981 and has made invaluable contributions. Please be assured that Mr. French will be available for consultation on matters that require his expertise.

Mr. Minor has been with the Pinellas County Health Department since 1990 and has worked in our Environmental Health division since that time. He has worked on projects with the Board's staff and has extensive knowledge of the day care codes and facilities. We are confident that Mr. Minor's knowledge and abilities will be an asset to this Board.

Thank you for allowing us to serve the citizens through our participation in the Pinellas County Board for Children's Center & Family Day Care Homes.

We look forward to continuing to work with you in all of your future endeavors.

Sincerely,

A handwritten signature in blue ink that reads "CDharamraj".

Claude M. Dharamraj, MD, MPH  
Director

CMD/ck

cc: Linda Tamanini, M.S., Executive Director  
Richard French, Pinellas County Health Department  
Environmental Administrator  
Charles Minor, Environmental Supervisor