

**PINELLAS COUNTY LICENSE BOARD  
FOR CHILDREN'S CENTERS & FAMILY DAY CARE HOMES**

**REGULAR MEETING  
July 25, 2013 at 6:30 pm  
Pinellas County Health Department  
8751 Ulmerton Road, Largo, FL**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's centers and family childcare homes in Pinellas County.

**I. Call to Order**

- A. Welcome and Announcements
  - Mrs. Angela Rouson from the Juvenile Welfare Board
  - Ms. Sandra Downes from the Pinellas County Schools
- B. Approve Agenda (addition of new items)

**II. Consent Agenda**

- A. Approval of Minutes from April 25, 2013

**III. Action Items**

- A. Election of new officers
- B. Approve licenses for new Children's Centers
- C. Approve licenses for new Family Child Care Homes
- D. Approve licenses for new Large Family Child Care Homes
- E. Recommendation to Decrease Children's Center Regulation
- F. Recommendation to Decrease Family Child Care Home Regulation
- G. Approve Interlocal Agreement
- H. Approve contract with Johnson, Pope, Bokor, Ruppel, & Burns, LLP
- I. Approve contract with Harper Kynes, Geller, & Frayman
- J. Approve budget for FY 2013-14

**IV. Information Items**

- A. Executive Director's Report
- B. Statistical Report Regarding Licensing Activity
- C. Compliance Reports
  - Children's Centers Fines Report
  - Family Child Care Homes Fines Report
  - 100 Percent Compliant Inspections in Children's Centers
  - 100 Percent Compliant Inspections in Family Child Care Homes
- D. Monthly Financial Report
- E. Training: Sunshine Laws, Confidentiality, Special District Laws, and SB 50

**VI. Public Comment**

- VII. Next Meeting:** October 24, 2013 @ 1:30 p.m. at the Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

**VIII. Adjournment**

The Pinellas County License Board welcomes input from Pinellas County citizens. Please read the following Public Comment Policy. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

### **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.
- 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 any time 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 administrative secretary at 507-4857 at least two business days prior to the Board meeting.

## **II. Consent Agenda**

### **A. Minutes from April 25, 2013 meeting:**

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS  
AND FAMILY DAY CARE HOMES  
Minutes for the Regular Board Meeting  
April 25, 2013, 1:30 p.m.**

Our mission is 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.

### **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 25, 2013, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

**Board Members Present:** Elise Minkoff, Board Chair; Dr. Judith Vitucci, Secretary; Commissioner Roche; and Susan Weber

**Board Members Absent:** Lourdes Benedict, Kathleen Young, and Anne Brooks

**Ex-Officio Member Present:** Charles Minor

**Advisory Members Present:** Elizabeth Krakowski, Lynn Bittner, and Ann Hofmeister

**Advisory Members Absent:** Nina Meyers, Merlita Jones, and DaVee Henderlong

**Attorney:** Colleen Flynn, Esq.

**Staff Members Present:** Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Justin Hardwick, Accountant, Finance, Pinellas County Health Department; and Lynn Abbott, Administrative Secretary

**I. CALL TO ORDER:** Elise Minkoff, Board Chair, called the Pinellas County License Board meeting to order at 1:34 p.m.

#### **A. Welcome and Announcements**

Ms. Minkoff announced a quorum and reiterated to Board members that all members must make every effort to be present.

Ms. Buker announced that Maretta Newsome joined the Child Care Licensing Program as its newest Licensing Specialist and she will attend a PCLB Board meeting soon. Ms. Buker also shared that Licensing Specialist Janet Russell and Senior Clerk Rosemary Reichert are both relocating to other areas and the Board stated that they wish both of them the best of luck to their new endeavors.

## **B. Approval of the Agenda**

### **Motion:**

Judith Vitucci made a motion to approve the agenda, Commissioner Roche seconded the motion and it passed unanimously.

## **II. INFORMATIONAL ITEMS**

### **A. Statistical Report**

The report was included in the Board packet, and there were no additional comments.

### **B. Compliance Reports**

The reports were included in the Board packet. Commissioner Roche asked what percentage of monthly inspections for children's centers are 100% compliant. Ms. Massarsky indicated that between 30 and 45 percent of the Children's Centers are found in 100% compliance on average per month. In response to a question about a class 1 fine received by Community Pride – Frances Breeden, Ms. Massarsky answered that center staff served fish to a child with a known allergy to fish, even though an alternate meal had been provided for the child. While the child became ill, there was no life threatening reaction.

### **C. Monthly Financial Reports**

The report was included in the Board packet, and there were no additional comments or questions.

### **D. Executive Director's Report**

Ms. Buker reviewed the Executive Director's Report, which was attached to the Board packet. Ms. Buker indicated there has been a change in data collection for all of childcare licensing, including the Child Care Licensing Program. The Florida Department of Children and Families (DCF) discontinued their contract in April with Outlier Technologies that allowed them to use SansWrite software. Consequently, our Licensing Specialists have been preparing paper reports since that time.

Lourdes Benedict had inquired previously about the child abuse hotline issue that was discussed at the last meeting, and Ms. Buker replied that she has clarified with staff regarding what needs to be reported to the hotline and what does not need to be reported. A catalyst for the changes was that a provider was given incorrect reporting instructions and Ms. Buker issued an apology to her on behalf of the program.

Susan Weber asked what happens after public comment is given. Dr. Vitucci asked for follow-up on public comment from the January 2013 board meeting. Ms. Minkoff stated that she confers with Ms. Buker and they determine if staff should be asked to research an item and whether or not it should be brought back before the Board. Ms. Flynn reminded the Board members that although the Board does hear Public Comment, they need to follow very specific guidelines in acting on those comments, as they may become part of an appeal process in the future and the Board may have to hear an appeal.

In response to previous public comment about the current regulations regarding the Emergency Medical Release form, Attorney Flynn researched the state law regarding non-emergent versus emergent situations. Without a medical release, doctors in hospitals are only authorized to provide treatment in life-or-death situations. An emergency medical release authorizes doctors to treat patients in non-emergent situations; i.e., stitches and broken bones. The requirement for notarization of parental signatures is still being discussed as there is no standard practice in place; some hospitals require a notary stamp and some don't. Attorney Flynn stated that she plans to provide the Board with a formal recommendation at the next meeting.

The Child Care Licensing Program has notary services available for document notarization and staff members give technical assistance to children's centers about the value of having staff available who are notaries for ease of completion of paperwork.

The Board engaged in some follow up discussion as to what type of information might be helpful on an Emergency Medical Release form, including religious beliefs that would preclude medical treatment.

### **E. Provider Satisfaction Survey**

The report was included in the Board packet. The Department of Children and Families sent out the Provider Satisfaction Survey to all licensed childcare centers and family childcare homes that provided a valid email address. Ms. Buker provided the results data in the Board packet, included the Pinellas County comparison to the DCF results with the percentages in the left margin. The comparison showed that Pinellas County had favorable results in all areas. The Board consensus was that the DCF Provider Survey would suffice, and another provider survey was not necessary at this time.

### **F. Board Training**

Ms. Buker shared that the JWB contract requires training for most Boards of funded agencies; however we are an exception as a governmental entity. Ms. Minkoff suggested that the Board should have some training each year to help ensure good governance and compliance with laws, even if it is not required by the JWB contract. The Board agreed there was a need to provide regular training for the Board and Advisory Committee, and Board training ideas will be researched and suggestions for topics will be presented to the Board at their July meeting.

### **G. Board Meeting Schedule**

The next meeting is on ***Thursday, July 25, 2013, at 6:30 p.m.at the Mid County Conference***

## **Room.**

### **H. Officers for 2013-14**

Ms. Buker shared that the PCLB Chair position will be open as Ms. Minkoff rotates from the Board, and the nomination process needs to start. Ms. Buker suggested that the Chair appoint a Nominating Committee to come up with a slate of officers. Dr. Vitucci and Susan Weber volunteered.

### **I. Board Membership**

Ms. Buker shared that it is time to review Board and Advisory Committee membership. She will bring further information to the next meeting.

## **III. CONSENT AGENDA**

### **A. Approval of Minutes from January 24, 2013, meeting**

#### **Motion:**

Commission Roche made a motion to approve the January 24, 2013 minutes, Susan Weber seconded the motion and it passed unanimously.

## **IV. ACTION ITEMS**

### **A. RECOMMENDATION: Approve Licenses for 2 New Children's Centers**

Staff recommended that the Board approve the two new Children's Centers, as outlined in the Board packet. Jorie Massarsky shared the licensing history of the two (2) centers. Staff feels confident in recommending Regular Licenses.

#### **Motion:**

Commissioner Roche made a motion to approve issuing Regular Licenses for the two (2) new Children's Centers, Judith Vitucci seconded the motion and it passed unanimously.

### **B. RECOMMENDATION: Approve Licenses for 4 New Family Child Care Homes**

Staff recommended that the Board approve the four new Family Child Care Homes, as outlined in the Board packet. Julie Oliver shared the licensing history of the four (4) new Family Child Care Homes. Staff feels confident in recommending Regular Licenses.

#### **Motion:**

Judith Vitucci made a motion to approve issuing Regular Licenses for the four (4) new Family Child Care Homes, Susan Weber seconded the motion and it passed unanimously.

**C. RECOMMENDATION: Approve Licenses for 2 New Large Family Child Care Homes**

Staff recommended that the Board approve the two new Large Family Child Care Homes, as outlined in the Board packet. Julie Oliver shared the licensing history of the two (2) new Large Family Child Care Homes. Staff feels confident in recommending Regular Licenses.

**Motion:**

Susan Weber made a motion to approve issuing Regular Licenses for the two (2) new Large Family Child Care Homes, Commissioner Roche seconded the motion and it passed unanimously.

**D. RECOMMENDATION: Approve Budget Amendments**

Ms. Buker advised the Board that she and Justin Hardwick are working on budget amendments, but that the figures are in too much flux at this time to bring an actual budget proposal to the Board to approve. She asked if she could bring final figures to the next Board meeting, and the Board agreed and suggested that this be considered as an informational item, rather than as an action item at this time. The Board concurred and gave Ms. Buker authority to make adjustments between line items as appropriate.

**E. RECOMMENDATION: Approve Application for Continuation of JWB Funding for FY 2013-14**

Staff recommended that the Board approve the Application for Continuation of JWB Funding for FY 2013-14. Ms. Minkoff requested that Dr. Vitucci temporarily chair the meeting so that Ms. Minkoff could make a motion. Dr. Vitucci agreed.

**Motion:**

Elise Minkoff made a motion to approve the Application for Continuation of JWB Funding for FY 2013-14, at the same funding level as this year. Commissioner Roche seconded the motion and it passed unanimously.

Dr. Vitucci stepped aside and Ms. Minkoff assumed the duties of Chair again.

**F. RECOMMENDATION: Approve Law, Redd, Crona & Munroe, P.A., Engagement Letter for the Audit of Fiscal Year 2012-13**

Staff recommended that the Board approve the Law, Redd, Crona & Munroe, P.A., Engagement Letter for FY 2012-13 Audit

**Motion:**

Commissioner Roche made a motion to approve the Law, Redd, Crona & Munroe, P.A., for FY 2012-13 Audit, Susan Weber seconded the motion and it passed unanimously.

### **G. RECOMMENDATION: Approve DCF Contract #QC303 Amendment 001**

The Department of Children and Families (DCF) worked with staff on developing new contract deliverables for the Local Licensing Agencies. The deliverables include that the Child Care Licensing Program conduct at least two hundred childcare licensing activities per month. Ms. Buker conducted a retrospective analysis covering the most recent thirteen months and found this to be very reasonable, in that staff provides at least three hundred licensing activities per month. Staff recommended that the Board approve DCF Contract #QC303 Amendment 001.

#### **Motion:**

Susan Weber made a motion to approve DCF Contract #QC303 Amendment 001, Commissioner Roche seconded the motion and it passed unanimously.

### **H. Adjournment**

#### **Motion:**

Commissioner Roche made a motion to adjourn the meeting at 3:11 p.m., Susan Weber seconded the motion and the motion passed unanimously.

Respectfully Submitted by:

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Dr. Judi Vitucci, Board Secretary

### III. ACTION ITEMS

#### A. Election of New Officers – Nominating Committee Report

Minutes from Nominating Committee Meeting  
June 27, 2013

PCLB Board members, Dr. Judi Vitucci and Susan Weber, and Jorie Massarsky, Child Care Licensing Program staff, met on Thursday, June 27, 2013 at 8:30am in the Child Care Licensing Program office to nominate a chairperson of the Pinellas County License Board. After discussion, Dr. Judi Vitucci agreed to accept a nomination to serve as Chairperson, beginning with the October, 2013 meeting. Susan Weber stated that she would serve as Board Secretary if asked. The nominating committee will present their recommendations at the July 25, 2013 board meeting.

The meeting concluded at 9:15am. Minutes respectfully submitted by Jorie Massarsky.

#### Board Action:

- **Elect a Chairman to begin at the next scheduled meeting**
- **Elected Chairman appoints a Board Secretary to begin at the next scheduled meeting**

#### B. Approve licenses for 3 new Children’s Centers Regular Licenses:

Center Name	Address	Owner	Category	Capacity	Age
<b>Boys &amp; Girls Club Pinellas Park</b>	7790 61 <sup>st</sup> St. Pinellas Park 33781	Boys & Girls Club of the Suncoast, Inc.	School Age Center	150	School Age
<b>Celebrity Kids Club of Pinellas</b>	2511 5 <sup>th</sup> Avenue S. St. Pete 33712	Celebrity Kids Club of Pinellas, Inc.	Day Nursery	90 with 10 infants	1 Year – 6 years and School Age
<b>St. Petersburg Pediatric Day School Pinellas Park</b>	7510 Park Blvd. Pinellas Park 33781	St. Petersburg Pediatric Day Care Center, LLC	Day Nursery	65 with 15 infants	1 year – 6 years and School Age*

**Board Motion: To approve, modify or deny**

**C. Approve licenses for 4 new Family Child Care Homes**

<b>Provider Name</b>	<b>City</b>	<b>Capacity</b>
<b>Coretha Ashley</b>	St. Petersburg	6
<b>Diane McNair</b>	St. Petersburg	8
<b>Verdrana Cajic</b>	Clearwater	8
<b>Terri Brown</b>	St. Petersburg	8

**Board Motion: To approve, modify or deny**

**D. Approve license for one new Large Family Child Care Home**

<b>Provider Name</b>	<b>City</b>	<b>Capacity</b>
<b>Melissa Collie</b>	Clearwater	12

**Board Motion: To approve, modify or deny**

**E. Recommendation for Decrease in Regulations for Children’s Centers**

In order to decrease any standard in Pinellas County the procedure outlined in Section 5, Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida (printed below) must be followed.

**Section 5. Rules and Regulations** The license board shall have the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards prescribed in this act. In the event the license board determines it reasonable to decrease the requirements of any particular standard, it may do so by the action of the board only.

**Staff recommends the following changes (decrease) in the standard for Emergency Medical Release:**

**V. Records**

**A. Facility Records**

7. 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~~ indefinitely unless there is a change in legal guardianship of the child. If there is a change in legal guardianship, a new notarized Emergency Medical Release form must be completed by the new legal guardian and the signature of the new guardian notarized within 7 days of the children's center becoming aware of the change in guardianship

**Rationale:**

In surveying medical providers, they have indicated that as long as the Emergency Medical Release form is signed, dated, and notarized, they will accept it to provide treatment in the absence of the presence of the parent or legal guardian. There is no time limit for the documentation. When a children's center gains knowledge that legal guardianship has changed, they should obtain a new Emergency Medical Release form, signed by the new legal guardian, as the old form is no longer valid.

Implementation Date: August 24, 2013

**Board Action: To approve, modify or deny**

**F. Recommendation for Decrease in Regulation for Family Child Care Homes**

In order to decrease any standard in Pinellas County the procedure outlined in Section 5, Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida (printed below) must be followed.

**Section 5. Rules and Regulations.** The license board shall have the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards prescribed in this act. In the event the license board determines it reasonable to decrease the requirements of any particular standard, it may do so by the action of the board only.

**Staff recommends the following decrease in the standard for Emergency Medical Release:**

**II .Records**

**A. Facility Records**

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~~ indefinitely unless there is a change in legal guardianship of the child. If there is a change in legal guardian a new notarized Emergency Medical Release Form must be completed by the new legal guardian and the signature of the new guardian notarized within 7 days of the Provider becoming aware of the change in guardianship.

**Rationale:**

In surveying medical providers, they have indicated that as long as the Emergency Medical Release form is signed, dated, and notarized, they will accept it to provide treatment in the absence of the presence of the parent or legal guardian. There is no time limit for the documentation. When a Family Child Care provider gains knowledge that legal guardianship has changed, they should obtain a new Emergency Medical Release form, signed by the new legal guardian, as the old form is no longer valid.

Implementation Date: August 24, 2013

**Board Action: To approve, modify or deny**

**G. Approve Interlocal Agreement** (Attached)

**H. Approve contract with Johnson Pope, Bokor, Ruppel, & Burns, LLP** (Attached)

**I. Approve contract with Harper, Kynes, Geller, & Frayman** (Attached)

**J. Approve budget for fiscal year 2013-14** (Attached)

**IV. INFORMATIONAL ITEMS****A. Executive Director's Report****Financial and Contract Updates****Contracts**

We are now in the second year of our three-year contract with the Department of Children and Families. The funding level remains constant and we are meeting the terms of the contract. The JWB contract commences on October 1, 2013, and the funding level remains the same as for the current year.

**Budgets**

As we reported in April, we discovered some issues with the budgeted figures for some employees' health insurance in both the DCF and JWB budgets several weeks ago. In some instances, the figure was too large and in some, they were too small. Additionally, there have been a series of adjustments in health insurance and retirement costs made by the State over the last several months. Consequently, we have adjusted our budgets accordingly for the current fiscal year and for the 2013-14 fiscal year. There were no changes in any salaries; just in fringe benefits for the year ending September 30, 2013.

We are asking the board to consider and approve the operating budget for the fiscal year October 1, 2013 through September 30, 2014 at the July meeting. We have attached this proposed budget and it reflects revenues from and expenses for JWB, DCF, DOH, fees and fines and our fund balance. The State increased some salaries based on \$1,400 for employees earning less than \$40,000 per year or \$1,000 for employees earning greater than \$40,000 per year. These adjustments are reflected in the budget for eligible employees. There is also a proposed budget amount that may be awarded to some staff as bonuses, but we do not have the particulars for that process at this time.

### **Program Monitoring**

DCF has informed us that they have postponed their on-site monitoring of our program until the fall, due to the need to concentrate their resources on the new data system. We will let the Board know when we receive notice of a date.

JWB conducted their site visit last and we have included their report as an attachment to this board packet. The report is very positive and we are in full compliance, thanks to the hard work by our staff and our accountant.

### **Data Collection Changes**

The Department of Children and Families (DCF) has begun the process of developing a web-based portal to replace SansWrite, the former data collection system, and they plan to include the five counties that handle licensing on a local basis (LLA's) in the near future. They have encountered some unexpected delays in the development of the new system, but the plan still is for the LLA's to join them later this summer. There will be no additional costs for us and we are looking forward to having a much improved data system.

### **Communications with Child Care Providers**

Our staff continues to attend provider meetings whenever we are invited. I believe that we have opened some important lines of communications with providers. We have attended some meetings with Heart to Heart, Pinellas Providers, and DRESS. We are meeting with the FLEXX group soon.

### **Changes in Child Care Licensing Program Staff**

I am very pleased to announce that Reggie Randolph has joined our staff as a Licensing Specialist. Mr. Randolph brings terrific experience and he has a natural ability to relate to providers and to provide advice while also regulating. He has worked with the Healthy Families program and in the WIC program. He is replacing Janet Russell, who has relocated to Polk County where she accepted a position as a Child Protective Investigator.

I am also very pleased to announce that Christine Mullinnix has joined our staff as a Senior Clerk for Children's Centers. Christine replaces Rose Reichert, who returned to New York. Christine is highly talented in secretarial skills and she brings a wonderful sense of calm competency with her.

Regretfully, we have also lost Lynn Abbott, our former Administrative Secretary. Lynn has transferred to the Women, Infants and Children Program (WIC) at the health department. We are fortunate to be able to announce that Julie Driscoll will be our new Administrative Secretary, starting this week. Julie is a highly skilled secretary and she comes to us from the Tanks program within Environmental Health. She has a wonderful smile and a can do approach to new tasks.

### **Community Activities and Updates**

The Federal Head Start authorities have selected Lutheran Family Services of Florida to become the provider of Head Start services for Pinellas County, and we are working closely with them and

with R'Club, their designated sub-recipient, to get all of the Head Start centers licensed without a break in services to the children.

The Lew Williams Project is also making progress. The school system plans to open space at PTEC in south St. Petersburg in October for a high quality children's center. This project is named after the late Lew Williams, a former area school superintendent who was an extraordinary advocate for children and for quality education. JWB is collaborating in this effort and we are working with the school system on plans for licensure for the site. The school system is also considering other sites in the northern parts of the county. This is an important commitment on the part of the school system. Similar to JWB leadership and board members, the superintendent and school board members understand the need to start children in supportive and stable learning environments very early in order to counterbalance environmental threats to school success.

We have also worked with the Safe Kids Coalition regarding drowning prevention and we have distributed door and window alarms to childcare homes and foster homes that have pools or other bodies of water on their property. We also distributed information about swim lessons for children and we plan to distribute information about the dangers of leaving children or pets in hot cars.

**B. Statistical Report June**

June 2013

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
<b>Previous Months Totals</b>												
<b>Monthly Activity</b>	<b>431</b>	<b>2843</b>	<b>26</b>	<b>311</b>	<b>256</b>	<b>22131</b>	<b>109</b>	<b>15458</b>	<b>4</b>	<b>272</b>	<b>22</b>	<b>941</b>
<b>1. Temporary Permits</b> 1st Time TP	3	19	1	12	1	100	2	300				
<b>2. Capacity Change - current licenses</b> New capacity began	2	2	0	0		44		583				
<b>3. Closed - # with capacity</b>	-6	-39	0	0	17	1552						
<b>4. Corrections - from previous reports</b> Explain below*												
<b>Total Capacity</b>	<b>429</b>	<b>2837</b>	<b>27</b>	<b>323</b>	<b>240</b>	<b>20723</b>	<b>111</b>	<b>16341</b>	<b>4</b>	<b>272</b>	<b>22</b>	<b>941</b>

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
<b>Total Number</b>	<b>456</b>	<b>429</b>	<b>27</b>	<b>377</b>	<b>115</b>
<b>Total Capacity</b>	<b>3160</b>	<b>2837</b>	<b>323</b>	<b>38277</b>	<b>1923</b>

<b>1. Licensing</b>						
a. Pre-licensing inspections	4			8		
b. - e. Inspections/ Re-checks	69			69		
f. TA/Consultation	12			19		
g. Unlicensed care investigations	0			0		
h. Children's Records (only)				0		
i. Renewal licenses issued	35			29		
<b>2. Enforcement</b>						
a. Complaints	5			16		
b. Fines administered	4			16		
c. Conferences	3			3		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
<b>3. Training Presented</b>						
a. Number of trainings	0			2		
b. Number of hours	0			6.5		
<b>4. Training Taken</b>						
a. Number of trainings	4			2		
b. Number of hours	26			9		
<b>5. Health Inspections</b>						
a. Food				77		

**C. COMPLIANCE REPORTS**

**Children's Centers Fine Log for April – June 2013**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amt Paid</b>	<b>Date Paid</b>
<b>Brighter Beginnings Preschool</b>	II	Daily Attendance - closing log not completed daily	4/8/2013	\$50.00	\$50.00	4/11/2013
<b>Kinder Care LC 885</b>	III	Chr-incomplete enrollment forms	4/9/2013	\$25.00	\$25.00	4/12/2013
<b>CDI-Head Start William Fillmore</b>	II	Personnel - local background check not completed for 1 employee prior to employment	4/17/2013	\$50.00	\$50.00	5/2/2013
<b>CDI-Head Start Commie Marmaro</b>	II	Personnel - 5 year rescreen not completed timely	4/22/2013	\$50.00	\$50.00	5/16/2013
<b>Gingerbread-Azalea</b>	II	Personnel - 5 year rescreen not completed timely	5/3/2013	\$50.00	\$50.00	5/9/2013
<b>R'Club James Sanderlin</b>	III	Chr-2 missing Student Health Exams	5/3/2013	\$25.00	\$25.00	5/9/2013
<b>Little Ones Preschool</b>	III	Chr-1 expired Immunization Record	5/8/2013	\$25.00	\$25.00	5/16/2013
<b>Skycrest Child Development Center</b>	I	Supervision- 2 year old child left on playground for 90 minutes without staff awareness	5/16/2013	\$500.00	\$500.00	5/22/2013

<b>KinderCare LC 216</b>	IS	Supervision -infant left in center at end of day	5/20/2013	\$500.00	\$500.00	5/30/2013
	1S	Mandatory Reporting - did not report neglect for 1 day	5/20/2013	\$100.00	\$100.00	5/30/2013
	II	Daily Attendance-Closing Log signed by visual sweep not completed	5/20/2013	\$50.00	\$50.00	5/30/2013
	II	Infants Separate - one 3 year old was in the infant room	5/20/2013	\$50.00	\$50.00	5/30/2013
<b>JCC Suncoast Children's Center</b>	II	Supervision - child left on playground for less than 5 minutes	5/21/2013	\$50.00	\$50.00	5/30/2013
	II	Daily Attendance-Transition attendance accuracy not verified	5/21/2013	\$50.00	\$50.00	5/30/2013
<b>First Step Children's Center</b>	I	Supervision - 2 classrooms had not staff in them during naptime	6/4/2013	\$300.00	\$300.00	6/25/2013
	II	Daily Attendance - inaccurate recording in 2 classrooms	6/4/2013	\$60.00	\$60.00	6/25/2013
	II	Supervision -Adult/Child Ratio	6/4/2013	\$50.00	\$50.00	6/25/2013
	II	Supervision -Adult/Child Ratio	6/4/2013	\$60.00	\$60.00	6/25/2013
<b>YMCA-Lynch</b>	I	Discipline-physical discipline used	6/10/2013	\$500.00	\$500.00	6/10/2013
<b>Walsingham Wee</b>	III	Chr - expired Emergency Medical Record	6/3/2013	\$25.00	\$25.00	6/14/2013
<b>Mt. Zion Children's Center</b>	II	Daily Attendance-Transition attendance accuracy not verified	6/11/2013	\$60.00	\$60.00	6/24/2013
<b>Loving Arms</b>	III	Chr - 2 records had missing or expired Immunization Forms	6/13/2013	\$25.00	\$25.00	6/28/2013

<b>B-C Daycare</b>	II	No proof of annual fire inspection	6/13/2013	\$50.00	\$50.00	6/27/2013
<b>Clearwater Children's Learning Center</b>	II	Outdoor Equipment - 3 tricycles missing pedals	6/20/2013	\$50.00	\$50.00	7/3/2013
<b>Victory Child Development Center</b>	II	Supervision -a child left the room to use the restroom without staff awareness	6/19/2013	\$50.00	\$50.00	6/25/2013
<b>Palm Harbor Montessori Nebraska</b>	II	Daily Attendance - transitions not documented in 4 classrooms	6/24/2013	\$50.00	\$50.00	7/5/2013
<b>Sea Us Grow</b>	II	Supervision-Adult-child ratio was not maintained in the 2 year old children's classroom	6/27/2013	\$50.00	\$50.00	7/16/2013
<b>Sea Us Grow</b>	III	Chr-1 record had an incomplete Emergency Medical Release Form	6/27/2013	\$25.00	\$25.00	7/16/2013
<b>Sea Us Grow</b>	III	Chr-1 record had a missing DH680	6/27/2013	\$25.00	\$25.00	7/16/2013
<b>B-C Daycare</b>	II	Emergency Person - only 1 staff person on premises while children are in care	6/26/2013	\$50.00	\$50.00	6/27/2013

**Family Child Care Homes and Large Family Child Care Homes Fines Report for April – June 2013**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>Hoopingarner, Shawn</b>	I	<b>Supervision:</b> An infant was not adequately supervised falling off of the bed and sustained a head injury.	06/06/13	\$500	\$500	6/18/2013
<b>Pero, Kathleen</b>	III	<b>Immunizations:</b> One child's immunization record was expired.	06/21/13	\$25	\$25	7/8/2013
<b>Pero, Kathleen</b>	III	<b>Emergency Medical Release:</b> EMR was expired. (per day fine)	06/21/13	\$300	6/21/13--\$50	Payment Plan
<b>Grunza, Regina</b>	II	<b>Daily Attendance:</b> Attendance was not recorded for the dates as follows-6/18/13	06/25/13	\$50	\$50	7/1/2013

## **Children's Centers with 100 % Compliant Inspections**

### **April**

First Presbyterian Day School  
Child Develop. & Family Guidance  
R'Club Bay Vista  
St. Albans  
St. Jude ECC II  
R'Club High Point  
R'Club McMullen Booth  
R'Club Eisenhower  
Cornerstone Preschool  
Ponce de Leon B/A  
ABC Kids  
CDI-Sanderlin  
HEP  
Tampa Bay Turners  
Imagination Station  
Alegria Montessori  
Childs Park Recreation Center  
Southside Parent/Child  
St. Vincent  
Admiral Farragut ECC  
CDI French Villa  
PCC Christian Playgroup  
Guardian Angel  
CDI Dunedin  
YMCA-Curtis  
Son Light  
YMCA-Tarpon El  
The Growing Tree  
R'Club Sutherland  
Gan Chaya  
YMCA-Oldsmar  
Sacred Heart  
R'Club Pinellas Park  
Boys & Girls Club Pinellas Park  
Girls, Inc.  
Plato Seminole  
New Beginnings Preschool  
R'Club Ridgecrest  
City of Largo Preschool  
City of Largo SW Rec  
Blessed Sacrament  
R'Club Seminole  
Plato Largo  
Delphi Academy  
Infinite Potential

### **May**

Adventure Place  
Westminster Day School  
Holy Family ECC  
YMCA-Sawgrass  
YMCA-Frontier  
Saint Paul's School  
YMCA-Belcher  
The Growing Place  
Safety Harbor Montessori  
Blossom Montessori  
Bay Vista LC  
Wilhelm School  
School of the Immaculata  
YMCA-Northwest  
YMCA-Azalea  
R'Club Pasadena  
YMCA-Madeira Beach  
R'Club Gulfport  
City of St. Pete Beach Rec  
CDI Woodlawn  
LaChelles Little Angels  
YMCA-North Shore  
St. Raphael's School  
St. Paul's Catholic  
Lutheran Church of the Cross  
R'Club Blanton  
TPP Dixie Hollins  
YMCA-Melrose  
Faith Presbyterian  
R'Club Bardmoor  
YMCA-Plumb  
First Christian P/S,  
Open Arms,  
St. Patrick's Catholic,  
The Learning Center, All Starz Academy  
City of Seminole P/S, Boys & Girls Club Royal  
YMCA-Anona, Educare of Dunedin  
YMCA-Oakhurst, New Horizons CDC  
YMCA-Bauder, City of Dunedin -Dunedin  
CDI-Good Sam, My Friends LC  
Youth Arts Corp.- Skyview, Kiddie City  
Oldsmar Christian School, Cornerstone Christian  
YMCA-Ozona, YMCA Tarpon Fundamental  
YMCA-Curlew Creek, Espiritu Santo Catholic  
Right Track B/A, YMCA-Sunset Hills

### **June**

Grace CC  
Gulf Coast Christian  
Discovery LC  
A Circle of Children  
Little Lambs  
Shadycreek  
R'Club ELA US 19  
Growing Room  
Truth and Life  
Rosie's II  
R'Club 28<sup>th</sup> Street  
R'Club Nina Harris

## Family Child Care Homes with 100% Compliant Inspections

### April

Doris McDonald  
Frances Powell  
Natalie Vormwald  
Carmelita Motta  
Patricia Santiago  
Deborah Dodson  
Sharleen Gamble  
Sandy Garcia  
Sharmila Lal  
*Darlene Madden\**  
Susan McMichaels  
Kelly Ogle  
Kathleen Schmitt  
Filma Wallace  
Theresa Feight  
Susan Livi  
Joan Murawski  
Diana Neuner  
Kathe Meyers  
Denise Vann  
Kathleen Buchins  
Sandra Craft  
Alice Mae Elliott  
Rosie Flournoy  
Carolyn Newson  
Monica Pittman  
Angelita Troupe  
Dorene Baker  
Martha Bowman  
Loraine Materasso  
Stephanie Meacham  
Dawn Porcelli  
Susan Belcher  
Loretta Ellis  
Victoria Shook  
Lois Forehand  
Angel Massey  
Deborah Mimault  
Jackie Morris  
Shawna Neill  
Victoria Talbot  
Irene Wilson Giroir

### May

Christian Archer  
Glendora Hunter  
Deborah Johnson  
Cheryl Kinney  
Teresa Koppie  
Mimoza Mano  
Sharon Skubal  
Karen Eidys  
Veronica Green  
Jacqueline Ladouceur  
Ruth Soule  
Julie Tokotch  
Gayla Hicks  
Candy Merrell  
Cynthia Mullikin  
*Norma Resto\**  
Shirley Berrian  
Ernestine Cannon  
Lucile Jerger  
Ruth Moore  
Gwen Purvis  
Julie Diersing  
Judy Drayton  
Christine Hall  
Cora Heard  
Patricia Jones  
Cynthia Poust  
Cynthia Rooks  
Rosa Levy  
Francine Williams  
Bonnie Adams  
Gitjmana Gjyshi  
Debra Lewis  
Claudia Willingham  
Patsy McConnell  
June Moody

\* *Inactive status*

### June

Imaani Bilal  
Stacey Bruggeman  
JoDeen Dulmes  
Catherine Lane  
Laurie Murphy  
Doris Cardell  
Lynda Johnson  
Beverly Monk  
Diane Pinta  
LaQuinda Sherrod  
Debra Spalding  
Dianne Tilney  
Tamara Beard-Ball  
Laura Karlhofer  
Donna Lindsey  
Sandy Vasat  
Betty Butler  
Nekil Colden  
Diane Killens  
Lishelia Ware  
Rhonda Jordan  
Karen Cuatt  
*Sondra Harper\**  
Donna Owens  
Angela Pettit  
Andrea Ransom  
Judy Stover  
Stephanie Martin  
Christine Perkins  
Alvern Brown  
Mary Pruitt

PINELLAS COUNTY LICENSE BOARD  
 REVENUE & EXPENSE BUDGET REPORT  
 10/01/12 - 09/30/13 (Program Year 2012-2013)

**Year-To-Date**

<b>ACCOUNT</b>	<b>Amended BUDGET</b>	<b>ALL FUNDS SPENT 6/30/2013</b>	<b>% SPENT</b>
<b>TOTAL SALARIES</b>	<b>557,419.00</b>	<b>397,426.56</b>	<b>71.30%</b>
FICA/MEDICARE	42,652.00	30,386.94	71.24%
RETIREMENT	28,908.00	20,617.20	71.32%
HEALTH/LIFE/DIS	175,599.00	127,838.37	72.80%
<b>TOTAL FRINGE BENEFITS</b>	<b>247,159.00</b>	<b>178,842.52</b>	<b>72.36%</b>
<b>TOTAL SALARY AND BENEFITS</b>	<b>804,578.00</b>	<b>576,269.08</b>	<b>71.62%</b>
TELEPHONE	2,447.00	1,270.86	51.94%
CELLULAR PHONES	900.00	469.94	52.22%
POSTAGE	8,212.00	2,990.61	36.42%
PRINTING	7,839.00	763.60	9.74%
TRAVEL	18,562.00	15,957.11	85.97%
EDUCATIONAL MATERIALS	1,000.00	0.00	0.00%
OFFICE SUPPLIES	10,705.00	5,718.38	53.42%
INFO. TECHNOLOGY	10,195.00	5,960.77	58.47%
RENT- OFFICE SPACE	0.00	0.00	0.00%
RENT- STORAGE SPACE	1,500.00	920.43	61.36%
RENT- EQUIPMENT (COPIER)	3,144.00	1,359.88	43.25%
SUBSCRIPTIONS/DUES	905.00	200.00	22.10%
EQUIPMENT	15,982.00	13,384.86	83.75%
CONTRACTUAL- Audit	17,001.00	15,000.00	88.23%
CONTRACTUAL- Legal Fees	54,518.00	15,073.20	27.65%
CONTRACTUAL- Advertising	4,200.00	683.92	16.28%
CONTRACTUAL-Janitorial	4,968.00	2,446.71	49.25%
UTILITIES	13,900.00	6,744.03	48.52%
FINGER-PRINT EXPENSE	55,000.00	25,242.00	45.89%
HR ASSESSMENT FEE	4,518.00	3,317.76	73.43%
<b>TOTAL OPERATING</b>	<b>235,496.00</b>	<b>117,504.06</b>	<b>49.90%</b>
ADMIN. COST- PinCHD In-Kind	87,776.00	62,868.65	71.62%
ADMIN. COST- PinCHD & JWB	43,852.00	31,408.97	71.62%
<b>TOTAL ADMIN. COST</b>	<b>131,628.00</b>	<b>94,277.62</b>	<b>71.62%</b>
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,171,702.00</b>	<b>788,050.76</b>	<b>67.26%</b>
<b>REVENUE SOURCES:</b>			
JWB	564,643.00	277,057.18	49.07%
DCF	282,122.00	188,081.28	66.67%
PinCHD	48,744.00	35,422.44	72.67%
PinCHD - In-Kind	87,776.00	62,868.65	71.62%
LB FEES & FINES	113,408.00	83,176.15	73.34%
LB FINGER PRINT FEES	55,000.00	31,856.00	57.92%
FUND BALANCE	20,009.00	14,032.05	70.13%
<b>ALL FUND TOTAL REVENUE</b>	<b>1,171,702.00</b>	<b>692,493.75</b>	<b>59.10%</b>