**PINELLAS COUNTY LICENSE BOARD**

***FOR CHILDREN’S CENTERS & FAMILY DAY CARE HOMES***

**REGULAR MEETING**

**February 22, 2017 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.

1. **Call to Order**
2. Announcements
3. Approve Agenda
4. **Consent Agenda**
5. Approval of Minutes from October 26, 2016

1. **Action Items**
2. Accept Audit-Presented by Dana Powell of Law, Redd, Crona, & Munroe (see attached)
3. Approval of MOU with the Office of Early Learning (see attached)
4. Approval of Budget Amendment for current fiscal year (see attached)
5. Accept Budget Amendment for Fiscal Year 2015-2016 (see attached)
6. Approve licenses for 2 new Children’s Centers
7. Approve licenses for 4 new Family Child Care Homes
8. **Information Items**
9. Executive Director’s Report – To be distributed
10. Statistical Report regarding licensing activities
11. Compliance Reports
12. Children’s Centers Fine Report
13. Family Child Care Homes Fine Report
14. 100 Percent Compliant Inspections in Children’s Centers
15. 100 Percent Compliant Inspections in Family Child Care Homes
16. Closed Centers and Homes
17. Monthly Financial Report
18. **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.

1. **Next Meeting:** Wednesday April 26, 2017 @ 6:30

Mid County DOH offices:

 8751 Ulmerton Road, Largo, FL 33771

1. **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.

**II. Consent Agenda-** Approval of Minutes from October 26, 2016

**PINELLAS COUNTY LICENSE BOARD**

***FOR CHILDREN’S CENTERS & FAMILY DAY CARE HOMES***

**REGULAR MEETING**

 **October 26, 2016 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 October 26, 2016, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 PM.

**Board Members Present:** Vicki Conolly, Chairman; Celeste Fernandez, Pam Gebler, Shana Rafalski, Susan Rolston

**Board Members Absent:** Dorothy Duve’, Commissioner Gerard

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

**Advisory Members Present:** Lynn Bittner, DaVee Henderlong, Elizabeth Krakowski, Richard French

**Advisory Members Absent:** Ann Hofmeister, Amanda Neuner, Nina Meyers

**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; and Kathi Merino, Administrative Secretary

1. **Call to Order**
2. **Welcome and** **Announcements** The PCLB Board Meeting was called to order at 6:35 PM
3. **Approve Agenda**

 **Motion:** Susan Rolston made a motion to approve the Agenda, Dr. Shana

 Rafalski seconded it, and the motion passed unanimously.

1. **Consent Agenda-** Approval of Minutes from July 27, 2016

Celeste Fernandez observed that she had been incorrectly quoted on Page 6 of the Minutes from the July 27, 2016 meeting. Under the heading, B. Executive Director’s Report, it had been noted that Ms. Fernandez had asked a question, but as she was not in attendance, it could not have been she who spoke. The Board agreed to amend the statement to read, “A Board member asked…” (the question).

Dr. Shana Rafalski also pointed out that on Page 6, her own name had been misspelled. It was agreed that the corrections would be made.

 **Motion:** Pam Gebler made a motion to approve the Amended Minutes, Celeste

 Fernandez seconded the motion, and it passed unanimously.

1. **Action Items**

1. **Approve Budget for new Fiscal year**

Patsy Buker announced that there was a change in the Budget, in that the Juvenile Welfare Board had awarded PCLB with additional funds in recognition of the good advocacy that is being provided. The Board recognized how it is difficult to keep staff because of the pay rate and the absence of a raise in eight or nine years. Ms. Buker explained that JWB has agreed to a 3% increase of salary for the Licensing Specialists. It had to be presented to the Management group, as permission on a local level was necessary, and it was then presented to Tallahassee.

The increase is for the Licensing Specialists only, not for the support staff or supervisors, and Ms. Buker is waiting for the official word from Tallahassee before informing the Specialists about their increase, and asked members at the meeting not to extend congratulations to them yet, as it has not been finalized.

Ms. Buker explained that there are three positions open now. One Specialist retired, and the other two left for jobs with higher salaries.

It has been determined that the requirements must be raised for these positions, so now applicants must have a four year college degree as well as childcare experience.

Ms. Buker reported that the salary increases have been built into the proposed budget, and the remaining award amount from JWB will be used for health insurance costs. This is the single largest difference between this budget and last year’s budget. For every cost we had, we recorded exact amounts spent, and we can expect to spend the same this year.

Vicky Conolly questioned the “Rent-Storage Space” line of the budget. Ms. Buker replied that the Health Department uses a storage space, and the Licensing Board stores some records with theirs. Susan Rolston and Colleen Flynn noted that it is an In-Kind exchange, and that we are not required to pay them monthly. Ms. Buker reported that we keep more current records in the Child Care Licensing file room, and we are preparing to scan these.

Celeste Fernandez asked if the Specialists without a four year degree would be grandfathered in, and asked if, even though there is a delay from Tallahassee, they would be getting retroactive pay from October 1st. Ms. Buker answered that they would be grandfathered in, and agreed that she would ask for retroactive pay for the Specialists.

Susan Rolston suggested that if Ms. Buker asks and does not receive the retroactive pay, that she work with the contract manager at JWB to make it work.

Celeste Fernandez asked if it was possible to give the Support Staff, the lowest paid employees, a bonus. Colleen Flynn replied that State Law does not allow it.

Ms. Buker explained that Senior Clerks are the most common positions in the Health Department, and that if one department gave their Senior Clerks a raise, the other departments’ Senior Clerks would want the same increase. She said that originally, when this additional money was introduced, she had wanted to share it from the lowest paid salary on up, but that the decision was not hers to make.

 Lynn Bittner offered that when their employees with the City had already been given raises, they took part time positions, and made them full time, or created new positions, and other money went towards benefits packages. Patsy Buker replied that she would not be able to create a new position.

Susan Rolston recommended that we compare equivalent Pinellas positions to our licensing Specialists in order to determine any pay differences. Ms. Buker replied that Licensing had done this for their justification.

 Vicky Conolly asked if DCF recommends the rate of pay for the Specialists.

 Ms. Buker explained that equivalent positions are looked at to see if an

 increased salary can be offered. The positions that were found to have higher

 salaries required Bachelor’s Degrees. For this reason, the requirements

 for our open positions have been changed.

 **Motion:** Susan Rolston made a motion to approve the budget, Celeste

 Fernandez seconded it, and the motion passed unanimously.

1. Approve dates for 2017 PCLB meetings

 2/22/17 1:30

 4/26/17 6:30

 7/26/17 1:30

 9/27/17 6:30

 12/6/17 1:30

 Patsy Buker explained that the Pinellas County License Board must meet at

 least once per quarter, and that when a license is approved, that becomes

 their approval date. Therefore, if we always meet during the same months,

 those months would become too full with renewals for the Specialists. For

 Audit purposes, we always meet in January or February so that the audit can

 be presented. An extra meeting date was added to avoid having a long stretch

 between meetings, and this keeps providers who are granted a temporary

 permit from having to wait more than one year before becoming fully licensed.

 It was noted that the next meeting date will be February 22, 2017 at 1:30 PM,

 not January, as it is noted on the front page of the Agenda.

 Pam Gebler said she would be unable to attend the July meeting as she is

 unable to get a substitute during summer months. Susan Rolston added that

 since July is typically a vacation month, it might be difficult for some others to

 attend. It was decided to switch the times of the July and September meetings.

 The new meeting dates and times for 2017 are as follows:

 2/22/17 @ 1:30 PM

 4/26/17 @ 6:30 PM

 7/26/17 @ 6:30 PM

 9/27/17 @ 1:30 PM

 12/6/17 @ 1:30 PM

 **Motion:** Dr. Shana Rafalski motioned to approve the amended dates for the 2017 PCLB Board Meetings. Pam Gebler seconded the motion, and it passed

 unanimously.

1. Approve licenses for 3 new Children’s Centers

Jorie Massarsky reported that the first of the three Centers was formerly a home provider that opened a preschool and has done very well on their inspections. The other two Centers went through changes of ownership, and have done very well on their inspections, as well. She asked for the approval for full licensure on all three Centers.

 **Motion:** Susan Rolston made a motion to approve the licensure of the three

 Centers. Dr. Shana Rafalski seconded the motion, and it passed

 unanimously.

1. Approve licenses for 3 new Family Child Care Homes

Julie Oliver shared that Deneathia Smith had 100% compliant inspections for all three of her inspections, and that the other two providers, Anderson Yearwood and Deloris Morgan had only minor paperwork non-compliances. Ms. Oliver stated that she felt confident in recommending these providers for full licensure.

Susan Rolston asked where these homes are located in St. Petersburg. Ms. Oliver replied that she didn’t have their addresses on hand. Patsy Buker asked if it would be useful to have that information in the Agenda. It was agreed that it would be useful, and Ms. Oliver agreed that the addresses could be included.

 **Motion:** Celeste Fernandez motioned to approve the three Family Child Care

 Homes for full licensure, Pam Gebler seconded the motion, and it

 passed unanimously.

1. **Information Items**
2. Executive Director’s Report

Patsy Buker reported that in Tallahassee it is being questioned as to why

the Department of Health is paying for our outside legal services, but, she noted, that Licensing is not the Health Department-that it operates under an Inter-local Agreement. She explained that the Health Department is our fiscal agent, and our bills get sent through them. Ms. Buker said that information they were seeking has been presented to them, and they have agreed to pay for our legal services. However, they are now questioning where the License Board obtained the authority to do inspections and give licenses.

 Vicky Conolly asked if there was an original Inter-local agreement. Ms.

 Buker replied that there was, but that when the Licensing Board moved to this

 Health Department, it was directed by Dr. Claude Dharamraj to do so, and

 permission had not been received from the State.

 Richard French explained that it was a move by the legislature to move

 Environmental Services to DCF, but that they could not handle all of the health

 inspections as well as the licensing inspections.

 He stated that in other counties, Day Cares lost their FDA funding for food

 programs. It was decided by the legislature in 2007 that DCF would contract

 with the Health Department to do those inspections. The legislature was

 supposed to go back and redo the law so that it was two separate agencies

 taking care of these inspections, but this never happened.

 Ms. Buker reported that Dr. Choe has assigned a Department of Health

 attorney to work on getting this all straightened out.

 Susan Rolston pointed out that because the Board is not meeting until

 February, perhaps they would want to set up a conference call. Colleen

 Flynn replied that they are not allowed to have a conference call. She stated

 that Ms. Buker could send out an email, but they could not “reply all” when

 responding, and it might be preferred that they call her instead of sending an

 email. She also suggested that a Special Meeting could be held.

 Ms. Buker said that hopefully next week she would have good news to report.

1. Statistical Report regarding licensing activities

Ms. Buker stated that there is nothing very remarkable in this report, but we are losing Day Care homes, and this is unfortunate.

Vicki Conolly asked if more Centers are opening for infants and one year olds

to compensate for the closing Homes. Jorie Massarsky replied yes, because a year ago there were 120 Infant Centers, and now there are 132.

Davee Henderlong offered that a reason for Homes closing is that it is easier

for a family to put all of its kids together in one Center. Ms. Massarsky stated that prior to 1987, Centers could not take children under the age of one.

Patsy Buker stated that spaces for infants are highest in demand.

1. Compliance Reports
2. Children’s Centers Fine Report

 Patsy Buker reported that we are still seeing children left alone on the

 premises, and these are serious violations.

1. Family Child Care Homes Fine Report

 Ms. Buker shared that Julie Oliver states that the number of complaints for

 Homes is very low. Pam Gebler said that many Homes are working with the

 Association, and that this is helping with that. Patsy Buker also shared that

 Licensing goes to give trainings to the Association whenever possible.

1. 100 Percent Compliant Inspections in Children’s Centers

 Vicky Conolly asked if Licensing still sends out a newsletter, saying it

 would be nice to share accomplishments and congratulations. Ms. Oliver

 explained that a problem we are finding in Homes is that not every provider

 has a computer, although it has been discussed in trainings that everyone

 needs access to a computer, printer, and fax machine to run a business.

1. 100 Percent Compliant Inspections in Family Child Care Homes

1. Closed Centers and Homes

 Susan Rolston asked about the Boys and Girls Club at Chi Chi’s closing. Ms.

 Massarsky reported that low enrollment was the cause for their closing. She

 explained that the City of Dunedin doesn’t have a Summer program

 because they do their own program. The YMCA steps in and does it at schools

 with Summerbridge.

 Pam Gebler questioned why Homes are closing. Julie Oliver replied that the

 reasons vary from retirement, moving to a different area, low enrollment, and

 accepting another job. Ms. Gebler asked if we would be able to see if they

 were struggling with non-compliances, and if this might be their reason for

 closing. She also wondered if any of the Homes state they are closing because

 of ratios, and not being able to make enough money due to the ratios that are

 required. Ms. Oliver stated that none of them have reported this to be a reason

 for their closing. Ms. Buker offered that an exit survey is done with closing

 Homes, and these questions are asked so that we can determine if we are

 doing the best we can for them.

 Ms. Massarsky added that in July everyone had to begin a rescreening process,

 and a couple of closures may have been due to that.

 Julie Oliver shared that there are three new providers that are getting ready

 to open their Homes.

1. Monthly Financial Report

Patsy Buker reported that we spent all of the money in our budget, and that

we had lapsed funds for salaries. Vicky Conolly questioned if we lose the funds that are not spent on salaries. Ms. Buker answered that we don’t lose the funds. We put them in another category where we can use them.

1. **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.

1. **Next Meeting:** Wednesday, February 22, 2017 at 1:30 PM

Mid County DOH offices:

 8751 Ulmerton Road, Largo, FL 33771

1. **Adjournment**

Vicky Conolly called for the meeting to be adjourned at 7:44 PM.

Pam Gebler motioned to adjourn, Dr. Shana Rafalski seconded it, and the motion passed unanimously.

Respectfully Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Celeste Fernandez, Secretary

**III. Action Items**

1. Accept Audit-Presented by Dana Powell of Law, Redd, Crona, & Munroe (see attached)
2. Approval of MOU with the Office of Early Learning
3. Approval of Budget Amendment for current fiscal year
4. Accept Budget Amendment for Fiscal Year 2015-2016
5. Approve licenses for 2 new Children’s Centers

 **Recommended action: Approve**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Center Name** | **Address** | **Owner** | **Category** | **Capacity** | **Age** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bumble Bee Club Learning Center | 1807 S. Highland Avenue Clearwater 33756 | Bumblebee Club LLC | Day Nursery | 80 with 20 Infants | 1 Year through 6 Years and School Age\* |
| Happy Corner Academy | 2201 Curtis Drive South Clearwater 33764 | Happy Corner Academy LLC | Day Nursery | 16 with 4 Infants | 1 Year through 6 Years and School Age\* |

1. Approve licenses for 4 new Family Child Care Homes

 **Recommended Action: Approve**

|  |  |  |
| --- | --- | --- |
| **Provider Name** | **Address** | **Capacity**  |
| Quetzali Ruiz | 1535 Clark Street Clearwater, 33755 | 8 |
| LaQuetta Roberts | 4035 12th Avenue S. St. Petersburg, 33711 | 8 |
| Christina Elaine Jackson | 4408 59th Avenue N. St. Petersburg, 33714 | 8 |
| Mary Cabarris | 4601 18rh Avenue S. St. Petersburg, 33711 | 8 |

 **IV. INFORMATION ITEMS**

1. **Executive Director’s Report- To be distributed**
2. **Statistical Report for January 2017**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **HOMES** |  |  | **CHILDREN'S CENTERS** |  |  |  |  |
|  | **FDCH** | **LFDCH** | **Preschool** | **B/A Schoo**l | **Exempt** | **Nonpublic** |
| **Previous Months Totals** | **#** | **capacity** | **#** | **capacity** | **#** | **capacity** | **#** | **capacity** | **#** | **capacity** | **#** | **capacity** |
| **Monthly Activity** | **329** | **2275** | **21** | **251** | **253** | **22395** | **115** | **17776** | **4** | **272** | **21** | **999** |  |
| **1. Temporary Permits** 1st Time TP | 2 | 24 | 0 | 0 | 1 | 70 |  |  |  |  |  |  |  |
| **2. Capacity Change -** **current licenses** **New capacity began**  | 1 | 9 | -1 | -12 |  | -25 |  |  |  |  |  |  |  |
| **3. Closed -** # with capacity | -3 | -14 |  |  | 2 | -116 |  |  |  |  |  |  |  |
| **4. Corrections -** from previous reports Explain below\* |  |  |  |  |  |  |  |  |
| **Total Capacity** | 329 | 2294 | 20 | 239 | **252** | **22324** | **115** | **17776** | **4** | **272** | **21** | **999** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monthly Tally Sheet Summary** | **Homes** | **FDCH** | **LFDCH** | **CC** | **Infant** **Centers** |  |  |  |  |  |  |
| **Total Number** | **349** | **329** | **20** | **392** | **133** |  |  |  |  |  |  |  |  |
| **Total Capacity** | **2533** | **2294** | **239** | **41371** | **3115** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1. Licensing** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a. Pre-licensing inspections | 3 |  |  | **2** |  |  |  |  |  |  |  |  |  |
| b. - e. Inspections/ Re-checks | 60 |  |  | **73** |  |  |  |  |  |  |  |  |  |
| f. TA/Consultation | 4 |  |  | **13** |  |  |  |  |  |  |  |  |  |
| g. Unlicensed care investigations | 2 |  |  | **0** |  |  |  |  |  |  |  |  |  |
| h. Children's Records (only) |  |  |  | **4** |  |  |  |  |  |  |  |  |  |
| i. Renewal licenses issued | 32 |  |  | **32** |  |  |  |  |  |  |  |  |  |
| **2. Enforcement** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a. Complaints | 8 |  |  | **14** |  |  |  |  |  |  |  |  |  |
| b. Fines administered | 2 |  |  | **12** |  |  |  |  |  |  |  |  |  |
| c. Conferences | 0 |  |  | **0** |  |  |  |  |  |  |  |  |  |
| d. Intent to deny/suspend/revoke | 0 |  |  | **0** |  |  |  |  |  |  |  |  |  |
| e. - f. Hearings | 0 |  |  | **0** |  |  |  |  |  |  |  |  |  |
| **3. Training Presented** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a. Number of trainings | 0 |  |  | **2** |  |  |  |  |  |  |  |  |  |
| b. Number of hours | 0 |  |  | **5** |  |  |  |  |  |  |  |  |  |
| **4. Training Taken** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a. Number of trainings | 0 |  |  | **1** |  |  |  |  |  |  |  |  |  |
| b. Number of hours | 0 |  |  | **1.5** |  |  |  |  |  |  |  |  |  |
| **5. Health Inspections** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a. Food |  |  |  | **67** |  |  |  |  |  |  |  |  |  |

1. **Compliance Reports**
2. Children’s Centers Fine Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Provider** | **Fine****Class** | **Reason** | **Date of****Fine** | **Fine** | **Amt****Paid** | **Date****Paid** |
| **LSF - Clearwater** | 2 | Personnel- AGMC signed after start date | 10/5/2016 | $50.00  | $50.00  | 10/27/2016 |
| **Kinder Care 216** | 3 | Personnel- Literacy not completed timely | 10/6/2016 | $25.00  |  $ 25.00  | 10/31/2016 |
|  | 3 | Chr- 3 records with incomplete information | 10/6/2016 | $25.00  |  $ 25.00  | 10/31/2016 |
|  | 3 | Chr-Influenza information not given in August or September | 10/6/2016 | $25.00  |  $ 25.00  | 10/31/2016 |
| **Clearwater CLC** | 2 | Daily Attendance - inaccurate recording | 10/6/2016 | $50.00  |  $ 50.00  | 10/26/2016 |
|  | 3 | Chr- missing Immunization Record | 10/6/2016 | $25.00  |  $ 25.00  | 10/26/2016 |
| **LSF, Inc. Dunedin** | 3 | Chr- expired Immunization Record | 10/11/2016 | $25.00  | $25.00  | 10/26/2016 |
|  | 3 | Chr- incomplete enrollment form | 10/11/2016 | $30.00  | $30.00  | 10/26/2016 |
| **Kinder Care 885** | 2 | Personnel-2 year employment history check not completed | 10/11/2016 | $60.00  | $60.00  | 10/27/2016 |
|  | 2 | Personnel-AGMC not complete | 10/11/2016 | $50.00  | $50.00  | 10/27/2016 |
|  | 2 | Outdoor equipment broken | 10/11/2016 | $50.00  | $50.00  | 10/27/2016 |
|  | 2 | Transportation-Driver's log not completed properly | 10/11/2016 | $50.00  | $50.00  | 10/27/2016 |
| **YMCA-Cypress Woods** | 2 | No current approve fire inspection | 10/14/2016 | $50.00  | $50.00  | 11/9/2016 |
| **LSF - Tarpon Center** | 3 | Personnel-expired Acknowledgement Form | 10/14/2016 | $25.00  | $50.00  | 11/2/2016 |
| **Keswick Kids Inc.** | 3 | Personnel-Early literacy not done timely | 10/17/2016 | $30.00  |  $ 30.00  | 10/27/2016 |
| **Our Lady Of Lourdes ECP** | 2 | Personnel-local not completed on or before date of hire | 10/18/2016 | $50.00  |  $ 50.00  | 11/4/2016 |
|  | 2 | Personnel-no 5 year employment history check completed | 10/18/2016 | $50.00  |  $ 50.00  | 11/4/2016 |
| **Tutor Time** | 2 | Supervision-2 children were dropped off at an elementary school without adequate supervision | 10/14/2016 | $50.00  |  $ 50.00  | 10/19/2016 |
| **R'Club Eisenhower** | 3 | Chr-incomplete enrollment forms | 10/17/2016 | $25.00  | $25.00  | 11/9/2016 |
| **Saint Petersburg Christian Preschool** | 2 | Personnel-Level 2 screening documentation missing | 10/21/2016 | $50.00  | $50.00  | 11/1/2016 |
| **Youth Enrichment Program-Wildwood** | 3 | Personnel: expired Acknowledgement Forms | 10/24/2016 | $25.00  | $25.00  | 11/9/2016 |
| **Happy Workers Learning Center** | 2 | Supervision-a 2 year old child was left outside his classroom | 10/26/2016 | $75.00  | $75.00  | 11/8/2016 |
| **Happy Workers Learning Center** | 2 | Daily Attendance - inaccurate recording | 10/26/2016 | $50.00  | $50.00  | 11/8/2016 |
| **Happy Workers Learning Center** | 2 | Daily Attendance-transitions not done | 10/26/2016 | $50.00  | $50.00  | 11/8/2016 |
| **First Step CC** | 2 | Daily Attendance-transitions not done | 11/2/2016 | $50.00  | $50.00  | 11/2/2016 |
| **First Step CC** | 2 | Adult-child ratio not maintained | 11/2/2016 | $50.00  | $50.00  | 11/2/2016 |
| **YMCA-Cypress Woods** | 3 | Chr-Flu brochure not distributed in August or September | 11/4/2016 | $25.00  | $25.00 | 11/28/2016 |
| **Lutheran Church of the Cross Day School** | 2 | Personnel - late 5 year local | 11/7/2016 | $60.00  | $60.00 | 11/21/2016 |
| **Montessori at Sylvan Abbey** | 3 | Chr-expired immunization records | 11/7/2016 | $25.00  | $25.00 | 12/30/2016 |
| **YMCA-Gulf Beaches** | 2 | Attendance-closing log not completed | 11/9/2016 | $60.00  | $60.00 | 11/21/2016 |
| **Camelot School** | 3 | Chr-missing or expired DH 680s | 11/15/2016 | $25.00  | $25.00 | 11/21/2016 |
| **Camelot School** | 2 | Daily Attendance-transitions not done | 11/15/2016 | $50.00  | $50.00 | 11/21/2016 |
| **Academy of Learning** | 2 | Inappropriate Discipline | 11/17/2016 | $50.00  | $50.00 | 11/28/2016 |
| **YMCA-Curtis** | 2 | Adult-child ratio not maintained | 11/17/2016 | $60.00  | $60.00 | 11/28/2019 |
| **St. Petersburg Pediatric Day School-Pinellas Park** | 3 | Chr-Flu brochure not distributed in August or September | 11/17/2016 | $25.00  |  $ 25.00  | 11/30/2016 |
| **St. Petersburg Pediatric Day School-Pinellas Park** | 3 | Chr-incomplete enrollment forms | 11/17/2016 | $25.00  |  $ 25.00  | 11/30/2016 |
| **St. Petersburg Pediatric Day School-Pinellas Park** | 3 | Diapering pad not impermeable | 11/17/2016 | $30.00  |  $ 30.00  | 11/30/2016 |
| **St. Petersburg Pediatric Day School-Pinellas Park** | 3 | Chr-expired immunization records | 11/21/2016 | $25.00  |  $ 25.00  | 11/30/2016 |
| **Celebrity Kids Club of Pinellas** | 2 | Outdoor equipment broken | 11/21/2016 | $60.00  |  $ 60.00  | 11/28/2016 |
| **Walsingham Wee School** | 2 | Daily Attendance-Closing log not completed | 11/21/2016 | $50.00  | $50.00  | 12/6/2016 |
| **Happy Workers Learning Center** | 2 | Personnel-local not completed on or before date of hire | 11/29/2016 | $50.00  |  $ 50.00  | 12/20/2016 |
| **Happy Workers Learning Center** | 3 | Personnel-expired Acknowledgement Form | 11/29/2016 | $25.00  |  $ 25.00  | 12/20/2016 |
| **St. Patrick's Catholic School** | 2 | Personnel-5 year rescreen not done timely | 12/6/2016 | $50.00  |  $ 50.00  | 1/20/2017 |
| **The Nicholas Vosotos Kimberly Home Child Care Center** | 2 | Daily Attendance - inaccurate recording | 12/6/2016 | $50.00  |  $ 50.00  | 12/13/2016 |
| **St. Paul’s Children’s Center** | 2 | Toxics-harmful items accessible to children  | 12/9/2016 | $50.00  |  $ 50.00  | 12/27/2016 |
| **YMCA-Azalea** | 1S | Supervision-A child left the premises without staff awareness | 12/12/2016 | $500.00  |  $ 500.00  | 12/22/2016 |
| **Belcher Academy** | 2 | Daily Attendance-transitions not done | 12/8/2016 | $50.00  |  $ 50.00  | 12/22/2016 |
| **YMCA-Ozona** | 3 | Personnel: 40 clock hour training not started timely | 12/12/2016 | $25.00  |  $25.00  | 12/23/2016 |
| **Grace Children's Center** | 2 | Personnel: employment history check not on file prior to employment | 12/14/2016 | $50.00  |  $50.00  | 12/20/2016 |
| **Largo Country School** | 2 | Personnel: AGMC signed incorrectly | 12/21/2016 | $50.00  |  $50.00  | 1/3/2017 |
| **First Step CC** | 2 | Personnel: 5 year background screening not completed timely | 12/29/2016 | $50.00  |  $50.00  | 12/29/2016 |
| **Powell Child Care and Learning Center** | 2 | Daily Attendance-inaccurate recording | 1/4/2017 | $60.00  | $60.00  | 1/9/2017 |  |
| **Powell Child Care and Learning Center** | 2 | Personnel-5 year local background screening not completed timely | 1/4/2017 | $50.00  |  $50.00  | 1/9/2017 |  |
| **R'Club ELA @ ASI** | 2 | Daily Attendance-inaccurate recording | 1/9/2017 | $50.00  | $50.00 | 1/13/2017 |  |
| **Seasons of Care** | 3 | Chr-incomplete enrollment form | 1/10/2017 | $25.00  |  $25.00 |  1/26/2017 |  |
| **Happy Workers Learning Center** | 2 | Daily Attendance-inaccurate recording | 1/10/2017 | $50.00  |  $50.00 | 2/1/2017 |  |
| **Happy Workers Learning Center** | 3 | Personnel: annual Acknowledgement forms expired | 1/10/2017 | $30.00  |  $30.00 | 2/1/2017 |  |
| **Tot Tenders Learning Center** | 3 | Personnel: annual Acknowledgement forms expired | 1/12/2017 | $25.00  |  $25.00 |  1/25/2017  |  |
| **UMCM McCabe** | 3 | Chr-incomplete enrollment form | 1/20/2017 | $25.00  | $25.00 | 2/16/2017 |  |
| **UMCM McCabe** | 2 | Personnel: no employment history check completed prior to hire | 1/20/2017 | $50.00  | $50.00 | 2/16/2017 |  |
| **YMCA-Oakhurst** | 2 | Supervision: Adult/child ratio was not met | 1/25/2017 | $50.00  | $50.00 | 2/14/2017 |
| **North Bay Christian Church Academy** | 2 | Outdoor equipment was not in good repair | 1/24/2017 | $50.00  | $50.00 | 2/14/2017 |
| **Son Kissed** | 3 | Chr-incomplete enrollment form | 1/30/2017 | $25.00  | $25.00 | 1/30/2017 |

1. Family Child Care Homes Fine Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Provider** | **FineClass** | **Reason** | **Date of Fine** | **Fine** | **AmountPaid** | **Date Paid** |
| **Wright, Pamela** | 2 | **Daily Attendance**: The daily attendance record for the day of the inspection did not include all children who were present. | 9/16/2016 | $50  | $50  | 10/27/2016 |
| **Jenezon, Michelle** | 2 | **Hazardous Products/Surfaces:** Licensing Specialist observed unsafe storage of materials dangerous to children. | 10/21/2016 | $50  | $50  | 10/31/2016 |
| **Campbell, Alissa** | 2 | **Hazardous Products/Surfaces:** Licensing Specialist observed unsafe storage of materials dangerous to children. | 10/21/2016 | $50  | $50  | 11/1/2016 |
| **Chance, Corneathea** | 2 | **Daily Attendance**: the daily attendance record was incomplete in that two children that were present were not marked in attendance. | 10/24/2016 | $50  | $50  | 11/22/2016 |
| **Powell, Frances** | 3 | **Emergency Medical Release:** There was no notarized Emergency Medical Release form for one child. | 11/4/2016 | $25  | $25  | 11/17/2016 |
| **Bowman, Martha** | 2 | **Hazardous Products/Surfaces:** Licensing Specialist observed unsafe storage of materials dangerous to children. | 11/9/2016 | $50  | $50  | 11/10/2016 |
| **Givens, Dolores** | 2 | **Hazardous Products:** Licensing Specialist observed Lysol and laundry detergent within reach of children, also observed toothpaste in the medicine cabinet in the bathroom. | 11/18/2016 | $50  | $50  | 12/27/2016 |
| **Days, Colleen** | 2 | **Outdoor Play Space:** The fence is not sturdy/secure and has gaps that could allow a child to exit from the outdoor play area in that there were missing slats. | 11/21/2016 | $50  | $50  | 12/6/2016 |
| **Ryan, Linda** | 2 | **Physical Plant (Safety Plugs):** During the 11/21/16 inspection it was observed that there was no safety plugs in an unused electrical outlet. | 12/1/2016 | $50  | $50  | 12/13/2016 |
| **McTier, Yvonne** | 2 | **Physical Plant (Toxics):** Unsafe storage of material dangerous to children. | 12/21/2016 | $50  |   $50 |  2/3/2017 |
| **McTier, Yvonne** | 2 | **Fire Drills:**  Though fire drills were conducted a written record of fire drills was not recorded. | 12/21/2016 | $50  |   $50 |  2/3/2017 |
| **Ware, Lishelia** | 2 | **Daily Attendance:** the daily attendance record was incomplete in that there were 5 children in care and only 4 children were marked as present. | 12/27/2016 | $50  | $50  | 1/10/2017 |
| **Ware, Lishelia** | 2 | **Fire Drills:** Though fire drills were conducted, a written record of fire drills was not recorded. | 12/27/2016 | $50  | $50  | 1/10/2017 |
| **Tamayo, Odalis** | 2 | **Capacity:** on 1-17-17 there were 4 children under 18 months in care. This is the 2nd time this standard is violated. The 1st time was 6-1-16. | 1/24/2017 | $50  | $50  | 1/26/2017 |
| **Barcenas, Dario** | 2 | **Facility Records (Enrollment form):** One child in care did not have an enrollment form. | 1/31/2017 | $50 | $50 | 2/9/2017 |

 3. 100% Compliant Inspections in Children’s Centers

|  |  |  |  |
| --- | --- | --- | --- |
| **October** | **November** | **December** | **January** |
| R'Club Breeden | HEP Learning Center | Kinder Care 531 | Living Love ECC |
| ABC Kids | R'Club Kings Hwy. | City of Gulfport Rec | Ivy Prep |
| LSF Friendship | Ponce De Leon B/A | Temple Beth El | iDiscover |
| St. Cecilia's | Safety Harbor Montessori | The Sprout - St. Pete | The Learning Tree |
| R'Club Gateway | Espiritu Santo Catholic School | R'Club Fairmount Park | Walter Fuller Rec Center |
| Cornerstone Preschool | Pasadena Community Church P/S | R'Club ELA 28th Street | Plato Academy St Pete |
| The Growing Place | R'Club Gulfport | R'Club Nina Harris | Willis S. Johns Rec  |
| Guardian Angel | Starling #1 | PCC Christian Playgroup | YMCA-Orange Grove |
| YMCA-Oldsmar | Plato Academy Pinellas Park | R'Club Blanton | St. Jerome |
| Southside Parent/Child | Campbell Park Rec Center | Brilliant Little Minds | Kinder Care 1037 |
| Alegria Lakewood | R'Club Bay Vista | R'Club Midtown Acad. | Academy of Learning |
| R'Club Lakeview | R'Club Pasadena | Discovery LC | Country Learning Acad. |
| LSF Good Samaritan | Bay Vista Learning Center | Faith Community P/S | Learning Adventures |
| Admiral Farragut | R'Club ELA Whitney | Seminole UMA | Gingerbread Carillon |
| R'Club Seminole | Madeira Beach Rec Center | Gingerbread Bardmoor | Plato Academy Tarpon |
| Anona CDC | Plato Academy Clearwater | YMCA-Lake St. George |  |
| Aldersgate | Cornerstone Christian Preschool | Rosie's II |  |
| Plato Academy Seminole | YMCA-North Shore | YMCA-Sunset Hills |  |
| R'Club Sutherland |  |  |  |
| Tampa Bay Turners |  |  |  |
| Rosie's III |  |  |  |

1. 100% Compliant Inspections in Family Child Care Homes

|  |  |  |  |
| --- | --- | --- | --- |
| **October** | **November** | **December** | **January** |
| Kathleen Buckins | Carolyn Johnson | Angela Pettit | Shirley Bauknight |
| Sharleen Gamble | Mary Kelley | Neshia Cohen | Tiffany Bell |
| Barbara Lambert | Christine F. Phillips | Lucile Jerger | Jeanette Mann |
| Anita Seay | Peggy Robinson | Ruby Martin | Deneathia Smith |
| Tamsen Baker | Verda Davis | Andie McLaren-Bell | Loretta Davis |
| Rosa Levy-R | Judy Drayton | Maxine Williams-Salter | Jacqueline McCollom |
| Victoria Shook | Shrieka Hollis | Cora Heard | Janice Walton |
| Stephanie Meacham | Yvonne Martin | Mary Cabarris | Maria & Micheal LeGare |
| Cynthia Poust | Cynthia Sumter | LaQuente Roberts | Betty Butler |
| Dawn Porecelli | Tobey Cline | Jeanie Runkle | Lori Gavitt |
| Filma Wallace | Julie Tokotch | Mary Kasper | Stacie Johnson |
| Jackie Morris | Julie Diersing | Latashia Flemmings | Andrea Pena |
| Irene Wilson Giroir | Cynthia Rooks | Karen Cuatt | Althea Neath |
| Dorene Baker | Myriam Christianson  | Donna Owens | Mattie Morgan |
| Stephanie Singletary | Lynda Johnson | Sabrina Cromartie | Claudia Cuervo |
| Lisa Marie Isabelle | DaeAnn Ryder | Donna Johnson | Betty Hale |
| Teena Batten | June Moody | Felicia Mills | Vickie Lawrie |
| Heather Legere | Sarah Raiola | Carrie Gonzalez | Kay Chinka |
| Veronica Mack | Margaret Pearce | Terri Brown | Vanessa Olden |
| Kathleen Schmitt | Merlita Jones | Christina Jackson | Ariana Poloska |
| Natalie Vormawald | Tanya Knighton | Debra Lewis | Deborah Hamilton |
| Teresa Feight | Ulrika Rosengren | Anna Denise Precourt | Tracey Wardell |
| Maria Leon | Shellia Jackson Jones | Gitjana Gjyshi | Shirley Williams |
| Carmelita Motta  | Susan Daniels | Patricia Jones | Hania Lux |
| LaFonte Hunter-Davis | Teresa Koppie | Juleana Francis | Joanne Grenesko |
| Victoria Talbot | DaVee Henderlong | Deborah Fleck | Marlin DiPipi |
| Claire Burns | Mimoza Mano | Patsy McConnell | Andrea Gast |
| Diane DeLaCruz | Karen Eidys | Maria Ojeda | Heidi Buck |
| Evelyn Kendrick |  | Doris Bostick | Lois Metz |
|  |  | Stacie Haggerty | Kathleen Pero |
|  |  | Paraskevi Kolovos | Linda Marchica |
|  |  | Tamara Beard-Ball | Susan Fernandez |
|  |  | Jennette Cheesebrew | Aida Diaz |
|  |  | Waleska Jimenez | Diana Duke |
|  |  | Laura Karlhofer | Claudia Craft |
|  |  | Donna Lindsey |  |
|  |  | Candy Merrell |  |
|  |  | Amanda Neuner |  |
|  |  | Dijana Memic |  |
|  |  | Cathleen Schmidt |  |
|  |  | Laurie Murphy |  |
|  |  | Odalis Tamayo |  |
|  |  | Luisa Collins |  |
|  |  | Quetzali Ruiz |  |
|  |  | Dorothy Jenkins |  |
|  |  | Diane Pinta |  |
|  |  | Lori Wells |  |

1. Closed Centers and Homes

 **Closed Centers for October, November, and December 2016, January 2017**

|  |  |  |
| --- | --- | --- |
| **Provider** | **October** | **Reason** |
| Learning Adventures Preschool of St. Petersburg |  | Change of ownership |
| Ocean Park Preschool |  | Change of ownership |
|  | **November** |  |
| None |  |  |
|  | **December** |  |
| Time to Rhyme Learning Academy |  | Operator decision |
|  | **January** |  |
| World Changers |  | Operator decision |
| Little People’s Place |  | Change of ownership |

 **Closed Homes for October, November, December 2016, January 2017**

|  |  |  |
| --- | --- | --- |
| **Provider** | **October** | **Reason** |
| Lawson, Vanessa |  | Did not meet screening requirements by renewal  |
| Moreland, Roberta |  | Moved |
| Bethune, Angelena |  | Operator decision |
| Santiago, Patricia |  | Provider disqualified  |
|  | **November** |  |
| Pruitt, Mary |  | Retired |
| Stover, Jody |  | Moved, will reopen |
| Sherrod, La Quinda |  | Operator decision |
| Skubal, Sharon |  | Operator decision |
|  | **December** |  |
| Martinez, Antonia |  | Did not meet screening requirements by renewal  |
| Hicks, Gayla |  | Retired |
| Bolds, Morer |  | Retired |
| Johnson, Yolanda |  | Moved, reopened |
| Lamar, Suhvanna |  | Operator decision |
|  | **January** |  |
| Hollis, Shrieka |  | Moved, reopened |

**D.** **Monthly Financial Report**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PINELLAS COUNTY LICENSE BOARD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| REVENUE & EXPENSE BUDGET REPORT |  |  |  |  |  |  |  |  |  |  |  |  |
| 10/01/16 - 09/30/17 (FY1617) |  |  |  |  |  |  |  |  |  |  |  |  |  **ADD EXPENSES TO LAPSE**  |
| **ALL FUND SUMMARY-PROPOSED** |  |  |  |  |  |  |  | PROJECTED |  |
|  |  |  | **ANNUAL**  |  | NOVEMBER | DECEMBER | JANUARY | **SPENT** |  | **AVAILABLE** | **%** |  | and SPENT |  **Lapse Factor**  |
| **ACCOUNT** |  | **BUDGET** |  | ACTUAL | ACTUAL | ACTUAL | ACTUAL | **1/31/2017** |  | **BALANCE** | **SPENT** |  | BALANCE |  **as of 1/31/17**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL SALARIES** | **576,887**  |  | **31,540.78**  |  | **39,556.45**  |  | **37,343.32**  |  | **38,956.71**  |  | **147,397.26**  |  | **429,489.74**  |  | **25.55%** |  | **543,528.86**  |  |  $ 33,358.15  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FICA/MEDICARE | 44,132  |  | 2,412.85  |  | 3,026.06  |  | 2,856.77  |  | 2,980.20  |  | **11,275.88**  |  | **32,855.98**  |  | **25.55%** |  | **42,109.42**  |  |  $ 2,022.43  |  |
| RETIREMENT |  | 43,382  |  | 2,371.88  |  | 2,974.65  |  | 2,808.23  |  | 2,929.55  |  | **11,084.31**  |  | **32,297.59**  |  | **25.55%** |  | **40,870.32**  |  |  $ 2,511.58  |  |
| HEALTH/LIFE/DIS | 242,990  |  | 12,488.43  |  | 17,868.59  |  | 19,579.20  |  | 20,054.78  |  | **69,991.00**  |  | **172,999.16**  |  | **28.80%** |  | **217,380.05**  |  |  $ 25,610.11  |  |
| **TOTAL FRINGE BENEFITS** | **330,504**  |  | **17,273.19**  |  | **23,869.30**  |  | **25,244.20**  |  | **25,964.53**  |  | **92,351.19**  |  | **238,152.73**  |  | 27.94% |  | **238,152.45**  |  |  $ 30,144.13  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL SALARY AND BENEFITS** | **907,391**  |  | **48,813.97**  |  | **63,425.75**  |  | **62,587.52**  |  | **64,921.24**  |  | **239,748.45**  |  | **667,642.47**  |  | 26.42% |  | **781,681.30**  |  |  $ 63,502.24  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TELEPHONE |  | 1,736  |  | 144.36  |  | 0.00  |  | 140.40  |  | 140.40  |  | **425.16**  |  | 1,310.84  |  | 24.49% |  | **425.16**  |  |  $ 1,310.84  |  |
| CELLULAR PHONES | 663  |  | 45.81  |  | 0.00  |  | 45.47  |  | 87.11  |  | **178.39**  |  | 484.61  |  | 26.91% |  | **178.39**  |  |  $ 484.61  |  |
| AIR CARDS |  | 4,326  |  | 0.00  |  | 0.00  |  | 0.00  |  | 488.95  |  | **488.95**  |  | 3,837.05  |  | 11.30% |  | **488.95**  |  |  $ 3,837.05  |  |
| POSTAGE |  | 3,950  |  | 0.00  |  | 0.00  |  | 59.00  |  | 0.00  |  | **59.00**  |  | 3,891.00  |  | 1.49% |  | **59.00**  |  |  $ 3,891.00  |  |
| PRINTING |  | 4,000  |  | 0.00  |  | 0.00  |  | 0.00  |  | 0.00  |  | **0.00**  |  | 4,000.00  |  | 0.00% |  | **0.00**  |  |  $ 4,000.00  |  |
| TRAVEL |  | 18,708  |  | 0.00  |  | 1,055.07  |  | 1,079.97  |  | 1,213.93  |  | **3,348.97**  |  | 15,359.03  |  | 17.90% |  | **3,348.97**  |  |  $ 15,359.03  |  |
| EDUCATIONAL MATERIALS | 1,015  |  | 0.00  |  | 0.00  |  | 0.00  |  | 0.00  |  | **0.00**  |  | 1,015.00  |  | 0.00% |  | **0.00**  |  |  $ 1,015.00  |  |
| OFFICE SUPPLIES | 6,276  |  | 806.04  |  | 807.92  |  | 1,019.92  |  | 1,135.70  |  | **3,769.58**  |  | 2,506.42  |  | 60.06% |  | **3,769.58**  |  |  $ 2,506.42  |  |
| INFO. TECHNOLOGY | 4,145  |  | 25.00  |  | 25.00  |  | 25.00  |  | 275.00  |  | **350.00**  |  | 3,795.00  |  | 8.44% |  | **350.00**  |  |  $ 3,795.00  |  |
| RENT- STORAGE SPACE | 25,056  |  | 0.00  |  | 0.00  |  | 0.00  |  | 0.00  |  | **0.00**  |  | 25,056.00  |  | 0.00% |  | **0.00**  |  |  $ 25,056.00  |  |
| RENT- EQUIPMENT (COPIER) | 1,862  |  | 0.00  |  | 0.00  |  | 129.81  |  | 564.26  |  | **694.07**  |  | 1,167.93  |  | 37.28% |  | **694.07**  |  |  $ 1,167.93  |  |
| SUBSCRIPTIONS/DUES | 175  |  | 175.00  |  | 0.00  |  | 0.00  |  | 0.00  |  | **175.00**  |  | 0.00  |  | 100.00% |  | **175.00**  |  |  $ -  |  |
| CONTRACTUAL- Audit | 19,000  |  | 0.00  |  | 0.00  |  | 0.00  |  | 0.00  |  | **0.00**  |  | 19,000.00  |  | 0.00% |  | **0.00**  |  |  $ 19,000.00  |  |
| CONTRACTUAL- Legal Fees | 24,849  |  | 0.00  |  | 0.00  |  | 1,806.00  |  | 63.00  |  | **1,869.00**  |  | 22,980.00  |  | 7.52% |  | **1,869.00**  |  |  $ 22,980.00  |  |
| CONTRACTUAL- Advertising | 650  |  | 108.25  |  | 0.00  |  | 0.00  |  | 0.00  |  | **108.25**  |  | 541.75  |  | 16.65% |  | **108.25**  |  |  $ 541.75  |  |
| CONTRACTUAL-Janitorial | 5,017  |  | 29.69  |  | 0.00  |  | 670.59  |  | 252.59  |  | **952.87**  |  | 4,064.13  |  | 18.99% |  | **952.87**  |  |  $ 4,064.13  |  |
| UTILITIES |  | 13,213  |  | 987.09  |  | 1.32  |  | 918.66  |  | 1,574.29  |  | **3,481.36**  |  | 9,731.64  |  | 26.35% |  | **3,481.36**  |  |  $ 9,731.64  |  |
| FINGERPRINT | 116  |  | 0.00  |  | 0.00  |  | 0.00  |  | 72.00  |  | **72.00**  |  | 44.00  |  | 62.07% |  | **72.00**  |  |  $ 44.00  |  |
| HR ASSESSMENT FEE | 4,502  |  | 1,028.00  |  | 0.00  |  | 0.00  |  | 665.25  |  | **1,693.25**  |  | 2,808.75  |  | 37.61% |  | **1,693.25**  |  |  $ 2,808.75  |  |
| MISCELLANEOUS | 0  |  | 0.00  |  | 0.00  |  | 0.00  |  | 362.75  |  | **362.75**  |  | (362.75) |  | #DIV/0! |  | **362.75**  |  |  $ (362.75) |  |
| **TOTAL OPERATING** | **139,259**  |  | **3,349.24**  |  | **1,889.31**  |  | **5,894.82**  |  | **6,895.23**  |  | **18,028.60**  |  | **121,230.40**  |  | 12.95% |  | **18,028.60**  |  |  $ 121,230.40  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ADMIN. COST- FDOH In-Kind | 153,850  |  | 7,607.46  |  | 10,367.08  |  | 10,515.57  |  | 10,839.54  |  | **28,490.11**  |  | 125,359.89  |  | 18.52% |  | **141,492.79**  |  |  $ 12,357.21  |  |
| ADMIN. COST JWB 17% | 83,524  |  | 5,162.27  |  | 6,225.10  |  | 5,857.33  |  | 6,143.85  |  | **17,244.70**  |  | 66,279.30  |  | 20.65% |  | **79,268.49**  |  |  $ 4,255.51  |  |
| **TOTAL ADMIN. COST** | **237,374**  |  | **12,769.73**  |  | **16,592.18**  |  | **16,372.90**  |  | **16,983.40**  |  | **45,734.81**  |  | **191,639.19**  |  | 19.27% |  | **220,761.28**  |  | 16,612.72  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  $ -  |  |
| **ALL FUND TOTAL EXPENSES** | **1,284,024**  |  | **64,932.94**  |  | **81,907.24**  |  | **84,855.24**  |  | **88,799.87**  |  | **303,511.86**  |  | **980,512.06**  |  | 23.64% |  | **1,020,471.18**  |  | 201,345.36  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  $ -  |  |
| **REVENUE SOURCES (Received)** |  |  |  |  |  |  |  |  |  |  |  |  |  $ -  |  |
| JWB |  |  | 595,286  |  | 37,059.92  |  | 43,384.43  |  | 41,876.63  |  | 44,438.22  |  | **122,320.98**  |  | 472,965.02  |  | 20.55% |  | **551,344.65**  |  |  $ 43,941.35  |  |
| DCF |  |  | 282,122  |  | 23,510.16  |  | 23,510.16  |  | 23,510.16  |  | 23,510.16  |  | **70,530.48**  |  | 211,591.52  |  | 25.00% |  | **282,121.92**  |  |  $ 0.08  |  |
| FDOH |  |  | 92,945  |  | 2,895.92  |  | 4,307.02  |  | 6,276.96  |  | 6,314.59  |  | **13,479.90**  |  | 79,465.10  |  | 14.50% |  | **55,218.22**  |  |  $ 37,726.78  |  |
| FDOH In-Kind  |  | 178,906  |  | 7,607.46  |  | 10,367.08  |  | 10,515.56  |  | 10,839.54  |  | **28,490.10**  |  | 150,415.90  |  | 15.92% |  | **141,492.79**  |  |  $ 37,413.21  |  |
| LB FEES & FINES | 102,963  |  | 7,700.00  |  | 6,940.00  |  | 13,214.00  |  | 5,389.00  |  | **27,854.00**  |  | 75,109.00  |  | 27.05% |  | **33,243.00**  |  |  $ 69,720.00  |  |
| FUND BALANCE | 31,804  |  | 310.05  |  | 1,587.13  |  | 2,421.13  |  | 3,252.22  |  | **4,318.31**  |  | 27,485.69  |  | 13.58% |  | **20,806.88**  |  |  $ 10,997.12  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  $ -  |  |
| **ALL FUND TOTAL REVENUE** | **1,284,026**  |  |  **79,083.51**  |  |  **90,095.82**  |  |  **97,814.44**  |  |  **93,743.74**  |  | **266,993.77**  |  | **1,017,032.23**  |  | 20.79% |  | **1,084,227.46**  |  |  $ 199,798.54  |  |

 **V. Public Comment**

 **VI. Next Meeting:** Wednesday April 26, 2017 @ 6:30 PM

 Mid County DOH offices:

 8751 Ulmerton Road

 Largo, FL 33771

 **VII. Adjournment**