

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

**REGULAR MEETING
August 19, 2015 at 6:30 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
- B. Approve Agenda (addition of new items)

II. Consent Agenda

- A. Approval of Minutes from May 20, 2015

III. Action Items

- A. Approve licenses for six new Children's Centers
- B. Approve licenses for nine new Family Child Care Homes
- C. Approve license for one new Large Family Child Care Home
- D. Approve Budget for Fiscal Year 2015-2016
- E. Nominating Committee
- F. Elect Board Chair
- G. Selection of Auditor – See Attachment

IV. Information Items

- A. Board Training by Colleen Flynn
- B. Executive Director's Report – To Be Distributed
- C. Statistical report regarding licensing activities
- D. 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
- E. 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:** Wednesday, November 18, 2015 1:30 PM
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 May 20, 2015

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
May 20, 2015, 1:30 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, May 20, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 PM.

Board Members Present: Commissioner Gerard, Dorothy Duve', Vicki Conolly, and Sandra Downes, Secretary

Board Members Absent: Peggy Niermann, Susan Rolston, and Francine Williams

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Ann Hofmeister, Elizabeth Krakowski, Nina Meyers, and Amanda Neuner

Advisory Members Absent: DaVee Henderlong and Lynn Bittner

Attorney Present: 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 1:30 PM.

Patsy Buker requested that the approval of continued funding from JWB be added to the Agenda as an Action Item.

Motion: Commissioner Gerard made a motion to approve the Agenda, with the addition, Vicki Conolly seconded the motion, and it passed unanimously.

II. **Consent Agenda**

III.

A. **Approval of Minutes from Tuesday April 28, 2015**

Motion: Commissioner Gerard made a motion to approve the April 28, 2015 minutes, Vicki Conolly seconded the motion, and it passed unanimously.

IV. **Action Items**

A. **Approve licenses for 9 new Children's Centers**

Jorie Massarsky gave a license history of centers being recommended to the Board, and noted that eight of the nine had excellent licensing histories while on temporary permit. One center, which had been delayed from being presented to the February Board due to two fines issued for Daily Attendance, was visited frequently afterward, and was able to show compliance.

Motion: Commissioner Gerard made a motion to approve the 9 new Children's Centers for licensure, Vicki Conolly seconded the motion, and it passed unanimously.

B. **Approve licenses for 5 new Family Child Care Homes**

Julie Oliver reported that four new Family Child Care Homes had an excellent licensing history while on temporary permit. One had been over capacity due to misinformation which was provided by a parent.

Motion: Vicki Conolly made a motion to approve the 5 new Family Child Care Homes for licensure, Commissioner Gerard seconded it, and it passed unanimously.

C. **Approve Strategic Plan**

Motion: Commissioner Gerard made a motion to approve the Strategic Plan, Vicki Conolly seconded it, and it passed unanimously.

D. **Approve Continuation of JWB Funding**

Motion: Commissioner Gerard made a motion to approve the continuation of JWB funding, Vicki Conolly seconded the motion, and it passed unanimously

V. **Informational Items**

A. **Executive Director's report**

Patsy Buker reported that although she did not have a Report to distribute, she would be reporting on something later in the meeting. She further suggested that she may prepare the Director's Report in between board meetings.

B. Statistical report regarding licensing activities

Patsy Buker asked if there was any other information that the Board would like to have from this report. Dorothy Duve' responded that she feels it covers everything.

Vicki Conolly asked for clarification of the Trainings Statistics. Jorie Massarsky responded that there are different trainings which we attend and offer for providers, as well as conferences which we attend. Patsy Buker explained that this is included to inform the Board that staff keeps current with Early Childhood best practices.

C. Compliance Reports

1. Children's Centers Fines Report

Jorie Massarsky reported that fines continue to decline. March had the fewest fines for any single month since this enforcement system was put into place, and that those centers that are not improving, have received a Probationary License for six months. During that time, they are visited frequently so that they can demonstrate that they can maintain compliance and deserve to retain their license. In response to a question about a Class 1 fine issued to a St. Petersburg Recreation Center, Jorie Massarsky, provided details of the situation that caused the fine to be issued.

2. Family Child Care Homes Fines Report

Julie Oliver reported that a provider fined for unlicensed care is following the correct procedures for becoming licensed now. Another provider was brought in for a conference and her Specialist went out for another meeting with her. She stated it was a situation where the provider found it difficult to say no to parents needing care for their children. The same provider had her grandson visiting. He was unscreened and inside with a sleeping infant, while she was outside with the other children. Since he visits often, she agreed to get him screened.

3. 100 percent Compliant Inspections in Children's Centers

4. 100 percent Compliant Inspections in Family Child Care Homes

Dorothy Duve' commented the many 100% Compliances are really a testament to the work of CCLP staff.

D. Monthly Financial Report

Patsy Buker reported that we are following two different fiscal years:

October 1 – September 30, which is the Juvenile Welfare Board's fiscal year, and

July 1 – June 30, which is the Department of Health's fiscal year. We are monitoring all of our spending, and we are not expected to run out of funds.

Commissioner Gerard asked if we had heard anything about the Department of Health cutting the budget. Patsy Buker replied that since the House and Senate didn't pass the budget, they are now in a special session. So far, we have no word on our spending being cut, and even if Governor Scott put the brakes on State services, we are working ahead to ensure that licenses are issued as required.

Patsy Buker introduced Ann Fresina, our new accountant, and reported that they are currently working on a new budget to bring to the Board in August.

Vicki Conolly asked what happens to the fines and fees that are collected. Ann Fresina replied that they go to Fund Balance and that if they are not used by the end of the fiscal year, the funds roll into the following year's budget.

Ann Hofmeister recalled that in the past, we had a cut in the funding that would normally pay for trainings. She asked if those funds had been restored. Patsy Buker replied that the funds have been somewhat restored, and that she has put a line item in the budget for training because it is important. Patsy Buker stated that the funding is looking good at this point, and she doesn't anticipate any increase in expenses.

Patsy Buker shared a situation about an infant's death in a Large Family Day Care who was being cared for by an unlicensed provider. The provider was taken to court and prosecuted for providing care without a license, not for the death of the infant, which resulted in the provider being sentenced to one year under House Arrest. Five parents testified to the quality of the provider's care, and the parents of the deceased stated in court that if she went to jail, they would not be able to heal.

VI. Public Comment

Lynn Gibson, representing the Florida Family Child Care Homes Association, reported that they are holding a conference which will include a tour of Family Home Day Cares. The cost is \$60 for four hours. A bus will take participants to different Family Home Day Cares, and presentations will be made. It is being held on June 25, from 8:00-12:00 and June 26 and June 27 all day. Patsy Buker commented that this would be high quality training.

VII. Next Meeting: Wednesday, August 19, 2015, 6:30 PM
 Mid County DOH offices:
 8751 Ulmerton Road, Largo, FL 33771-3832

VIII. Adjournment

Sandra Downes called for Adjournment at 2:13 PM

Motion:

Respectfully Submitted by:

Sandra Downes, Secretary

III. ACTION ITEMS

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

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Bardmoor YMCA Preschool Academy	8495 Bryan Dairy Road Largo 33777	YMCA of Greater St. Petersburg, Florida, Inc.	Day Nursery	60	2 Years - 6 Years and School Age*
Genesis Christian Academy and Preschool	2122 North Hercules Avenue Clearwater 33763	New Destiny Worship Center, Inc.	Day Nursery	42	2 Years - 6 Years and School Age
Plato Academy Preschool Clearwater	2045 Palmetto Street Clearwater 33765	Superior Schools Corporation	Day Nursery	63	3 Years - 6 Years
R'Club Early Learning Academy @ ASI	2 ASI Way North St. Petersburg 33702	R'Club Child Care, Inc.	Day Nursery	161 with 48 Infants	2 Months - 6 years and School Age*
R'Club Kings Hwy.	1715 Kings Highway Clearwater 33755	R'Club Child Care, Inc.	School Age Center, Day Nursery	200 with 60 Day Nursery	School Age and 3 Years - 6 Years
YMCA-Gulf Beaches	8600 Boca Ciega Drive St. Pete Beach 33706	YMCA of Greater St. Petersburg, Florida, Inc.	School Age Center	63	School Age

B. Approve licenses for nine new Family Child Care Homes

Recommended Action: Approve

Provider Name	City	Capacity
Odalis Tamayo	St. Petersburg	6
Christine Sciandra	Clearwater	8
Rhonda Jordan	St. Petersburg	5
Terri Brown	St. Petersburg	6
Kimberly Libertini	Tarpon Springs	8
Kathleen Pero	Palm Harbor	6
Shakeista Brown	St. Petersburg	6
Delores Givens	St. Petersburg	6
Stacie Johnson	St. Petersburg	8

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

Recommended Action: Approve

Provider Name	City	Capacity
Gordon Martin	Clearwater	12

D. Approve Budget for Fiscal Year 2015-2016

**Pinellas County Health Department
Pinellas County Licensing board
October 1, 2015 - September 30, 2016**

7/28/2015

PERSONNEL EXPENSES

Expenditure Line Item and Explanation	JWB	DCF	DOH-Pin	DOH-In Kind	Fees	Fund Bal.	Revised Total	% Budget	
a. Personnel Salaries									
a. Total Personnel	17.35	\$305,151	\$179,307	\$32,513	\$0	\$52,828	\$14,226	\$584,025	46%
b. Fringe Benefits									
Insurance coverage varies by employee and classification. Actual health, life, & disability costs are shown for each position. FICA is calculated at 7.65% and retirement at 7.37%.									
FICA	7.65 %	\$23,344	\$13,717	\$2,487		\$4,041	\$1,088	\$44,678	
RETIREMENT	7.37 %	\$22,490	\$15,108	\$2,396		\$3,893	\$1,048	\$44,936	
INSURANCE (HEALTH, LIFE, DISABILITY)	VAR	\$119,711	\$64,293	\$15,224		\$34,252	\$2,512	\$235,992	
24 pay periods									
b. Total Fringe Benefits		\$165,545	\$93,118	\$20,107	\$0	\$42,187	\$4,649	\$325,606	26%
Total Salary & Fringe		\$470,696	\$272,425	\$52,620	\$0	\$95,015	\$18,875	\$909,631	71%
c. Direct Costs									
TELEPHONE		\$768	\$0	\$96		\$769	\$0	\$1,633	
CELLULAR PHONES		\$306	\$255	\$51		\$0	\$0	\$612	
POSTAGE		\$1,035	\$0	\$2,021		\$894	\$0	\$3,950	
PRINTING		\$1,882	\$711	\$0		\$514	\$893	\$4,000	
TRAVEL		\$5,047	\$5,356	\$1,071		\$3,526	\$0	\$15,000	
EDUCATIONAL MATERIALS		\$175	\$0	\$0		\$0	\$0	\$175	
OFFICE SUPPLIES		\$374	\$0	\$2,990		\$780	\$1,847	\$5,991	
INFO. TECHNOLOGY		\$0	\$0	\$2,145		\$0	\$2,000	\$4,145	
UTILITIES		\$0	\$0	\$13,473		\$0	\$0	\$13,473	
JANITORIAL		\$1,853	\$1,332	\$232		\$521	\$0	\$3,938	

RENT- STORAGE SPACE	\$0	\$0	\$0	\$25,056	\$0	\$0	\$25,056	
RENT- EQUIPMENT (COPIER)	\$0	\$514	\$1,348		\$0	\$0	\$1,862	
SUBSCRIPTIONS/DUES	\$0	\$0	\$0		\$0	\$0	\$0	
EQUIPMENT(CAPITAL OUTLAY OVER \$1000.00)	\$0	\$0	\$0		\$0	\$0	\$0	
CONTRACTUAL- AUDIT	\$0	\$0	\$11,461		\$0	\$7,539	\$19,000	
CONTRACTUAL- LEGAL FEES	\$0	\$0	\$15,000		\$0	\$0	\$15,000	
ADVERTISING	\$360	\$0	\$410		\$0	\$0	\$770	
FINGER-PRINT EXPENSE	\$0	\$0	\$0		\$0	\$0	\$0	
HR ASSESSMENT FEE (\$266 Per FTE)	\$2,128	\$1,529	\$359		\$599	\$0	\$4,615	
TRAVEL / CONFERENCE / CONFERENCE	\$0	\$0	\$784		\$102	\$702	\$1,588	
c. Total Direct Cost	\$13,928	\$9,697	\$51,441	\$25,056	\$7,705	\$12,981	\$120,808	9%
d. Indirect Cost								
Indirect cost will offset purchasing, finance, information technology, human resources, and building maintenance, support services provided by the Pinellas County Health Department. Indirect cost is calculated at 9.92% of the total of personnel and fringe benefits.								
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)	\$80,018						\$80,018	
Indirect Cost - In Kind (10.02%)				\$165,764			\$165,764	
d. Total Indirect Cost	\$80,018	\$0	\$0	\$165,764	\$0	\$0	\$245,782	19%
Project Total:	\$564,643	\$282,122	\$104,061	\$190,820	\$102,720	\$31,856	\$1,276,221	
Approved Budget	\$564,643	\$282,122	\$104,061	\$190,820	\$102,720	\$31,856	\$1,276,221	100.0%
	\$0	\$0	\$0		\$0	\$0	\$0	

Notes:

Pgm % Pgm % Pgm % Pgm % Pgm %

44% 22% 8% 15% 8% 2%

E. Nominating Committee

Minutes from Nominating Committee Meeting

PCLB

May 20, 2015

PCLB Board members, Sandra Downes, Commissioner Gerard, Advisory Board Member Nina Meyers, and Child Care Licensing Program staff member, Jorie Massarsky met on Wednesday May 20, 2015 at 1:05 PM in the Mid-County Conference Center to nominate a chairperson of the Pinellas County License Board.

After discussion, the committee selected Vicki Conolly to be nominated to serve as Chairperson, beginning with the first meeting of the next fiscal year.

The nominating committee's recommendation will be presented to the board at the August 19, 2015 board meeting for approval.

The meeting concluded at 1:15 PM.

F. Elect Board Chair

G. Selection of Auditor – See Attachment

IV. INFORMATION ITEMS

A. Board Training by Colleen Flynn

B. Executive Director's Report-To be distributed

C. Statistical Report for July 2015

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	371	2531	27	323	255	22430	115	17757	4	272	22	1041
1. Temporary Permits 1st Time TP	4	34										
2. Capacity Change - current licenses New capacity began	1	8	-1	-12		56						
3. Closed - # with capacity	-7	-39									1	-18
4. Corrections - from previous reports Explain below*												
Total Capacity	369	2534	26	311	255	22486	115	17757	4	272	21	1023

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	
Total Number	395	369	26	395	125	
Total Capacity	2845	2534	311	41538	2997	

1. Licensing					
a. Pre-licensing inspections	3			2	
b. - e. Inspections/ Re-checks	79			62	
f. TA/Consultation	6			9	
g. Unlicensed care investigations	6			2	
h. Children's Records (only)				0	
i. Renewal licenses issued	31			26	
2. Enforcement					
a. Complaints	6			20	
b. Fines administered	4			7	
c. Conferences	2			2	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	1			1	
b. Number of hours	3			4	
4. Training Taken					
a. Number of trainings	0			4	
b. Number of hours	0			58	
5. Health Inspections					
a. Food				90	

IV. Information Items

D. Compliance Reports:

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Happy Workers Learning Center	3	Chr - 2 records with expired DH 680s	5/4/2015	\$30.00	\$30.00	5/4/2015
LSF Jordan Park	2	Daily Attendance-inaccurate recording in one classroom	5/4/2015	\$50.00	\$50.00	5/19/2015
Saint Pete Christian School	3	Chr- expired DH680	5/6/2015	\$25.00	\$25.00	6/9/2015
YMCA-Madeira Beach	2	Expired fire inspection	5/7/2015	\$50.00	\$50.00	5/15/2015
The Gospel Train	3	Chr - 1 expired DH680	5/11/2015	\$25.00	\$25.00	5/12/2015
The Learning Experience-Oldsmar	2	Personnel-employment history not done for six employees on or before employment date	5/12/2015	\$450.00	\$450.00	5/18/2015
	3	Personnel - proof of education not in personnel files	5/12/2015	\$25.00	\$25.00	5/18/2015
YMCA-Sawgrass	3	Chr-incomplete Emergency Medical Release Form	5/15/2015	\$25.00	\$25	5/27/2015
LSF, Inc. Los Caminos	2	Supervision- a child left the classroom without staff awareness	5/19/2015	\$50.00	\$50.00	5/26/2015
Excel Learning Center	2	Personnel - local not done on or before hire date	5/19/2015	\$50.00	\$50.00	5/20/2015
Kids Time Preschool	3	Personnel-one staff member had an expired Acknowledgement Form	5/22/2015	\$25.00	\$25.00	5/28/2015

Celebrity Kids Club of Pinellas	2	Personnel - AGMC not completed on or before date of hire	6/3/2015	\$50.00	\$50.00	6/4/2015
	2	Personnel -no employment history check completed for 4 employees	6/3/2015	\$50.00	\$50.00	6/4/2015
	3	Personnel - no Acknowledgement Form completed on or before date of hire	6/3/2015	\$25.00	\$25.00	6/4/2015
Faith Academy	1	Food & Nutrition-a staff member gave a child a cookie that contained something that the child had a known allergy to	6/8/2015	\$500.00	\$500.00	6/16/2015
KinderCare LC 531	2	Personnel-no local background checks completed for 2 staff	6/9/2015	\$50.00	\$50.00	6/29/2015
	2	Personnel: 4 staff had no employment history verification in their files	6/9/2015	\$50.00	\$50.00	6/29/2015
	3	Chr-10 children's records contained incomplete information	6/9/2015	\$25.00	\$25.00	6/29/2015
	3	Chr-1 child's file had an incomplete Emergency Medical Release Form	6/9/2015	\$25.00	\$25.00	6/29/2015
Camelot School	2	Personnel-5 year rescreen not done timely	6/16/2015	\$50.00	\$50.00	6/23/2015
	3	Chr-1 child's record was missing the DH680	6/16/2015	\$25.00	\$25.00	6/23/2015
Kidz World	2	Daily Attendance-inaccurate recording in one classroom	6/17/2015	\$60.00	\$60.00	6/18/2015
Loving Arms	3	Indoor Playspace-no hot water in 1's diapering sink	6/10/2015	\$25.00	\$25.00	6/23/2015
KinderCare LC 531	2	Attendance-closing log not completed	6/22/2015	\$50.00	\$50.00	6/29/2015

Lad N' Lass	1	Discipline-physical discipline was used by a staff member on her own child	6/26/2015	\$250.00	\$250.00	7/15/2015
First Step CC	2	Personnel - AGMC not completed on or before date of hire	6/24/2015	\$50.00	\$50.00	6/24/2015
	2	Personnel - no local background check completed	6/24/2015	\$60.00	\$60.00	6/24/2015
	2	Daily Attendance - not recorded completely and accurately	6/24/2015	\$50.00	\$50.00	6/24/2015
	3	Chr - 1 expired DH680	6/24/2015	\$25.00	\$25.00	6/24/2015
	2	Personnel - 1 staff did not have a two year employment history check completed	6/24/2015	\$50.00	\$50.00	6/24/2015
Discovery LC	2	Daily Attendance-transitions not documented in one classroom for entire day	6/26/2015	\$50.00	\$50.00	7/28/2015
Largo Country	2	Personnel-5 year local rescreen not done timely	6/26/2015	\$50.00	\$50.00	7/14/2015
	3	Chr-1 record had expired DH 680	6/26/2015	\$25.00	\$25.00	7/14/2015
LaChelle's Little Angel Development Center	2	Personnel - 2 staff did not have 2 year employment history checks completed	6/30/2015	\$50.00	\$50.00	7/15/2015
	2	Personnel - 4 staff had incomplete or incorrect AGMCs	6/30/2015	\$50.00	\$50.00	7/15/2015
	2	Physical Environment-outside play equipment was unsafe	6/30/2015	\$50.00	\$50.00	7/15/2015

R'Club ELA @ US 19	1S	Supervision- a child left the classroom without staff awareness and exited the building	7/10/2015	\$500.00	\$500.00	7/16/2015
North Bay Church Christian Academy	3	Chr-1 expired DH680	7/21/2015	\$25.00	\$25.00	7/21/2015
YMCA-Jamerson	1S	Discipline was used with a 3 year old child that was severe, humiliating or frightening	7/27/2015	\$500.00	\$500.00	7/27/2015
Mt. Zion CC	2	Personnel - AGMC not signed on or before employment	7/29/2015	\$60.00		
	2	Personnel - no proof of local being done	7/29/2015	\$50.00		
	2	Personnel - Level 2 screening documentation was missing	7/29/2015	\$50.00		
Son Kissed Preschool	2	Attendance- inaccurate recording in one classroom	7/31/2015	\$50.00	\$50.00	8/7/2015

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Sanders, Bernice	2	Daily Attendance: The daily attendance was incomplete in that the provider did not have an attendance record for the children in care at time of inspection.	6/4/2015	\$50	\$50.00	6/22/2015
Murphy, Laurie	1	Disqualified Person: A person disqualified from being in the home was present while there was a child in care	7/1/2015	Pymt Plan \$500	7/17/15 \$50	
Metz, Lois	3	Immunizations: Immunization record was no longer current for the child listed on the Children's Record Log.	7/13/2015	\$25	\$25.00	7/16/2015
Drakeford, Ann	2	Fire Drills: Though fire drills were conducted a written record of fire drills was not recorded.	7/23/2015	\$60	\$60.00	8/7/2015
Morer, Bolds	1s	Screening: An unscreened individual was left alone to supervise three children in care.	7/28/2015	\$500	\$500.00	8/10/2015

3. 100% Compliant Inspections in Children's Centers

May	June	July
Holy Family ECC	Grace Childrens Ctr.	Rainbow Academy II
YMCA-Campbell Park	Shining Starz 54th	The Learning Tree
City of Gulfport Rec Center	R'Club MLK	Kid-A-Rama
YMCA-Gulf Beaches	R'Club ELA @ US 19	The Learning Experience-Olds
Pasadena Comm. Ch. P/S	Shady Creek P/S	Community Preschool
PCC Christian Playgroup	The Sprouts -Seminole	Write Start
R'Club Pasadena	R'Club Nina Harris	
YMCA-Northwest	Curlew Learning Center	
R'Club-Fairmount Park	The Learning Experience-Old	
Alegria Montessori		
Academy for Love & Learn.		
R'Club Lakeview		
Thomas "Jet" Jackson Rec		
Artz 4 Life		
HEP		
UMCM @ St. Pauls		
Ponce De Leon B/A		
Bay Vista		
R'Club ELA Whitney		
Safety Harbor Montessori		
The Growing Place		
Tomorrow's Child		
The Sprouts Acad. Seminole		
Gingerbread Bardmoor		
Saint Pauls		
First Christian P/S		
Skycrest Christian P/S		
YMCA-Skycrest		
Plato Academy P/S Largo		
Faith Community P/S		
Country Day School		
YMCA-Bauder		
R'Club-Bardmoor		
St. Pete Peds - Pinellas Park		
New Horizons CDC		
Stars & Comets		
YMCA-Lake St. George		
YMCA-Sunset Hills		
YMCA-Tarpon Fundamental		

City of Dunedin-San Jose		
City of Dunedin-Dunedin		
Dunedin Montessori		
Cornerstone Christian		
Nicholas Vostas Center		

4. 100% Compliant Inspections in Family Child Care Homes

May	June	July
Alvern Brown	Angela Pettit	Christine Phillips
Merlita Jones	Diane Pinta	Claudia Ann Craft
Tanya Knighton	Lori Wells	Betty Hale
Diana Neuner	Karen Cuatt	Sondra Harper*
Kathleen Buckins	Donna Owens	Shirley Bauknight
Mary Roberts	Neshia Cohen	Tiffany Bell
Verda Davis	Christine F. Phillips	Kimberly Boykins
Judy Drayton	Andrea McLaren-Bell	Lucile Jerger
Christine Hall	Lishelia Ware	Jeanette Mann
Angelena Bethune	Maxine Williams-Salter	Ruby Martin
Shrieka Hollis	Suhvanna Lamar	Juanita Watkins
Coretha Kelly	Shakeista Brown	Yamisha Wells
Treva Edwards	Delories Givens	Deneathia Smith
Yvonne Martin	Kimberlay Jackson	Dijana Memic
Diane McNair	Deloris Morgan	Cathleen Schmidt
Cora Heard	Latashia Flemmings	Lisa Gable
Colleen Days	Christine Perkins	Marlin DiPipi
Yvonne McTier	Pennie Dineen	Helen Harrison
LaQuinda Sherrod	Lynda Johnson	Aida Diaz
Tamika Elias	Josette Matos-Holmes	Camilla Bridgeman
Glendora Hunter	Felicia Mills	Mary Cabarris
Jacqueline Hunter*	Imaani Bilial	Wanda Kelty
Mellissa Collie	Hattie Dennis	Shoneka Byrd
Mimoza Mano	Deborah Johnson	Veronica Ross
Norma Bown	Catherine Lane	Jacqueline McCollom
Cheryl Kinney	Kristin Young	Katrina Wilson
Teresa Koppie	Doris Bostick	Betty Butler
Sharon Skubal	Anna Precourt	Lori Gavitt
Gina Morel	Gitjana Ghyshe	Heidi Buck
Frances Powell	Deborah Hamilton	Tereceta Jones
Christine Sciandra	Waleska Jimenez	Linda Marchica

Anne Brooks
Susan Daniels
DaVee Henderlong
Verdrana Cajic
Kathleen Schmitt
Bonnie Adams
June Moody
Marcia Stewart
Patsy McConnell
Donna Lindsey
Gayla Hicks
Penny Naples
Karen Eidys
Susan McMichaels
Dawn Derhammer- Ayd
Kelly Ogle
Cynthia Poust
Cynthia Rooks
Christine Klein
Rhonda Jordan

Amanda Neuner
Carrie Gonzalez
Maria Ojeda
Patricia Jones

Susan Fernandez
Maria Le Gare
Vanessa Olden
Ariana Poloska
Tracey Wardell

IV. INFORMATION ITEMS
E. Monthly 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 BUDGET	Amended BUDGET	JULY ACTUAL	ALL FUNDS		% SPENT
				SPENT 7/31/2015	AVAILABLE BALANCE	
TOTAL SALARIES	595,841	595,050	43,202.69	450,848.23	144,201.770	75.77%
FICA/MEDICARE	45,582	45,521	3,305.01	34,489.89	11,031.433	75.77%
RETIREMENT	43,913	43,855	3,136.52	33,358.90	10,496.287	76.07%
HEALTH/LIFE/DIS	221,310	220,344	18,890.69	177,375.28	42,969.171	80.50%
TOTAL FRINGE BENEFITS	310,806	309,721	25,332.22	245,224.07	64,496.891	79.18%
TOTAL SALARY AND BENEFITS	906,647	904,771	68,534.91	696,072.30	208,698.66	76.93%
TELEPHONE	1,521	1,521	136.16	664.37	856.63	43.68%
CELLULAR PHONES	611	611	47.30	1,077.48	(466.48)	176.35%
POSTAGE	5,364	5,364	0.00	1,023.10	4,340.90	19.07%
PRINTING	3,601	3,601	0.00	3,343.18	257.82	92.84%
TRAVEL	18,864	18,864	412.04	12,416.45	6,447.55	65.82%
EDUCATIONAL MATERIALS	357	357	0.00	0.00	357.00	0.00%
OFFICE SUPPLIES	5,348	5,348	0.00	4,268.32	1,079.68	79.81%
INFO. TECHNOLOGY	876	876	0.00	0.00	876.00	0.00%
RENT- OFFICE SPACE	0	0	0.00	0.00	0.00	0.00%
RENT- STORAGE SPACE	0	0	0.00	0.00	0.00	0.00%
RENT- EQUIPMENT (COPIER)	1,799	1,799	0.00	858.70	940.30	47.73%
SUBSCRIPTIONS/DUES	200	200	0.00	175.00	25.00	87.50%
EQUIPMENT	0	0	0.00	74.83	(74.83)	0.00%
CONTRACTUAL- Audit	19,000	19,000	0.00	19,000.00	0.00	100.00%
CONTRACTUAL- Legal Fees	22,764	22,764	903.00	9,471.00	13,293.00	41.61%
CONTRACTUAL- Advertising	770	770	81.42	668.22	101.78	86.78%
CONTRACTUAL-Janitorial	3,936	3,936	328.07	3,268.61	667.39	83.04%
UTILITIES	10,683	10,683	1.16	8,648.74	2,034.26	80.96%
FINGER-PRINT EXPENSE	0	0	38.75	156.75	(156.75)	
HR ASSESSMENT FEE	5,036	5,036	0.00	2,859.47	2,176.53	56.78%
MISCELLANEOUS	900	900	(197.00)	225.00	675.00	25.00%
TOTAL OPERATING	101,630	101,630	1,750.90	68,199.22	32,755.78	67.11%
Total FIS Download						
ADMIN. COST- FDOH In-Kind	98,911	98,911	7,476.88	75,938.70	22,972.30	76.77%
ADMIN. COST- FDOH & JWB	49,415	49,415	3,735.43	37,938.72	11,476.28	76.78%
TOTAL ADMIN. COST	148,326	148,326	11,212.31	113,877.43	34,448.57	76.78%
ALL FUND TOTAL EXPENSES	1,156,603	1,154,727	81,498.12	878,148.95	275,903.01	76.05%

REVENUE SOURCES (Received)						
JWB	564,643	564,643	40,457.96	434,489.98	130,153.02	76.95%
DCF	282,122	282,122	23,510.16	235,101.64	47,020.36	83.33%
FDOH	69,304	69,304	4,154.19	48,339.63	20,964.37	69.75%
FDOH - In-Kind	98,911	98,911	7,476.88	75,938.70	22,972.30	76.77%
LB FEES & FINES	110,742	110,742	15,266.36	87,361.57	23,380.43	78.89%
FUND BALANCE	30,881	30,881	2,095.22	22,241.22	8,639.78	72.02%
ALL FUND TOTAL REVENUE	1,156,603	1,156,603	92,960.78	903,472.75	253,130.25	78.11%

V. Public Comment:

VI. Next Meeting: Wednesday, November 18, 2015 @ 1:30 pm
 Mid County DOH offices:
 8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment