



Board of Directors Meeting

June 13, 2013

Pinellas County License Board Appointment

Item IV.B.

Recommended Action: **Appoint a Board Member to the Pinellas County License Board**

Strategic Plan Objective: **Collaborate with other entities to improve the lives of children and families in Pinellas County**

Background:

Ms. Minkoff has served on the Pinellas County License Board (PCLB) since October, 2008. She has asked that other JWB Board members consider the opportunity to represent JWB in the community. Pursuant to the Pinellas County License Board's Special Act, Chapter 70-893, Laws of Florida, the Juvenile Welfare Board is a voting member of the PCLB Board. Specifically, Section 4 (3) requires action of the Board to appoint a member, or director, from the JWB Board.

Attached is an overview of their mission and purpose as well as the responsibilities of Board members and Advisory Committee members, provided by the Pinellas County License Board. The Board is required to meet quarterly. Their meetings are held at the Pinellas County Health Department in the Conference Center located at 8751 Ulmerton Road, Largo, FL 33711. The meeting times alternate between evenings and afternoons. The remaining meeting dates and times for 2013 are as follows:

- July 25 @ 6:30 p.m.
- October 24 @ 1:30 p.m.

Mrs. Angela Rouson has expressed an interest in serving on the Pinellas County License Board.

PINELLAS COUNTY LICENSE BOARD

Mission Statement

To protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County.

The Pinellas County License Board (PCLB) was established in the early 1950's through the efforts of local citizens who recognized the need for quality child care as more parents began working outside of the home. There were no official standards for caring for children and no license or permit was required at that time. Out of concern for children and because of efforts by leaders of the Pinellas County Juvenile Welfare Board, the Florida Legislature approved the Pinellas License Board Act in 1951, which created a three member Board that had the power to issue permits for providing child care and to investigate complaints of substandard child care.

Membership on the early Board was comprised of the Superintendent of Schools, the Director of the Pinellas County Health Department, and the Director of the Pinellas County Juvenile Welfare Board. Over the years, the PCLB has grown to having a staff of seventeen professionals, who are employed at the Child Care Licensing Program, which is a program within the Florida Department of Health in Pinellas County. The PCLB continues to promulgate rules and set policy for child care licensing in Pinellas that either equals or exceeds all State requirements.

The Board continues to have specific designation for membership: Pinellas County Commissioner; Pinellas County Schools Administrator; representative from the Florida Department of Children and Families; representative from the Juvenile Welfare Board of Pinellas, a County Health Officer, an ex-officio member of the Florida Department of Health in Pinellas County; and two members in good standing from Pinellas County preschool associations. The Board also has an Advisory Committee consisting of experts in early learning and child care providers.

The statutory reference for the PCLB is Chapter 61-2681, amended by Chapters 70-893 and 2007-277. The PCLB has approved various regulations over the years to help ensure that every child in day care in Pinellas is safely cared for and that they have maximum ability to reach their own full potential. The State of Florida's Department of Children and Families has adopted several of the Pinellas County standards and included them in State Regulations over the years as they represented best practices and ensured child safety and well-being.

Pinellas County child care licenses and capacity as of May 1, 2013

Family Child Care Homes

433 licensed homes with a total capacity of 2,860 children.

Large Family Child Care Homes

27 licensed homes with a total capacity of 323 children

Preschool Children's Centers

256 licensed facilities with a total capacity of 22,079 children

Before and After School Children's Centers

108 licensed facilities with a total capacity of 14,716 children

Other Pinellas County child care facilities inspected by PCLB as of May 1, 2013

Religious Exempt Children's Centers

4 registered facilities with a total capacity of 272 children

Nonpublic Children's Centers

22 licensed facilities with a total capacity of 921 children

Laws and regulations governing child care licensing in Pinellas County

Florida Statute 402.26-319 addresses child care in homes and centers.

Florida Administrative Codes Chapter 65C-22 addresses child care in centers.

Florida Administrative Codes Chapter 65C-20 addresses child care in homes.

Special Act for Pinellas County Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida which established and governs the Pinellas County License Board (an independent special district)

Licensing Regulations Governing Pinellas County Children's Centers

Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Child Care Homes

Pinellas County License Board Budget FY 2010 – 2011

Juvenile Welfare Board	\$ 564,643
Dept. of Children and Families	\$ 282,122
Pinellas County Health Department	\$ 87,776
PCLB Fees	\$ 113,408
Fingerprint fees	\$ 55,000
<u>Fund Balance</u>	<u>\$ 20,000</u>
Total funding	\$ 1,171,702

How to contact the PCLB

www.pclb.org

Patsy Buker, Ed.S.

Executive Director

Pinellas County License Board

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PINELLAS COUNTY LICENSE BOARD

Membership Agreements

Board Members' Duties

Members of the Pinellas County License Board (PCLB) are able to make a significant contribution towards ensuring high quality care for children in safe environments in Pinellas County. The PCLB relies on the input and expertise of all of its members.

Expectations:

1. Attend all scheduled meetings of the PCLB, except in extraordinary situations. (The PCLB is required to meet at least four times per year and it can call other meetings on an as needed basis.)
2. Read the meeting materials and come prepared to participate.
3. Give careful consideration to Pinellas County child care regulations and vote, in person, as a reflection of what best protects children in child care.
4. Be a champion of the PCLB and quality childcare in the community.
5. Represent their official entity and share information regarding PCLB with their entity.
6. Adhere to and support the By-Laws.
7. Serve on committees, as appropriate.
8. Avoid conflicts of interest and appearance of conflict of interest
9. Engage an audit firm for annual financial audit.
10. Assist in hiring the PCLB Executive Director.

Advisory Committee Members' Duties

The PCLB Advisory Committee provides the PCLB with additional expertise and perspectives. The members represent experts in early learning and child care providers from licensed children's centers and family child care homes.

Expectations:

1. Attend all scheduled meetings of the PCLB, except in extraordinary situations. (The PCLB is required to meet at least four times per year and it can call other meetings on an as needed basis.)
2. Read the meeting materials and come prepared to participate.

3. Give careful consideration to Pinellas County child care regulations and provide input as a reflection of what best protects children in child care.
4. Be a champion of the PCLB and quality childcare in the community.
5. Adhere to and support the By-Laws.
6. Serve on additional committees.
7. Avoid conflicts of interest and appearance of conflict of interest

Staff Duties

The Florida Department of Health in Pinellas County employs the staff members that comprise the Child Care Licensing Program. These staff members have two primary areas of responsibility: Ensure that the licensed Child Care Providers receive, understand, and comply with the PCLB regulations and prepare materials to keep the PCLB informed on important trends and information regarding child care in Pinellas and in other areas.

Expectations:

1. Prepare meeting agendas in conjunction with the PCLB Board Chair and distribute them to the Board members, Advisory Committee members and to the public via posting on the PCLB website.
2. Publically notice all meetings, as required by law.
3. Develop proper and accurate meeting minutes for PCLB board meetings and share as appropriate.
4. Track membership and attendance.
5. Communicate regularly and clearly with licensed child care providers regarding PCLB regulations and provide technical assistance to help with compliance.
6. Perform regular inspections of licensed providers as required in the regulations.
7. Investigate complaints if unlicensed child care and inappropriate practices in licensed care.
8. Bring information about trends in child care, new laws and regulations, best practices in child care and other pertinent information to the PCLB and Advisory Committee.
9. Develop an annual budget for Board approval.
10. Adhere to the budget and ensure that all funds are accounted for and properly spent.
11. Work closely with auditors.
12. Avoid any conflicts of interest and/or appearances of conflict of interest.