

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

REGULAR MEETING

Virtual Meeting for Advisory Committee

November 17, 2021 2021 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 Board Meeting on September 22, 2021

III. Action Items

A. Approve JWB FY22 Amendment 1 - Attachment

B. Approve Final Agency Action Accepting the Hearing Officer's Findings of Fact, Conclusions of Law and Recommendations as No Exceptions by the Operator were Filed within 15 Days of Service of the Hearing Officer's Order – Includes Attachment

C. Approve Change of 2022 Board Meeting Date from April 28 (Thurs) to April 27 (Wed)

D. Approve Licenses for 5 New Child Care Centers

E. Approve Licenses for 4 Family Child Care Homes and 1 Large Family Child Care Home

IV. Executive Director's Report – To Be Presented

V. Information Items

A. Update on Unlicensed Care – Verbal Update

B. Monthly Financial Report

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. Staff Anniversaries

VIII. Upcoming 2022 Meeting Dates

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. Minutes from Board Meeting on September 22, 2021

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS
September 22, 2021 at 6:30 PM**

VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE

**Florida Department of Health in Pinellas County
8751 Ulmerton Road, Largo, Florida**

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, June 23, 2021, at 8751 Ulmerton Road, Largo, Florida, to begin at immediately following the Public Hearing beginning at 1:30 pm.

Board Members Present: Michael Mikurak; Michael Feeney; Lynn Gibson; Commissioner Patricia Gerard, Emily Ralston

Board Members Attending Virtually: Celeste Fernandez

Board Members Absent: Dorothy Duvé

Ex-Officio Member Absent: Brandy Downing

Advisory Committee Members Attending Virtually: Lynn Bittner; Richard French; Elizabeth Krakowski; Anne Martinelli

Advisory Committee Members Absent: Shelia Haugabook; Nancy McGreevy; Cynthia Sumter

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Ivy Than Huynh, Contract Administrator

I. Call to Order

A. Announcements Mr. Mikurak called the Board meeting to order at 6:30 pm and asked if there were any announcements but there were none.

II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from the Public Hearing on June 23, 2021.

Motion: Commissioner Gerard made a motion to accept the minutes from the Public Hearing. Ms. Gibson seconded the motion and it passed unanimously.

B. Mr. Mikurak asked for a motion to accept the minutes from The Board Meeting on June 23, 2021.

Motion: Commissioner Gerard made a motion to accept the minutes from the Board meeting. Ms. Gibson seconded the motion and the consent agenda passed unanimously.

III. Action Items

A. Final Agency Action on Proposed Increases/Additions to Minimum Standards

Final Agency Action was taken on the below proposed increases/additions to minimum standards. The required findings of necessity were passed by the Board for on March 24, 2021. Mailings and notice were sent to Providers as required by the regulations and a public hearing was held on June 23, 2021. The implementation date is November 1, 2021.

1. Increases/Additions to Minimum Standards for Children's Centers

- a. To increase the fee for a Children's Center License

Motion: Ms. Ralston made a motion to approve the proposed revision to regulation X.B.3. which increases the license fee for a Center. Commissioner Gerard seconded the motion and it passed unanimously.

- b. To add a new regulation providing for a fee for a non-mandatory Preliminary inspection of a possible location of a Children's Center

Motion: Commissioner Gerard made a motion to approve the proposed new regulation X.B.2. providing for a \$50 fee for a non-mandatory Preliminary Inspection for Centers. Ms. Gibson seconded the motion and it passed unanimously.

- c. To add a new regulation providing for a fee for filing a Petition for a Variance or Waiver for Children's Centers

Motion: Commissioner Gerard made a motion to approve the proposed new regulation X.B.4. for a \$100 fee for filing a Petition for a Variance or Waiver for a Children's Center. Ms. Ralston seconded the motion and it passed unanimously.

- d. To add a new regulation requiring a Children's Center Director who has not been a Director in Pinellas County within the previous 12 months, to attend the License Board Training "Pinellas Director Basics" within 90 days of hire as a Director in Pinellas County

Motion: Ms. Gibson made a motion to approve the proposed new regulation I.C.10. requiring a Children's Center Director who has not been a Director in Pinellas County within the previous 12 months, to attend the License Board's Training "Pinellas Director Basics" within 90 days of hire as a Director in Pinellas County. Commissioner Gerard seconded the motion and it passed unanimously.

2. Increases/Additions to Minimum Standards for Family Child Care Homes

- a. To increase the fee for a Family Child Care Home License

Motion: Commissioner Gerard made a motion to approve the proposed revision to regulation IX.B.2. increasing the fee for a Family Child Care Home License. Ms. Gibson seconded the motion and it passed unanimously.

- b. To increase the fee for Large Family Child Care License

Motion: Mr. Feeney made a motion to approve the proposed revision to regulation IX.B.3. increasing the fee for a Large Family Child Care Home License. Commissioner Gerard seconded the motion and it passed unanimously.

- c. To add a new regulation providing for a fee for filing a petition for a Variance or Waiver for Family Child Care Homes and Large Family Child Care Homes

Motion: Commissioner Gerard made a motion to approve the proposed regulation IX.B.5. providing for a fee for filing a petition for a Variance or Waiver for Family Child Care Homes and Large Family Child Care Homes. Ms. Fernandez seconded the motion and it passed unanimously.

- d. To add a new regulation requiring attendance at the License Board's "Prospective Provider Training" if the applicant has not been a licensed Family Child Care Home operator in Pinellas County in the past two years

Motion: Mr. Feeney made a motion to approve the proposed regulation I.B.19. requiring attendance at the License Board's "Prospective Provider Training" if the applicant has not been a licensed Family Child Care Home operator in Pinellas County in the past two years. Commissioner Gerard seconded the motion and it passed unanimously.

- e. To add a new regulation providing for a \$25 fee to add overnight care to a license at any time other than at issuance of license or a renewal of a license for a Family Child Care Home or Large Family Child Care Home

Motion: Mr. Feeney made a motion to approve the proposed regulation IX.B.4. to add a \$25 fee to add overnight care to a license at any time other than at issuance of license or a renewal of a license for a Family Child Care Home or Large Family Child Care Home. Commissioner Gerard seconded the motion and it passed unanimously.

B. Approve Agreement with JWB for October 1, 2021-September 30, 2024

Ms. Bornoff explained PCLB is part of a pilot program participating in a 3 year contract.

Motion: Ms. Ralston made a motion to approve the Agreement with JWB for October 1, 2021-September 30, 2024. Ms. Gibson seconded the motion and it passed unanimously.

C. Review of RFP's & Selection of Auditor for FY 20-21 Audit

Ms. Bornoff explained that PCLB went out to bid and posted the RFP as required for the year-end audit required by law. that Ms. Zacharia also sent various auditors notification of the RFP but only proposal was received, which is due to the small budget of PCLB. The proposal was from Thomas Howell Ferguson who is the same auditor we have worked with in the past. The terms of the proposal were explained by Ms. Bornoff and reviewed by the Board acting as the auditor selection committee as required by statute.

Motion: Ms. Gibson made a motion to approve Thomas Howell Ferguson as the auditor for the FY 2020-2021 audit. Ms. Ralston seconded the motion and it passed unanimously.

D. Approve Licenses for 3 New Child Care Centers

Ms. Massarsky stated there were 3 new Centers up for full licensure and one is a national chain with their first Center in Pinellas County. Staff recommends all 3 centers for full licensure.

Motion: Ms. Ralston made a motion to approve the 3 new Child Care Centers. Ms. Gibson seconded the motion and it passed unanimously.

E. Approve Licenses for 5 Family Child Care Homes & 1 New Large Family Child Care Home

Ms. Oliver reported that out of the 5 child care homes up for licensure, 3 are brand new and are doing well. The Large Family Child Care Home is up to 7 children enrolled and is doing quite well. Staff recommends that the Board to approve all of them for full licensure.

Motion: Ms. Gibson made a motion to approve the 5 new Family Child Care Homes and 1 new Large Family Child Care Home. Commissioner Gerard seconded the motion and it passed unanimously.

F. Approve 2022 PCLB Board Meeting Dates

The following dates were presented for Board approval:

Wednesday, January 26th at 6:30 p.m.

Wednesday, April 28th at 1:30 p.m.

Wednesday, July 20th at 6:30 p.m.

Wednesday, October 26th at 1:30 p.m.

IV. Executive Director's Report

Ms. Bornoff explained that since last Board meeting, DOH has begun "hybrid teleworking." Supervisors are in most days and Lisa and Paula, administrative support staff, work in the office every day. Pinellas has seen another rise in COVID cases and are keeping an eye on that. One issue licensing staff has been seeing in child care is lack of staff as people are not coming back to work or even applying for work. We are also seeing a lack of qualified workers which we hope is short-lived. We spoke to JWB about using lapse funds. There is currently a microchip shortage so we were not able to get our laptops delivered by September 30th as required. We were then given permission to use lapse funds for our list of promotional and other much needed items. One is a banner, which is the room today, to promote positive child care licensing experiences in the community. There is a new regulation requiring car alarms for Centers and Large Homes by January 2022. DCF has a list of alarm companies on their website and we have put a link to that list on our website as well. We recently upgraded to CARES 2. There have been some hiccups and we are working those out daily. PCLB and Epidemiology made presentations to Centers and Homes on COVID 19. Ms. Bornoff thanked the Board for their dedication this year. She stated that unlicensed care is not an overnight fix and will take a while to resolve. PCLB had its 70th Birthday Celebration on September 14th. We had two former Executive Directors in attendance and we displayed lots of old articles and a slide show. Due to COVID there was not a huge turnout but we were able to have a "come and go" event. Ms. Fernandez asked about the safety precautions that Licensing Specialists use when going out on unlicensed care inspections. Ms. Bornoff said that they generally go in pairs and sometimes ask for law enforcement to go as well. Mr. Mikurak commented on a book he saw at the 70th Birthday Celebration named "Born in Anger, Nurtured with Love" that explained the beginnings of PCLB.

V. Information Items

- A. Update on Unlicensed Care Enforcement – Verbal Update**
- B. PCLB's 70th Birthday Celebration on September 14th – Verbal Update**
- C. Monthly Financial 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

Mr. Mikurak asked for any comments regarding Information Items and Compliance Reports but there were none.

VI. Public Comment

Family Child Care Home provider Lori Gavitt requested to make a public comment regarding background screening, pool maintenance and child care licensing hours of operation.

Staff responded to the public comment by providing the following information:

Background screenings should be conducted on any family member prior to them moving into the Family Child Care Home, and that it is the license holders' responsibility to ensure all background checks are completed for out of state inquiries.

Pool maintenance may be performed during child care hours as long as all safety measures, including alarms and locks are re-engaged when the maintenance is complete.

Calls can be arranged between PCLB staff and child care providers beyond Child Care Licensing business hours upon request. There is also an after-hours emergency line for providers to utilize when needed.

VII. Staff Anniversaries

Ms. Bornoff went over staff anniversaries.

VIII. Upcoming 2021 Meeting Dates

Next Board meeting is on November 17, 2021 at 1:30 pm.

IX. Adjournment

Mr. Mikurak asked if there were any further comments. Hearing none, the meeting was adjourned.

Respectfully submitted

Celeste Fernandez, Secretary

III. Action Items

A. Approve JWB FY22 Amendment 1 – Attachment

B. Approve Final Agency Action Accepting the Hearing Officer’s Findings of Fact, Conclusions of Law and Recommendations as No Exceptions by the Operator were Filed within 15 Days of Service of the Hearing Officer’s Order – Includes Attachment

Final Agency Action Without Hearing Regarding Class II Administrative Fine for \$60 – Wonder Kidz Academy LLC

Board Action: Final Agency Action accepting the Hearing Officer’s Findings of Fact, Conclusions of Law and Recommendations as No Exceptions by the Operator were Filed within 15 Days of Service of the Hearing Officer’s Order.

Background:

On July 30, 2021, licensing staff issued to Wonder Kidz Academy LLC (“Wonder Kidz”) a Notice of Administrative Fine for a Class II violation in the amount of \$60 for the third violation of V.A.13.f of the Licensing Regulations Governing Pinellas County Children’s Centers within 2 years.

Per the regulations, Wonder Kidz had 15 calendar days to request a hearing. Wonder Kidz requested a hearing and a hearing was held on September 1, 2021 before the Honorable Senior Judge W. Douglas Baird.

Judge Baird issued the Findings of Fact, Conclusions of Law and Recommendations (“Order”) upholding the Administrative Fine in the amount of \$60 and holding that based on the clear and convincing evidence that Wonder Kidz violated V.A.13.f of the Licensing Regulations Governing Pinellas County Children’s Centers on July 20, 2021 as on that date staff did not sign and date the closing log verifying that the visual sweep of the premises had been conducted which was the third violation of the same regulation in a 2 year period.

Per the regulations, the aggrieved party (Wonder Kidz) had 15 days after receiving the Order to file its exceptions to the Order. Wonder Kidz did not file any exceptions and thus per the Rules for Procedures for Hearings, no argument may be received by the Board pertaining to the Order, and thus, the Board will enter Final Agency Action accepting the Findings of Fact, Conclusions of Law and Recommendations which upheld the Class II Administrative Fine in the amount of \$60.

Attached to this memo are the following: (1) Rules of Procedure for Hearing; (2) Findings of Fact, Conclusions of Law and Recommendations of Hearing Officer; (3) Notice of Service of Hearing Officers Recommended Order and Notice of Right to File Written Exceptions; and (4) Draft Final Agency Action.

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C. Approve Change of 2022 Board Meeting Date from April 28 (Thu) to April 27 (Wed)

D. Approve Licenses for 5 New Child Care Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
High Point NFC	5812 150th Avenue North Clearwater 33760	High Point Community Pride, Inc.	School Age Center	58	School Age
Lealman and Asian NFC	4255 56th Avenue North St. Petersburg 33714	Lealman and Asian Neighborhood Family Center, Inc.	School Age Center	58	School Age
Magnolia Dayschool of Palm Harbor	34330 US Highway 19 North Palm Harbor 34684	Magnolia Dayschool, LLC	Day Nursery	97 including 42 Infants	2 Months through 6 Years and School Age*
Sunshine Preschool	5501 31st Street South St. Petersburg 33712	Pinellas Community Church, Inc.	Day Nursery	41	2 Years through 6 Years and School Age*
Sweet Peas Preschool	2686 Bayshore Boulevard Dunedin 34698	Britner Enterprises, LLC	Day Nursery	72 including 26 Infants	2 Months through 6 Years and School Age

E. Approve Licenses for 4 Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Tanya Hyde	9856 61 st Lane Pinellas Park 33782	8
Lisa Taddeo	13544 105 th Ave Largo 33774	6
Sekinah Y. Bethune	1720 31 st St. S. St. Petersburg 33712	8
Shana Marie Grady	9015 109 th Ave Seminole 33777	8

Approve License for 1 Large Family Child Care Home

Recommended Action: Approve

Provider Name	Address	Capacity
Mitzi Webb	3405 Avocado Road Largo 33770	12

IV. Executive Director’s Report – To Be Presented

V. Information Items

A. Update on Unlicensed Care – Verbal Update

B. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET REPORT
10/01/20 - 09/30/21 (FY2021)

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amendment 1	Amendment 2	Amendment 3	Amended BUDGET	3 Pay Periods					3 Pay periods					ALL FUNDS SPENT 9/30/2021			
						OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE PROJECTED	JULY PROJECTED		AUGUST PROJECTED	SEPTEMBER PROJECTED	SEPTEMBER Actual
TOTAL SALARIES	631,731	0	4,740	(10,283)	626,188	25,142.03	43,903.10	66,299.20	44,395.20	44,529.36	44,663.54	44,663.54	44,663.54	66,995.30	44,808.37	44,844.58	44,844.58	22,695.65	582,447.95
FICAMEDICARE	48,327	0	209	0	48,536	1,923.36	3,358.60	5,071.89	3,396.23	3,406.50	3,416.76	3,416.77	3,416.77	5,125.14	3,427.84	3,430.61	3,430.61	1,736.22	44,557.29
RETIREMENT	63,173	0	206	0	63,379	2,519.81	4,395.90	6,638.33	4,445.12	4,458.54	4,471.96	4,471.96	4,471.96	6,888.24	4,848.27	4,852.18	4,852.18	2,455.67	59,770.10
HEALTHLIFE/DIS	336,751	0	1	(10,249)	329,503	12,883.77	21,789.05	23,498.08	24,818.17	24,818.23	24,818.14	24,818.11	24,818.14	37,248.69	12,727.67	24,860.79	24,860.87	12,430.44	294,396.14
TOTAL FRINGE BENEFITS	451,251	0	416	(10,249)	441,418	17,326.94	29,543.55	35,208.29	32,659.53	32,683.27	32,706.86	32,706.83	32,706.86	49,262.07	21,003.78	33,143.58	33,143.66	16,622.32	398,717.53
TOTAL SALARY AND BENEFITS	1,082,982	0	5,156	(20,532)	1,067,606	42,468.97	73,446.64	101,507.49	77,054.72	77,212.63	77,370.39	77,370.36	77,370.40	116,257.37	65,812.14	77,988.16	77,988.24	39,317.97	981,165.48
TELEPHONE	4,634	0	0	769	5,403	0.16	369.72	369.72	369.72	0.00	750.70	107.79	550.56	436.38	12.74	153.83	12.61	652.35	3,786.28
CELLULAR PHONES	6,930	0	0	2,666	9,596	0.00	0.00	0.00	0.00	3,462.74	935.76	760.38	737.37	611.05	551.38	770.32	0.00	669.86	8,498.86
AIR CARDS	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POSTAGE	1,000	0	0	0	1,000	0.00	0.00	67.83	0.00	0.00	9.25	0.99	0.00	0.00	0.00	0.00	48.65	0.00	126.72
PRINTING	2,000	0	0	0	2,000	0.00	0.00	876.10	0.00	0.00	0.00	0.00	0.00	357.00	0.00	0.00	135.50	0.00	1,368.60
TRAVEL	18,372	0	0	0	18,372	40.39	875.74	901.10	1,004.34	761.82	1,338.53	1,164.11	1,166.34	1,460.46	859.27	968.51	1,164.08	1,109.36	12,841.05
EDUCATIONAL MATERIALS	200	0	0	0	200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	193.69	0.00	0.00	0.00	0.00	0.00	193.69
OFFICE SUPPLIES	6,847	0	8,900	0	15,747	806.93	401.22	635.98	605.96	338.67	227.50	448.50	215.53	431.29	1,803.32	350.16	4,170.94	0.00	10,436.00
INFO. TECHNOLOGY	300	0	0	0	300	0.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
RENT- EQUIPMENT (COPIER)	2,100	0	0	0	2,100	0.00	134.16	0.00	252.75	131.42	55.02	70.53	70.53	179.15	70.53	70.53	70.53	70.53	1,175.68
SUBSCRIPTIONS/DUES	175	0	0	0	175	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
EQUIPMENT - COMPUTERS	3,000	0	(8,900)	18,000	12,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,673.59	0.00	0.00	1,877.94	0.00	3,551.53
CONTRACTUAL- Audit	22,000	0	0	0	22,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00	0.00	0.00	0.00	0.00	0.00	21,000.00
CONTRACTUAL- Legal Fees	20,737	0	0	0	20,737	0.00	336.00	1,995.00	777.00	0.00	1,701.00	5,502.00	1,699.50	2,289.00	1,554.00	1,237.50	4,140.00	2,519.41	23,750.41
CONTRACTUAL- Advertising	800	0	0	0	800	0.00	0.00	108.25	0.00	0.00	183.83	0.00	0.00	142.25	0.00	0.00	146.50	0.00	580.83
CONTRACTUAL- Janitorial	4,733	0	0	0	4,733	0.00	394.38	394.38	394.38	394.38	394.38	394.38	394.38	788.76	0.00	400.07	400.07	0.00	4,349.56
UTILITIES	12,011	0	0	0	12,011	0.76	1,061.78	825.45	1,059.39	816.80	1,034.41	1,018.33	930.18	983.60	640.64	854.94	1,210.03	542.48	10,978.79
FINGERPRINT	149	0	0	0	149	0.00	0.00	0.00	37.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.25
HR ASSESSMENT FEE	3,984	12	53	0	4,049	0.00	1,021.03	0.00	0.00	1,021.03	0.00	0.00	1,021.03	0.00	0.00	505.00	445.63	4,913.72	
Misc/Conference	1,507	0	0	(903)	604	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING	111,479	12	53	20,532	132,076	1,032.24	4,619.03	6,198.81	4,525.79	6,951.86	6,655.38	30,492.01	7,024.11	9,377.53	5,516.88	4,828.86	13,906.85	6,034.62	107,163.97
ADMIN. COST- FDOH In-Kind	185,759	0	0	0	185,759	8,571.21	14,443.39	19,944.14	15,382.88	15,403.27	15,423.61	15,423.61	15,423.60	23,173.07	12,448.24	14,862.80	14,839.42	7,528.24	192,867.46
ADMIN. COST JWV 17%	105,009	0	0	0	105,009	4,127.01	7,517.16	10,406.60	7,656.48	7,883.31	7,710.14	7,710.13	7,710.15	11,587.88	7,229.59	8,455.66	8,455.66	4,227.83	100,477.62
TOTAL ADMIN. COST	290,768	0	0	0	290,768	12,698.22	21,960.55	30,350.74	23,039.36	23,086.58	23,133.75	23,133.74	23,133.75	34,760.95	19,677.83	23,318.46	23,295.09	11,756.07	293,345.08
ALL FUND TOTAL EXPENSES	1,485,229	12	5,208	0	1,490,450	56,199.43	100,026.22	138,057.94	104,619.87	107,251.07	107,159.52	130,996.11	107,528.26	160,395.85	91,006.85	106,135.48	115,198.17	57,108.66	1,381,674.52
REVENUE SOURCES (Received)																			
JWB	767,817				767,817	29,044.40	53,778.53	74,602.03	55,162.63	58,517.30	58,435.82	55,743.78	56,422.24	84,890.10	52,676.01	60,200.07	66,689.29	31,288.03	735,438.23
DCF	282,122				282,122	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,122.00
FDOH	125,928				125,928	5,193.42	10,004.23	13,317.06	10,168.28	10,086.06	10,155.64	10,200.46	10,311.87	15,128.84	8,470.71	10,129.91	10,145.79	5,308.72	128,801.00
FDOH In-Kind	182,197				182,197	8,571.21	14,443.39	19,944.14	15,382.88	15,403.27	15,423.61	15,423.61	15,423.60	23,173.07	12,448.24	14,862.80	14,839.42	7,528.24	192,867.46
LB FEES & FINES	105,746				105,746	2,248.71	4,103.16	5,185.51	4,131.78	4,144.03	4,136.60	6,220.06	5,922.07	8,379.07	1,647.06	131.42	114.93	70.85	46,435.23
FUND BALANCE	22,927				22,927	809.62	809.62	1,214.43	809.62	809.62	809.62	809.62	809.62	809.62	1,214.43	809.62	809.62	809.62	11,253.69
ALL FUND TOTAL REVENUE	1,486,737				1,486,737	45,867.36	83,138.92	114,263.17	85,655.19	88,940.28	86,961.28	88,397.52	88,889.40	132,785.50	76,051.64	86,133.81	92,599.05	44,904.50	1,396,709.61

C. Statistical Report Regarding Licensing Activities

Statistical Report for October 2021

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	235	1662	24	381	244	22024	122	19102	3	223	9	369
1. Temporary Permits 1st Time TP	2	16	2	24								
2. Capacity Change - current licenses New capacity began						30						
3. Closed - # with capacity	-5	-40	-1	-12								
4. Corrections - from previous reports Explain below*												
Total Capacity	232	1638	25	393	244	22054	122	19102	3	223	9	369
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	257	232	25	378	132							
Total Capacity	2031	1638	393	41748	2552							
1. Licensing												
a. Pre-licensing inspections	5			2								
b. - e. Inspections/ Re-checks	60			124								
f. TA/Consultation	4			10								
g. Unlicensed care investigations	1			2								
h. Children's Records (only)				3								
i. Renewal licenses issued	15			31								
2. Enforcement												
a. Complaints	3			7								
b. Fines administered	8			10								
c. Conferences	2			1								
d. Intent to deny/suspend/revoke	0			0								
e. - f. Hearings	0			0								
3. Training Presented												
a. Number of trainings	0			2								
b. Number of hours	0			6								
4. Training Taken												
a. Number of trainings	0											
b. Number of hours	0											
5. Health Inspections												
a. Food				80								

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

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Camelot	2	Expired Fire Inspection	9/2/2021	\$50.00	\$50.00	9/22/2021
R'Club Skyview	2	Daily Attendance: Inaccurate recording	9/8/2021	\$50.00	\$50.00	9/14/2021
North East Park Preschool	2	Daily Attendance: Inaccurate recording	9/13/2021	\$50.00	\$50.00	9/28/2021
Kindercare 1046	3	Training: fire extinguisher training not completed timely	9/13/2021	\$25.00	\$25.00	9/22/2021
Acres of Fun	2	Fire Drills were not conducted monthly	9/22/2021	\$50.00	\$50.00	10/5/2021
Magnolia Day School SSP	2	Daily Attendance: Inaccurate recording	9/29/2021	\$50.00	\$50.00	10/13/2021
Magnolia Day School SSP	3	Diapering surface not cleaned and sanitized between use	9/29/2021	\$25.00	\$25.00	10/13/2021
Magnolia Day School SSP	2	Daily Attendance - transitions not documented	9/29/2021	\$50.00	\$50.00	10/13/2021
Magnolia Day School SSP	3	Soiled diapering items were not disposed of in a lined, closed, inaccessible diaper pail	9/29/2021	\$25.00	\$25.00	10/13/2021
St. Cecilia's Catholic School	3	Chr: Influenza brochure not distributed timely	10/5/2021	\$25.00	\$25.00	10/13/2021
YMCA Lynch	2	Daily Attendance-inaccurate recording	10/11/2021	\$60.00	\$60.00	11/1/2021
YMCA Lynch	2	Daily Attendance - transitions not documented	10/11/2021	\$60.00	\$60.00	11/1/2021
TLE-Clearwater	3	CHR: Missing required enrollment form	10/13/2021	\$25.00	\$25.00	10/19/2021
TLE-Clearwater	3	CHR: Enrollment forms with missing information	10/13/2021	\$25.00	\$25.00	10/19/2021
TLE-Clearwater	3	CHR: incomplete Emergency Medical Release Forms	10/13/2021	\$30.00	\$30.00	10/19/2021
TLE-Clearwater	3	CHR: Expired Immunization Records	10/13/2021	\$60.00 (per day)	\$60.00	10/19/2021
Kinder Care 216	3	CHR-Expired Immunization Records	10/14/2021	\$25.00	\$25.00	11/8/21
Kinder Care 216	3	Personnel: No proof of education	10/14/2021	\$25.00	\$25.00	11/8/21
Kids Time	2	Outdoor play equipment not maintained in a safe manner	10/22/2021	\$50.00	\$50.00	10/25/2021

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Parmar, Asha	1	Supervision: Provider was cooking lunch, turned off the stove and pushed the hot pan back to go check on an infant that was crying in the living room when a 2-year-old child entered the kitchen and touched the stove receiving a burn on her left wrist.	9/9/2021	\$350	\$350	9/9/2021
Hearns-Brown, Gwen	3	Daily Attendance: Daily attendance was not maintained for all children in care. One child was not signed in/out on 9/20/21, 9/21/21, 9/22/21, or 9/23/21.	9/23/2021	\$25	\$25.00	9/29/2021
Hoch, Meagan	1	Supervision: During a fire drill a 6 month old baby was left alone inside the provider's home for 42 seconds while the household evacuated.	10/4/2021	\$250	\$250	10/20/2021
Massion-Torres, Emilia	2	Hazardous Products: Licensing Specialist observed toxics in the lower kitchen cabinet.	10/5/2021	\$50	\$50	10/5/2021
Massion-Torres, Emilia	2	Capacity: Licensing Specialist observed 9 infants in care, the provider is licensed for 8 infants.	10/5/2021	\$50	\$50	10/5/2021
Blythe, Julia	2	Nutrition: refrigerator thermometer showing a temperature reading greater than 41 degrees F.	10/19/2021	\$50	\$50	10/19/2021
Blythe, Julia	2	Nutrition: Freezer was observed without a thermometer.	10/19/2021	\$50	\$50	10/19/2021
Brown, Terri	1	Screening: on 4/15/21 an unscreened individual was observed in the home. Mr. Hadley stated he had been living in the home for 6 months.	10/26/2021	\$500	\$500	10/26/2021
Brown, Terri	1	Child Restraints: The provider did not install the infant car seat rear facing per manufacturer's instructions.	10/26/2021	\$250	\$250	10/26/2021
Brown, Terri	2	Transportation Log: The provider did not have documentation/evidence that a transportation log was maintained for all children transported.	10/26/2021	\$50	\$50	10/26/2021

3. 100 Percent Compliant Inspections in Children's Centers

September	October
YMCA Starkey	Little Lambs
Indian Rocks Christian School	Plato Academy Preschool Seminole
Oakhurst Learning Center	R'Club Ridgecrest
SW Preschool	LSF Good Samaritan
Lealman/Asian NFC	R'Club Pinellas Park
R'Club McMullen Booth	R'Club Eisenhower
YMCA Sexton	Brighter Beginnings
R'Club New Heights	YMCA Fuguitt
Riviera Day School	Happy Workers
St. John Vianney	Imagination Station
Argonauta	Mildred Helms R'Club
Our Savior Lutheran School	Highland Recreation Center
First UMC	Child Development and Family
Frank Pierce Rec Center	Guiding Inspirations
Boys & Girls Northside	R'Club Bay Vista
R'Club Lakewood	Admiral Farragut
YMCA Jamerson	Plato Academy Preschool St. Pete
Palm Harbor Montessori	All Children's Academy
YMCA Brooker Creek	Childs Park YMCA
Safety Harbor Community Center	R'Club Sutherland
The Rainbow Garden	Lake Tarpon Learning Center West
The Sprout Academy Clearwater	Little Peoples Place
Washburn Academy (NP)	Olympians Preschool
	My Little Sunshines
	R'Club Gateway
	Pinellas Sheriff's PAL Landings
	Delphi
	Anona Child Development Center
	Ridgecrest Boys & Girls Club
	YMCA Woodlawn
	LSF High Point

4. 100 Percent Compliant Inspections in Family Child Care Homes

September		October
Patricia Frisch		Tanya Hyde
Barbara Cook		Tamsen Baker
Althea Chin-Neath		Anita Rodrigues
Valarie Jiles		Cynthia Sumter
Katrina Jenkins		Vanessa Lawson
Linda Rozo		Lafonte Hunter-Davis
Cheyenne Melton		Kathleen Pero
Pamela Hinson		Alissa Campbell
Cheryl Smith		Terri Williams
Melissa Jones		Irene Wilson-Girior
Lynn Ferry		Stephanie Singletary
Darlyn Smith		Michelle Martin
Shanoah Washington-Davis		Claire Burns
Carol Ann Fowler		Victoria Talbot
Hania Lux		Veronica Mack
Kimberly Kinnecom		Kathleen Schmitt
Barbara McNeil		Theresa Falzone
Susan Barron		Stephanie Meacham
Christine Sciandra		Yadamilsy Hurtado
Kristi Harris		Zoraya Pachero
Geraldine Parker		Rosa Levy
Dianne Day		Kathleen Buchins
Karen Holloway*		Peggy Robinson
Catherine Bishop		
Ellen Myers		
Olga Gaymore		
Lynn Gibson		
Vanessa B. Young		
Lisa Taddeo		
Isabel Vera		
Natalie Moise		
Kendra Alexandra		
Judy Jones		
Jannie Small		
Bernice Sanders		
		*Inactive Status

5. Closed Centers and Homes

No Closed Centers

September and October - Homes Closures

Name	Date Closed	Reason
Je'Neen Pruitt	9/1/21	Moved
Tunisia Clark	9/3/21	Moved
Beverly Simmons	9/21/21	Personal reasons
Luisa Collins	9/24/21	Increased to a large
Name	Date Closed	Reason
Margarita Allen	10/6/21	No children in care, working outside the home
Kolbi Kirchoffer	10/6/21	Moving
Norma Bown	10/12/21	Personal reasons
Regina Herbert	10/21/21	Retired
Maria Piatt	10/22/21	Moved-reopened
Shutonda Smith	10/22/21	Increased to a large

VI. Public Comment

VII. Staff Anniversaries - 4th Quarter

2021 Staff Anniversaries (4th Quarter)
October Mary Jane Elder – 15 years
November Tammy Sharpe – 1 year Faith Bornoff – 4 years Jorie Massarsky – 17 years
December Paula Boardman – 3 years

VIII. 2022 Board Meeting Dates

- Wednesday, January 26th at 6:30 p.m.
- Wednesday, April 27th at 1:30 p.m. (*if approved at Board Meeting on 11/17/21*)
- Wednesday, July 20th at 6:30 p.m.
- Wednesday, October 26th at 1:30 p.m.

IX. Adjournment