

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

**REGULAR MEETING
May 22, 2019 at 1:30 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 March 20, 2019

III. Action Items

- A. Approve FY19 PCLB Amendment 2 with JWB
- B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP
- C. Approve Licenses for 4 New Children's Centers
- D. Approve Licenses for 8 New Family Child Care Homes and 1 New Large Family Child Care Home

IV. Executive Director's Report - To be Distributed

V. Information Items

- A. Presentation by Early Learning Coalition (ELC): Infant Capacity Building Grant
- B. Monthly Financial Report
- C. DCF Monthly Report
- D. Statistical Report Regarding Licensing Activities
- E. Compliance Reports
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
 - 5. Closed Centers and Homes

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 2.

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 March 20, 2019

**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, 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, March 20, 2019, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

Board Members Present: Commissioner Patricia Gerard; Celeste Fernandez, Secretary; Barbara Backus; Dorothy Duvé; Michael Feeney

Board Members Absent: Pam Gebler; Susan Rolston

Ex-Officio Member Present: Brandy Downing

Advisory Members Present: Lynn Bittner; Shelia Haugabook; Elizabeth Krakowski; Ann Martinelli; Nancy McGreevy, Cynthia Sumter

Advisory Members Absent: Richard French

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; Kathi Merino, Licensing Specialist (Public Comment Volunteer)

I. Call to Order

The PCLB Board meeting was called to order at 6:30 pm.

A. Announcements – Ms. Oliver welcomed Cynthia Sumter, new Advisory Committee member.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

Motion: Ms. Fernandez made a motion to approve the agenda. Ms. Duvé seconded and the agenda was approved unanimously with no changes.

II. Consent Agenda

Approval of Minutes from December 12, 2018

Motion: Mr. Feeney made a motion to approve the minutes from December 12th. Ms. Backus seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Proposed Budget Amendment II

Ms. Bornoff stated that JWB requires a budget amendment every quarter if there is any movement of money between line items. This budget amendment reflects a change in rate from Department of Health to increase the two Senior Clerks' salary by 10%.

Motion: Ms. Backus made a motion to accept the budget amendment. Ms. Duvé seconded the motion and it passed unanimously.

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

Ms. Massarsky stated that there may be times when Children's Centers or Family Child Care Homes will need to request a variance or a waiver of a regulation. For instance, in the last state regulations, fire drills had to be conducted with approved systems. A situation arose when Pinellas County licensed a new children's center where there was no fire alarm system that could be activated due to new fire and open construction regulations. Two processes need to be set up; one for waivers or variances of local regulations and one for waivers or variances of state regulations. Copies of the draft Processes for Request for Variances and Waivers were included in the Board packet, which set up the process and delegated the authority to the Executive Director to grant or deny a petition at its initial stage.

Motion: Ms. Duvé made a motion to approve both of the Processes for Consideration of Petitions for Variances/Waivers. Ms. Backus seconded the motion and it was approved unanimously.

C. Approve Licenses for 3 new Children's Centers

Ms. Massarsky reported that there are 3 new centers ready for full licensure. Two changed owners and the other one is a new center. They all did well and she is confident they should be licensed.

Motion: Ms. Fernandez made a motion to approve the 3 new Children's Centers. Ms. Duvé seconded the motion and it passed unanimously.

D. Approve Licenses for 4 new Family Child Care Homes

Ms. Oliver requested that 4 homes be approved for full licensure. During the first year on temporary permits, they did very well.

Motion: Ms. Duvé made a motion to approve the licenses for 4 Family Child Care Homes. Ms. Fernandez seconded the motion and it passed unanimously.

IV. Executive Director's Report

Ms. Bornoff talked about PCLB's Quarterly Newsletters for Centers and Homes which provide information to help Providers be successful. Our staff formed a Digital Committee in which staff will create digital files of all inspections. At our licensing mid-year, staff is ensuring that all of the licensed programs have received at least one inspection. DCF is working on getting a state of emergency system working and there will be a phone number for status updates per DCF regulations. The verbal report summarized a written report (attachment to agenda) and the Executive Director also gave an update about staff's follow up to the Solutions for Infant Care Availability Committee's report as follows:

Recruitment and Training: New Home Providers

Training

Staff continues to hold New Prospective Provider Training classes. Sixteen community members have participated so far with four now involved in the licensing process. Nine more participants have signed up for the next class being offered at a fee of \$25. Staff would like to see this become a mandatory class for all new prospective home providers at a future date.

Job Fairs / Conferences

Staff reported that most job fair participants would attend with a resume in hand looking to work outside of the home, not to be Family Child Care Home providers. Early Learning conferences or events may be a better way to reach out to people in the community looking to start this kind of home-based business. Staff recently had a vendor table at COQEBS Schools Readiness Baby Talk Conference. Information on child care licensing was distributed to all interested participants.

JWB New Baby Bags - Safe Sleep and Breastfeeding

JWB distributes bags to every new mother that delivers her baby in Pinellas County. The messaging in these bags encourage Safe Sleep and Breastfeeding. Since these are also Department of Health objectives, we are able to include something in the bags as well. Brochures and fliers are not acceptable, so promotional items must be purchased. JWB distributes 8,500 bags, so we need to set aside about \$5,000 for this in the upcoming budget year. Since this also meets a DOH strategic goal, there may be some DOH funding we can obtain to offset the cost if the Board is supportive of this. All other marketing materials will need to be free.

Business Training

It was suggested that staff provide business training to help home providers with their home businesses. Since this is outside of our area of expertise and we are not funded to provide business training, our staff cannot provide it. Instead, if outside speakers in this area are identified by child care providers to provide training and they are willing to provide such training, DOH will host such trainings at their Mid-County Location.

Tiered System: Home Providers

Staff had many questions about this suggestion regarding necessary provider education, specialized training, years of experience and violation history that would make a provider a qualified participant in the tiered system. Even more concerns arose when considering what happens to the children involved should the provider suddenly no longer meet these requirements and how long the provider would be

ineligible. There is also an issue with continuity of care if a provider in the tired system loses that status for whatever reason. Another issue is what happens to the children when they age out of an infant-only home provider. Staff believes this tiered system goes against everything the PCLB Board has done. There is a finding of necessity for current rule and it matches Centers regulations in this area. This would negate the quality regulations that we have in Pinellas regarding infant care and create inequities in our long-established system. Our current standards match accrediting standards (NAEYC). The tiered system would be very difficult in the way of enforcement and would require a whole new set of regulations and enforcement guidelines with no subjective areas for monitoring. Staff does not recommend moving forward with this suggestion based on an established finding of necessity, continuity of care concerns, complex enforcement procedures, and constancy between home and center regulations.

Awareness of Funding

Staff will work with potential funders to establish a point person from each organization that will funnel funding information to the PCLB office. This information will then be distributed to providers via e-blasts, Provider newsletters, during inspections, and possibly as a link on our website if approved by DOH.

Ms. Bornoff talked about the system of having a button in the back of buses to ensure all children get taken off the bus. Ms. Bornoff then talked about Ms. Oliver's Prospective Provider Training class which costs \$25.00 for attendees. Sixteen people have taken the class and 4 are seeking licenses for homes. Nine more people will be attending the next class on March 27th and we hope to get 50% of people that take the class to obtain licenses. Ms. Bornoff stated that she is working with JWB on bags for new mothers and is working on what Child Care Licensing will contribute. It has to be related to safe sleep or breast feeding but we would like to suggest they may want to become Home Providers rather than going back to work. There will be 8,500 bags and the most we can spend is \$5,000 but DOH can help, so we ask the Board to approve that. There are opportunities for PSA's and maybe a news piece also. Ms. Bornoff said we went to the Baby Talk Conference and gave out licensing information there. Ms. Duvé stated she supports staff recommendations and thanked the Committee for their time.

V. Information Items

A. Monthly Financial Report

Ms. Bornoff reported that PCLB is doing well with the budget and that the first quarter is ending. Nothing has been added to the budget except for salaries.

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

Mr. O'Hara distributed pictures of the care room set up at R'Club ELA at US 19. He stated it opened in October and has served 65 children, ages infants through 5. Some children come in with undiagnosed disabilities. These children have been in their care anywhere from one day to 5 weeks. Their daily schedule is from 7:30 am to 5:15 pm and they eat breakfast, lunch, and snack at the center. They have art time, playtime, outdoor time and naptime. There is a separate gated area to keep the infants safe from older children. They have a playground and reading time and the children are well adjusted. They hired a specially trained teacher. Keeping these

children together is beneficial, and although they move on to permanent child care placement, none have been placed in R'Club programs. Mr. O'Hara thanked us for using them for the pilot program. He added people have talked about expanding and they have 10 centers in the county.

C. Statistical Report Regarding Licensing Activities

Ms. Massarsky reported 5 centers opened in January and now that Julie Oliver is providing classes, we have a steady flow of homes opening. The fine log was also discussed. It was noted that La Petite received a Class 1 fine and it was paid. Another center received a Class 1 \$500 fine because a child walked out of the classroom with another child and that other child's parent. Both centers self-reported these incidents and have submitted corrective action plans that are in place.

D. Compliance Reports

No discussion.

VI. Public Comment

Lynn Gibson, Large Family Child Care Home Provider, questioned Ms. Massarsky about ratios and the difference between centers and homes. She stated she has been caring for children for 36 years and runs a clean program in 100% compliance. She said she makes sure all children's needs are met and has worked hard. She said the rest of Florida gets to have a 4:1 ratio on day one. She stated she is a Large Home Provider and that it would be nice to hear "good job." She gets no raises and they don't earn the same amount of money as centers. She wants to open up for infants but when her employee has to leave, her ratio has to go back down.

VII. Upcoming Meeting Dates

Commissioner Gerard informed that the next Board meeting will be on May 15, 2019 at 1:30 pm.

VIII. Staff Anniversaries

Ms. Bornoff shared staff anniversaries for 1st Quarter.

IX. Adjournment

Commissioner Gerard adjourned the Board meeting at 7:30 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

A. Approve FY19 PCLB Amendment 2 with JWB



May 1, 2019

BOARD MEMBERS

Brian J. Aungst, Jr., Chair
Gubernatorial Appointee

Susan Rolston, Vice Chair
Gubernatorial Appointee

The Honorable Rick Butler,
Secretary
Gubernatorial Appointee

The Honorable Bob Dillinger
Public Defender

Dr. Michael A. Grego
Pinellas County Schools
Superintendent

The Honorable Bernie McCabe
State Attorney

Michael G. Mikurak
Gubernatorial Appointee

Division Chief Jim Millican
Gubernatorial Appointee

The Honorable Patrice Moore
Sixth Judicial Circuit Court

The Honorable Karen Seel
Pinellas County Commissioner

Dr. James Sewell
Gubernatorial Appointee

Dr. Marcie A. Biddleman
Chief Executive Officer

**Juvenile Welfare Board
of Pinellas County**

14155 58th St. N., Ste. 100
Clearwater, FL 33760
P: 727.453.5600
F: 727.453.5610
JWBPinellas.org
@JWBPinellas

Ulyee Choe, D.O., County Health Department Director
Florida Department of Health, Pinellas County Health Department
205 Dr. MLK Jr. Blvd. N.
St. Petersburg, Florida 33701

Subject: FY19 Pinellas County Licensing Board Amendment #2

Dear Dr. Choe,

This letter serves to amend the FY19 Agreement between the Florida Department of Health, Pinellas County Health Department for Pinellas County Licensing Board (PCLB) and the Juvenile Welfare Board of Pinellas County (JWB). JWB approved an increase in the amount of \$4,524 to support salary adjustments for the Administrative Secretary and Trainer positions.

This is Amendment #2 to the Agreement and increases the total allocation from \$631,539 to \$636,063. Upon full execution of this contract amendment, a budget amendment shall be submitted to GEMS to reflect the allocation increase.

All other terms and conditions of the Agreement shall remain the same. If you have any questions or concerns relating to this contract amendment, please contact me at (727) 453-5617. If this amendment meets your approval, please sign on the signature line below and return.

Sincerely,

Cheryl Miller
Senior Contract Manager

Ulyee Choe, D.O. Date
County Health Department Director
Florida Department of Health, Pinellas County Health Department

Dr. Marcie Biddleman Date
Chief Executive Officer
Juvenile Welfare Board of Pinellas County

B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP



**JOHNSON
POPE
BOKOR
RUPPEL &
BURNS, LLP**

COUNSELORS AT LAW

TAMPA • CLEARWATER • ST. PETERSBURG

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911 CHESTNUT STREET
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CLEARWATER, FLORIDA 33757-1368
TELEPHONE: (727) 461-1818

April 4, 2019

FILE NO. 050234.123191

PERSONAL AND CONFIDENTIAL

Faith Bornoff, Executive Director
Pinellas County License Board
PC Health Department
8751 Ulmerton Road, Suite 2000
Largo, FL 33771-3832

Re: Renewal Agreement for Continued Representation of PCLB

Dear Ms. Bornoff:

This letter will confirm our firm's agreement to continue representing the Pinellas County License Board ("PCLB") under the terms of the initial Representation Agreement dated August 20, 2012, with respect to general matters including representing the Board of Directors and providing representation at the Board of Directors meetings as well as license prosecutions and other general matters for PCLB. Unless you and our firm agree in writing otherwise, our representation will be limited to the matters described in this paragraph. It is our understanding that a Purchase Order will be issued to Johnson Pope to provide legal services to PCLB. This Agreement may be terminated at any time by either party in writing.

Although it is impossible at this time to specify the exact nature, extent, and difficulty of the contemplated services and time involved, we will exert our best efforts at all times to represent your interests and rights.

Although my normal rate is \$340 per hour, our fees will be based upon the discounted hourly rate for attorney time of \$210.00 per hour. Legal assistants' time is now billed at the hourly rate of \$85 to \$215, depending upon the legal assistant involved. The firm charges for all time expended by professionals, legal and administrative assistants in connection with a client's matter, including intra-office and telephone conferences and time spent out of the office on behalf of a client.

In addition to the payment of the firm's fees, clients are responsible for all out-of-pocket expenses, such as filing fees, publication fees, messenger service, and other costs that we may be required to advance on the client's behalf in connection with the representation. Additionally, if it becomes necessary for us to incur overtime expenses for staff or employ temporary help in the course of our representation in this matter, you will be responsible for such expenses.



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Unless a different payment arrangement is described above, we bill clients for fees and costs on a monthly basis. Invoices will be paid in accordance with F.S. 215.422.

You have the right to terminate our representation at any time, and our firm has the same right, subject to an obligation to give you reasonable notice to arrange alternative representation. Upon conclusion of our representation and after receipt of payment for all billed services and disbursements, we will return to you all documents or other matters furnished to us during the course of our representation. All other materials in our file will be retained by us as our work product.

It is the philosophy of the firm to render our clients prompt, efficient legal services consistent with the highest standards of legal excellence and to keep our clients at all times fully and completely informed as to the status of their matters.

To signify your acceptance of the foregoing terms and conditions of representation, I ask that you sign and date the enclosed copy of this letter in the places indicated, and that you return it to me in the envelope provided. We appreciate your bringing this matter to our attention for representation and look forward to working with you.

Very truly yours,

JOHNSON, POPE, BOKOR,
RUPPEL & BURNS, LLP

By: Colleen Flynn
Colleen M. Flynn

CMF:cap

Accepted and Agreed To:

Pinellas County License Board

Date: _____

By: _____
Its: _____

C. Approve Licenses for 4 New Children’s Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Bumble Bee Club Learning Center II	5021 75th Avenue North Pinellas Park 33781	Bumble Bee Club Learning Center, LLC	Day Nursery	102 with 20 Infants	1 Year through 6 Years & School Age*
Magnolia Day School of Feather Sound	3245 Executive Drive Clearwater 33762	St. Petersburg Pediatric Daycare Center LLC	Day Nursery	87 with 32 Infants	2 Months through 6 Years
Mildred Helms Elementary - R'Club Child Care Inc.	561 Clearwater-Largo Road South Largo 33770	R'Club Child Care Inc.	School Age Center Day Nursery	150 with 25 Day Nursery	School Age and 3 through 6 Years
Ponce de Leon Elementary - R'Club Child Care Inc.	1301 Ponce de Leon Boulevard Clearwater 33756	R'Club Child Care Inc.	School Age Center, Day Nursery	100 with 25 Day Nursery	School Age and 3 through 6 Years

D. Approve Licenses for 8 New Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Ibtisam Rema Issa (moved)	2049 60 th St. N., St. Petersburg 33710	8
Clarisse High	13553 104 th Ave., Largo 33774	8
Ashley Wilkie	2550 64 th St. N., St. Petersburg 33710	8
Christine Sciandra (moved)	3143 John’s Pkwy., Clearwater 33759	8
Kristen Baust	4181 66 th Ave. N., Pinellas Park 33781	8
Sebrenna Anne Walker	1728 Lakeview Road, Clearwater 33756	8
Christina Benincasa	3754 56 th Ave. N., St. Petersburg 33714	8
Sherrie Cousineau	16 N. Jupiter Ave., Clearwater 33755	8

Approve License for 1 New Large Family Child Care Home

Recommended Action: Approve

Provider Name	Address	Capacity
Christen Lake	5900 35 th Ave. N., St. Petersburg	12

IV. Executive Director's Report – To be Distributed

V. Information Items

A. Presentation by Early Learning Coalition (ELC): Infant Capacity Building Grant

B. 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	FEBRUARY ACTUAL	MARCH ACTUAL	SPENT 3/31/2019	AVAILABLE BALANCE	% SPENT	
TOTAL SALARIES	588,812	30,626.88	43,725.13	45,507.96	69,535.19	43,419.99	45,262.29	278,077.44	315,453.65	46.85%	
FICA/MEDICARE	45,044	2,338.14	3,344.96	3,481.35	5,298.24	3,321.60	3,462.56	21,246.85	24,158.28	46.79%	
RETIREMENT	48,851	2,524.57	3,611.72	3,758.99	5,714.39	3,473.51	3,621.92	22,705.10	26,525.01	46.12%	
HEALTH/LIFE/DIS	264,112	15,576.42	22,423.12	22,621.54	37,043.04	22,777.27	11,246.33	131,687.72	132,424.28	49.86%	
TOTAL FRINGE BENEFITS	358,007	20,439.13	29,379.80	29,861.88	48,055.67	29,572.38	18,330.81	175,639.67	183,107.57	48.96%	
TOTAL SALARY AND BENEFITS	946,819	51,066.01	73,104.93	75,369.84	117,590.86	72,992.37	63,593.10	453,717.11	498,561.22	47.65%	
TELEPHONE	1,744	150.46	0.00	281.51	150.87	32.83	66.27	681.94	1,062.06	39.10%	
CELLULAR PHONES	6,468	851.65	328.27	524.27	526.08	522.47	519.43	3,272.17	3,195.83	50.59%	
AIR CARDS	0	0.00	72.10	72.10	539.08	0.00	0.00	683.28	(683.28)	#DIV/0!	
POSTAGE	2,000	0.00	0.00	109.07	0.00	25.77	271.95	406.79	1,593.21	20.34%	
PRINTING	3,000	0.00	342.57	0.00	0.00	331.50	0.00	674.07	2,325.93	22.47%	
TRAVEL	18,680	137.94	1,647.79	1,172.55	1,689.19	1,316.28	2,122.15	8,085.90	10,594.10	43.29%	
EDUCATIONAL MATERIALS	200	0.00	0.00	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	249.81	2,069.27	5,904.91	8,512.09	40.96%	
INFO. TECHNOLOGY	300	25.00	25.00	25.00	25.00	25.00	25.00	150.00	150.00	50.00%	
RENT- EQUIPMENT (COPIER)	1,862	248.14	170.27	136.00	147.76	138.57	195.10	1,035.84	826.16	55.63%	
SUBSCRIPTIONS/DUES	175	175.00	0.00	0.00	0.00	0.00	63.51	238.51	(63.51)	136.29%	
EQUIPMENT - COMPUTERS	21,398	0.00	15,309.30	0.00	0.00	0.00	0.00	15,309.30	2,421.70	86.34%	
CONTRACTUAL- Audit	21,100	0.00	0.00	0.00	21,000.00	0.00	0.00	21,000.00	100.00	99.53%	
CONTRACTUAL- Legal Fees	23,237	0.00	2,289.00	3,465.00	939.24	588.00	1,365.00	8,646.24	14,502.76	37.35%	
CONTRACTUAL- Advertising	650	110.50	116.75	0.00	0.00	0.00	108.25	335.50	314.50	51.62%	
CONTRACTUAL-Janitorial	4,768	177.22	397.06	0.00	397.06	682.17	514.61	2,168.12	2,599.88	45.47%	
UTILITIES	12,834	177.03	2.95	1,171.38	867.60	893.89	1,024.65	4,137.50	8,696.50	32.24%	
FINGERPRINT	72	0.00	0.00	72.00	0.00	0.00	0.00	72.00	0.00	100.00%	
HR ASSESSMENT FEE	4,031	0.00	908.23	0.00	0.00	1,029.26	0.00	1,937.49	2,181.51	47.04%	
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL OPERATING	133,269	3,623.50	23,177.35	7,390.28	26,367.69	5,835.55	8,345.19	74,739.56	58,529.44	56.08%	
ADMIN. COST- FDOH In-Kind	156,456	9,769.27	14,469.96	15,115.45	23,691.94	(3,928.94)	12,522.08	71,639.76	84,816.24	45.79%	
ADMIN. COST JWV 17%	81,996	4,455.46	6,364.95	6,364.96	9,821.45	24,731.77	5,601.95	57,340.54	24,655.46	69.93%	
TOTAL ADMIN. COST	238,452	14,553.81	20,834.91	21,480.40	33,513.39	20,802.83	18,124.03	128,980.30	109,471.70	54.48%	
ALL FUND TOTAL EXPENSES	1,318,540	69,243.32	117,117.19	104,240.52	177,471.94	99,630.75	90,062.32	657,436.97	666,562.36	49.72%	

C. DCF Monthly Report

Exhibit A													
Child Care Local Licensing Monthly Report													
Pinellas County License Board Contract QC6B2													
FISCAL YEAR 2018-2019							# Licensing Activities Required						200
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year to Date
Total Number of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month	701	699	698	695	700	700	699	698	696	693			
Total licensed capacity of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month	42653	42614	42581	42473	42568	42641	42754	42755	43667	43627			
Number of Licensed Child Care Entities with Class 1 Violations	1	0	1	0	1	0	0	3	0	1			7
Number of Licenses Issued	56	60	31	54	67	54	50	57	48	44			521
Number of Licenses Issued within Statutory Time Frames	56	60	31	54	67	54	50	57	48	44			521
Number of Provisional Licenses Issued	2	2	1	1	2	0	4	4	2	1			19
Number of Inspections and Re-Inspections Performed	138	155	189	195	188	185	188	175	201	202			1816
Number of Complaints processed	16	17	22	20	24	13	23	23	16	20			194
Number of other licensing activities	42	68	49	34	63	49	62	43	26	41			477
Percent of Licenses Issued within Statutory Time Frames	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%			100.0%
Total Number of Licensing Activities	254	302	292	304	344	301	327	302	293	308			3027
Percent of Activities Requirement Met	127.0%	151.0%	146.0%	152.0%	172.0%	150.5%	163.5%	151.0%	146.5%	154.0%			

D. Statistical Report Regarding Licensing Activities

Statistical Report for April 2019												
	HOMES						CHILDREN'S CENTERS					
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	286	2024	21	251	262	22841	112	17827	3	213	12	511
1. Temporary Permits 1st Time TP	3	18			3	236						
2. Capacity Change - current licenses New capacity began						94		-45				
3. Closed - # with capacity	-5	-35			-3	-229					-1	-79
4. Corrections - from previous reports Explain below*												
Total Capacity	284	2007	21	251	262	22942	112	17782	3	213	11	432
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	305	284	21	388	134							
Total Capacity	2258	2007	251	41369	2321							
1. Licensing												
a. Pre-licensing inspections	5			6								
b. - e. Inspections/ Re-checks	67			155								
f. TA/Consultation	1			8								
g. Unlicensed care investigations	1			0								
h. Children's Records (only)				0								
i. Renewal licenses issued	11			33								
2. Enforcement												
a. Complaints	1			17								
b. Fines administered	8			4								
c. Conferences	1			0								
d. Intent to deny/suspend/revoke	0			0								
e. - f. Hearings	0			0								
3. Training Presented												
a. Number of trainings	1			1								
b. Number of hours	4			4								
4. Training Taken												
a. Number of trainings	0			2								
b. Number of hours	0			3								
5. Health Inspections												
a. Food				67								

E. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
UMCM Center for Early Learning at St. Marks	2	Supervision: a child was left in the class room when the group went to the playgorund	2/6/2019	\$50.00	\$50.00	2/8/2019
UMCM Center for Early Learning at St. Marks	2	Daily Attendance: accuracy of attendance not verified at transition	2/6/2019	\$50.00	\$50.00	2/8/2019
Allendale Children's Center	2	Toxics were accessible to children	2/11/2019	\$50.00	\$50.00	2/26/2019
Magnolia Day School of South St. Pete	3	Personnel: Literacy not completed timely	2/11/2019	\$25.00	\$25.00	2/25/2019
The Sprout Academy- Pinellas Park	1S	Discipline was used that was severe, humiliating or frightening when a teacher on the playground picked up a child by one arm and he fell injuring his leg	2/19/2019	\$500.00	\$500.00	3/5/2019
Discovery Learning Center	1S	There was a lack of supervision that allowed a child to sustain 14 bites and scratches on the playground in an altercation with another child about a toy	2/19/2019	\$500.00	\$500.00	3/7/2019
Celebrity Kids Club Too	1S	Discipline was used that was severe, humiliating or frightening when a teacher dressed a male child in a female bathing suit and paraded him through the school	2/19/2019	\$500.00	\$500.00	3/1/2019
Boys & Girls Club Northside	1S	Personnel: a disqualified person was allowed on the premises while children were in care	3/5/2019	\$500.00	\$500.00	3/15/2019
Boys & Girls Club Northside	1S	Supervision: A child was dropped off at the children's center and there was no staff present	3/5/2019	\$250.00	\$250.00	3/15/2019
Boys & Girls Club Northside	2	Daily Attendance: inaccurate recording of attendance in one group	3/5/2019	\$60.00	\$60.00	3/15/2019
Liberty Christian School	2	Daily Attendance: staff failed to verify accuracy of attendance at transition during an emergency drill	3/12/2019	\$50.00	\$50.00	3/19/2019
YMCA of the Suncoast-Safety Harbor	2	Supervision- staff not positioned correctly to provide adequate supervision	3/13/2019	\$50.00	\$50.00	4/2/2019
YMCA of the Suncoast-Safety Harbor	2	Daily Attendance- no attendance with group leader during emergency drill	3/13/2019	\$50.00	\$50.00	4/2/2019
YMCA of the Suncoast-Safety Harbor	2	Daily Attendance-staff failed to verify accuracy of attendance at transition during an emergency drill	3/13/2019	\$50.00	\$50.00	4/2/2019
YMCA of the Suncoast-Safety Harbor	3	ChR-incomplete enrollment forms	3/13/2019	\$25.00	\$25.00	4/2/2019
Bayfront CDC	2	Daily Attendance - staff failed to verify the accuracy of attendance during a transition	3/20/2019	\$50.00	\$50.00	3/26/2019
Elim CDC	2	Daily Attendance -closing log not completed	3/20/2019	\$60.00	\$60.00	3/22/2019
Elim CDC	2	Daily Attedance - inaccurate recording	3/20/2019	\$50.00	\$50.00	3/22/2019
YMCA of the Suncoast-Safety Harbor	2	Adult-Child ratio was not met- one staff was supervising 37 children	4/4/2019	\$50.00	\$50.00	4/23/2019
YMCA of the Suncoast-Safety Harbor	2	Adult-Child ratio was not met- one staff was supervising 39 children	4/15/2019	\$60.00	\$60.00	4/23/2019
The Learning Experience-PH	2	Daily Attendance-accuracy of attendance was not verified at transition	4/26/2019	\$50.00	\$50.00	5/2/2019
YMCA-Frontier	3	Personnel: 2 staff did not complete their 40 clock hour training within 15 months	4/29/2019	\$25.00		
YMCA of the Suncoast-Safety Harbor	2	Adult-Child ratio was not met- one staff was supervising 37 children	4/4/2019	\$50.00	\$50.00	4/23/2019
YMCA of the Suncoast-Safety Harbor	2	Adult-Child ratio was not met- one staff was supervising 39 children	4/15/2019	\$60.00	\$60.00	4/23/2019
The Learning Experience-PH	2	Daily Attendance-accuracy of attendance was not verified at transition	4/26/2019	\$50.00	\$50.00	5/2/2019
YMCA-Frontier	3	Personnel: 2 staff did not complete their 40 clock hour training within 15 months	4/29/2019	\$25.00		
YMCA of the Suncoast-Safety Harbor	2	Adult-Child ratio was not met- one staff was supervising 37 children	4/4/2019	\$50.00	\$50.00	4/23/2019
YMCA of the Suncoast-Safety Harbor	2	Adult-Child ratio was not met- one staff was supervising 39 children	4/15/2019	\$60.00	\$60.00	4/23/2019
The Learning Experience-PH	2	Daily Attendance-accuracy of attendance was not verified at transition	4/26/2019	\$50.00	\$50.00	5/2/2019
YMCA-Frontier	3	Personnel: 2 staff did not complete their 40 clock hour training within 15 months	4/29/2019	\$25.00		

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Cole, Evie	3	Immunizations: the DH-680 immunization form for one child was expired.	2/1/2019	\$25	\$25	2/4/2019
Fort, Tabree	2	CPR: The substitute's certification for infant and child CPR was no longer current.	3/11/2019	\$50	\$50	3/11/2019
Fort, Tabree	2	First Aid: The substitute's first aid was no longer current.	3/11/2019	\$50	\$50	3/11/2019
Bird, Rebecca	2	Outdoor Play Space: A health and safety deficiency having a moderate potential for harm to the children in care was observed. Large loose branches remained hanging from the tree in the backyard.	3/22/2019	\$50	\$50	4/9/2019
Givens, Dolores	1s	Transportation (Seat Belt/Child Restraints): The provider's use of seat belts was not age-appropriate for the child being transported who requires a child safety restraint. The provider admitted to using booster seat for a 3 year old male child.	4/1/2019	\$200		
Hunter-Davis, LaFonte	2	Daily Attendance: Daily attendance on 4/16/19 was not maintained to account for all children in care. This is the third violation of the same standard.	4/16/2019	\$60	\$60	4/18/2019
Hunter-Davis, LaFonte	3	Child Enrollment Form: The enrollment form used by the operator was incomplete and did not include all required information as required. This is the fourth violation of the same standard.	4/16/2019	\$30	\$30	4/18/2019
Cabral, Lenora	2	Locks: Doors to the outside/off-limits area had no inaccessible lock. Door to back porch/laundry room was not locked and a 2 year old was observed going out to the porch.	4/18/2019	\$50	\$50	4/30/2019
Cabral, Lenora	2	Sleeping and Napping Space: The bedding available was not safe and posed a threat to the health, safety, or well-being of a child in care. A child was observed sleeping on the couch.	4/18/2019	\$50		
Motta-Tio, Carmelita	3	Immunizations: the DH-680 immunization form for one child was expired.	4/29/2019	\$25	\$25	4/29/2019
Bowman, Martha	2	Hazardous Products: Licensing Specialist observed a can of Glade Air Freshner within reach of children.	4/30/2019	\$50	\$50	4/30/2019
Latimer, Annie	2	Daily Attendance: Licensing Specialist observed 5 children in care and only 3 children were marked in on the attendance.	4/30/2019	\$60		

3. 100 Percent Compliant Inspections in Children's Centers

February	March	April
New Beginnings	R'Club McMullen Booth	ABC Kids
YMCA-Melrose	R'Club Paul B. Stephens	LSF Friendship
Alpha & Omega LC	YMCA Baypointe	Kids Connection
The Rainbow Garden	Safety Harbor Community Center	Cornerstone Preschool
St. Beach Rec Center	Gladden Park Rec Center	R'Club Eisenhower
Our Saviour Lutheran	Young Achievers LC	Plato Academy Seminole
Logical Choice	YMCA Mt. Vernon	R'Club Ridgecrest
Write Start	Rosie's I	Alegria Lakewood
Oakhurst LC	YMCA-Westgate	Happy Workers
The Experiential School NP	UMCM St. Marks	Child Devel. & Family Guid.
R'Club Southern Oak	Precious People LC	Admiral Farragut
R'Club ELA Lemon Street	YMCA Brooker Creek	St. Jude Preschool II
Bright Beginnings	St. Ignatius	YMCA Bear Creek
City of Dunedin-Garrison Jones	The Canterbury School NP	Hillside Christian Academy
Dunedin Academy	R'Club Mildred Helms	Guardian Angels
First Friends	YMCA Sexton	Lake Tarpon Learning Ctr.
My Little Sunshines	Skycrest CDC	Rosie's III
Youth Enrichment-Skyview	First Baptist Preschool	LSF Good Samaritan
Happy Days LLC	Kids Christian Care	Sacred Heart
R'Club Lealman		R'Club Cross Bayou
R'Club Skyview		Barlow Education Center
		Delphi
		R'Club Pinellas Park

4. 100 Percent Compliant Inspections in Family Child Care Homes

February	March	April
Irish Smith	Beverly Grant	Cynthia Sumter
Michelle Amons	Gwen Hearn-Brown	Vanessa Lawson
Maria Piatt	Patreese Reynolds	Darlene Mosley
Teresa Piper	Darlene Mosley	Denise Vann
Kellie Smith	Laurie Gallant	Lisa Marie Isabelle
Kristin Young	Diane Koenigsaecker	Stephanie Singletary
Susan Barron	Barbara Underwood	Susan Livi
Linda Bingham	Kristen Baust	Theresa Falzone
Donna Wiesner	Mitzi Webb	Natalie Szawranskyj
Linda Hoskinson	Celeste Froid	Melissa Brewer
Maria Isabel Leon	Jenny Rockey	Irene Wilson-Giroir
Laurae Evans	Vanessa Robertson	Sharlene Gamble
Felicia Harris	Ashley McFarland	Sebrenna Walker
Barbara McNeill	Amber Britner	Stephanie Meacham
Robin Vasil	Christine Sciandra	Dawn Porcelli
Ellen Myers	Carol Ann Fowler	Rosa Levy
Kimberly Kinnecom	Sandy Garcia	Filma Wallace
Sheronica Stubbs	Gina Replogle	Christina Benincasa
Mara De La Torre	Cheryl Smith	Anita Rodrigues
Staci Colborn	Ashley Wilkie	Tamsen Baker
Pam Gebler	Melissa Jones	Stacie Johnson
Susan Rothe	Denise Redner	Isabel Vera
Christina Benincasa	Althea Chin-Neath	Iona Green
Stacie Johnson	Patricia Frisch	Peggy Robinson
Myriam Christianson	Christine Lawson	Janice Huntley
Brittney Fobbs	Michelle Pugh	Shutonda Smith
Kristina Booker-Deveny	Patty Gavornik	Victoria Talbot
Shelia Haugabook	Barbara Cook	Evelyn Kendrick
Kimberly Boykins	Christen Lake	
Shendoria Middlebrooks	Stacie Johnson	
Jannie Small	Judy Young	
Carolyn Johnson	Kendra Alexander	
Tunisia Clark	Bernice Sanders	
Maureen Dietz	Dorothy Harry	
Tammy Desaulniers	Judy Jones	
Kathleen Sullivan	Deb Mimault	
Darlyn Smith	Kristi Harris	
Barbara Smith	Annette Megherfi	
	Geraldine Parker	
	Lynn Gibson	
	Clarissa High	
*Inactive Status	Olga Gaymore	

5. Closed Centers and Homes

Closed Centers

February-none

March

Center Name	Reason
The Experiential School (NP)	Opened as a fully licensed program

April

Center Name	Reason
St. Cecilia (NP)	Combined into their fully licensed program
All About Learning	Change of Ownership
Dunedin Montessori Academy	Change of Ownership
Young Achievers Learning Center	Change of Ownership

Closed Homes

Name	Date Closed	Reason
Claudia Ann Craft	2/26/19	retirement
Name	Date Closed	Reason
Shanoah Washington-Davis	3/15/19	Moved-reopened
Tanya Ann Hyde	3/22/19	Moved
Name	Date Closed	Reason
Delana Richie	4/17/19	Personal reason
Wanda Maddox	4/20/19	Personal reason
Judy Drayton	4/20/19	Moved – will reopen
Winona Anne Brooks	4/24/19	Personal reason
Amanda Neuner	4/24/19	Personal reason

VI. Public Comment

VII. 2019 Upcoming Meeting Dates

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

VIII. Staff Anniversaries

2019 Staff Anniversaries (2nd Quarter)

June

Lisa Zacharia – 2 years

IX. Adjournment