

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

**REGULAR MEETING
March 20, 2019 at 6:30 PM
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, Florida**

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 December 12, 2018

- III. Action Items**
 - A. Proposed Budget Amendment II
 - B. Approve Process for Consideration of Petitions for Variances/Waivers-Attachment
 - C. Approve Licenses for 3 New Children's Centers
 - D. Approve Licenses for 4 New Family Child Care Homes

- IV. Executive Director's Report - To be Distributed**

- V. Information Items**
 - A. Monthly Financial Report
 - B. Report by Art O'Hara Regarding Pilot Program: Exception for State-Dependent Children in Mixed Age Group at R'Club Early Learning Academy at US 19
 - C. Statistical Report Regarding Licensing Activities
 - D. Compliance Reports
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
 - 5. Closed Centers and Homes

- VI. 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.

- VII. Upcoming Meeting Dates**

- VIII. Staff Anniversaries**

- IX. Adjournment**

Notice: This meeting is audio recorded by PCLB

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

A. Approval of Minutes from December 12, 2018

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

REGULAR MEETING

**December 12, 2018 at 1:30 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, December 12, 2018, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

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

Board Members Absent: Dorothy Duvé

Ex-Officio Member Present: Brandy Downing

Advisory Members Present: Lynn Bittner; Richard French; Shelia Haugabook; Elizabeth Krakowski; Ann Martinelli; Nancy McGreevy

Advisory Members Absent: Cynthia Sumter

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Cindy Odette, Licensing Specialist (Public Comment Volunteer), Michelle Leland, Licensing Specialist; Victoria Gilley, Finance and Accounting, DOH

I. Call to Order

The PCLB Board meeting was called to order at 1:30 pm.

A. Announcements – Commissioner Pat Gerard welcomed new Board member, Michael Feeney. Mr. Feeney said he is glad to be part of our Board. Commissioner Gerard then welcomed new Advisory Committee members, Shelia Haugabook, present, and Cynthia Sumter who was unable to attend.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

Motion: The agenda was approved unanimously with no changes.

II. Consent Agenda

Approval of Minutes from September 26, 2018

Motion: Ms. Gebler made a motion to approve the minutes from September 26th. Mr. Feeney seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Approve 2017-2018 Audit Presentation by Dana Powell of Thomas Howell Ferguson, P.A.

Ms. Powell stated the firm of Law, Redd and Crona completed the audit and thanked our staff for their assistance. The audit letter issued an unmodified opinion on the statement which was fairly represented. Since PCLB is a Special District, the audit is performed according to government standards. No difficulties or non-compliances were identified. The results were very good and there was an increase in revenue related to JWB.

Motion: Ms. Fernandez made a motion to accept the audit. Ms. Rolston seconded the motion and it was unanimously accepted.

B. Approve JWB Contract Amendment for 2017-2018

Ms. Gilley explained that the amendment was for the overlap period last fiscal year when Patsy Buker was training Faith Bornoff. It was funded by an increased JWB allocation.

Motion: Ms. Rolston made a motion to approve the JWB Contract Amendment. Ms. Gebler seconded the motion and it was approved unanimously.

C. Approve JWB Budget Amendment for 2017-2018 as result of Contract Amendment

Motion: Ms. Rolston made a motion to approve the Budget Amendment for 2017-2018. Mr. Feeney seconded the motion and it was approved unanimously.

D. Approve JWB Budget Amendment for First Quarter of 2018-2019

Ms. Gilley stated this is for DMS for the People First platform. The difference is \$88.00 taken from contractual fees. Commissioner Gerard asked if it's policy to approve every dollar. Ms. Rolston said JWB requires Board approval for amendments.

Motion: Ms. Gebler made a motion to approve the JWB budget amendment for first quarter of 2018-2019. Ms. Fernandez seconded the motion and it was approved unanimously.

E. Approve Licenses for 4 New Children's Centers

Ms. Massarsky referred everyone to page 14 and recommended licenses for 4 new children's centers. They did well on their temporary permits and she feels confident with the recommendation.

Motion: Mr. Feeney made a motion to approve licenses for the 4 new children's centers. Ms. Gebler seconded the motion and they were approved unanimously.

F. Approve Licenses for 6 New Family Child Care Homes

Ms. Oliver stated they have all had great licensing inspections and she feels confident recommending them for licensure.

Motion: Ms. Gebler made a motion to approve licenses for the 6 new family child care homes. Ms. Rolston seconded the motion and they were approved unanimously.

G. Approve Updated Emergency Regulations

Ms. Bornoff stated that the staff updated the outdated Emergency Regulations. There were few changes for Homes and more for Centers. These are only in effect during states of emergency.

Public Comment on Action Item G.

Ms. Lynn Gibson, Home Provider, thanked the Board for the opportunity to work on Emergency Regulations. Regarding time limits, she stated that although they're already in the Regulations, providers won't remember what they are. There should be a reminder that providers don't have to stay within time limits during times of emergency and she would like that added in. Regarding annual inservice training, there should be an additional 90 days to have it completed and asked for that it be added in. Ms. Bornoff stated that PCLB staff would consider extending time to complete training, but it does not need to be printed in these Emergency Regulations, since this would be considered on a case by case basis. Ms. Flynn said that the ability to make this exception is in our Regulations already and that's why the provision is not addressed here. It is not appropriate to put a blanket waiver in because the state of emergency may be lifted right after a storm. The point was well taken but from a legal standpoint, not necessary. We need more flexibility so that the staff has discretion in these situations. Ms. Bornoff said as a staff we are working on an Emergency booklet but it's not ready to bring to the Board yet. Ms. Gibson stated that she believes that Florida is the only state that has Emergency Regulations in effect during a state of emergency. Ms. Gebler reported that at the Pinellas Providers Association they did a multi-topic training and realized they need something on a regular basis because there's a lot of misinformation and outdated information.

Motion: Ms. Fernandez made a motion to approve the updated Emergency Regulations. Ms. Gebler seconded the motion and the updated Emergency Regulations were approved unanimously.

IV. Receive Recommendations to Explore from Nancy McGreevy, Chair, Solutions for Infant Care Availability Committee

Ms. McGreevy stated that three topics for the PCLB Board to explore were decided upon.

1. Create excitement for moms and retirees to become home providers and provide training on how to open a Family Child Care Home. We could do this via job fairs, email marketing, and a training track that covers topics such as cost, supplies, inspections, and the physical environment of the home. How can Child Care

- Licensing partner with new providers?
2. Make parents aware of funding so they don't seek out unlicensed care. Add to ELC's and JWB's agenda to target providers.
 3. A tiered level for Family Child Care Home providers. For example, if a provider has received no non-compliances, has a proven track record, and has education credentials to get to a higher tier level, their infant ratio could be higher.

Ms. McGreevy reported that four Solutions for Infant Care Availability Committee meetings were held, the last one on October 17. All the recommendations pointed to the above three ideas. Ms. Flynn stated staff could review research on the tiered recommendation, but it would entail changes to the regulations. Ms. Rolston added that if we explore the 3rd recommendation, it would be important to look at State regulations. We need more research and a timeline of what it would take and that we should be careful before taking a "deep dive with surface exploration." Ms. Fernandez suggested community awareness marketing and maybe the Board could help because it could be too time consuming for inspectors to handle. Ms. Oliver reported that we started a class for prospective providers and that seven people attended. We are trying to conduct monthly classes and hope to make it mandatory for licensure. It would have to be an action item for the Board to approve. Staff would also like to create a mentorship program for providers. Commissioner Gerard said she would talk to people at USF as they do lots of marketing there. Ms. Gebler said Pinellas Providers has been discussing having a list of providers available that can show new providers their setup and how they conduct business. Ms. Bornoff brought up the safe sleep and breastfeeding bags that JWB gives out at hospitals and birth centers as a means of disseminating information about both becoming a licensed family child care home provider and about seeking licensed care. A discussion ensued about vacancies and how to find them.

V. Executive Director's Report

Ms. Bornoff stated that all our new laptops are now in, which is the end of our technical migration. We have reinstated our Quarterly Providers Newsletters for Centers and Homes. We have a new phone system and now all Licensing Specialists have direct lines which allows for after-hours voicemail. In January, Ms. Bornoff, Ms. Massarsky and Ms. Oliver will take turns having an after-hours emergency phone. Also, we will have a dedicated line for Providers to call into when we are closed for states of emergency. Ms. Bornoff said we are in the middle of amending our contract with JWB to monitor middle schools. We will be reducing the annual inspections from two to one unless there are significant issues during the inspection, which would result in a follow-up inspection. Kathy Lombardo is retiring and we wish her well. Paula Boardman, new Senior Clerk, starts on the 14th of December. Due to a member of our clerical staff being absent frequently for personal reasons, we have decided to secure a temporary employee to help keep up with processing licenses and other office work. We plan to absorb the expense of this additional employee through lapsed funds created by these recent absences. During our monthly call with DCF, there was information given about three rule changes. We will let the Board know about it when we know more. We were told they anticipate rule changes after the March Legislative Session. There will be some updated rules and some new rules. We had a hearing scheduled regarding a local center but at the provider's request, we were able to adjust the language contained in the complaint report and still give them a class 1 fine, so the Request for Hearing was

withdrawn. We sent a letter to a local provider that has a Family Child Care Home Organization. This provider was using the PCLB logo without permission and their flier said they were “known” by PCLB, which could be confused with an endorsement by PCLB. The letter instructed the provider to remove these two items from their website, fliers, marketing materials or social media accounts. We received a phone call from the provider who was receptive. Ms. Bornoff reported that some of the staff will be out of the office during the holidays.

VI. Information Items

A. Proposed Budget Amendment II

B. Monthly Financial Report-No Comment

C. Statistical Report Regarding Licensing Activities. Ms. Rolston and Ms. Oliver briefly discussed a non-compliance of one of the providers.

D. Compliance Reports

1. Children’s Centers Fine Report-No comment.

2. Family Child Care Homes Fine Report-No comment.

3. 100 Percent Compliant Inspections in Children’s Centers-No comment.

4. 100 Percent Compliant Inspections in Family Child Care Homes-
Commissioner Gerard made a point of focusing on the 100% compliances. Ms. Oliver stated that Ms. Gebler, Board member; and Cynthia Sumter and Shelia Haugabook, Advisory Committee members; were all on the 100% Compliant Inspections report.

5. Closed Centers and Homes-Ms. Gebler stated there is a huge disconnect between providers looking for children to care for and people looking for child care.

VII. Public Comment

None other than that pertaining to specific action item noted above.

VIII. 2019 Meeting Dates

No Comment – Meeting Dates set as set forth on agenda

IX. Staff Anniversaries

Commissioner Gerard said Ms. Bornoff had her one-year anniversary in Child Care Licensing in November; Ms. Massarsky had her 14th anniversary; and Mary Jane Elder had her 12th anniversary.

Commissioner Gerard asked the Board if there was anything else they wanted to discuss. Ms. Gebler stated Pinellas Providers wanted to have ELC and CCLP provide joint trainings. Ms. Massarsky said ELC has an entire unit devoted to training and there is an upcoming Early Care and Education Conference in January at the SPC Drew Street campus where our staff will be involved. She is on the committee for the Pre-K/Kindergarten partnership. They invited kindergarten teachers to meet with VPK and home providers to take the fear out of pre-k staff and make sure children are ready for pre-k. There is also a video called Landon’s Lunch on the Pre-k/K Partnership website that takes children through a cafeteria. We are trying to provide toolkits to make children more comfortable. Mr. Feeney stated that Ready, Set, Kindergarten is being

provided by Pinellas County Schools and they are advertising it. Ms. Backus said Pinellas AYC has stepped back from training because there is so much training available, especially online, and that not enough people were showing up for in-person trainings. Ms. Oliver said they did a couple of home trainings in 2017. In 2019, we would like to do at least 2 trainings for homes and she is still working to make improvements on the new Prospective Provider training.

X. Adjournment

Board meeting was adjourned at 2:40 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

A. Proposed Budget Amendment II

PINELLAS COUNTY LICENSE BOARD REVENUE & EXPENSE BUDGET REPORT 10/01/18 - 09/30/19 (FY1819) <u>ALL FUND SUMMARY</u>			
ACCOUNT	ANNUAL BUDGET	Amendment 2	Amended BUDGET
TOTAL SALARIES	588,812	4,551	593,363
FICA/MEDICARE	45,044	348	45,392
RETIREMENT	48,851	376	49,226
HEALTH/LIFE/DIS	264,112	0	264,112
TOTAL FRINGE BENEFITS	358,007	724	358,731
TOTAL SALARY & BENEFITS	946,819	5,275	952,094
TELEPHONE	1,744	0	1,744
CELLULAR PHONES	6,468	0	6,468
AIR CARDS	0	0	0
POSTAGE	2,000	0	2,000
PRINTING	3,000	0	3,000
TRAVEL	18,680	0	18,680
EDUCATIONAL MATERIALS	200	0	200
OFFICE SUPPLIES	10,750	6,088	16,838
INFO. TECHNOLOGY	300	0	300
RENT- EQUIPMENT (COPIER)	1,862	0	1,862
SUBSCRIPTIONS/DUES	175	0	175
EQUIPMENT - COMPUTERS	21,398	(6,088)	15,310
CONTRACTUAL- Audit	21,100	0	21,100
CONTRACTUAL- Legal Fees	23,237	0	23,149
CONTRACTUAL- Advertising	650	0	650
CONTRACTUAL-Janitorial	4,768	0	4,768
UTILITIES	12,834	0	12,834
FINGERPRINT	72	0	72
HR ASSESSMENT FEE	4,031	0	4,119
MISCELLANEOUS	0	0	0
TOTAL OPERATING	133,269	0	133,269
ADMIN. COST- FDOH In-Kind	158,279	30,848	189,127
ADMIN. COST JWB 17%	80,173	658	80,831
TOTAL ADMIN. COST	238,452	31,506	269,958
ALL FUND TOTAL EXPENSES	1,318,540	36,781	1,355,321
REVENUE SOURCES (Received)			
JWB	631,539	4,524	636,063
DCF	282,122		282,122
FDOH	118,581		118,581
FDOH In-Kind	182,615		182,615
LB FEES & FINES	108,841		108,841
FUND BALANCE	19,177		19,177
ALL FUND TOTAL REVENUE	1,342,875		1,347,399

*Indirect rate increase from 27.89% to 28.50% and changes in salary and Fringe, resulting in an increase in Total Administrative cost of \$36,781, \$30,848 of which is listed as DOH in-kind.

*Increase in Administrative Cost for JWB of \$658 resulting from salary increases.

*Salary increase for 2 Senior Clerk positions, resulting in a total increase in Salary of \$1,867 and Fringe in the amount of \$297 for the remainder of the year. Both positions are Fees Funded.

*Salary increase for Administrative Secretary in the amount of \$1,257 Salary and \$200 Fringe for the remainder of the year.

*Expansion of one Specialist position to include Training duties resulting in an increase of Salary of \$1,427 and Fringe of \$227 for the remainder of the year.

*Moving \$6088 from Equipment - Computers to Office supplies. The protective covers and stylus pens for the computer updates had to be purchased separately and therefore did not qualify as Capital and had to be purchased out of Office Supplies

*Proposed JWB increase of \$3,676 to cover the Administrative Secretary increase and Trainer increase. Verbal agreement obtained, in process of completing Contract Amendment.

B. Approve Process for Consideration of Petitions for Variances/Waivers-Attachment

A variance is a decision to grant a modification to all or part of the literal requirements of a regulation. A waiver is a decision to not apply all or part of a regulation.

From time to time, variances and waivers from licensing regulations may be requested by Providers. Although it is a *highly* unusual situation, PCLB needs to establish a process that complies with the applicable law to consider requests for variances/requests from regulations by Providers. Because of the changes that have been made to the statewide regulations, this situation is arising more frequently at a state-wide level and thus, PCLB needs to have a process in place to address this situation should it arise in Pinellas County.

PCLB is unique in that it has its own regulations that exceed state regulations. In that situation, a Provider can petition for a variance/waiver. Because it is so unusual staff has, in the past, brought any petition for variance/waiver to the Board (i.e. the mixed-age regulations in one room for dependent children at the R' Club). A variance/waiver can be granted temporarily or permanently while the Provider is licensed at the same location. PCLB will need to set up two variance/waiver processes in compliance with applicable law as follows:

- (1) For a situation in which a Provider petitions for a variance/waiver from a Pinellas regulation; and
- (2) For a situation in which a Provider petitions for a variance/waiver from a statewide regulation. In situation (2), PCLB is required to follow a more detailed process just like DCF. The proposed processes for each situation are attached.

Legally, variances and waivers are to be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of a rule would create a substantial hardship or would violate principles of fairness. Attached is an example is a recent variance granted by DCF. Also attached is the proposed Form for the Petition for Variance/Waiver.

Process for handling a Request for a Variance/Waiver from a Pinellas County Regulation

This process applies where a Provider requests a variance or waiver from a Pinellas County Regulation but will remain in compliance with State Regulations.

1. Provider completes the Petition for Variance/Waiver form and indicates that the request is for a variance/waiver from a Pinellas County regulation but the Provider will meet the statewide regulation
2. Assuming the form is completely and correctly filled out, within 30 days after the Request, staff shall review the petition and request submittal of any additional information that may be needed to consider the request.
3. The Provider will have 30 days to provide any additional information requested. If the Provider does not provide any response to the request for additional information within 30 days from the request, staff will consider only the original petition and information previously submitted.
4. PCLB will grant or deny a petition within 90 days after receipt of the original petition, the last item of timely requested additional information or the provider's written request to finish processing the request.
5. The Executive Director is delegated the authority by PCLB to grant or deny a request for variance/waiver from a Pinellas County Regulation after consultation with PCLB legal counsel and will issue the ruling which shall contain a brief statement of the facts and the reasons supporting the decision to grant or deny the request.
6. Appeal rights of PCLB's decision are provided as required by applicable law.

Process for handling a Request for a Variance/Waiver from a Statewide Regulation

This process applies where a Provider requests a variance or waiver from a Statewide Regulation.

1. Provider completes the Petition for Variance/Waiver form and indicates that the request is for a variance/waiver from a statewide regulation.
2. Within 15 days after receipt of a petition, staff shall provide notice of the petition to the Department of State, which shall publish notice of the petition in the first available issue of the Florida Administrative Register.

3. Assuming the form is completely and correctly filled out, within 30 days after the Request, staff shall review the petition and request submittal of any additional information that may be needed to consider the request.
4. The Provider will have 30 days to provide any additional information requested. If the Provider does not provide any response to the request for additional information within 30 days from the request, staff will consider only the original petition and information previously submitted.
5. PCLB will grant or deny a petition within 90 days after receipt of the original petition, the last item of timely requested additional information, or the provider's written request to finish processing the request.
6. The Executive Director is delegated the authority by PCLB to grant or deny a request for variance/waiver from a statewide regulation after consultation with PCLB legal counsel and will issue the ruling which shall contain a brief statement of the facts and the reasons supporting the decision to grant or deny the request.
7. The disposition of the petition shall be provided to the Department of State, which will publish the notice in the next available issue of the Florida Administrative Register.
8. Appeal rights of PCLB's decision are provided as required by applicable law.

C. Approve Licenses for 3 New Children’s Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Building Blocks at Clearwater	1112 Lakeview Road Clearwater 33756	Building Blocks At Clearwater LLC	Day Nursery	118 with 15 Infants	1 Year through 6 Years and School Age
Indian Rocks Toddler Montessori, LLC	13042 Indian Rocks Rd. Largo, 33774	Indian Rocks Toddler Montessori, LLC	Day Nursery	28 with 10 Infants	1 Year through 6 Years and School Age*
New Horizons Country Day School	2060 Nebraska Avenue Palm Harbor 34683	Focus Ten Care II LLC	Day Nursery	176 with 16 Infants	2 Months through 6 Years and School Age

D. Approve Licenses for 4 New Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Tunisia Clark	2011 27th St. S. St. Petersburg 33712	7
Courtney Collins	650 6th Ave. N. Safety Harbor 34695	7
Jessica Gannon	2436 Brentwood Dr. Clearwater 33764	8
Wanda Maddox	4534 30 Ave. N. St. Petersburg 33713	5

IV. Executive Director’s Report-To be Distributed

V. Information Items
A. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD									
REVENUE & EXPENSE BUDGET REPORT									
10/01/18 - 09/30/19 (FY1819)									
ALL FUND SUMMARY									
					3 Pay Periods	ALL FUNDS			
ACCOUNT	ANNUAL BUDGET	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	SPENT 1/31/2019	AVAILABLE BALANCE	% SPENT	
TELEPHONE	1,744	150.46	0.00	281.51	150.87	582.84	1,161.16	33.42%	
CELLULAR PHONES	6,468	851.65	328.27	524.27	526.08	2,230.27	4,237.73	34.48%	
AIR CARDS	0	0.00	72.10	72.10	0.00	144.20	(144.20)	#DIV/0!	
POSTAGE	2,000	0.00	0.00	109.07	0.00	109.07	1,890.93	5.45%	
PRINTING	3,000	0.00	342.57	0.00	0.00	342.57	2,657.43	11.42%	
TRAVEL	18,680	137.94	1,647.79	1,172.55	1,689.19	4,647.47	14,032.53	24.88%	
EDUCATIONAL MATERIALS	200	0.00	0.00	0.00	0.00	0.00	200.00	0.00%	
OFFICE SUPPLIES	10,750	1,570.56	1,568.06	361.40	85.81	3,585.83	7,164.17	33.36%	
INFO. TECHNOLOGY	300	25.00	25.00	25.00	25.00	100.00	200.00	33.33%	
RENT- EQUIPMENT (COPIER)	1,862	248.14	170.27	136.00	147.76	702.17	1,159.83	37.71%	
SUBSCRIPTIONS/DUES	175	175.00	0.00	0.00	0.00	175.00	0.00	100.00%	
EQUIPMENT - COMPUTERS	21,398	0.00	15,309.30	0.00	0.00	15,309.30	6,088.70	71.55%	
CONTRACTUAL- Audit	21,100	0.00	0.00	0.00	21,000.00	21,000.00	100.00	99.53%	
CONTRACTUAL- Legal Fees	23,237	0.00	2,289.00	3,465.00	939.24	6,693.24	16,543.76	28.80%	
CONTRACTUAL- Advertising	650	110.50	116.75	0.00	0.00	227.25	422.75	34.96%	
CONTRACTUAL-Janitorial	4,768	0.00	397.06	0.00	397.06	794.12	3,973.88	16.66%	
UTILITIES	12,834	177.03	2.95	1,171.38	867.60	2,218.96	10,615.04	17.29%	
FINGERPRINT	72	0.00	0.00	72.00	0.00	72.00	0.00	100.00%	
HR ASSESSMENT FEE	4,031	0.00	908.23	0.00	0.00	908.23	3,122.77	22.53%	
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL OPERATING	133,269	3,446.28	23,177.35	7,390.28	25,828.61	59,842.52	73,426.48	44.90%	
ADMIN. COST- FDOH In-Kind	156,456	9,769.27	14,024.02	14,655.69	22,974.64	185,948.48	(29,492.48)	118.85%	
ADMIN. COST JWB 17%	81,996	4,455.46	6,364.95	6,364.96	9,821.45	81,573.44	422.56	99.48%	
TOTAL ADMIN. COST	238,452	14,224.73	20,388.96	21,020.65	32,796.09	267,521.93	(29,069.93)	113.66%	
ALL FUND TOTAL EXPENSES	1,318,540	68,674.00	116,671.24	103,780.77	176,215.56	644,433.07	674,106.60	48.99%	

B. Report by Art O'Hara Regarding Pilot Program: Exception for State Dependent Children in Mixed Age Group at R'Club Early Learning Academy at US 19

C. Statistical Report Regarding Licensing Activities

Statistical Report for January 2019

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	293	2072	22	263	255	21590	114	17840	3	207	13	669
1. Temporary Permits 1st Time TP	0	0	0	0	4	99	1	30				
2. Capacity Change - current licenses New capacity began	1	8	-1	-12		28						
3. Closed - # with capacity	-6	-40	0	0								
4. Corrections - from previous reports. Explain below*												
Total Capacity	288	2040	21	251	259	21717	115	17870	3	207	13	669

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	309	288	21	390	132
Total Capacity	2290	2040	251	40464	2287

1. Licensing					
a. Pre-licensing inspections	0			8	
b. - e. Inspections/ Re-checks	69			142	
f. TA/Consultation	4			22	
g. Unlicensed care investigations	1			1	
h. Children's Records (only)				2	
i. Renewal licenses issued	21			29	
2. Enforcement					
a. Complaints	6			16	
b. Fines administered	1			11	
c. Conferences	1			1	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	1			2	
b. Number of hours	4			5	
4. Training Taken					
a. Number of trainings	1			1	
b. Number of hours	4			6	
5. Health Inspections					
a. Food				51	

D. Compliance Reports
1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date
La Petite Academy	1S	Discipline- severe, humiliating or frightening - staff member slammed children to the ground	11/1/2018	\$500.00	\$500.00	11/9/2018
LSF Jordan Park	1S	Supervision - a child left the premises, following another parent into the parking lot without staff awareness	11/1/2018	\$500.00	\$500.00	11/13/2018
Building Blocks at Clearwater	2	Daily Attendance-inaccurate recording	11/8/2018	\$50.00	\$50.00	11/8/2018
New Horizons CDC	2	Personnel- Level 2 background screening missing	11/14/2018	\$50.00	\$50.00	12/4/2018
YMCA Frontier	2	Closing Log not completed	11/14/2018	\$50.00	\$50.00	12/14/2018
YMCA Frontier	2	Adult/Child ratio was not met - 1 staff was supervising 42 school age children	11/14/2018	\$50.00	\$50.00	12/14/2018
Guiding Inspirations for Tomorrow	2	Supervision-no staff in infant room for short period of time	12/4/2018	\$50.00	\$50.00	12/11/2018
Guiding Inspiration for Tomorrow	2	Adult/Child ratio was not met - 1 staff was supervising 3 toddler and 1 infant	12/4/2018	\$50.00	\$50.00	12/11/2018
YMCA Curtis	2	Adult child ratio was not met - one staff was supervising 33 school age children	12/5/2018	\$60.00	\$60.00	12/14/2018
YMCA Curtis	2	Daily Attendance-inaccurate recording	12/5/2018	\$50.00	\$50.00	12/14/2018
YMCA Curtis	2	No one with first aid was present at the center while children were in care	12/5/2018	\$50.00	\$50.00	12/14/2018
YMCA Curtis	2	No one with CPR was present at the center while children were in care	12/5/2018	\$50.00	\$50.00	12/14/2018
YMCA-Northwest	2	Daily Attendance-attendance accuracy not verified at transition	12/11/2018	\$50.00	\$50.00	12/12/2018
Ascension Day School	3	Children's Records- expired Student Health Exam	12/17/2018	\$25.00	\$25.00	1/23/2019
Ascension Day School	3	Personnel-missing in-service training	12/17/2018	\$25.00	\$25.00	1/23/2019
Discovery Learning Center	2	Daily Attendance-inaccurate recording	12/19/2018	\$50.00	\$50.00	1/8/2019
Largo Country School	3	Toxics accessible to children	12/21/2018	\$25.00	\$25.00	1/11/2019
Happy Corners	3	Personnel: 40 clock hour training not completed timely	12/28/2018	\$25.00	\$25.00	12/28/2018

Children's Centers Fine Report-Continued

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date
Bardmoor YMCA Preschool	2	Outdoor Playspace-fence has gaps	1/3/2019	\$50.00	\$50.00	1/23/2019
YMCA Campbell Park	2	Adult-child ratio was not met - 33 school age children with 1 staff member	1/9/2019	\$50.00	\$50.00	1/11/2019
YMCA Campbell Park	2	Daily Attendance-inaccurate recording	1/9/2019	\$50.00	\$50.00	1/11/2019
Kids Zone	3	ChR-incomplete enrollment forms	1/9/2019	\$25.00	\$25.00	1/9/2019
Camelot School	3	ChR-expired immunization record	1/16/2019	\$25.00	\$25.00	1/29/2019
YMCA Campbell Park	2	Adult-child ratio was not met - 30 school age children with 1 staff member	1/16/2019	\$60.00	\$60.00	1/17/2019
Kids Corner	2	Daily Attendance-center closing log not completed	1/17/2019	\$50.00	\$50.00	2/12/2019
The Learning Tree	2	There were gaps in the playground fence	1/23/2019	\$50.00	\$50.00	2/7/2019
YMCA Westgate	2	Daily Attendance-inaccurate recording	1/28/2019	\$75.00	\$75.00	1/28/2019
Happy Corners Academy	3	Personnel: 40 clock hours not completed timely	1/25/2019	\$30.00	\$30.00	1/25/2019

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Hunter-Davis, LaFonte	3	Pest Control: Evidence of pets/rodents/vermin was observed in the kitchen area. Several live roaches were observed on the kitchen table.	11/6/2018	\$25	\$25	11/6/2018
Hunter-Davis, LaFonte	3	Records-Child Enrollment Form: The enrollment form used by the operator was incomplete and/or did not include all required information as required on form F-0030 (4/2018).	11/6/2018	\$25	\$25	11/6/2018
McTier, Yvonne	2	Physical Plant-Off Limits Room: Licensing specialist observed the door unlocked to the granddaughter's off-limits bedroom.	11/28/2018	\$50	\$50	12/18/2018
Edwards, Treva	2	Daily Attendance: Daily attendance was not maintained to account for all children on 12/10/18.	12/10/2018	\$50		Home closed 12/31/18
Shanoah Washington-Davis,	2	Physical Plant-Hazardous Products: A hazardous material (spray paint) was observed accessible to children.	1/30/2019	\$50	\$50	1/30/2019

3. 100 Percent Compliant Inspections in Children's Centers

November	December	January
HEP Learning Center	Nicholas Vosotos Kimberly Home	Little Learning
UMCM @ St. Pauls	Truth N Life	St. Cecilia's School
Bumble Bee	Gingerbread Bardmoor	Brilliant Little Minds
YMCA Belcher	First Christian Preschool	R'Club Rawlings
R'Club Bardmoor	YMCA Skycrest	Espirtu Santo Catholic
Alegria Montessori	R'Club Nina Harris	New Horizons
R'Club Sanderlin	Pauline Rivkind Preschool	Stars and Comets B/A
Espiritu Santo Catholic School	Rosie's II	The Robin's Nest
Plato Academy Clearwater	City of Gulfport Rec	Admiral Farragut
Young Days CDC	Kidz World	Walter Fuller
R'Club Bay Vista	Faith Community	Academy of Learning
R'Club Pasadena	The Gospel Train	Learning Adventures
Bay Vista LC	YMCA Sunset Hills	Blessed Sacrament
Plato Academy Pinellas Park	City of Dunedin - Dunedin	St. Jerome ECC
YMCA Gulf Beaches	Curlew Learning Center	Leap Forward
Pasadena Church Preschool	My Friends Learning Center	Plato Academy Tarpon
R'Club Gulfport	Early Explorations	KinderCare 1037
St. Nicholas Greek Preschool	Mildred Helms -R'Club	Kiddin Around
Cornerstone Christian	Suncoast Waldorf School	Tot Tenders
Kiddie City		Willis Johns Rec
R'Club Shore Acres		Shore Acres Rec
YMCA North Shore		

5. Closed Centers and Homes

Closed Centers

November	
Center Name	Reason
Our Lady of Lourdes	Closed Non-Public Program to become fully licensed
Country Day School	Closed Non-Public Program to merge with licensed program

December	
Center Name	Reason
The Learning Experience Clearwater	Change of Ownership

January	
Center Name	Reason
None	

Closed Homes

Name	Date Closed	Reason
Bernice Sanders	11/1/18	Moved-will re-open
Kathleen Pero	11/5/18	Moved-did re-open
Gloria Starling	11/6/18	Retired
Sabina Cromartie	11/26/18	Deceased
Name	Date Closed	Reason
Juanita Watkins	12/6/18	retired
Carol Brooks	12/7/18	retired
Patricia Kentish	12/19/18	No children in care
Biljura Gradisic	12/21/18	Opened a center
Name	Date Closed	Reason
Treva Edwards	1/2/19	moved
Linda Ryan	1/2/19	retired
Mayra Roland	1/3/19	Work outside of home
Sarah Raiola	1/7/19	retired
Victoria Shook	1/8/19	Work outside of home
Joy Wright	1/17/19	Moving/retiring

VI. Public Comment

VII. 2019 Upcoming Meeting Dates

- May 15th at 1:30pm
- September 11th at 6:30pm
- December 11th at 1:30pm

VIII. Staff Anniversaries

2019 Staff Anniversaries (1st Quarter)

January
Cindy Odette – 2 years
Lillie Williams-Banks – 22 years
Elise Bishop – 2 years

February
Cindy Blakley – 11 years

March
Kathi Merino – 4 years
Julie Oliver – 18 years
Debbie Hunt – 24 years

IX. Adjournment