

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

**REGULAR MEETING
November 18, 2015 at 1:30 pm
Florida Department of Health in Pinellas
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 child care homes in Pinellas County.

I. Call to Order

- A. Announcements – Pam Gebler replacing Francine Williams
Celeste Fernandez replacing Peggy Niermann
- B. Approve Agenda (addition of new items)

II. Consent Agenda

- A. Approval of Minutes from August 19, 2015

III. Action Items

- A. Approve licenses for two new Children's Centers
- B. Approve licenses for 10 new Family Child Care Homes
- C. Set dates for 2016 PCLB meetings

IV. Information Items

- A. Executive Director's Report – To Be Distributed
- B. Statistical report regarding licensing activities
- C. Compliance Reports
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
- D. Monthly Financial Report

V. Public Comment

The Pinellas County License Board welcomes input from Pinellas County citizens. 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 record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on page 3.

- VI. Next Meeting:** TBD
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

PUBLIC COMMENT POLICY (Revised 10/01/13)

1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:

1. If you wish to speak in front of the Board on either an agenda item or during the open agenda, you must fill out the Public Comment Card and provide it to the designated Board representative. If you do not wish to speak in front of the Board but wish to designate a representative to speak for you or indicate your support, opposition or neutrality on a proposition you must fill out the appropriate section of the Public Comment Card and provide it to the designated Board representative.
2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. If you are speaking as a representative of a group or faction, please state the group or faction on whose behalf you are speaking. 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 three minutes.
4. A spokesperson representing a group or faction has up to 5 minutes. In addition to completing the Public Comment Card designating their representative and indicating their support, 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, if you so wish, you may stand during their comment and then decline when your name is called to speak.

Public Comment for Agenda Items and Items not on the Agenda

- Prior to official action by the Board (except for ministerial acts or when the Board is acting in a quasi-judicial capacity) members of the public will be given opportunity to comment.
- In addition, the public will be given the opportunity to comment on items not on the Agenda during the Open Agenda portion of the meeting.

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 the allotted time for public comment on any matter, 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. Staff will determine whether to grant or deny the request, and will set the length of time allotted for the presentation.

3. Process for Decreasing or Increasing Licensing Regulations

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.

4. Policy for Recording

Citizens desiring or requiring a verbatim transcript of the meeting, or needing a transcript for appeal, should, at their own expense, retain a certified court reporter to record the meeting, or the relevant portion of the meeting.

Citizens not needing a verbatim transcript or transcript for appeal may use silent, unobtrusive recording devices to record meetings.

Video cameras may be used to record meetings, but the cameras must be hand held. Tripods may be used only in the area(s) designated by staff. The designated tripod area will not impede ingress or egress, or the ability of attendees to see the meeting and will be adjusted according to known attendance.

Persons needing an accommodation may request it by calling the Executive Director's office at 727-507-4857 at least two business days prior to the Board meeting.

II. CONSENT AGENDA

A. Approval of Minutes from August 19, 2015

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
August 19, 2015, 6:30 PM**

UNAPPROVED MINUTES

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.

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 Wednesday, August 19, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

Board Members Present: Commissioner Gerard, Peggy Niermann, Susan Rolston, Dorothy Duve', Vicki Conolly, Francine Williams, and Sandra Downes, Secretary

Board Members Absent: N/A

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Lynn Bittner, DaVee Henderlong, Elizabeth Krakowski, Nina Meyers, and Amanda Neuner

Advisory Members Absent: Ann Hofmeister

Attorney: Colleen Flynn

Staff Members Present: Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; and Kathi Merino, Administrative Secretary

- I. **Call to Order** Sandra Downes, Secretary, called the Pinellas County License Board meeting to order at 6:38 PM

- A. **Welcome and Announcements:** Susan Rolston was introduced to the entire Board, as they were not all in attendance at the previous meeting. She shared her employment history, and noted that she is honored to serve on the Board.

B. Approve Agenda

Motion: Susan Rolston made a motion to approve the agenda, Dorothy Duve' seconded the motion, and it passed unanimously.

II. Consent Agenda

A. Approval of Minutes from Wednesday May 20, 2015

Motion: Commissioner Gerard made a motion to approve the May 20, 2015 minutes, Francine Williams seconded the motion, and it passed unanimously.

III. Action Items

A. Approve licenses for 6 new Children's Centers

Jorie Massarsky noted that all of the Centers being recommended to the Board were brand new centers, had an excellent history while on temporary permit, and without hesitation they were all being recommended for licensure.

Motion: Commissioner Gerard made a motion to approve the 6 new Children's Centers for licensure, Francine Williams seconded the motion, and it passed unanimously.

B. Approve licenses for 9 new Family Child Care Homes

Julie Oliver noted that we are very confident in recommending these Homes for full licensure, as the few non-compliance issues that they have had have been in Children's Records and are not a concern for their licensure.

Motion: Commissioner Gerard made a motion to approve the nine new Family Child Care Homes for licensure, Peggy Niermann seconded the motion, and it passed unanimously.

C. Approve license for 1 new Large Family Child Care Home

Julie Oliver noted that the owner has been licensed as a regular Family Child Care Home for two years, and has met all the requirements to become a Large Family Child Care Home. Any non-compliances that he has had are not a concern for recommending him for licensure.

Motion: Commissioner Gerard made a motion to approve the one new Large Family Child Care Home for licensure, Francine Williams seconded it, and it passed unanimously.

D. Approve Budget for Fiscal Year 2015-2016

Patsy Buker noted that she and Ann Fresina have been working on the budget and that there are no major changes.

Susan Rolston asked about the possibility of raises for the Licensing Board staff, but Patsy Buker said that would not be possible.

Vicki Conolly asked what the noted “fringe benefits” were in the budget, and was told that these included Retirement plans, insurance coverage, etc.

Dorothy Duve’ thanked the staff for working so hard with limited wages.

Motion: Commissioner Gerard made a motion to approve the Budget for the 2015-2016 Fiscal Year, Vicki Conolly seconded it, and it passed unanimously.

E. Nominating Committee

Nina Meyers reported that the Nominating Committee met on Wednesday, May 20, 2015 at 1:05 PM. The committee selected Vicki Conolly to be nominated to serve as Chairperson of the Pinellas County License Board, beginning with the first meeting of the next fiscal year.

There were no other nominations from the floor.

Motion: Commissioner Gerard made a motion to accept the nomination, Sandra Downes seconded the motion, and it passed unanimously.

F. Elect Board Chair

Vicki Conolly appointed Sandra Downes to remain as Secretary.

G. Selection of Auditor

Patsy Buker reported that the State requires the Auditor to be on their approved vendor list. There was only one response to Purchasing’s request for an E-Quote, and it was from Thomas Howell Ferguson. It is the same company that did our auditing for the last two years. Law, Redd, Crona and Munroe, P.A. is subcontracted by them. Ann Fresina reviewed the Engagement letter and the quote for the price was the same as last year, so she accepted it.

Motion: Francine Williams made a motion to accept the Selection, it was seconded by Commissioner Gerard, and it passed unanimously.

H. Extend the Inter-local Agreement for another year

Motion: Commissioner Gerard made a motion to extend the Inter-local Agreement, Francine Williams seconded it, and it passed unanimously.

IV. Informational Items

A. Board Training by Colleen Flynn

See attached

Discussed the filing of Financial Form 1. To alleviate any confusion with the Supervisor of Elections office, it was agreed that next year they will be collected by Kathi Merino and hand delivered to the Supervisor of Elections office all at the same time. Copies will be kept on file with Licensing as well.

In discussing the process of appealing a fine for a non-compliance, Nina Meyers asked if the Rules of Procedure for Hearing document was available in Spanish. Patsy Buker answered that it is not available in Spanish, but that we would work on getting it translated so that it could be available for Spanish-speaking providers.

B. Executive Director's report

A copy of the Executive Director's report was distributed to the Board Members.

Vicki Conolly asked about the Clearinghouse and if we needed a copy of the screenings that providers get from their employees and themselves. Jorie Massarsky noted that it is not necessary to get everyone screened until they are due, but that for those workers that are due for their five-year screening, a copy of the screening should be kept in their personnel file, and director or owner screenings should be forwarded to our office.

Patsy Buker explained that the Clearinghouse is new to everyone, and that it shifts the responsibility of screening to the Provider. She explained that we have been struggling to get access to the Clearinghouse.

Patsy Buker announced that we have new staff members that will attend the November Board Meeting, and will be announced to the Board at that time.

Patsy Buker noted that dates for 2016 Board Meetings need to be set and asked for input from the Board. It was agreed to continue alternating the times of the meetings between 1:30 and 6:30, and to keep the day of the meetings on Wednesdays. Ms. Buker stated that we will send out some suggestions for dates, and stated that at the next Meeting, the Board will vote on the dates for the 2016 Board Meetings.

C. Statistical report regarding licensing activities

Patsy Buker reported that we have not taken action to suspend or revoke a license in a very long time.

D. Compliance Reports

1. Children's Centers Fines Report

Amanda Neuner asked for clarification between two different fines for a child left without supervision. It was explained by Jorie Massarsky that in one incident, the child had left the building, where as in the other incident, the child remained in the classroom.

2. Family Child Care Homes Fines Report

3. 100 percent Compliant Inspections in Children's Centers

It was noted that there are a lot of Centers and Homes that received 100% Compliant Inspections, and that it reflects how hard the Specialists are working, in regards to monitoring and assisting these Centers and Homes.

4. 100 percent Compliant Inspections in Family Child Care Homes

E. Monthly Financial Report

The Financial Report was presented, and there were no questions.

V. Public Comment

Lynn Gibson reported that the FFCCHA had their annual conference. She also reported that they had a bus tour of Child Care Homes that Julie Oliver attended, and there were great reviews of the conference.

Ms. Gibson presented an award to Commissioner Gerard for the work and support she continually gives to children.

Ms. Gibson requested if providers that have closed could be named in the Statistical Report in the Agenda. Patsy Buker responded that we could do that, and noted it as a Public Record Request.

Ms. Buker also stated that she would like to report on the loss of Child Care Homes over the last few years. She reported that there are not enough slots for infants.

VI. Next Meeting: Wednesday, November 18, 2015
 Mid County DOH offices:
 8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Sandra Downes asked for a motion to adjourn the meeting at 8:46 PM.

Motion: Commissioner Gerard made a motion to adjourn the meeting. Peggy Niermann seconded the motion, and it was passed unanimously.

Respectfully Submitted by:

Sandra Downes, Secretary

III. ACTION ITEMS

A. Approve licenses for two new Children's Centers:

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Academic Beginnings for Children	1301 N. Highland Avenue Clearwater 33755	Academic Beginnings for Children, Inc.	Day Nursery	81 with 16 Infants	2 months - 6 years and School Age
Palm Harbor Montessori Academy	2355 Nebraska Avenue Palm Harbor 34683	Endeavor PHMA Opco, LLC	Day Nursery	144 with 20 Infants	1 year - 6 years

B. Approve licenses for 10 new Family Child Care Homes

Recommended Action: Approve

Provider Name	City	Capacity
Bernice Sanders	St. Petersburg	8
Melissa Taylor	St. Petersburg	8
Annette F. Megherfi	Largo	8
Ellen Myers	Clearwater	8
Kristin Young	Oldsmar	6
LaFonte Hunter-Davis	St. Petersburg	5
Angelena Bethune	St. Petersburg	8
Joy Wright	St. Petersburg	8
Sandy Garcia	St. Petersburg	6
Sandra Ryan	Largo	5

C. Set dates for 2016 PCLB meetings

IV. INFORMATION ITEMS

A. Executive Director's Report-To be distributed

B. Statistical Report for October 2015

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	363	2496	26	311	256	22686	113	17537	4	272	21	1035
1. Temporary Permits 1st Time TP	1	8									1	15
2. Capacity Change - current licenses New capacity began	1	2				16						
3. Closed - # with capacity	-4	-29										
4. Corrections - from previous reports Explain below*												
Total Capacity	360	2477	26	311	256	22702	113	17537	4	272	22	1050

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	
Total Number	386	360	26	395	129	
Total Capacity	2788	2477	311	41561	3049	

1. Licensing						
a. Pre-licensing inspections	0			1		
b. - e. Inspections/ Re-checks	74			114		
f. TA/Consultation	6			10		
g. Unlicensed care investigations	1			0		
h. Children's Records (only)				9		
i. Renewal licenses issued	29			35		
2. Enforcement						
a. Complaints	5			20		
b. Fines administered	5			16		
c. Conferences	0			0		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	0			2		
b. Number of hours	0			6		
4. Training Taken						
a. Number of trainings	0			1		
b. Number of hours	0			1.5		
5. Health Inspections						
a. Food				85		

C. Compliance Reports:

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Sunshine Academy of Clearwater	3	Personnel - 5 staff with expired Acknowledgement Forms	8/7/2015	\$25.00	\$25.00	8/26/2015
Boys & Girls Club Northside	2	Personnel: one staff had an incorrect AGMC on file	8/11/2015	\$50.00	\$50.00	9/2/2015
	2	Daily Attendance: Closing log not completed for one day	8/11/2015	\$50.00	\$50.00	9/2/2015
Rosie's 1	2	Outdoor Play Equipment was unsafe in that a rocking toy was missing it's handle	8/11/2015	\$50.00	\$50.00	8/24/2015
Educare at Countryside	1S	Supervision- a 2 year old child ran from the group and staff did not know his whereabouts for 4-6 minutes	8/12/2015	\$500.00	\$500.00	9/2/2015
Celebrity Kids Club Too	2	Outdoor Play Equipment was unsafe in that 2 items were missing parts	8/12/2015	\$50.00	\$50.00	8/17/2015
Kinder Care LC 1046	2	Supervision-child left on playground for one minute	8/17/2015	\$50.00	\$50.00	9/10/2015

Learning Adventures of St. Petersburg, Inc.	2	Daily Attendance: transitions not verified during fire drill	8/17/2015	\$50.00	\$50.00	9/2/2015
St. Pete Primary Prep	2	Daily Attendance: inaccurate attendance recorded in one classroom	8/19/2015	\$50.00	\$50.00	8/31/2015
Clearwater Children's Learning Center	2	Daily Attendance - closing log not completed for one day	8/21/2015	\$50.00	\$50.00	9/21/2015
Victory CDC	2	Supervision-a child left the playground and went inside the building without staff awareness	8/24/2015	\$50.00	\$50.00	8/31/2015
Handprints Academy	2	Physical Environment- no corded telephone	8/26/2015	\$50.00	\$50.00	9/8/2015
Boys & Girls Club Chi Chi	2	No staff member had current infant/child CPR	8/28/2015	\$50.00	\$50.00	9/8/2015
Boys & Girls Club Royal	2	Daily Attendance: transitions not verified during fire drill	8/28/2015	\$50.00	\$50.00	9/15/2015
	2	Daily Attendance: inaccurate recording	8/28/2015	\$50.00	\$50.00	9/15/2015
Logical Choice	1	Physical Discipline was used on a child	9/1/2015	\$200.00	\$200.00	9/1/2015
Boys & Girls Club Wood Valley	3	Pest Control - a live roach was seen	9/4/2015	\$25.00	\$25.00	9/15/2015
Kids Christian Care	2	Personnel-5 year rescreen not done timely	9/9/2015	\$50.00	\$50.00	9/15/2015
Kinder Care LC 1046	3	Chr- Expired DH680	9/14/2015	\$25.00	\$25.00	10/6/2015

Victory CDC	3	Chr-expired DH 680	9/15/2015	\$25.00	\$25.00	10/20/2015
The Sprout Academy-Clearwater	2	Personnel-no AGMC on or before date of hire	9/16/2015	\$50.00	\$50.00	9/16/2015
First Lutheran School	3	Chr-expired DH 680	9/16/2015	\$25.00	\$25.00	9/30/2015
First United Methodist Church Preschool	2	Personnel-2 staff did not have a 2 year employment history verification on file	9/18/2015	\$50.00	\$50.00	9/30/2015
Belcher Academy	2	Personnel - 2 staff did not have a 2 year employment history verification on file	9/28/2015	\$50.00	\$50.00	9/30/2015
North East Park Preschool	1S	Supervision- child left in the van for 2 hours	9/29/2015	\$500.00	\$500.00	9/29/2015
LSF Connie Marmaro	3	Chr-3 records with missing or expired DH 680s	10/6/2016	\$25.00	\$25.00	10/16/2015
	3	Chr- 2 records missing flu brochures	10/6/2015	\$25.00	\$25.00	11/13/2015
World Changers Christian Academy	2	Daily Attendance-closing log not completed	10/7/2015	\$50.00	\$50.00	10/14/2015
	2	Daily Attendance - inaccurate recording of attendance	10/7/2015	\$50.00	\$50.00	10/14/2015
Rosie's Playschool III	2	Outdoor Play space - the space was not adequately fenced	10/9/2015	\$50.00	\$50.00	11/5/2015
R'Club ELA @ ASI	2	Supervision-lack of direct supervision led to unusual incident between two children	10/12/2015	\$50.00	\$50.00	10/20/2015
The Learning Experience Palm Harbor	3	Chr-enrollment forms incomplete	10/20/2015	\$25.00	\$25.00	11/12/2015

Kinder Care LC 885	2	Diapering-a staff member failed to wash the child's hands after diapering	10/22/2015	\$50.00	\$50.00	11/12/2015
	2	Personnel - 2 year employment history verification not on file for 3 employees	10/22/2015	\$50.00	\$50.00	11/12/2015
R'Club ELA @ US 19	2	Daily Attendance-transitions did not verify attendance accuracy	10/23/2015	\$50.00	\$50.00	10/30/2015
LSF Dunedin	3	Chr-enrollment forms incomplete	10/27/2015	\$25.00	\$25.00	11/13/2015
Kinder Care LC 216	3	Chr- 1 record containing an incomplete Emergency Medical Release Form (per day)	10/29/2015	\$1,230.00		
	3	Chr-2 missing or expired Immunization Forms	10/29/2015	\$25.00	\$25.00	10/30/2015
Saint Petersburg Christian School	2	Personnel - 2 year employment history verification not on file for 1 employee	10/27/2015	\$50.00	\$50.00	11/6/2015
LSF Jordan Park	2	Daily attendance-inaccurate recording in one classroom	10/28/2015	\$50.00	\$50.00	11/13/2015
Youth Enrichment Program-Wildwood	2	Personnel - one staff without proof of level 2 screening	10/28/2015	\$50.00		

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Campbell, Alissa	1s	Capacity: The provider was over licensed capacity from Oct. 2014 to April 2015 as documented on the food program attendance, 24 days over by 1 child and 119 days over by 2-3 children. She was also over capacity on 8/4/15 when staff members arrived at home.	8/12/2015	Pymt Plan \$500	\$50 \$50	8/19/2015 9/29/15
Delucca, Rosemary	2	Facility Records: No enrollment information was on file for the children listed on the Children's Record Log. This is the third violation of the same standard.	8/12/2015	\$60	\$60	9/9/2015
Delucca, Rosemary	3	Facility Records: The provider did not have a student Health Exam Form for each child enrolled for 30 days. This is the third violation of the same standard.	8/12/2015	\$25	\$25	9/9/2015

Heare, Belinda	1s	Medication: A non-prescription medication, Melatonin, was not dispensed according to written directions on the printed manufacturer's label as evidenced by the label read "not for use by children under 12 years of age." Parent had brought in medication and asked provider to administer to her 2 year old child.	8/17/2015	Pymt Plan \$250	8/17/15 \$50 9/28/15 \$200	9/28/2015 (pd. In full)
Piatt, Maria	1s	Unscreened Individual: two unscreened individuals were left alone to supervise 5 children in care.	8/27/2015	Pymt Plan \$500	9/11/15 \$50 10/6/15 \$100 11/6/15 \$50 11/13/15 \$50	
Cabral, Lenora	1s	Other-Fraudulent Information: The operator misrepresented information related to the family child care home to licensing specialist. The provider stated that she did not have children in care and the children outside were hers. It was pointed out that the 3 year old male was not hers. The provider also stated there were no other children in care. Licensing observed a toddler sleeping in the playroom.	9/18/2015	\$150.00	\$150	10-13-15 - paid in full (pbi)

Cabral, Lenora	1	Supervision: Children were not being adequately supervised in that licensing specialist observed a child playing in the front yard by the sidewalk without adult supervision.	9/18/2015	\$300.00	\$300	10-20-15 - paid in full (pbi)
Hearns Brown, Gwen	2	Animals: There was no current documentation of valid immunizations available for a dog.	9/25/2015	\$50.00	\$50	11-4-15 paid in full
Isabelle, Lisa	3	Immunizations: The DH Form 680 was no longer current for one child.	10/9/2015	\$25	\$25	10/20/2015 paid in full pbi
Kasper, Mary	3	Play Space/Pool: The swimming pool was not maintained by the use of chlorine or other suitable chemicals and the bottom of the pool was not visible.	10/15/2015	\$25		
Kasper, Mary	2	Daily Attendance: The daily attendance was incomplete in that the attendance did not reflect all the children in care.	10/15/2015	\$50		
Cabral, Lenora	1	Supervision: Children were not being adequately supervised in that 2 children were observed getting into a vehicle without adult supervision.	10/23/2015	\$400	11-3-15 \$50	

Gavitt, Lori	1	Supervision: Children were not adequately supervised in that a 23 month old child fell off a piece of climbing equipment that was at least 6 feet high. The provider saw the child standing at the top of the climber, but was also assisting other children on the swing set and did not see the child fall.	10/26/2015	\$500		
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3. 100% Compliant Inspections in Children's Centers

August	September	October
Liberty Christian	JW Cate Recreation	Blessed Sacrament
Allendale	Youth Arts Corp-Skyview	Adventure Place
Shore Acres Recreation	City of Dunedin - Garrison	Child Develop. & Fam Guidance
R'Club 74th St.	The Rainbow Garden	Little Lambs
Community Preschool	Palm Harbor Montessori	Plato Academy Seminole
YMCA-Sexton	Precious People	Plato Academy St. Petersburg
R'Club Sandy Lane	Little Peoples Place	Imagination Station
St. Jerome ECC	Riviera Day School	Admiral Farragut
Green Acres Child Care	The Experiential School	LSF Friendship Center
Ocean Park VPK	Frank Pierce Recreation	Kids Connection
R'Club Skyview	R'Club Lakewood	LSF High Point
R'Club ELA Lemon St.	St. Albans	The Growing Place
Cops N Kids	St. John Vianney	The Learning Experience Oldsmar
Boys & Girls Tarpon Springs	Elim	R'Club Seminole
First Friends	YMCA-Maximo	Cornerstone Preschool
Lew Williams Center	YMCA-Perkins	Guardian Angel Catholic School
	R'Club McMullen Booth	LSF Good Sam
	R'Club Paul B. Stephens	R'Club Ridgecrest
		YMCA-Fuguitt

4. 100% Compliant Inspections in Family Child Care Homes

August	September	October
Robin Vasil	Celeste Froid	Cynthia Poust
Kristina Booker-Deveny	Katarrah Washington	Dawn Porcelli
Staci Colborn	Leah Robertson	Stephanie Meacham
Brittney Fobbs	Lenora Cabral	Kathleen Buckins
Shurrea Daniels	Lenora Alexander	Iona Green
Mara De La Torre	Dorothy Harry	Martha Bowman
Mary Bates	Colleen Heffern	Claudine Cox
Sharon Hart	Gladys Randle	Cynthia Sumter
Velma Mondy	Patricia Frisch	Barbara Lambert
Gwendolyn Roberts	Michelle Pugh	Lachon Hearn
Irish Smith	Sandy Lewis	Rosa Levy
Barbara Streeter	Barbara Johnson	Diane McNair
Shrieka Hollis	Sadie Syffus	Morer Bolds
Myrtle George	Angelena Bethune	Sandy Garcia
Pam Gebler	Cheyenne Melton	Patricia Ellison
Vickie Lawrie	Elysia Parrish	Felicia Mills
Tanya Mayak	Linda Faye Williams	Stephanie Singletary
Karen Tepanier	Gina Repogle	Melissa Collie
Shamika Pinkney	Catherine Bishop	Teena Batten
Andrea Pena	Vanessa Robertson	Natalie Vormwald
Karen Holloway	Carol Ann Fowler	Sharleen Gamble
Cristy O'Donnell	Diane Koenigsaecker	Heather Legere
Susan Barron	Faith Hess	Jackie Morris
Lisa McCormick	Linda Tobin	Irene Wilson Giroir
Linda Bingham	Kimberly Kinnecom	Victoria Talbot
Debbie Kelly	Patreese Reynolds	Claire Burns
Nancy Fitzgerald	Lynn Gibson	Kathleen Schmitt
Ellen Myers	Andrea Bloomfield	Regina Herbert
Kellie Smith	Barbara Underwood	Joan Murawski
Jenny Rockey	Deborah Mimault	Marcia Stewart
Linda Hoskinson	Darlyn Smith	Pam Zatvarnicky
Barbara Smith	Annette Megherfi	Sandy Ryan
Kimberly Johnson	Stacie Haggerty	Anita Seay
Maureen Dietz	Sandy Ryan	
	Wanda Barbosa	
	Melissa Taylor	
	Carol Brooks	
	Susan Rothe	
	Stacey Sergent	

D. Financial Report

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/14 - 09/30/15 (Program Year 2014-2015)

ALL FUND SUMMARY

ACCOUNT	ANNUAL	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	40% of Pay 4 Days SEPTEMBER	ALL FUNDS SPENT 9/30/2015
	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Accrual	
TOTAL SALARIES	595,841	38,154.60	45,609.29	43,843.74	42,956.66	42,636.49	44,295.56	66,975.42	42,192.76	40,981.02	43,202.69	43,001.00	66,651.18	8,873.95	569,374.36
FICA/MEDICARE	45,582	2,918.83	3,489.11	3,354.05	3,286.18	3,261.69	3,388.61	5,123.62	3,227.75	3,135.04	3,305.02	3,289.59	5,098.86	677.22	43,555.58
RETIREMENT	43,913	2,765.07	3,361.40	3,231.29	3,165.91	3,142.31	3,264.58	5,153.64	3,109.60	3,028.58	3,136.52	3,121.87	4,841.94	644.69	41,967.39
HEALTH/LIFE/DIS	221,310	7,788.27	19,246.23	18,967.37	18,650.18	18,333.11	18,631.79	30,112.67	9,537.04	17,176.40	18,890.70	17,292.43	21,546.64	4,871.39	221,044.22
TOTAL FRINGE BENEFITS	310,806	13,472.16	26,096.75	25,552.71	25,102.27	24,737.11	25,284.98	40,389.93	15,874.39	23,340.02	25,332.24	23,703.89	31,487.45	6,193.30	306,567.20
TOTAL SALARY AND BENEFITS	906,647	51,626.76	71,706.04	69,396.45	68,058.93	67,373.60	69,580.54	107,365.35	58,067.15	64,321.04	68,534.93	66,704.89	98,138.63	15,067.25	875,941.55
TELEPHONE	1,521	124.52	97.25	0.00	0.00	51.49	0.00	1.81	4.50	253.14	136.16	137.41	146.16	0.00	952.44
CELLULAR PHONES	611	46.46	0.00	91.33	45.51	34.09	714.29	46.96	47.04	0.00	47.30	133.62	0.00	0.00	1,206.60
POSTAGE	5,364	0.00	40.51	514.68	5.15	12.87	145.16	159.57	145.16	0.00	0.00	0.00	0.00	0.00	1,023.10
PRINTING	3,601	0.00	578.76	0.00	73.40	217.64	163.24	2,146.90	163.24	0.00	0.00	0.00	0.00	0.00	3,343.18
TRAVEL	18,864	0.00	1,063.01	909.74	730.43	641.70	2,541.59	1,596.62	1,284.65	2,105.25	412.04	1,641.94	2,820.36	0.00	15,747.33
EDUCATIONAL MATERIALS	357	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES	5,348	341.75	0.00	0.00	135.34	382.16	1,550.07	563.80	1,219.42	75.78	0.00	1,281.66	222.98	0.00	5,772.96
INFO. TECHNOLOGY	876	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.69	361.31	0.00	426.00
RENT- OFFICE SPACE	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENT- STORAGE SPACE	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENT- EQUIPMENT (COPIER)	1,799	173.14	133.93	116.62	0.00	155.28	71.89	0.00	207.84	0.00	0.00	0.00	477.29	0.00	1,335.99
SUBSCRIPTIONS/DUES	200	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.00	0.00	0.00	254.00
EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	74.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.83
CONTRACTUAL- Audit	19,000	0.00	0.00	0.00	0.00	0.00	19,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,000.00
CONTRACTUAL- Legal Fees	22,764	0.00	256.20	281.82	575.65	2,275.73	1,281.00	0.00	1,881.60	2,016.00	903.00	756.00	0.00	0.00	10,227.00
CONTRACTUAL- Advertising	770	0.00	0.00	104.05	0.00	98.55	0.00	0.00	384.20	0.00	81.42	0.00	0.00	0.00	668.22
CONTRACTUAL-Janitorial	3,936	899.95	0.00	0.00	255.90	328.07	400.24	328.07	(474.34)	328.07	328.07	0.00	984.27	0.00	3,378.30
UTILITIES	10,683	1.86	682.48	655.73	1,364.34	378.61	2,270.49	1.16	2,312.93	1,854.56	1.16	948.49	1,158.32	0.00	11,630.13
FINGER-PRINT EXPENSE	0	0.00	0.00	0.00	0.00	40.50	0.00	0.00	0.00	77.50	38.75	38.75	0.00	0.00	195.50
HR ASSESSMENT FEE	5,036	571.88	0.00	0.00	892.16	251.64	0.00	1,143.79	0.00	0.00	0.00	0.00	1,132.11	0.00	3,991.58
MISCELLANEOUS	900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	422.00	(197.00)	0.00	3,275.40	0.00	3,500.40
TOTAL OPERATING	101,630	2,334.56	2,852.14	2,673.97	4,077.88	4,868.33	28,212.80	5,988.68	7,176.24	7,132.30	1,750.90	5,081.56	10,578.20	0.00	82,727.56

ADMIN. COST- FDOH In-Kind	98,911	5,686.58	7,898.27	7,643.87	7,496.55	7,421.06	7,664.15	11,826.07	6,395.98	7,084.83	7,548.98	7,351.24	10,809.77	1,659.63	96,486.98
ADMIN. COST- FDOH & JWB	49,415	2,759.56	3,879.64	3,709.38	3,684.68	0.00	10,574.00	2,487.60	3,103.81	3,149.38	3,663.33	3,565.51	5,189.43	1,305.46	47,266.76
TOTAL ADMIN. COST	148,326	8,446.14	11,777.91	11,353.25	11,181.23	7,421.06	18,238.15	14,313.67	9,499.79	10,234.21	11,212.31	10,916.75	15,999.20	2,965.09	143,753.74
ALL FUND TOTAL EXPENSES	1,156,603	62,407.46	86,336.09	83,423.67	83,318.04	79,663.00	116,031.49	127,667.70	74,743.18	81,687.55	81,498.14	82,703.20	124,716.03	18,032.33	1,102,422.85
REVENUE SOURCES (Received)															
JWB	564,643	31,688.84	43,931.20	43,446.51	42,490.13	37,726.29	54,357.45	63,070.41	36,918.22	40,068.66	40,457.97	44,081.23	62,489.99	8,962.35	549,689.25
DCF	282,122	23,510.16	23,510.16	23,510.16	23,510.16	23,510.20	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	0.00	282,121.96
FDOH	69,304	2,879.82	4,379.00	4,356.75	4,331.40	4,134.23	8,118.74	7,036.55	3,718.91	4,569.89	4,154.19	4,369.66	5,562.96	1,460.60	59,072.72
FDOH - In-Kind	98,911	5,686.58	7,898.27	7,643.87	7,496.55	7,421.06	7,664.15	11,826.07	6,395.98	7,084.83	7,548.98	7,351.24	10,809.77	1,659.63	96,486.98
LB FEES & FINES	110,742	5,689.00	7,132.00	13,178.00	7,730.00	10,184.00	8,001.10	10,788.00	7,066.00	9,673.00	6,947.00	7,329.00	11,549.00	0.00	105,266.10
FUND BALANCE	30,881	708.02	1,705.76	2,022.90	664.30	0.00	3,625.51	2,551.25	2,096.08	1,947.08	2,095.22	2,147.83	2,199.08	293.21	22,056.25
ALL FUND TOTAL REVENUE	1,156,603	70,162.42	88,556.39	94,158.20	86,222.55	82,975.79	105,277.11	118,782.44	79,705.35	86,853.63	84,713.52	88,789.12	116,120.96	12,375.78	1,114,693.26

V. Public Comment

VI. Next Meeting: TBD
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment