

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

**VIRTUAL REGULAR MEETING
April 22, 2020 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

- II. Consent Agenda**
 - A. Minutes from Nominating Committee & Board Meeting on February 26, 2020

- III. Action Items**
 - A. Approve Budget Amendment
 - B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for July 1 - September 30, 2020
 - C. Approve Licenses for 4 New Children's Centers
 - D. Approve Licenses for 2 New Family Child Care Homes (No New Large Family Child Care Homes)

- IV. Executive Director's Report - To Be Presented**

- V. Information Items**
 - A. Monthly Financial Report
 - B. Statistical Report Regarding Licensing Activities
 - C. Compliance Reports
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
 - 5. Closed Centers and Homes

- 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. Staff Anniversaries**

- VIII. 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. Minutes from Nominating Committee for New Board Chair, February 26, 2020

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

NOMINATING COMMITTEE MEETING

**February 26, 2020 at 6:00 PM
Room 1226
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, Florida**

Unapproved Minutes

The Nominating Committee meeting of the Pinellas County License Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday, February 26, 2020 at 6:00 pm.

Committee Members Present: Jorie Massarsky; Michael Feeney; Celeste Fernandez (by phone); Nancy McGreevy

Staff: Lisa Zacharia, Administrative Secretary (note taker)

Attorney Present: Colleen Flynn, Esq.

Guests: Lynn Gibson; Emily Ralston, Board members; Cheryl Miller, Senior Program Consultant, Juvenile Welfare Board.

I. Introduction

Ms. Massarsky called the meeting to order at 6:00 pm and thanked everyone for coming. She stated that Commissioner Patricia Gerard is no longer on our Board so we are meeting to nominate the new Board Chairperson. Mr. Feeney and Ms. McGreevy are present and Ms. Fernandez is participating by phone due to extraordinary circumstances.

Ms. Massarsky asked the members of the committee to introduce themselves. Ms. Fernandez said she is with Department of Children and Families (DCF) and represents them on our Board. Ms. McGreevy said she works for Pinellas County Schools, her experience is in early childhood education, and she is a member of our Advisory Committee. Mr. Feeney introduced himself and stated he is the Executive Director of Elementary Education for Pinellas County Schools.

Ms. Massarsky added that Ms. Miller, Ms. Ralston and Ms. Gibson, who is on the Board as a representative of Home providers, are also in attendance.

Action Item - Selection of Candidate to Recommend to Board to Fill Vacant Chairman Position

Ms. Massarsky stated we are here to select a candidate for our new Board Chair. Board members were polled and Mike Mikurak said he was interested.

Motion: Mr. Feeney nominated Mike Mikurak as Chair. Ms. Fernandez seconded the motion and it passed unanimously.

II. Open Agenda

Ms. Massarsky opened the agenda. Ms. Flynn said someone has to tell the Board that we met and selected a new Board Chair.

III. Adjourn

Meeting was adjourned at 6:10 pm.

A. (Continued) Minutes from Regular Board Meeting, February 26, 2020

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

**REGULAR MEETING
February 26, 2020 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 Child Care Homes was scheduled and properly noticed for Wednesday, February 26, 2020 at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

Board Members Present: Commissioner Kathleen Peters; Michael Mikurak; Dorothy Duvé; Michael Feeney; Lynn Gibson; Emily Ralston

Board Members Absent: Celeste Fernandez, Secretary

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present: Lynn Bittner; Nancy McGreevy

Advisory Committee Members Absent: Richard French; Shelia Haugabook; Elizabeth Krakowski; Ann Martinelli; 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; Mary Jane Elder, Licensing Specialist, Public Comment Volunteer

I. Call to Order

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

A. Announcements Ms. Bornoff welcomed our new Board members and asked each of them to introduce themselves. Ms. Gibson said she's been a Family Child Care Home provider since 1983 and a Large since 2004. Commissioner Peters stated that she has always been an advocate for children and childcare providers and has helped pass legislation for them. Ms. Ralston said she is the Executive Director of Early Learning with Plato Academy and is representing the local preschool association on our Board. She has been in this field for 15 years and oversees 9 locations. Ms. Ralston commented that she is excited to be here.

B. Approve Agenda

Ms. Massarsky asked for a motion to approve the agenda.

Motion: Mr. Mikurak made a motion to approve the agenda. Ms. Gibson seconded the motion and the agenda was approved unanimously.

II. **Consent Agenda**

Approval of Minutes from December 11, 2019.

Motion: Mr. Mikurak asked for a change to the minutes regarding Board members who had left the Board and asked for the minutes to state that their term was up. Mr. Mikurak made a motion to approve the minutes from December 11 with that change. Ms. Duvé seconded the motion and it passed unanimously with one change.

III. **Action Items**

A. **Election of Chairman/Appointment of Secretary by Newly Elected Chairman**

Ms. Massarsky stated she represented Child Care Licensing on the Nominating Committee and Mike Mikurak was elected Board Chair.

Motion: Commissioner Peters made a motion to approve Mike Mikurak as Board Chair. Ms. Duvé seconded the motion and it passed unanimously.

Mr. Mikurak thanked everyone for their confidence in him and then appointed Celeste Fernandez again as Secretary to the Board.

B. **Approve Changes to Center Regulations**

Ms. Massarsky stated we now have new regulations that will be on our website tomorrow. The changes are highlighted in the document. There are changes regarding to shaken baby and abusive head trauma and fall zones, which now must be 6'. There were changes thermometers in refrigerators and freezers and background screenings; all in all, there were a lot of small changes. Ms. Massarsky asked for a motion to reflect we are going to incorporate the changes to Center Regulations.

Motion: Ms. Ralston made a motion to approve the changes to Center regulations. Mr. Mikurak seconded the motion and it passed unanimously.

Mr. Feeney asked if we track readiness rates. Ms. Massarsky stated they are not part our statistics unless there are violations but ELC does track them.

C. **Approve Licenses for 5 New Children's Centers**

Ms. Massarsky said all 5 centers did very well and we are confident recommending them for licenses.

Motion: Commissioner Peters made a motion to approve the 5 new Children's Center. Ms. Gibson seconded the motion and it passed unanimously.

D. **Approve Licenses for 6 New Family Child Care Homes (No New Large Family Child Care Homes)**

Ms. Oliver reported that there are 4 new homes and 2 homes that moved. She is confident they are ready for their licenses and they have received a lot of technical assistance.

Motion: Ms. Gibson made a motion to approve the 6 new Family Child Care Homes. Mr. Feeney seconded the motion and it passed unanimously.

IV. **Executive Director's Report**

Ms. Bornoff stated that today we handed out the final hard copy of the annual audit, which had been approved by the Board on December 11th. PCLB staff hosted the Early Learning Conference and we learned alongside them. Last week Faith and Julie attended the Baby Talk conference. Faith hosted and ran the vendor table with brochures that we created named "Becoming a Licensed

Family Child Care Provider” and “Why is Licensed Child Care Important?” We are doing our best getting out in the community. We are currently unable to use PRIDE for printing service and have had to use another vendor. We will post information on training on new regulations and hold them in March plus the new regs will be posted on our web page. We received a large quantity of books for young children with trauma. They will be passed out at every Center and Home. Kudos to DCF for sending us the 1,000 books.

V. Information Items

Commissioner Peters asked if we could move the agenda around to accommodate the children in the audience. Mr. Mikurak said they could take a look at it.

A. Monthly Financial Report

Ms. Duvé asked about computers. Ms. Bornoff said Child Care Licensing received 4 tablets from DCF and we got new laptops last year. Eventually DCF will send tablets for everyone and they also have invited our staff to a one week training in Sarasota.

B. Statistical Report Regarding Licensing Activities

Ms. Gibson commented that she sees Family Child Care Homes numbers going down and appreciates PCLB for doing something about it.

C. Compliance Reports

1. Children’s Centers Fine Report – No comment
2. Family Child Care Homes Fines Report – No comment
3. 100% Compliant inspections in Children’s Centers – No comment
4. 100% Compliant Inspections in Family Child Care Homes – No comment
5. Closed Centers and Homes – No comment

VI. Public Comment

No Public Comment

VII. Upcoming Meeting Dates

- April 22, 2020 at 1:30 pm
- August 26, 2020 at 6:30 pm
- November 18, 2020 at 1:30 pm

VIII. Staff Anniversaries

<p style="text-align: center;">2019 Staff Anniversaries (4th Quarter)</p> <p style="text-align: center;"><u>October</u> Mary Jane Elder – 13 years</p> <p style="text-align: center;"><u>November</u> Faith Bornoff – 2 years Jorie Massarsky –15 years</p> <p style="text-align: center;"><u>December</u> Paula Boardman – 1 year</p>
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IX. Adjournment

The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items
A. Approve Budget Amendment

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/19 - 09/30/20 (FY1920)

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amendment 1	Amended BUDGET
TOTAL SALARIES	600,330	0	600,330
FICA/MEDICARE	45,925	0	45,925
RETIREMENT	49,587	0	49,587
HEALTH/LIFE/DIS	291,424	0	291,424
TOTAL FRINGE BENEFITS	386,936	0	386,936
TOTAL SALARY AND BENEFITS	987,266	0	987,266
TELEPHONE	5,008	0	5,008
CELLULAR PHONES	6,468	(700)	5,768
AIR CARDS	0	0	0
POSTAGE	2,000	500	2,500
PRINTING	3,000	5,000	8,000
TRAVEL	21,254	(3,000)	18,254
EDUCATIONAL MATERIALS	2,700	0	2,700
OFFICE SUPPLIES	8,928	(2,000)	6,928
INFO. TECHNOLOGY	300	0	300
RENT- EQUIPMENT (COPIER)	2,100	0	2,100
SUBSCRIPTIONS/DUES	175	0	175
EQUIPMENT - COMPUTERS	0	0	0
CONTRACTUAL- Audit	21,100	0	21,100
CONTRACTUAL- Legal Fees	23,237	0	23,237
CONTRACTUAL- Advertising	650	325	975
CONTRACTUAL-Janitorial	6,059	(400)	5,659
UTILITIES	12,734	0	12,734
FINGERPRINT	75	0	75
HR ASSESSMENT FEE	4,104	275	4,379
MISCELLANEOUS	0	0	0
TOTAL OPERATING	119,891	0	119,891
ADMIN. COST- FDOH In-Kind	170,102	0	170,102
ADMIN. COST JWV 17%	91,721	0	91,721
TOTAL ADMIN. COST	238,452	0	261,823
ALL FUND TOTAL EXPENSES	1,345,609	0	1,368,980

*Postage and Printing higher than budgeted. Rule changes resulted in more postage and printing. Printing prices were also affected by unavailability of the preferred state vendor (PRIDE).

*Advertising prices were affected by COVID-19

*Travel reduced due to travel restrictions as a result of COVID-19

*Janitorial services reduced due to change in janitorial company

*Cell phones reduced to better align with actual charges.

B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP from July 1 - September 30, 2020



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

COUNSELORS AT LAW

TAMPA ■ CLEARWATER ■ ST. PETERSBURG

Colleen M. Flynn
911 CHESTNUT STREET
CLEARWATER, FLORIDA 33756
POST OFFICE BOX 1368
CLEARWATER, FLORIDA 33757-1368
TELEPHONE: (727) 461-1818

FILE NO. 050234.123191

April 3, 2020

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 \$355 per hour, our fees will be based upon the discounted hourly rate for attorney time of \$210 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 M. Flynn

CMF:cap

Accepted and Agreed To:

Pinellas County License Board

Date: _____

By: _____

Its: _____

B. Approve Licenses for 4 New Children’s Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
AMA Afterschool Enrichment Program-Largo	780 Missouri Avenue North Largo 33770	Authentic Martial Arts, Inc.	School Age Center	100	School Age
Hope Academy International	920 Palmetto Street Clearwater 33755	Hope Academy International, LLC	Day Nursery	29 including 9 Infants	1 Year through 6 Years and School Age*
Oldsmar Christian School	650 Burbank Road Oldsmar 34677	First Baptist Church of Oldsmar	Day Nursery	20	3 Years through 6 years
Wonder Kidz Academy LLC	557 Largo Road North Largo 33770	Wonder Kidz Academy LLC	Day Nursery	84 including 21 Infants	2 Months through 6 years

C. Approve Licenses for 2 New Family Child Care Homes (No New Large Family Child Care Homes)

Recommended Action: Approve

Provider Name	Address	Capacity
Angelena Bethune	2148 68 th Terrace S., St. Petersburg 33712	8
Grisel Miranda-Vazquez	2650 8 th Avenue SW, Largo 33770	8

IV. Executive Director’s Report - To Be Presented

V. Information Items

A. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD														
REVENUE & EXPENSE BUDGET REPORT														
10/01/19 - 09/30/20 (FY1920)														
ALL FUND SUMMARY														ADD EXPENSES TO LAPSE
ACCOUNT	ANNUAL BUDGET	Amended BUDGET	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	3 Pay Periods			ALL FUNDS SPENT 11/30/2019	AVAILABLE BALANCE	% SPENT	PROJECTED and SPENT BALANCE	Lapse Factor as of 9/30/19	
						JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL						
TOTAL SALARIES	600,330	600,330	29,657.96	46,336.56	45,533.67	67,452.95	44,956.96	44,950.80	188,981.14	411,348.86	31.48%	617,609.95	(17,279.95)	
FICA/MEDICARE	45,925	45,925	2,268.83	3,544.75	3,483.32	5,160.15	3,439.21	3,438.74	14,457.05	31,468.19	31.48%	47,247.16	(1,321.91)	
RETIREMENT	49,587	49,587	2,512.03	3,924.71	3,856.71	5,713.26	3,807.85	3,807.33	16,006.71	33,580.55	32.28%	52,304.68	(2,717.42)	
HEALTH/LIFE/DIS	291,424	291,424	15,559.37	24,510.13	25,357.17	25,225.14	24,855.37	25,125.50	90,651.81	200,771.69	31.11%	311,977.21	(20,553.71)	
TOTAL FRINGE BENEFITS	386,936	386,936	20,340.23	31,979.58	32,697.20	36,098.56	32,102.43	32,371.57	121,115.57	265,820.43	31.30%	411,529.05	(24,593.04)	
TOTAL SALARY AND BENEFITS	987,266	987,266	49,998.19	78,316.14	78,230.87	103,551.51	77,059.39	77,322.37	310,096.71	677,169.29	31.41%	1,029,138.99	(41,872.99)	
TELEPHONE	5,008	5,008	570.48	717.68	397.33	0.00	397.41	(51.28)	1,685.49	3,322.51	33.66%	2,031.62	2,976.38	
CELLULAR PHONES	6,468	6,468	526.51	556.44	517.94	521.95	0.00	516.89	2,122.84	4,345.16	32.82%	2,639.73	3,828.27	
AIR CARDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	
POSTAGE	2,000	2,000	8.09	12.99	563.09	0.00	0.00	0.00	584.17	1,415.83	29.21%	584.17	1,415.83	
PRINTING	3,000	3,000	153.73	0.00	1,475.00	0.00	463.65	1,857.00	1,628.73	1,371.27	54.29%	3,949.38	(949.38)	
TRAVEL	21,254	21,254	0.00	838.36	386.25	2,462.15	929.12	1,558.37	3,686.76	17,567.24	17.35%	6,174.25	15,079.75	
EDUCATIONAL MATERIALS	2,700	2,700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00	0.00%	0.00	2,700.00	
OFFICE SUPPLIES	8,928	8,928	429.21	737.04	590.45	515.47	96.24	416.73	2,272.17	6,655.83	25.45%	2,785.14	6,142.86	
INFO. TECHNOLOGY	300	300	0.00	25.00	25.00	25.00	25.00	25.00	75.00	225.00	25.00%	125.00	175.00	
RENT- EQUIPMENT (COPIER)	2,100	2,100	155.76	0.00	350.49	150.18	0.00	139.43	656.43	1,443.57	31.26%	795.86	1,304.14	
SUBSCRIPTIONS/DUES	175	175	175.00	0.00	0.00	0.00	0.00	0.00	175.00	0.00	100.00%	175.00	0.00	
EQUIPMENT - COMPUTERS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	
CONTRACTUAL- Audit	21,100	21,100	0.00	0.00	0.00	21,000.00	0.00	0.00	21,000.00	100.00	99.53%	21,000.00	100.00	
CONTRACTUAL- Legal Fees	23,237	23,237	4,074.00	504.00	294.00	903.00	525.00	1,890.00	5,775.00	17,462.00	24.85%	8,190.00	15,047.00	
CONTRACTUAL- Advertising	650	650	144.28	0.00	112.50	0.00	163.50	0.00	256.78	393.22	39.50%	420.28	229.72	
CONTRACTUAL- Janitorial	6,059	6,059	400.18	400.18	400.18	400.18	400.18	400.18	1,600.72	4,458.28	26.42%	2,401.08	3,657.92	
UTILITIES	12,734	12,734	3.24	859.05	791.33	1,002.46	812.65	1,001.72	2,656.08	10,077.92	20.86%	4,470.45	8,263.55	
FINGERPRINT	75	75	0.00	37.25	0.00	0.00	0.00	0.00	37.25	37.25	50.00%	37.25	37.25	
HR ASSESSMENT FEE	4,104	4,104	1,111.46	0.00	0.00	0.00	0.00	1,086.46	1,111.46	2,992.29	27.08%	2,197.92	1,905.83	
MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	
TOTAL OPERATING	119,891	119,891	7,751.94	4,687.99	5,903.56	26,980.39	3,812.75	8,840.50	45,323.88	74,567.37	37.80%	57,977.13	61,914.12	
ADMIN. COST- FDOH In-Kind	170,102	170,102	8,580.61	13,579.02	13,434.10	17,561.03	13,163.32	13,187.14	53,154.76	116,947.24	31.25%	176,610.82	(6,508.82)	
ADMIN. COST JWB 17%	91,721	91,721	4,678.91	7,190.42	7,312.73	9,900.83	7,272.83	7,318.76	29,082.89	62,638.11	31.71%	96,316.84	(4,595.84)	
TOTAL ADMIN. COST	238,452	238,452	13,259.52	20,769.44	20,746.83	27,461.86	20,436.15	20,505.89	82,237.65	179,585.35	31.41%	272,927.66	(11,104.66)	
ALL FUND TOTAL EXPENSES	1,345,609	1,345,609	71,009.65	103,773.57	104,881.26	157,993.75	101,308.29	106,668.76	437,658.24	931,322.01	31.97%	1,360,043.78	8,936.47	
REVENUE SOURCES (Received)														
JWB	660,021	660,021	33,670.95	50,881.43	52,423.22	70,276.39	51,561.57	52,270.75	207,251.99	452,769.01	31.40%	673,387.61	(13,366.61)	
DCF	282,121	282,121	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,121.00	0.00%	0.00	282,121.00	
FDOH	122,139	122,139	5,888.62	9,361.56	9,191.74	15,759.63	9,427.55	9,404.43	40,201.55	81,937.45	32.91%	124,596.75	(2,457.75)	
FDOH In-Kind	170,102	170,102	8,580.61	13,579.02	13,434.10	17,561.03	16,662.90	13,039.10	53,154.76	116,947.24	31.25%	179,962.37	(9,860.37)	
LB FEES & FINES	111,669	111,669	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,669.00	0.00%	0.00	111,669.00	
FUND BALANCE	22,927	22,927	824.91	2,181.87	1,476.78	144.17	531.27	1,857.00	4,627.74	18,299.26	20.18%	17,620.00	5,307.00	
ALL FUND TOTAL REVENUE	1,368,979	1,368,979	48,965.09	76,003.89	76,525.84	103,741.21	78,183.28	76,571.28	305,236.04	1,063,742.96	22.30%	995,566.73	373,412.27	

B. Statistical Report Regarding Licensing Activities

Statistical Report for March 2020

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	264	1876	19	226	258	22367	115	18503	3	213	11	432
1. Temporary Permits 1st Time TP	3	19			1	59						
2. Capacity Change - current licenses New capacity began						29						
3. Closed - # with capacity	-4	-32			-1	-110						
4. Corrections - from previous reports Explain below*												
Total Capacity	263	1863	19	226	258	22345	115	18503	3	213	11	432
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	282	263	19	387	129							
Total Capacity	2089	1863	226	41493	2346							

1. Licensing						
a. Pre-licensing inspections	4			9		
b. - e. Inspections/ Re-checks	66			81	Includes	3 MS
f. TA/Consultation	2			15		
g. Unlicensed care investigations	2			0		
h. Children's Records (only)				0		
i. Renewal licenses issued	20			31		
2. Enforcement						
a. Complaints	3			13		
b. Fines administered	0			6		
c. Conferences	0			1		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	0			7		
b. Number of hours	0			18		
4. Training Taken						
a. Number of trainings	0			7		
b. Number of hours	0			18		
5. Health Inspections						
a. Food				96		

C. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Here We Grow Learning Center	2	Supervision was not maintained when a teacher left a classroom unattended to use the restroom	2/3/2020	\$50.00	50.00	2/10/2020
Here We Grow Learning Center	2	The adult child ratio was not met when 1 staff was supervising 15 2 year old children	2/3/2020	\$50.00	50.00	2/10/2020
Pauline Rivkind Early Childhood Center	2	Teachers supervising the outdoor play area were not positioned to be able to see all of the children	2/5/2020	\$50.00	50.00	2/14/2020
Pauline Rivkind Early Childhood Center	2	There was a lack of supervision when a teacher left a 3 year old child in the classroom when the class went to the playground	2/5/2020	\$50.00	50.00	2/14/2020
Magnolia Day School of South St. Pete	2	Outdoor play equipment not maintained safe	2/5/2020	\$50.00	50.00	2/19/2020
Magnolia Day School of South St. Pete	2	Daily Attendance-inaccurate recording	2/5/2020	\$50.00	50.00	2/19/2020
R'Club ELA US 19	2	Supervision- a staff member was observed asleep during naptime in the 2/3 year old children's classroom	2/10/2020	\$50.00	50.00	2/19/2020
Palm Harbor Montessori Academy	2	Thermometers in refrigerators showed them to be out of temp	2/12/2020	\$50.00	50.00	2/19/2020
Palm Harbor Montessori Academy	3	Personnel: 5 year employment history checks for 4 employees were not completed prior to start date	2/12/2020	\$25.00	25.00	2/19/2020
Romper Room	2	Play equipment in the outdoor play space was unsafe	2/13/2020	\$50.00	50.00	2/21/2020
YMCA Lake St. George	2	Adult/child ratio was not met	2/14/2020	\$50.00	50.00	3/11/2020
A Circle of Children	2	Daily Attendance-not accurate recording	2/25/2020	\$50.00	50.00	3/2/2020
The Stepping Stone #2	3	Chr-1 enrollment form had incomplete information	2/25/2020	\$25.00	25.00	3/12/2020
Westchester Academy	2	Electrical outlets did not have safety plugs in place	2/26/2020	\$50.00	50.00	3/9/2020
R'Club ELA ASI	2	Supervision - a 2 year old child was left for a short time in the classroom when the class went to the playground	2/28/2020	\$50.00	50.00	3/9/2020
YMCA Forest Lakes	3	Training-no start within 90 days of employment	3/5/2020	\$25.00	25.00	3/23/2020
A Circle of Children	2	Daily Attendance-accuracy of attendance not verified at transition	3/5/2020	\$50.00	50.00	3/12/2020
Wee Care Preschool	2	Outdoor play equipment not maintained safe-a bicycle merry go round had one pedal missing	3/11/2020	\$50.00	50.00	3/23/2020
Wee Care Preschool	3	Chr-an incomplete Emergency Medical Release form	3/11/2020	\$25.00	25.00	3/23/2020
Next Level Nation Academy Preschool	2	No staff member in charge present	3/26/2020	\$50.00	50.00	3/30/2020
Next Level Nation Academy Preschool	1S	Two unscreened individuals were alone with children	3/26/2020	\$500.00	500.00	3/30/2020

2. Family Child Care Homes Fine Report

There were no fines issued for homes during February and March.

3. 100 Percent Compliant Inspections in Children's Centers

February	March
Skycrest Christian School	Skycrest Child Development Center
Logical Choice	YMCA Ridgecrest
The Sprout Academy-Pinellas Park	First Baptist Preschool
Happy Days Academy	Gladden Park Rec Center
Adventure Academy	Calvary Kids Care
Roberts Rec Center	Argonauta
Community Preschool	YMCA Baypoint
YMCA-Perkins	Bayfront CDC
LSF Title One Center	R'Club Lemon Street
Bright Beginnings	Bumble Bee Club II
City of Dunedin-Garrison Jones	
First Friends	
Stars and Comets Before/After	
The Robin's Nest	
JW. Cate Rec Center	
Frank Pierce Rec Center	
A Child's Place	
Northside Christian	
Victory CDC	
Rosie's I	

4. 100 Percent Compliant Inspections in Family Child Care Homes

February	March
Debra Alexander*	Susan Rothe
Stephanie Daniel	Anita Rodrigues
Susan Barron	Althea Chin-Neath
Linda Bingham	Annie Latimer
Tammy Desaulniers	Valarie Jiles
Darlyn Smith	Christine Sciandra
Barbara Smith	Carol Ann Fowler
Linda Hoskinson	Dario Barcnas
Laurae Evans	Sherrie Cousineau
Maria Isabel Leon	Kimberly Kinnecom
Gwendolyn Roberts	Jenny Rockey
Beverly Grant	Barbara Underwood
Velma Monday	Meagan Hoch
Irish Smith	Deborah Kawa
Barbara Streeter	Kristi Harris
Karen Tepanier	Deborah Mimault
Brittany Fobbs	Amber Britner
Pam Gebler	Karen Holloway
Robin Vasil	Maureen Dietz*
Sheronica Stubbs	Donna Wiesner
Ktistina Booker-Deveny	Olga Gaymore
Staci Colborn	Gina Replogle
Myriam Christianson	Cheryl Smith
Josette Matos	Sandy Garcia
Maria Negron	Melissa Jones
Kellie Smith	Barbara Johnson
Carolyn Johnson	Je'Neen Pruitt
Angelena Bethune	Denise Redner
S. Middlebrooks	Karen Quackenbush
Kimberly Boykins	Ibtisam Rema Issa
	Ashley Wade
	Kelly Ogle
*Inactive Status	Christen Lake
	Clarisse High
	Patreese Reynolds
	Colleen Heffern
	Dorothy Harry
	Judy Jones
	Betty Brown

5. Closed Centers and Homes

Closed Centers:

February - NONE

March

Center Name	Reason
McMannis Preschool	Change of Ownership executed

Closed Homes:

February & March

Name	Date Closed	Reason
Kenya Collins	2/3/20	moved
Sebrenna Walker	2/21/20	Personal reason
Becky Bird	2/28/20	
Verda Davis	2/28/20	moved
Latashia Flemmings	2/28/20	Working outside of home
Joe Anna Neeley	2/28/20	Personal reason
Name	Date Closed	Reason
Mary Cabarris	3/13/20	Moved-will reopen
Katrina Asima	3/19/20	Moved-will reopen
Pam Gebler	3/23/20	Personal reason
DaeAnn Ryder	3/31/20	Moved out of county

VI. Public Comment

VII. Staff Anniversaries

2020 Staff Anniversaries (2nd Quarter)

June

Lisa Zacharia – 3 years

VIII. Adjournment

Upcoming Meeting Dates

- August 26th, 6:30 pm
- November 18th, 1:30 pm