

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

**REGULAR MEETING  
July 26, 2017 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

**II. Consent Agenda**

- A. Approval of Minutes from April 26, 2017

**III. Action Items**

- A. Vote to continue contract with JWB
- B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP
- C. Approve Interlocal Agreement
- D. Approve Retainer Agreement with Robert Eckard & Associates, P.A.
- E. Selection of Auditor for FY 2016-17
- F. Approve JWB Budget Amendment
- G. Approve Program Budget FY 2017-2018
- H. Approve licenses for 5 new Children's Centers
- I. Approve licenses for 4 new Family Child Care Homes

**IV. Information Items**

- A. Board Training by Colleen Flynn
- B. Unlicensed Child Care
- C. Executive Director's Report – To be distributed
- D. Statistical Report regarding licensing activities
- E. 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
- F. 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 September 27, 2017 @ 1:30 PM  
Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771

**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.

- I. **Call to Order**
  - A. Announcements
  - B. Approve Agenda

- II. **Consent Agenda**
  - A. Approval of Minutes from April 26, 2017

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

**REGULAR MEETING  
April 26, 2017 at 6:30 pm  
Florida Department of Health in Pinellas  
8751 Ulmerton Road, Largo, FL**

**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 April 26, 2017, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

**Board Members Present:** Commissioner Gerard; Celeste Fernandez, Secretary; Susan Rolston; Barbara Backus; Pam Gebler

**Board Members Absent:** Dr. Shana Rafalski; Dorothy Duve'

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

**Advisory Members Present:** Ann Hofmeister; DaVee Henderlong; Lynn Bittner; Richard French

**Advisory Members Absent:** Elizabeth Krakowski; Nina Meyers; Amanda Neuner

**Attorney Present:** Colleen Flynn, Esq.

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

- I. **Call to Order**

- The PCLB Board Meeting was called to order at 6:28 PM.

- A. Announcements –There were no announcements made.

- B. Approve Agenda- A motion to amend the Agenda was made: The number of Homes recommended for licensure was decreased from 4 to 3, and an additional Action Item (E. Appoint Executive Director Search Committee) was added to the Agenda.

**Motion:** Commissioner Gerard made a motion to approve the amendments to the Agenda, Barbara Backus seconded the motion, and it passed anonymously.

## **II. Consent Agenda**

### **A. Approval of Minutes from February 22, 2017**

**Motion:** Susan Rolston made a motion to approve the Minutes from February 22, 2017. Commissioner Gerard seconded the motion, and it passed unanimously.

## **III. Action Items**

### **A. Approve licenses for 3 new Children's Centers**

Jorie Massarsky reported that all three centers have done well on their inspections, and is recommending that all three be approved for full licensure by the Board.

**Motion:** Commissioner Gerard motioned to approve the three new Centers for full licensure, Pam Gebler seconded the motion, and it passed unanimously.

### **B. Approve licenses for 4 new Family Child Care Homes**

Julie Oliver explained that there were only three homes being presented to the Board. The fourth home was not able to turn all of their paperwork in on time, so they are being moved to the July Board Meeting. She explained that one of the providers had started out doing unlicensed care in his home. When it was discovered, he stopped care, and did what he needed to do in order to become licensed. In four inspections, he showed great improvement, and on his fourth inspection, he had only one noncompliance. Ms. Oliver is very confident in recommending all three Homes for full licensure.

**Motion:** Commissioner Gerard motioned to approve all three Homes for full licensure, Barbara Backus seconded the motion, and it passed unanimously.

### **C. Nominating Committee**

Susan Rolston presented the Nominating Committee's report. PCLB Board member, Susan Rolston, Advisory Board member Lynn Bittner, Child Care Licensing Program staff member, Julie Oliver, and Colleen Flynn, Esq. met on Wednesday April 12, 2017 at 3:00 PM at JWB to nominate a chairperson of the Pinellas County License Board. After discussion, the committee selected Commissioner Gerard to be nominated to serve as Chairperson.

### **D. Elect Board Chair**

Colleen Flynn explained the Chairperson's position is a one year commitment, but that it is renewable. She also noted that it is the Chair who appoints the Secretary, and they are elected by the floor after they are nominated.

**Motion:** Susan Rolston put forth the motion to nominate Commissioner Gerard as the new Chairperson of the Board. Pam Gebler seconded the motion, and it passed unanimously. Commissioner Gerard will serve as Chair beginning with the next Board Meeting, which is July 26, 2017 at 6:30 PM. Celeste Fernandez will continue as Secretary.

#### **E. Appoint Executive Director Search Committee**

Colleen Flynn explained that the Board appoints a committee, and the committee makes recommendations. If the Board approves, then the applicant goes forward. John Geisler will advertise the position in People First for the month of July, and will interview candidates in August, in hopes of having someone on board in September, being trained by Ms. Buker until December, when she retires.

The following volunteered to be on the Committee:

Commissioner Gerard  
Susan Rolston  
Pam Gebler  
Ann Hofmeister

Ms. Flynn asked for a motion to appoint these four members with the contingency that Dr. Rafalski and Dorothy Duve' may be added if they are interested.

**Motion:** Commissioner Gerard made the motion, Pam Gebler seconded it, and the motion passed unanimously to appoint the members to the Executive Director Search Committee.

Ms. Flynn reminded the members that they may have no contact with each other outside of the public meetings that they attend.

### **IV. INFORMATION ITEMS**

#### **A. Executive Director's Report- To be distributed**

Patsy Buker explained that in order to pay an Executive Director in training for three months, the Board would have to give approval for her to submit a request to JWB budget allowances within their timelines. A Special Meeting may need to be scheduled in order to approve the request being made.

**Motion:** Susan Rolston made a motion for Ms. Buker to be allowed to request a budget amendment from JWB to fund overlapping salaries. Commissioner Gerard seconded the motion, and it passed unanimously. Colleen Flynn asked Patsy to bring the budget to the July Board Meeting.

#### **B. Statistical Report regarding licensing activities**

Ms. Buker reported that three more Child Care Homes have closed due to a number of reasons. DaVee Henderlong noted that they may be closing with Licensing, but they are still operating. She is concerned that one does not need

a license number to be able to advertise to care for children. She is asking that the License Board follow through to the highest power to make it mandatory to have a license number in order to advertise. Pam Gebler shared that many years ago, a group of providers went to Tallahassee, received assistance, and got a bill passed, saying it is illegal, but they were unable to pursue it without legal expertise. Commissioner Gerard suggested that a discussion about unlicensed care be added to the agenda of the next PCLB Board Meeting.

**C. Monthly Financial Report**

Patsy Buker reported that there were some lapsed funds showing on the report.

**V. Public Comment**

**VI. Next Meeting:** Wednesday July 26, 2017 @ 6:30 PM  
Mid County DOH offices:  
8751 Ulmerton Road  
Largo, FL 33771

**VII. Adjournment**

Susan Rolston motioned for the meeting to adjourn at 7:39. Pam Gebler seconded it, and the motion passed unanimously.

Respectfully submitted,

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Celeste Fernandez, Secretary

**III. Action Items**

- A.** Vote to continue contract with JWB
- B.** Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP
- C.** Approve Interlocal Agreement
- D.** Approve Retainer Agreement with Robert Eckard & Associates, P.A.
- E.** Selection of Auditor for FY 2016-17
- F.** Approve JWB Budget Amendment
- G.** Approve Program Budget FY 2017-18
- H.** Approve licenses for 5 new Children's Centers
- I.** Approve licenses for 4 new Family Child Care Homes



## F. Approve JWB Budget Amendment

PINELLAS COUNTY LICENSE BOARD					
REVENUE & EXPENSE BUDGET REPORT					
10/01/16 - 09/30/17 (FY1617)					
<b>BUDGET AMENDMENT # 2</b>					
	ANNUAL	Amendment	Amendment	Amended	
ACCOUNT	BUDGET	1	2	BUDGET	
<b>TOTAL SALARIES</b>	576,886	(20,741)	(923)	555,222	
FICA/MEDICARE	44,132	(1,587)	0	42,545	
RETIREMENT	43,382	(1,560)	0	41,822	
HEALTH/LIFE/DIS	242,990	0	(4,000)	238,990	
<b>TOTAL FRINGE BENEFITS</b>	330,504	(3,147)	(4,000)	323,357	
<b>TOTAL SALARY AND BENEFITS</b>	907,390	(23,888)	(4,923)	878,579	
TELEPHONE	1,736	0	0	1,736	
CELLULAR PHONES	663	0	0	663	
AIR CARDS	4,326	75	0	4,401	
POSTAGE	3,950	0	0	3,950	
PRINTING	4,000	0	0	4,000	
TRAVEL	18,708	0	4,923	23,631	
EDUCATIONAL MATERIALS	1,015	0	0	1,015	
OFFICE SUPPLIES	6,276	0	0	6,276	
INFO. TECHNOLOGY	4,145	0	0	4,145	
RENT- STORAGE SPACE	25,056	(25,056)	0	0	
RENT- EQUIPMENT (COPIER)	1,862	0	0	1,862	
SUBSCRIPTIONS/DUES	175	175	0	350	
CONTRACTUAL- Audit	19,000	600	0	19,600	
CONTRACTUAL- Legal Fees	24,849	0	0	24,849	
CONTRACTUAL- Advertising	650	0	0	650	
CONTRACTUAL-Janitorial	5,017	0	0	5,017	
UTILITIES	13,213	0	0	13,213	
FINGERPRINT	116	0	0	116	
HRASSESSMENT FEE	4,502	0	0	4,502	
MISCELLANEOUS	0	0	0	0	
<b>TOTAL OPERATING</b>	139,259	(24,206)	4,923	119,976	
ADMIN. COST- FDOH In-Kind	153,850	(17,823)	0	136,027	
ADMIN. COST JWB 17%	83,524	0	0	83,524	
<b>TOTAL ADMIN. COST</b>	237,374	(17,823)	0	218,415	
<b>ALL FUND TOTAL EXPENSES</b>	1,284,023	(65,917)	0	1,216,970	
<p>\$4,923 in salary and fringe lapse due to vacancies  moved to Travel for increased travel and a conference</p>					

## G. Approve Program Budget FY 2017-2018

FINAL BUDGET										
Pinellas County Health Department Pinellas County Licensing board October 1, 2017- September 30, 2018								7/20/2017		
As of: June 28, 2017										
Expenditure Line Item and Explanation			JWB	DCF	DOH-Pin	DOH-In Kind	Fees	Fund Bal.	Revised Total	% Budget
<b>a. Total Personnel</b>		18.35	\$303,767	\$158,082	\$68,621	\$0	\$50,004	\$14,495	\$594,969	47%
<b>b. Fringe Benefits</b>										
Insurance coverage vary by employee and classification. Actual health, life, & disability costs are shown for each position. FICA is calculated at 7.65% and retirement at 7.52%.										
FICA		7.65%	\$23,238	\$12,093	\$5,249		\$3,825	\$1,109	\$45,515	
RETIREMENT		7.52%	\$22,843	\$11,888	\$5,160		\$3,760	\$1,090	\$44,742	
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods		VAR	\$132,479	\$75,997	\$33,214		\$25,818	\$6,445	\$273,954	
<b>b. Total Fringe Benefits</b>			\$178,561	\$99,978	\$43,624	\$0	\$33,404	\$8,644	\$364,210	29%
		<b>Total Salary &amp; Fringe</b>	<b>\$482,328</b>	<b>\$258,060</b>	<b>\$112,245</b>	<b>\$0</b>	<b>\$83,408</b>	<b>\$23,139</b>	<b>\$959,180</b>	<b>75%</b>
<b>c. Direct Costs</b>										
CONTRACTUAL- AUDIT		131100	\$15,530	\$0	\$3,000		\$2,570	\$0	\$21,100	
CONTRACTUAL- LEGAL FEES		131600	\$0	\$13,408	\$0		\$9,849	\$0	\$23,257	
JANITORIAL		132100	\$5,029	\$0	\$0		\$0	\$0	\$5,029	
ADVERTISING		133500	\$650	\$0	\$0		\$0	\$0	\$650	
INFO. TECH Records Mgmt		134216	\$300	\$0	\$0		\$0	\$0	\$300	
FINGER-PRINT EXPENSE		290000	\$0	\$0	\$0		\$288	\$0	\$288	\$50,624
POSTAGE		210000	\$1,271	\$0	\$0		\$2,679	\$0	\$3,950	
TELEPHONE		221000	\$0	\$0	\$0		\$816	\$0	\$816	
CELLULAR PHONES		221100	\$0	\$0	\$0		\$575	\$0	\$575	
Communications - DP Air Cards		223013	\$2,317	\$2,009	\$0		\$0	\$0	\$4,326	
PRINTING		230000	\$0	\$1,189	\$0		\$1,811	\$0	\$3,000	
TRAVEL		261300	\$9,000	\$6,000	\$0		\$2,120	\$0	\$17,120	
UTILITIES		271000	\$12,075	\$0	\$0		\$0	\$0	\$12,075	\$41,862
OFFICE SUPPLIES		341018	\$5,776	\$0	\$0		\$0	\$0	\$5,776	
EDUCATIONAL MATERIALS		341039	\$200	\$0	\$0		\$0	\$0	\$200	\$5,976
SUBSCRIPTIONS/DUES (LICENSE)		461009	\$0	\$0	\$0		\$175	\$0	\$175	\$175
RENT- EQUIPMENT (COPIER)		442000	\$1,862	\$0	\$0		\$0	\$0	\$1,862	
HR ASSESSMENT FEE ( Per FTE)			\$2,183	\$1,456	\$0		\$485	\$0	\$4,124	
<b>c. Total Direct Cost</b>			<b>\$56,193</b>	<b>\$24,062</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$21,368</b>	<b>\$0</b>	<b>\$104,623</b>	<b>8%</b>
<b>d. Indirect Cost</b>										
Indirect cost will offset purchasing, finance, information										
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)			\$81,996						\$81,996	
Indirect Cost - In Kind						\$156,456			\$156,456	
<b>d. Total Indirect Cost - 24.86%</b>			<b>\$81,996</b>	<b>\$0</b>	<b>\$0</b>	<b>\$156,456</b>	<b>\$0</b>	<b>\$0</b>	<b>\$238,452</b>	<b>19%</b>
<b>Project Total:</b>			<b>\$620,516</b>	<b>\$282,122</b>	<b>\$115,245</b>	<b>\$156,456</b>	<b>\$104,776</b>	<b>\$23,139</b>	<b>\$1,302,255</b>	<b>102.4%</b>
Amount Before Salary Raises			\$602,286	\$282,122	\$111,860	\$151,854	\$101,539	\$22,572	\$1,272,234	
<b>Notes:</b>			<b>Pgm %</b>	<b>Pgm %</b>	<b>Pgm %</b>	<b>Pgm %</b>	<b>Pgm %</b>	<b>Pgm %</b>	<b>Pgm %</b>	
			48%	22%	9%	12%	8%	2%		
<b>CHANGE IN TOTALS</b>			-\$18,230	\$0	-\$3,385	-\$4,602	-\$3,237	-\$567		

## H. Approve Licenses for 5 new Children's Centers

**Recommended Action: Approve**

Center Name	Address	Owner	Category	Capacity	Age
Mt. Olive Future Leaders Early Learning Center	600 Jones Street Clearwater 33755	Mount Olive Community Development Corporation	School Age Center	26	School Age and 3-6 Years
Olympians Pre School, Inc.	2289 N. Hercules Ave. Clearwater 33763	Olympians Pre School Inc.	Day Nursery	21	4-6 Years
Plato Academy Preschool St. Petersburg	6745 38th Avenue N. St. Petersburg 33710	Superior Schools Corporation	Day Nursery	37	3-6 Years
R'Club-Midtown Academy	1701 10th Street S. St. Petersburg 33705	R'Club Child Care, Inc.	School Age Center	100	School Age
Saint Paul's Early Learning Center	1600 St. Paul's Drive Clearwater 33764	St. Paul's School, Inc.	Day Nursery	74 with 14 Infants	2 Months-6 years

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

**Recommended Action: Approve**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Zoraya Pacheco	1641 Kay Dr. Largo 33770	6
Shakeista Brown	2632 20 <sup>th</sup> Street S. St. Petersburg 33712	8
Maribel Collazo	9200 53 <sup>rd</sup> Way N. Pinellas Park 33782	6
Bridget Stewart	2400 Gove St. S. St. Petersburg 33705	8

**IV. INFORMATION ITEMS**

- A.** Board Training by Colleen Flynn
- B.** Unlicensed Child Care
- C.** Executive Director's Report-To be distributed

## D. Statistical Report regarding licensing activities

Statistical Report for June 2017

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
<b>Previous Months Totals</b>												
<b>Monthly Activity</b>	<b>320</b>	<b>2233</b>	<b>20</b>	<b>239</b>	<b>248</b>	<b>21869</b>	<b>116</b>	<b>18026</b>	<b>4</b>	<b>272</b>	<b>21</b>	<b>1004</b>
<b>1. Temporary Permits</b>												
1st Time TP	2	14	1	12	2	156						
<b>2. Capacity Change - current licenses</b>												
<b>New capacity began</b>	1	3				130						
<b>3. Closed - # with capacity</b>	-5	-37			2	-196						
<b>4. Corrections - from previous reports Explain below*</b>												
<b>Total Capacity</b>	<b>317</b>	<b>2213</b>	<b>21</b>	<b>251</b>	<b>248</b>	<b>21959</b>	<b>116</b>	<b>18026</b>	<b>4</b>	<b>272</b>	<b>21</b>	<b>1004</b>

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
<b>Total Number</b>	<b>338</b>	<b>317</b>	<b>21</b>	<b>389</b>	<b>131</b>
<b>Total Capacity</b>	<b>2464</b>	<b>2213</b>	<b>251</b>	<b>41261</b>	<b>3047</b>
<b>1. Licensing</b>					
a. Pre-licensing inspections	3			<b>4</b>	
b. - e. Inspections/ Re-checks	86			<b>123</b>	
f. TA/Consultation	2			<b>16</b>	
g. Unlicensed care investigations	0			<b>0</b>	
h. Children's Records (only)				<b>0</b>	
i. Renewal licenses issued	26			<b>47</b>	
<b>2. Enforcement</b>					
a. Complaints	2			<b>13</b>	
b. Fines administered	6			<b>4</b>	
c. Conferences	2			<b>0</b>	
d. Intent to deny/suspend/revoke	0			<b>0</b>	
e. - f. Hearings	0			<b>0</b>	
<b>3. Training Presented</b>					
a. Number of trainings	0			<b>0</b>	
b. Number of hours	0			<b>6</b>	
<b>4. Training Taken</b>					
a. Number of trainings	0			<b>2</b>	
b. Number of hours	0			<b>4</b>	
<b>5. Health Inspections</b>					
a. Food				<b>99</b>	

## E. Compliance Reports

### 1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Bright Discoveries for Early Learning	2	Daily Attendance-inaccurate recording	5/9/2017	\$50.00	\$50.00	5/15/2017
Saint Petersburg Christian School	2	Toxics and hazardous materials were accessible to children	5/15/2017	\$50.00	\$50.00	5/19/2017
YMCA-Plumb	2	Daily Attendance-inaccurate recording	5/25/2017	\$50.00	\$50.00	6/8/2017
YMCA-Northwest	2	Daily Attendance-inaccurate recording	5/25/2017	\$50.00	\$50.00	6/22/2018
Bright Discoveries for Early Learning	2	Daily Attendance-inaccurate recording	5/9/2017	\$50.00	\$50.00	5/15/2017
Saint Petersburg Christian School	2	Toxics and hazardous materials were accessible to children	5/15/2017	\$50.00	\$50.00	5/19/2017
YMCA-Plumb	2	Daily Attendance-inaccurate recording	5/25/2017	\$50.00	\$50.00	6/8/2017
Leap of Faith Christian Preschool	1S	Discipline was used that was severe, humiliating or frightening in the 1 year old children's classroom	7/3/2017	\$500.0		

### 2. Family Child Care Homes Fine Report

<b>Johnson, Stacie</b>	1s	<b>False Information:</b> the provider falsified a document, an accident/incident report, by changing the date of the incident.	5/1/2017	\$300	pay plan \$50 – 6-6-17 \$60 – 6-26-17	
<b>Cox, Claudine</b>	1s	<b>Personnel:</b> An unscreened individual was left alone to supervise children in care.	5/8/2017	\$500	\$500	6/2/2017
<b>Spalding, Debra</b>	1s	<b>Personnel:</b> An unscreened individual was left alone to supervise children in care.	6/6/2017	\$500	pymt Plan	
<b>Anderson Yearwood</b>	1s	<b>Capacity:</b> On 5/10/17 the provider's volunteer was alone with 10 children in care. The provider is licensed for 6 children in care. The provider was over capacity by 4 children	6/9/2017	\$500	pymt plan	
<b>Anderson Yearwood</b>	1s	<b>Screening:</b> The person who the provider identifies as a volunteer, Liz Smith, was left alone the morning of 5/10/17 for an undetermined amount of time possibly one hour. Ms. Smith was an unscreened individual alone with children.	6/9/2017	\$500	pymt plan	

<b>Anderson Yearwood</b>	2	<b>Daily Attendance:</b> The daily attendance record was incomplete on 5/10/17, attendance of 10 children in care was not documented.	6/9/2017	\$50	\$50	6/26/2017
<b>Anderson Yearwood</b>	2	<b>Daily Attendance:</b> There was no daily attendance recorded for June 12, 13 & 14, 2017.	6/14/2017	\$60		
<b>Anderson Yearwood</b>	2	<b>Capacity:</b> The family child care home is licensed to serve 3 children under 18 months. According to sign in/out sheets for June 1, 2, 6, 7 & 8 2017 there were 4 children in attendance under 18 months.	6/14/2017	\$50		

### 3. 100% Compliant Inspections in Children's Centers

#### **April**

LSF Clearwater Center  
LSF Reconciler  
LSF Isay Gulley  
LSF Friendship  
St. Cecilia's  
R'Club Gateway  
Cornerstone Preschool  
R'Club Eisenhower  
Alegria Lakewood  
LSF Good Samaritan  
R'Club Pinellas Park  
YMCA-Bear Creek  
LSF Jordan Park  
Plato Academy Pinellas Pk.  
R'Club Cross Bayou  
Kids Connection  
Sonlight Learning Center  
First Presbyterian Day Sch  
Pilgrim  
UMCM St. Marks  
R'Club High Point  
Tampa Bay Turners  
Learning Adventures  
Blessed Sacrament  
Anona  
Aldersgate  
R'Club Ridgecrest  
Plato Academy Seminole  
Barlow  
R'Club Sutherland  
Our Lady of Lourdes  
LSF Dunedin  
St. Nicholas  
YMCA-Fuguitt

#### **May**

Artz 4 Life  
HEP  
UMCM St. Pauls  
Safety Harbor Montessori  
The Growing Place  
North Bay Christian  
Saint Pauls ECC  
Oldsmar Christian  
St. Pete Peds -Pinellas Park  
R'Club Blanton  
Alegria Montessori  
PCC Christian Church  
Pasadena Church Preschool  
R'Club Gulfport  
R'Club Fairmount Park  
Thomas Jet Jackson Rec  
Imagination Station  
Campbell Park Rec Center  
YMCA-Campbell Park  
R'Club Pasadena  
Bay Vista Learning Center  
Blossom Montessori  
YMCA-Gulf Beaches  
The Learning Center  
Holy Family ECC  
St. Raphaels ECC  
YMCA-North Shore  
R'Club Bardmoor  
JMAC Kids  
YMCA-Lake St. George  
Right Track  
The Gospel Train

#### **June**

Montessori At Sylvan Abbey  
Truth and Life  
Shadycreek  
Skycrest Christian Preschool  
Trinity Presbyterian Preschool  
R'Club Nina Harris  
The Sprout Academy St Pete  
New Horizons  
The Sprout Academy Seminole  
R'Club ASI  
Largo Country School  
Belleair Montessori Academy



#### 4. 100% Compliant Inspections in Family Child Care Homes

##### **April**

Corneathea Chance  
Janice Huntley  
Carolyn Johnson  
Peggy Robinson  
Delores Smith  
Sharleen Gamble  
Sharmila Lal  
Dorene Baker  
Lishelia Ware  
Cynthia Sumter  
Anita Seay  
Tamsen Baker  
Rosa Levy  
Dawn Porcelli  
Juleana Francis  
Jackie Morris  
Irene Wilson Giroir  
Victoria Talbot  
Claire Burns  
Alissa Campbell  
Evelyn Kendrick  
Diane De La Cruz  
Blondell Woods  
Theresa Feight  
Susan Livi  
Joan Murawski  
Ginger Boger  
Lisa Marie Isabelle  
Natalie Vormwald  
Heather Legere  
LaFonte Hunter-Davis

##### **May**

Veronica Mack  
Kathleen Schmitt  
Yvonne Martin  
Christine Sciandra  
Melissa Brewer  
Susan Daniels  
DaVee Henderlong  
Gina Morel  
Deanna Reyome  
Teresa Koppie  
Cheryl Kinney  
Norma Bown  
Melissa Collie  
Mimoza Mano  
Frances Powell  
Corethea Kelly  
Diane Pinta  
Loretta Wilcoxon  
Julie Diersing  
Debra Lewis  
Stacie Johnson  
Althea Chin-Neath  
Cynthia Poust  
Quetzali Ruiz  
Kathleen Buckins  
Mary Kelly  
Monica Pittman  
June Moody  
Marcia Stewart  
Ulrika Rosengren  
Merlita Jones  
Alvern Brown  
Bonnie Adams

##### **June**

LaQuetta Roberts  
Bridget Stewart  
Irma Maxwell  
Betty Butler  
Mary Cabarris  
Verda Davis  
Tamika Elias  
Andie McLaren-Bell  
Maxine Williams-Salter  
Waleska Jimenez  
Jeanette Cheesebrew  
Dijana Memic  
Paraskevi Kolovos  
Imaani Bilal  
Tamara Beard-Ball  
Cathleen Schmidt  
Candy Merrell  
Donna Lindsey  
Amanda Neuner  
Dorothy Jenkins  
Karen Eidys  
Karen Cuatt  
Terri Brown  
Latashia Flemmings  
Gitjana Gjyshi  
Christen Lake  
Anna Precourt  
Tanya Hyde  
Felicia Mills  
Carrie Gonzalez  
Deborah Hamilton  
Patricia Jones  
Donna Owens  
Zoraya Pacheco  
Odalys Tamayo  
Neshia Cohen  
Lucille Jerger  
Angela Pettit  
Christine F. Phillips  
Juanita Watkins  
Maria Ojeda  
Sarah Raiola  
Deborah Fleck

## 5. Closed Centers and Homes

### Closed Centers for April, May, June 2017 (No Closed Centers in April)

#### May

Pilgrim	Change of Ownership
Camelot	Change of Ownership
Apple Seeds	Owner's Decision
Clearwater Children's Learning Center	Corporate Owner's Decision
A Small Word	Building Purchased, Lease Not Renewed
American Montessori	Moving to Hillsborough County

#### June

Happy Workers	Owner's Decision – Location Now an R'Club ELA
Shining Starz 54th	Owner's Decision – Building in Disrepair

### Closed Homes for April, May, June 2017

Name	Date Closed	Reason
Juanita Hunter	4/1/17	Retired
Brenda Burgard	4/3/17	Provider decision
Barbara Lambert	4/18/17	Provider decision
Name	Date Closed	Reason
Jeanette Mann	5/5/17	Background screening
Stacy Sergent	5/17/17	moved
Pennie Dineen	5/22/17	Personnel Reasons
Stacie Haggerty	5/24/17	Accepted job outside of home
Cheryl Kinney	5/26/17	retired
Joan Murawski	5/26/17	retired
Dawn Derhammer-Ayd	5/26/17	retired
Kelly Ogle	5/26/17	Moved, reopened at new home
Name	Date Closed	Reason
Jacqueline McCollom	6/1/17	Personal reasons
Sheila Jackson-Jones	6/10/17	Working outside the home
Linda Faye Williams	6/21/17	disqualified
Patsy McConnell	6/30/17	Moving out of state
Luisa Collins	6/26/17	Reopened as a large home

## F. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD							
REVENUE & EXPENSE BUDGET REPORT							
10/01/16 - 09/30/17 (FY1617)							
<b>ALL FUND SUMMARY</b>						ALL FUNDS	
<u>ACCOUNT</u>	Amended BUDGET	APRIL Actual	MAY Actual	JUNE Actual	SPENT 6/30/2017	AVAILABLE BALANCE	
<b>TOTAL SALARIES</b>	<b>555,222</b>	<b>42,181.34</b>	<b>41,798.30</b>	<b>41,555.00</b>	<b>377,308.95</b>	<b>177,913.05</b>	
FICA/MEDICARE	42,545	3,226.87	3,197.57	3,179.19	28,864.36	13,680.81	
RETIREMENT	41,822	3,172.03	3,143.23	3,115.95	28,569.97	13,251.92	
HEALTH/LIFE/DIS	238,990	21,020.82	21,133.98	21,247.24	176,399.80	62,590.36	
<b>TOTAL FRINGE BENEFITS</b>	<b>323,357</b>	<b>27,419.72</b>	<b>27,474.79</b>	<b>27,542.38</b>	<b>233,834.13</b>	<b>89,523.09</b>	
<b>TOTAL SALARY AND BENEFITS</b>	<b>878,579</b>	<b>69,601.06</b>	<b>69,273.09</b>	<b>69,097.38</b>	<b>611,143.08</b>	<b>267,436.14</b>	
TELEPHONE	1,736	140.31	280.94	140.64	1,267.84	468.16	
CELLULAR PHONES	663	47.60	43.93	43.64	405.17	257.83	
AIR CARDS	4,401	396.55	396.55	396.55	2,471.70	1,929.30	
POSTAGE	3,950	0.00	0.00	0.00	296.50	3,653.50	
PRINTING	4,000	0.00	0.00	0.00	0.00	4,000.00	
TRAVEL	23,631	1,415.90	2,108.70	2,234.26	12,157.35	11,473.65	
EDUCATIONAL MATERIALS	1,015	0.00	0.00	0.00	0.00	1,015.00	
OFFICE SUPPLIES	6,276	329.09	1,361.52	446.15	6,255.76	20.24	
INFO. TECHNOLOGY	4,145	3,219.40	25.00	25.00	3,669.40	475.60	
RENT- STORAGE SPACE	0	0.00	0.00	0.00	0.00	0.00	
RENT- EQUIPMENT (COPIER)	1,862	140.77	123.54	138.87	1,355.19	506.81	
SUBSCRIPTIONS/DUES	350	0.00	0.00	0.00	175.00	175.00	
CONTRACTUAL- Audit	19,600	0.00	0.00	0.00	19,600.00	0.00	
CONTRACTUAL- Legal Fees	24,849	1,470.00	2,121.00	1,113.00	10,458.00	14,391.00	
CONTRACTUAL- Advertising	650	0.00	0.00	0.00	360.75	289.25	
CONTRACTUAL- Janitorial	5,017	418.00	1,079.64	0.00	2,955.69	2,061.31	
UTILITIES	13,213	992.18	822.35	1,036.61	7,369.25	5,843.75	
FINGERPRINT	116	0.00	0.00	0.00	72.00	44.00	
HR ASSESSMENT FEE	4,502	1,028.00	0.00	0.00	3,084.00	1,418.00	
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL OPERATING</b>	<b>119,976</b>	<b>9,597.80</b>	<b>8,363.17</b>	<b>5,574.72</b>	<b>71,953.60</b>	<b>48,022.40</b>	
ADMIN. COST- FDOH In-Kind	136,027	10,757.94	10,663.03	10,576.22	85,913.63	50,113.37	
ADMIN. COST JWB 17%	83,524	6,544.88	6,558.26	6,601.38	51,950.33	31,573.67	
<b>TOTAL ADMIN. COST</b>	<b>218,415</b>	<b>17,302.82</b>	<b>17,221.29</b>	<b>17,177.61</b>	<b>137,863.96</b>	<b>81,687.04</b>	
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,216,970</b>	<b>96,501.68</b>	<b>94,857.54</b>	<b>91,849.71</b>	<b>820,960.65</b>	<b>397,145.57</b>	
<b>REVENUE SOURCES (Received)</b>							
JWB	595,286	47,151.13	47,420.08	47,191.22	417,803.77	177,482.23	
DCF	282,122	23,510.16	23,510.16	23,510.16	211,591.44	70,530.56	
FDOH	92,945	7,262.27	5,682.17	5,958.33	64,242.45	28,702.55	
FDOH In-Kind	178,906	10,757.94	10,663.03	10,576.22	96,489.86	82,416.14	
LB FEES & FINES	102,963	10,252.00	10,352.00	0.00	69,931.00	33,032.00	
FUND BALANCE	31,804	3,036.77	2,914.21	2,130.74	21,661.22	10,142.78	
<b>ALL FUND TOTAL REVENUE</b>	<b>1,284,026</b>	<b>101,970.27</b>	<b>100,541.65</b>	<b>89,366.68</b>	<b>881,719.73</b>	<b>402,306.27</b>	

**V. Public Comment**

**VI. Next Meeting:** Wednesday September 27, 2017 @ 1:30 PM  
Mid County DOH offices:  
8751 Ulmerton Road  
Largo, FL 33771

**VII. Adjournment**