

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

**REGULAR MEETING
April 27, 2016 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
- B. Approve Agenda

II. Consent Agenda

- A. Approval of Minutes from January 27, 2016

III. Action Items

- A. Approve continuation of Contract with JWB
- B. Approve licenses for 3 new Children's Centers
- C. Approve license for 1 new Family Child Care Home
- D. Approve license for 1 new Large Family Child Care Home

IV. Information Items

- A. Executive Director's Report
- 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
 - 5. Closed Centers and 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: Wednesday, July 27, 2016 at 6:30 PM

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 should 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.

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
January 27, 2016 @ 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, January 27, 2015, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

Board Members Present: Vicki Conolly, Chairman, Sandra Downes, Secretary, Dorothy Duve', Celeste Fernandez, Pam Gebler, and Susan Rolston

Board Members Absent: Commissioner Patricia Gerard

Ex-Officio Member Absent: Charles Minor

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

Advisory Members Absent: Ann Hofmeister

Attorneys: Colleen Flynn, Esq. and Evan Frayman, Esq.

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

A. Welcome and Announcements

The PCLB Board Meeting was called to order at 6:26 PM. Richard French, past Chairman of the Board, was introduced and welcomed to the Advisory Committee. Everyone at the table introduced themselves and shared in what capacity they serve the Board.

B. Approve Agenda

Motion: Susan Rolston motioned to approve the Agenda, Sandra Downes seconded it, and the motion passed unanimously.

II. Consent Agenda

Motion: Susan Rolston motioned to approve the Minutes from the November 18, 2015 meeting. Pam Gebler seconded the motion, and it passed unanimously.

III. Action Items

A. Accept Audit

Dana Powell of Law, Redd, Crona, & Munroe presented the audit and financial statements. She thanked Patsy Buker and Pervinder Birk for all the work they did to help to complete the audit. She reported that there were no areas of weakness that she would need to report, and no instances of non-compliance.

Ms. Powell stated that although the audit is labeled as a DRAFT, it is, in fact, the final copy, as she was just waiting on a date that she received just yesterday. The board will receive another copy of the exact same audit, with the DRAFT label removed.

*See attached

Motion: Sandra Downes made a motion to accept the Audit, Pam Gebler seconded it, and the motion passed unanimously.

B. Final Agency Action-FCCH Provider Lori Gavitt

Evan Frayman, Esq. of Harper, Kynes, Geller, Greenleaf, and Frayman, P.A. explained the rules of procedures for appeals.

*See attached

Motion: Susan Rolston made a motion to approve the recommendation of the hearing officer to uphold the fine given to Ms. Gavitt. Celeste Fernandez seconded it, and the motion passed unanimously.

C. Approve licenses for 3 new Children's Centers

Jorie Massarsky reported that there were three centers recommended for full licensure. Belcher Academy was scheduled for a previous Board, but was delayed with some issues. They have since hired a new director, and they have done very well.

All three centers are recommended for full licensure without reservation.

Motion: Susan Rolston motioned to approve the licensing of these Centers, Pam Gebler seconded it, and the motion passed unanimously.

D. Approve licenses for 6 new Family Child Care Homes

Julie Oliver shared that the six homes that are being recommended for full licensure have had very good inspections for a year, and that for the most part, any non-compliances were with record keeping. She discussed one Provider in particular, Maria Piatt, who, back in August, received a Class I fine for having an unscreened individual in her home, caring for children. She has paid the fine in full, and has had extra inspections, where there were no non-compliances. Ms. Oliver reports that she is confident that it was an isolated incident, and she is recommending all six homes for full licensure.

Motion: Sandra Downes made the motion to approve the licensing of these Homes, Dorothy Duve' seconded it, and the motion passed unanimously.

IV. Informational Items

A. Executive Director's report

Patsy Buker reported that there is not an Executive Director's Report, as there has been a lot of work to do for the Audit.

B. Statistical report regarding licensing activities

C. Compliance Reports

▪ Children's Centers Fines Report

Jorie Massarsky reported that a Class I fine was issued when a Center falsified children's records, and another was issued when a staff member disciplined a child by pouring water over his head. Many of the other fines were given for record keeping issues.

Susan Rolston questioned if it was a growing trend for Centers to have issues with Record Keeping, and Ms. Massarsky replied that some Centers have become complacent, and are overlooking some paperwork and necessary forms.

Patsy Buker reported that overall, the fines have decreased because providers are following the regulations.

Vicki Conolly asked about the status of two Centers that were closed and then reopened. Ms. Massarsky responded that Happy Days 2 had no issues prior to the change of ownership. Educare at Countryside had some issues, but paid their fines, and were in good standing at the time of the change of ownership.

▪ Family Child Care Homes Fines Report

Dorothy Duve' questioned if certain fines had been paid, for instance, Latosha Williams. Julie Oliver replied that her fines have not been paid, that she was closed, and if she wanted to open her home to daycare again, she would have to pay the fines.

Sandra Downes asked if these homes are monitored once they are closed to be sure they are not caring for children. Ms. Oliver and Ms. Buker replied that they are monitored, and it is made clear that they are closed. Susan Rolston questioned for how long they are monitored, and Ms. Buker reported that we must be careful not to harass the provider.

Dorothy Duve' asked what happens if they are found to have kids in care. Ms. Oliver replied that it would be explained to her that law enforcement would be contacted if children seemed to be in danger at all or if safety was an issue for anyone involved.

▪ 100 percent Compliant Inspections in Children's Centers

▪ 100 percent Compliant Inspections in Family Child Care Homes

Patsy Buker congratulated every one of the centers and homes that received 100% compliant inspections.

D. Monthly Financial Report

Patsy Buker reported that Child Care Licensing is on track with spending, and does not appear that we would go over. Vicki Conolly asked when the fiscal year was over, and Ms. Buker replied that it was a new fiscal year. Dorothy Duve' said she still thinks licensing staff should get raises, and asked how many staff members we have. Ms. Buker replied that there are 16, and we have one opening.

V. Public Comment

Lori Gavitt, Home Day Care Provider, explained to the Board that a child had a major accident in her care, and she received a fine. She questioned why she received such a large fine, and explained that she had been licensed for over 20 years and had many different Specialists. Ms. Gavitt questioned the lack of supervision assessment, and explained that it was just an unfortunate accident. She pointed out that the Licensing Rules and Regulations have not been modified in three years, and questioned the directions of who should be called first in case of emergency-the parents or 9-1-1.

VI. Next Meeting: Wednesday, April 27, 2016 @ 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Vicki Conolly called for an adjournment of the meeting at 7:21 PM.

Motion: Susan Rolston made a motion to adjourn the meeting.
Dorothy Duve' seconded the motion, and it was passed unanimously.

Respectfully Submitted by:

Celeste Fernandez, Secretary

III. Action Items

A. Approve continuation of Contract with JWB

B. Approve licenses for 3 new Children’s Centers

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Country Day School IRB	206 23 rd Avenue Indian Rocks Beach 33711	Country Day School IRB, LLC	Day Nursery	59 with 10 Infants	1 Year through 6 Years and School Age
Divine Academy of Learning, Inc.	3940 18 th Ave. S St. Petersburg 33711	Divine Academy of Learning, Inc	Day Nursery	39	2 Years through 6 Years and School Age
GreenAcres Childcare	9110 102 nd Ave. N Largo 33777	GreenAcres Childcare LLC	Day Nursery	80 with 10 Infants	1 Year through 6 Years and School Age

C. Approve license for 1 new Family Child Care Home

Recommended Action: Approve

Provider Name	City	Capacity
Beatriz Reyes	Pinellas Park	8

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

Recommended Action: Approve

Provider Name	City	Capacity
Mary Roberts	St. Petersburg	12

IV. INFORMATION ITEMS

A. Executive Director's Report- To be distributed

B. Statistical Report for March 2016

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	349	2405	26	311	255	22499	112	17482	4	272	22	1059
1. Temporary Permits 1st Time TP	2	16	0	0	3	116						
2. Capacity Change - current licenses New capacity began	1	1	0	0		-15						
3. Closed - # with capacity	-4	-26	-1	-12	1	-40						
4. Corrections - from previous reports Explain below*												
Total Capacity	347	2396	25	299	258	22560	112	17482	4	272	22	1059

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	
Total Number	372	347	25	396	132	
Total Capacity	2695	2396	299	41373	3096	

1. Licensing					
a. Pre-licensing inspections	4			3	
b. - e. Inspections/ Re-checks	81			97*	
f. TA/Consultation	4			15	
g. Unlicensed care investigations	4			1	
h. Children's Records (only)				0	
i. Renewal licenses issued	29			31	
2. Enforcement					
a. Complaints	6			17	
b. Fines administered	3			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	1			1	
b. Number of hours	2			4	
4. Training Taken					
a. Number of trainings	1			1	
b. Number of hours	1			1	
5. Health Inspections					
a. Food				98	

*Includes 18 Middle School Inspections

C. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Thomas "Jet" Jackson Rec Center	2	Transportation-driver's attendance log not completed by second person	1/6/2016	\$60.00	\$60.00	1/6/2016
UMCM @ McCabe	2	Personnel-no AGMC completed on or before date of hire	1/7/2016	\$50.00	\$50.00	1/26/2016
R'Club ELA @Pinellas Village	3	Chr- 2 expired Immunization forms	1/11/2016	\$25.00	\$25.00	1/19/2016
St. Pete Peds PP	2	Diapering - the proper procedure for cleaning and sanitizing the diapering area was not followed in one classroom	1/25/2016	\$50.00	\$50.00	2/10/2016
	3	Diapering - the diaper pad was not impermeable in two classrooms	1/25/2016	\$25.00	\$25.00	2/10/2016
LSF Dunedin Center	2	Supervision-a 4 year old child was left in the classroom when the class went to the playground	1/21/2015	\$50.00	\$50.00	2/8/2016
	2	Attendance accuracy was not verified at transition to playground	1/21/2015	\$50.00	\$50.00	2/8/2016
UMCM @ St. Marks	2	Supervision - a 2 year old child was left in the bathroom for 10 minutes when a staff member went home	1/28/2016	\$50.00	\$50.00	2/10/2016
	2	Daily Attendance - inaccurate recording	1/28/2016	\$60.00	\$60.00	2/10/2016

Kinder Care 531	1	Physical Discipline- a teacher slapped a 1 year old's hand for dumping toys	2/5/2016	\$100.00	\$100.00	2/22/2016
Celebrity Kids Club of Pinellas	1	Physical Discipline- a staff member spanked her own child while working	2/8/2016	\$250.00	\$250.00	2/8/2016
	1S	Discipline-a staff member hit a child on the head with a clipboard which was severe, humiliating or frightening	2/8/2016	\$300.00	\$300.00	2/8/2016
McMannis Preschool	2	Personnel-no AGMC completed on or before date of hire	2/11/2016	\$50.00	\$50.00	3/9/2016
Logical Choice	3	Chr - 1 missing immunization form	2/12/2016	\$30.00	\$30.00	2/22/2016
American Montessori	2	Closing log not completed	2/18/2016	\$50.00	\$50.00	3/4/2016
	3	Personnel - no fire extinguisher training	2/18/2016	\$25.00	\$25.00	3/4/2016
	2	Personnel - 1 staff missing Level 2 screening documentation	2/18/2016	\$50.00	\$50.00	3/4/2016
Victory CDC	3	Personnel - 1 staff did not complete their 40 clock hour training timely	2/17/2016	\$25.00	\$25.00	3/1/2016
Boys & Girls Club Wood Valley	3	Chr-9 incomplete enrollment forms	2/18/2016	\$25.00	\$25.00	3/15/2016
Victory CDC	1	Discipline- a staff member spanked a child	2/23/2016	\$100.00	\$100.00	3/1/2016
Westchester Academy	2	Outdoor equipment not safe for use by children	2/25/2016	\$50.00	\$50.00	3/8/2016
Old Landmark	2	Diapering Practices - no soap/water or bleach/water in diapering area to clean and sanitize	3/3/2016	\$50.00	\$50.00	3/21/2016

	2	Adult/child ratio was not met in the infant/toddler room	3/3/2016	\$50.00	\$50.00	3/21/2016
	2	Infants were combined with two year olds	3/3/2016	\$60.00	\$60.00	3/21/2016
	2	Cribs do not meet federal regulation	3/3/2016	\$50.00	\$50.00	3/21/2016
	2	No resilient surface in fall zones	3/3/2016	\$50.00	\$50.00	3/21/2016
Lew Williams	2	Personnel - no local completed	3/3/2016	\$50.00	\$50.00	3/11/2016
	2	Daily Attendance - inaccurate recording	3/3/2016	\$50.00	\$50.00	3/11/2016
Kinder Care 531	2	Daily Attendance - inaccurate recording	3/7/2016	\$60.00	\$60.00	3/16/2016
	3	Chr-expired immunizations	3/7/2016	\$30.00	\$30.00	3/16/2016
	3	Chr- incomplete enrollment forms	3/7/2016	\$30.00	\$30.00	3/16/2016
The Canterbury School	3	Chr-incomplete information	3/8/2016	\$25.00	\$25.00	3/15/2016
	3	Chr-missing or expired Immunization Records	3/8/2016	\$25.00	\$25.00	3/15/2016
Kids Christian Care	2	Personnel - 5 year local rescreen done late	3/9/2016	\$50.00	\$50.00	3/21/2016
	3	Personnel - no proof of education	3/9/2016	\$25.00	\$25.00	3/21/2016
LSF Clearwater	2	Inappropriate Discipline	3/16/2016	\$50.00		
First Lutheran School	3	Chr -expired DH 680s	3/18/2016	\$25.00		

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Tamayo, Odalis	2	Daily Attendance: The attendance for 12/21/15 had not been taken. There were 5 children in care and none had been signed in.	1/5/16	\$50	\$50	1/6/16 pbi
Moreland, Roberta	3	Immunizations: One child had an expired immunization record	2/10/16	\$25	\$25	2/23/16 pbi
Campbell, Alissa	2	Daily Attendance: The daily attendance record was incomplete in that there was no daily attendance kept for 2/17/16, 2/18/16, and 2/19/16	2/23/16	\$50	\$50	3/23/16 pbi
Roberts, Mary	3	Student Health Form: The provider did not have a student health form for each child enrolled for 30 days.	3/17/16	\$25	\$25	3/29/16 pbi
Sanders, Bernice	2	Daily Attendance: On 3/25/16 the daily attendance was not complete, 6 children were in care, but only 5 children were marked on the attendance	3/28/16	\$60		
Ryan, Sandra	3	Emergency Medical Release: There was no notarized Emergency Medical Release form for one child	3/29/16	\$25		

3. 100% Compliant Inspections in Children's Centers

January	February	March
Kids' Corner	R'Club Sandy Lane	Building Blocks
Ivy Prep	Romper Room	R'Club McMullen Booth
The Learning Experience-Oldsmar	The Rainbow Garden	R'Club Paul B. Stephens
Educare of Palm Harbor	St. Pete Pediatric Day School	YMCA-Maximo
Powell Child Care	Happy Days LLC	Calvary Kids
R'Club 74th Avenue	R'Club Skyview	Plato - Pinellas Park
R'Club Rawlings	YMCA-Melrose	Sprout Academy - PP
Campbell Park Rec Center	JW Cate Rec Center	Sonrise
Madeira Beach Rec Center	YMCA-Westgate	Gladden Park Rec Center
YMCA-Orange Grove	Walter Fuller Rec Center	Rosie's I
Willis S. Johns Rec Center	St. Pete Beach Rec Center	Young Achievers
Apple Seeds	Oakhurst Learning Center	YMCA-Sexton
Tutor Time	Country Day School IRB	YMCA-Mt. Vernon
R'Club ELA @ ASI	City of Dunedin - Garrison Jones	
Gingerbread-Carillon	Allendale	
Academy of Learning	Shorecrest	
Plato Academy-Tarpon Springs	R'Club Southern Oak	
	Learning Adventures	
	R'Club Lealman	
	R'Club New Heights	
	R'Club ELA Lemon Street	
	Cops N Kids	

4. 100% Compliant Inspections in Family Child Care Homes

January

Shirley Bauknight
Tiffany Bell
Rosemary Delucca
Barbara Edwards
Jeanette Mann
Stephanie Martin
Camilla Bridgeman
Veronica Ross
Anderson Yearwood
Mattie Morgan
Betty Hale
Vickie Lawrie
Vanessa Olden
Ariana Poloska
Susan Fernandez
Tracey Wardell
Dorinda Tucker
Lois Metz
Kathleen Sullivan
Hania Lux
Penny Naples
Lisa Gable
Kimberly Ryder
Heidi Buck
Linda Marchica
Ronda Shults
Maria Ojeda
Claudia Ann Craft
Lenora Cabral

February

Laurae Evans
Kimberly Boykins
Shurrea Daniels
Shelia Haugabook
Jannie Small
Beverly Grant
Patricia Ellison
Debra Alexander*
Katrina Wilson
Kristina Booker-Deveny
Staci Colborn
Brittney Fobbs
Sonia Mojica
Sheronica Stubbs
Mary Kasper
Christine Lawson
Susan Rothe
Pam Gebler
Tany Mayak
Karen Trepanier
Barbara Connor
Karen Holloway
Kellie Smith
Barbara Smith
Tammy Desaulniers
Darlyn Smith
Maureen Dietz
Lori Gavitt
Susan Barron
Linda Bingham
Debbie Kelly
Linda Hoskinson
Belinda Heare
Emilia Massion Torres
Laurie Murphy
Barbara McNeill
Robin Vasil

March

Lenora Alexander
Judy Jones
Patricia Powell
Gladys Randle
Joy Wright
Judy Young
Patty Gavornik
Stacey Sergent
Barbara Cook
Michelle Pugh
Denise Redner
Leah Robertson
Sandy Garcia
Melissa Jones
Gina Replogle
Cheryl Smith
Mitzi Webb
Catherine Bishop
Jenny Rockey
Andrea Bloomfield
Deborah Mimault
Annette Megherfi
Lynn Gibson
Patreese Reynolds
Stephanie Singletary
Darlene Mosley
Diane Koenigsaecker
Faith Hess
Antonia Martinez
Celeste Froid
Katarrah Washington

5. Closed Centers and Homes

Closed Centers for January, February and March, 2016

January: none

February: none

March: Adventure Place (change of ownership executed, opened as Adventure Academy)

Closed Homes for January, February and March 2016

January: Lachon Hearn, Chandra Andrew, Shamika Pickney, Glendora Hunter

February: Sandy Vasat, Trang Pham, Barbara Villano, Grace MacDonald, Vedrana Cajic

March: Wanda Kelty, Sandy Lewis, Elysia Parrish, Mary Cabarris, Kimberly Johnson

D. Financial Report

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/15 - 09/30/16 (FY1516)

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	ALL FUNDS SPENT 2/29/2016	AVAILABLE BALANCE	% SPENT
TOTAL SALARIES	584,025	35,003.14	44,758.60	43,242.23	42,597.58	42,003.40	62,514.97	270,119.92	313,905.08	46.25%
FICA/MEDICARE	44,678	2,677.74	3,424.03	3,308.03	3,258.71	3,213.26	4,782.40	20,664.17	24,013.45	46.25%
RETIREMENT	44,935	2,541.23	3,249.47	3,139.39	3,092.58	3,052.18	4,538.59	19,613.44	25,321.76	43.65%
HEALTH/LIFE/DIS	235,993	5,958.16	17,864.24	18,399.10	17,641.77	18,146.52	27,026.92	105,036.71	130,956.29	44.51%
TOTAL FRINGE BENEFITS	325,606	11,177.13	24,537.75	24,846.52	23,993.07	24,411.96	36,347.90	145,314.32	180,291.50	44.63%
TOTAL SALARY AND BENEFITS	909,631	46,180.27	69,296.35	68,088.75	66,590.65	66,415.36	98,862.87	415,434.24	494,196.58	45.67%
TELEPHONE	1,633	136.46	136.40	0.00	136.40	136.15	136.46	681.87	951.13	41.76%
CELLULAR PHONES	612	0.00	13.46	164.67	0.00	87.30	42.14	307.57	304.43	50.26%
POSTAGE	3,950	0.00	7.23	0.00	38.27	49.00	0.00	94.50	3,855.50	2.39%
PRINTING	4,000	0.00	0.00	151.80	399.80	387.85	0.00	939.45	3,060.55	23.49%
TRAVEL	15,000	0.00	1,546.34	1,652.24	1,164.83	3,259.54	1,349.00	8,971.95	6,028.05	59.81%
EDUCATIONAL MATERIALS	175	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	0.00%
OFFICE SUPPLIES	5,991	631.36	590.95	396.33	1,466.06	160.18	88.95	3,333.83	2,657.17	55.65%
INFO. TECHNOLOGY	4,145	25.00	518.95	25.00	79.51	25.00	73.99	747.45	3,397.55	18.03%
RENT- OFFICE SPACE	25,056	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,056.00	0.00%
RENT- EQUIPMENT (COPIER)	1,862	95.12	0.00	299.18	156.64	139.32	175.01	865.27	996.73	46.47%
CONTRACTUAL- Audit	19,000	0.00	0.00	0.00	0.00	0.00	19,000.00	19,000.00	0.00	100.00%
CONTRACTUAL- Legal Fees	15,000	0.00	0.00	5,218.67	2,097.95	2,077.00	1,203.73	10,597.35	4,402.65	70.65%
CONTRACTUAL- Advertising	770	0.00	82.00	0.00	82.00	0.00	0.00	164.00	606.00	21.30%
CONTRACTUAL-Janitorial	3,938	0.00	328.07	328.07	328.07	0.00	328.07	1,312.28	2,625.72	33.32%
UTILITIES	13,473	0.00	1,829.44	1.25	944.95	1,695.48	1.16	4,472.28	9,000.72	33.19%
HR ASSESSMENT FEE	4,615	1,132.09	0.00	0.00	1,132.11	0.00	0.00	2,264.20	2,350.80	49.06%

MISCELLANEOUS	1,588	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,588.00	0.00%
TOTAL OPERATING	120,808	2,020.03	5,052.84	8,237.21	8,026.59	8,016.82	22,398.51	53,752.00	67,056.00		44.49%
ADMIN. COST- FDOH In-Kind	165,764	4,627.26	6,943.49	6,822.49	6,672.38	6,654.82	6,716.65	38,437.10	127,326.90		23.19%
ADMIN. COST JWB 17%	80,018	4,146.24	6,242.74	5,958.03	5,674.62	5,674.61	8,511.91	36,208.15	43,809.85		45.25%
TOTAL ADMIN. COST	245,782	8,773.51	13,186.23	12,780.52	12,347.00	12,329.43	15,228.56	74,645.26	171,136.74		30.37%
ALL FUND TOTAL EXPENSES	1,276,221	56,973.80	87,535.42	89,106.48	86,964.24	86,761.61	136,489.95	543,831.50	732,389.32		42.61%
REVENUE SOURCES (Received)											
JWB	564,643	30,178.46	44,243.89	42,357.26	41,531.28	40,392.53	60,590.00	259,293.42	305,349.58		45.92%
DCF	282,122	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	141,060.96	141,061.04		50.00%
FDOH	129,117	2,670.91	6,163.87	9,575.19	7,330.11	4,308.15	19,510.00	49,558.24	79,559.21		38.38%
FDOH In-Kind	165,764	4,627.26	6,943.49	6,822.49	6,672.38	6,654.82	6,716.65	38,437.10	127,326.90		23.19%
LB FEES & FINES	102,719	7,264.00	7,040.00	8,680.00	12,019.00	10,111.15	11,730.00	56,844.15	45,875.12		55.34%
FUND BALANCE	31,855	0.00	2,382.72	1,465.88	2,198.57	1,465.71	10,657.00	18,169.88	13,685.12		57.04%
ALL FUND TOTAL REVENUE	1,276,221	68,250.79	90,284.14	92,410.98	93,261.50	86,442.53	132,713.81	563,363.75	712,856.97		44.14%

V. Public Comment

VI. Next Meeting: Wednesday July 27, 2016 @ 6:30 PM
Mid County DOH offices:
8751 Ulmerton Road
Largo, FL 33771

VII. Adjournment