

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

**REGULAR MEETING  
February 21, 2024, at 6:30 PM**

**VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE**

**Florida Department of Health in Pinellas  
8751 Ulmerton Road, Largo, Florida 33771**

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. Approve minutes from Board Meeting on December 6, 2023**

**III. Action Items**

- A. Approve FY22/23 Audit – Presentation by Dana Powell with Thomas Howell Ferguson**
- B. Approve Licenses for 5 Child Care Centers**
- C. Approve Licenses for 1 Family Child Care Homes and 2 Large Family Child Care Homes**

**IV. Discussion**

- A. Staff Member in Charge (SMIC) Requirements**
- B. Cost of Interpreters**

**V. Executive Director's Report**

**VI. Information Items**

- A. Annual 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% Compliant Inspections in Children's Centers
  - 4. 100% Compliant Inspections in Family Child Care Homes
  - 5. Closed Child Care Centers and Family Child Care Homes report

**VII. 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.

**VIII. Staff Anniversaries**

**IX. Upcoming 2024 Meeting Dates**

**X. 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 December 6, 2023

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

**December 6, 2023, at 1:30pm**

**Florida Department of Health in Pinellas  
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 Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday September 20, 2023, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm.

#### i. **Call to Order**

#### **Board members:**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Mikurak	Board Chairperson	Absent
Celeste Fernandez	Board Secretary	Present
Dorothy Duve	Board Member	Absent
Chris Latvala	Pinellas County Commissioner	Present
Lynn Gibson	Board Member	Present
Jennifer Mekler	Board Member	Present
Dr. Susan Weber	Board Member	Present
Brandy Downing	Ex-Officio Member	Present

**Attorney Present:** Colleen Flynn

#### **Advisory Committee Members:**

<b>Attendee Name</b>	<b>Status</b>
Elizabeth Krakowski	Absent
Cynthia Sumter	Absent
Shelia Haugabook	Absent
Nancy McGreevy	Absent
Dan Berman	Present

#### **Staff Members present:**

<b>Attendee Name</b>	<b>Attendee Title</b>
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor
Karen Kirouac	Administrative Secretary
Kay Velardi	Licensing Specialist
Thanh 'Ivy' Huynh	Accounting Services Supervisor I

Ms. Fernandez called the board meeting to order at 1:36pm

**A. Announcements**

Faith Bornoff introduced the new employee present, Kay Velardi.

**II. Consent Agenda**

A. Ms. Fernandez called for a motion to accept the minutes from the Board Meeting held on September 20, 2023

**Action: Chris Latvala made a motion to accept the minutes from the board meeting; Dr. Susan Weber seconded the motion; The motion passed unanimously.**

**III. Action Items**

**A. Approve Updated New Retirement Rate for FY 2022-2023**

The retirement rate increased to 13.75% after the board had approved the budget. Board action is needed to amend the previous rate.

**Action: Lynn Gibson made a motion to accept the retirement rate change; Chris Latvala seconded the motion; The motion passed unanimously.**

**B. Review & Approve Licenses for 3 Child Care Centers**

Tammy Sharpe presented three (3) child care centers and recommended them for approval for licensure.

**Action: Dr. Susan Weber made a motion to approve these centers for licensure; Jennifer Mekler seconded the motion; The motion passed unanimously.**

**C. Review & Approve Licenses for 6 Family Child Care Homes**

Julie Oliver presented six (6) family child care homes and recommended them for approval for licensure.

**Action: Lynn Gibson made a motion to approve these homes for licensure; Chris Latvala seconded the motion; The motion passed unanimously.**

**IV. Discussion**

**A. Staff Member in Charge (SMIC)**

An issue has been raised by the child care community about SMIC requirements and there have been violations due to centers not having a SMIC present when the director is not able to be on premises. The current Pinellas County regulations require that a SMIC has 6 college credit hours or CDA. Child Care Licensing staff will review the possibility of expanding, adding to, or changing what the requirements to be a SMIC could be in lieu of college credits. The hope is to have another way for centers to have someone they feel comfortable leaving in charge as a SMIC.

The board directed child care licensing to research this further and come back with ~~several~~ viable options to discuss at the next staff meeting.

**V. Executive Director's Report**

Ms. Bornoff presented her Executive Director's Report as follows:

a. Child Care Licensing is currently reviewing the classification summaries that go along with the

regulations. There are some classification options that were not entered into the CARES system for specialists to choose when a violation has occurred. The specialists refer to these as 'drop downs'. A list was sent into DCF in the past, and it has been discovered that not all of the Pinellas changes that were submitted were uploaded into the system. Child Care Licensing will be sending another list into DCF within the month including all updates that need to be made so that specialists may effectively cite the violations.

- b. Non-Licensed After School programs that pick up from Pinellas County Public Schools are still being reviewed by staff. Child Care Licensing is at the point of reviewing the licensing questionnaire/surveys to determine if the program(s) needs to be licensed, exempt from licensure, or make some changes to their programs to become exempt from licensure. This is a slow process, and the goal is to have them all completed by the end of the school year or beginning of the 2024 school year.

**VI. Informational Items**

**A. Annual Financial Report**

no comments

**B. Statistical Report Regarding Licensing Activities**

no comments

**C. Compliance Reports**

1. Children's Centers Fine Reports
2. Family Child Care Homes Fines Reports
3. 100% compliant inspections in Children's Centers
4. 100% compliant inspections in Family Child Care Homes
5. Closed Child Care Centers and Family Child Care Homes report

**VII. Public Comment**

no public comments

**VIII. Staff Anniversaries**

Ms. Bornoff shared the 4th quarter anniversaries for CCLP

**IX. Upcoming 2024 meetings**

Next board meeting is Wednesday February 21st, 2024, at 6:30pm

**X. Adjournment**

Ms. Fernandez adjourned the meeting at 2:15pm

Respectfully Submitted,

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Celeste M. Fernandez, Secretary

### III. Action Items

#### A. Approve FY22/23 Audit – Presentation by Dana Powell with Thomas Howell Ferguson

#### B. Approve Licenses for 5 Child Care Centers

Center Name	Address	Owner	Category	Capacity	Ages
Emergent Kids Preschool, LLC	63 Patricia Ave, Dunedin 34698	Emergent Kids Preschool, LLC	Day Nursery	28	2yrs - 6yrs/SA*
First Steps Education St Pete LLC	530 31 <sup>st</sup> Street S St Petersburg 33712	First Steps Education St Petersburg, LLC	Day Nursery	49 – 5 of which are infants	1year - 6yrs
Kid City USA Clearwater	3130 N McMullen Booth Road Clearwater 33761	3130 Clearwater FL, Inc	Day Nursery	110 - 26 of which are infants	2mon –6yrs /SA
Retmus Academy of Learning LLC	2800 26 <sup>th</sup> Avenue S St Petersburg 33712	Retmus Academy of Learning LLC	Day Nursery	71 - 16 of which are infants	2mos – 6yrs
SPPF M.A.S.T.R. Kids	3300 31 <sup>st</sup> Street S St Petersburg 33712	The Shirley Proctor Fuller Foundation	School Age	100	School Age
			<b>Total:</b>	<b>358 – which 47 are infant</b>	

#### C. Approve Licenses for 1 Family Child Care Home and 2 Large Family Child Care Homes

Provider Name	Address	Capacity
Jeanette Mann	1908 21 <sup>st</sup> Street S, St Petersburg 33712	5
Yvonne Martin (LARGE)	3605 Emerson Avenue S, St Petersburg 33711	12
Diana Duke (LARGE)	2872 Westover Court, Clearwater 33761	12
	<b>Total:</b>	<b>29</b>

### IV. Discussion Item

#### A. Staff Member in Charge (SMIC) Requirements

##### Current definitions in regulations:

**Staff Member In Charge of Day Nursery.** *The staff member in charge (SMIC) of the staff and program of a day nursery shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades.*

**Staff Member In Charge of School Age Center.** *The staff member in charge (SMIC) of the staff and program of a school age center shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations I.B. 1.f.3.*

Regulation pertaining to Staff Member in Charge:

c. Staff Member In Charge of Day Nursery. The staff member in charge (SMIC) of the staff and program of a day nursery shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades.

d. Staff Member In Charge of School Age Center. The staff member in charge (SMIC) of the staff and program of a school age center shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations I.B.1.f.3.

g. Credit to meet the educational requirement for staff member in charge, teacher, teacher in charge, and teacher in process will be accepted from a college or university accredited by the Regional Institutional Accrediting Associations as listed in the Directory of Postsecondary Institutions.

(1) The License Board accepts all licensed institutions listed in the Report of the Florida Board of Independent Colleges and Universities, as acceptable for credit if they offer the appropriate courses that are accepted by the License Board. The License Board accepts all institutions licensed or approved by the Board of Education or appropriate Board of the state where the institution is located; the applicant would have the burden of proof to show that the institution meets this requirement.

(2) Evidence of credit shall be in the form of a transcript (official or unofficial), grade card, college printout, or verification by an instructor of successful course completion. An authentic diploma from a college or university listed in the Directory of Postsecondary Institutions showing a major in kindergarten, elementary education, early childhood education, child development, family and consumer sciences (formerly home economics/child development), or full Florida certification in early childhood or elementary education, is acceptable in lieu of a transcript for 12 credits in early childhood education.

(3) Course work in the following eight content areas will be acceptable for early childhood education and/or school age credit:

- (a) Planning a safe, healthy environment to invite learning for children
- (b) Steps to advance children's physical and intellectual development
- (c) Positive ways to support children's social and emotional development
- (d) Strategies to establish productive relationships with families
- (e) Maintaining a commitment to professionalism
- (f) Observing and recording children's behavior
- (g) Principles of child growth and development
- (h) Strategies to manage an effective children's program operation

(4) In lieu of completion of six (6) semester hours of college credits in the eight content areas, a staff member in charge of a day nursery, school age center or nonpublic school may satisfactorily complete a CDA credential, a state approved equivalent, or a Florida School-Age Certification. This may be documented on a transcript, diploma, or certificate.



## B. Cost of Interpreter

We were asked to provide a sign language interpreter for the next board meeting, so we had to get quotes for how much this would cost.

3 companies were contacted for a quote:

-Purple

-Absolute Quality Interpreting

-Chelsea Overly-Carvallo

(all of these are recommended/approved by DOH)

We have only received one quote.

Purple provided us a quote for what an onsite interpreter would cost during the daytime, and in the evening (evening board meetings). Most have a minimum of 2 hours.

This is the quote for a daytime – total cost is \$453.60

DATE	START	END	EVENT NAME	SERVICE	TOTAL HOURS	RATE PER INTERPRETER	DIFFERENTIAL TYPE	DIFFERENTIAL RATE PER INTERPRETER	NUMBER OF TERPS	MILES ONE WAY	TOTAL MILEAGE	IN-PERSON FEE	TOTAL IN-PERSON FEE	TOTALS
Wednesday, February 21, 2024	1:00 PM	3:00 PM	Board Meeting	In-Person	2.00	\$ 75.00	N/A	\$ -	2	20	\$ 53.60	\$ 50.00	\$ 100.00	\$ 453.60
TOTAL													\$ 453.60	

The above total is an estimated quote for your upcoming assignment. All rates are per interpreter assigned. This does not include any additional charges that may be added due to additional travel, mileage, parking or tolls etc. Many assignments may require an additional interpreter if your scheduling team determines it is in the best interest of clear communication. Any formal requests submitted within 2 business days of assignment will incur an Emergency differential regardless of estimate date. All terms therein fall inline with the agreed upon contract on file with Purple Communications. Please consult your representative with any questions.

This is the quote for the evening – total cost is \$533.60

DATE	START	END	EVENT NAME	SERVICE	TOTAL HOURS	RATE PER INTERPRETER	DIFFERENTIAL TYPE	DIFFERENTIAL RATE PER INTERPRETER	NUMBER OF TERPS	MILES ONE WAY	TOTAL MILEAGE	IN-PERSON FEE	TOTAL IN-PERSON FEE	TOTALS
Wednesday, February 21, 2024	6:00 PM	8:00 PM	Board Meeting	In-Person	2.00	\$ 75.00	After Hours	\$ 20.00	2	20	\$ 53.60	\$ 50.00	\$ 100.00	\$ 533.60
TOTAL													\$ 533.60	

The above total is an estimated quote for your upcoming assignment. All rates are per interpreter assigned. This does not include any additional charges that may be added due to additional travel, mileage, parking or tolls etc. Many assignments may require an additional interpreter if your scheduling team determines it is in the best interest of clear communication. Any formal requests submitted within 2 business days of assignment will incur an Emergency differential regardless of estimate date. All terms therein fall inline with the agreed upon contract on file with Purple Communications. Please consult your representative with any questions.

## V. Executive Director's Report – to be presented verbally.

VI. Information Items
A. Financial Report

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET REPORT
10/01/23 - 09/30/24 (FY2324)
ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amendment 1	Amended BUDGET	3 Pay periods OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY PROJECTED	MARCH PROJECTED	3 Pay periods APRIL PROJECTED	MAY PROJECTED	JUNE PROJECTED	JULY PROJECTED	AUGUST PROJECTED	SEPTEMBER PROJECTED	SEPTEMBER Acruar	ALL FUNDS SPENT 9/30/2024
TOTAL SALARIES	712,847	0	712,847	48,283.55	51,355.56	53,702.69	54,823.61	54,809.29	54,669.35	81,621.28	59,032.99	54,195.66	54,743.54	54,225.56	54,238.58	32,543.15	708,244.81
FICA/MEDICARE	54,533	0	54,533	3,693.69	3,928.70	4,108.26	4,194.01	4,192.91	3,873.76	6,244.03	4,323.24	4,145.97	3,995.10	4,148.26	4,149.25	2,489.55	53,486.72
RETIREMENT	96,733	0	96,733	6,552.08	6,968.95	7,287.46	7,439.56	7,437.62	7,418.63	11,076.01	7,739.47	7,108.49	7,428.70	7,358.41	7,360.18	4,416.11	95,591.66
HEALTH/LIFE/DIS	327,544	0	327,544	22,548.06	23,829.58	11,839.85	27,203.72	18,646.32	21,549.55	16,929.93	36,750.89	11,093.65	15,266.58	23,146.05	20,728.84	10,504.35	260,037.36
TOTAL FRINGE BENEFITS	478,810	0	478,810	32,793.83	34,727.23	23,235.56	38,837.29	30,276.85	32,841.94	34,249.97	48,813.61	22,348.11	26,690.38	34,652.71	32,238.27	17,410.00	409,115.74
TOTAL SALARY AND BENEFITS	1,191,657	0	1,191,657	81,077.38	86,082.79	76,938.25	93,660.90	85,086.14	87,511.29	115,871.25	107,846.60	76,543.77	81,433.92	88,878.27	86,476.85	49,953.15	1,117,360.55
TELEPHONE	3,593	0	3,593	346.40	340.90	412.32	375.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,474.93
CELLULAR PHONES	11,370	0	11,370	630.46	630.46	630.46	676.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,568.34
AIR CARDS	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	1,000	12.50	208.57	161.95	163.45	0.00	0.00	0.00	4.95	0.00	0.00	0.00	0.00	0.00	551.42
PRINTING	1,000	0	1,000	28.00	0.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00
TRAVEL	13,000	0	13,000	260.77	963.42	1,080.89	1,213.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,519.00
EDUCATIONAL MATERIALS	200	0	200	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
OFFICE SUPPLIES	6,000	0	6,000	1,261.14	1.47	691.98	184.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,138.90
INFO. TECHNOLOGY	300	0	300	0.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
RENT- EQUIPMENT (COPIER)	2,140	0	2,140	0.00	0.00	96.33	109.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.26
SUBSCRIPTIONS/DUES	175	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	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
CONTRACTUAL- Audit	22,000	0	22,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00
CONTRACTUAL- Legal Fees	20,000	0	20,000	0.00	200.00	1,100.00	1,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,750.00
CONTRACTUAL- Advertising	800	0	800	0.00	0.00	156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.00
CONTRACTUAL-Janitorial	7,988	0	7,988	0.00	396.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	396.99
UTILITIES	14,005	0	14,005	549.87	589.77	1,389.10	1,112.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,641.18
FINGERPRINT	190	0	190	0.00	0.00	74.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50
HR ASSESSMENT FEE	4,499	0	4,499	0.00	0.00	0.00	0.00	0.00	0.00	0.00	253.06	(0.01)	0.00	0.00	0.00	0.00	253.05
Misc/Conference	900	0	900	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
TOTAL OPERATING	109,160	0	109,160	3,264.14	3,356.58	5,921.53	5,311.32	0.00	0.00	0.00	12,258.01	(0.01)	0.00	0.00	0.00	0.00	30,111.57
ADMIN. COST/ FDOH In-Kind	234,105	0	234,105	10,176.45	10,963.28	9,486.33	11,548.11	10,994.37	11,018.68	14,354.17	13,951.65	9,499.57	9,291.54	11,025.30	10,796.00	5,816.53	138,921.98
ADMIN. COST JWB 17%	121,008	0	121,008	8,147.03	8,491.43	7,901.72	9,619.25	8,235.09	8,758.87	11,832.73	10,421.68	7,799.33	9,112.53	9,061.19	8,747.77	5,472.88	113,601.50
TOTAL ADMIN. COST	355,113	0	355,113	18,323.49	19,454.71	17,388.04	21,167.36	19,229.47	19,777.55	26,186.90	24,373.33	17,298.89	18,404.06	20,086.49	19,543.77	11,289.41	252,523.48
ALL FUND TOTAL EXPENSES	1,655,931	0	1,655,931	102,665.01	108,894.08	100,247.82	120,139.58	104,315.61	107,288.84	142,058.15	144,477.94	93,842.65	99,837.98	108,964.76	106,020.61	61,242.56	1,399,995.60
REVENUE SOURCES ( projected Received)																	
JWB	874,464	0	874,464	58,196.07	60,070.41	57,976.61	69,172.41	56,676.83	60,281.62	81,437.05	71,725.71	53,677.71	62,715.62	62,362.29	60,205.24	37,666.30	792,163.87
DCF	282,122	0	282,122	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	0.00	282,121.92
FDOH	139,693	0	139,693	10,247.48	10,343.01	8,688.34	9,899.19	10,786.82	10,745.93	13,678.49	12,848.00	9,132.17	2,226.02	10,754.86	10,818.76	4,486.50	124,655.58
FDOH In-Kind	234,105	0	234,105	10,176.45	10,963.28	9,486.33	11,548.11	10,994.37	11,018.68	14,354.17	13,951.65	9,499.57	9,291.54	11,025.30	10,796.00	5,816.53	138,921.98
LB FEES & FINES	125,546	0	125,546	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
FUND BALANCE	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
ALL FUND TOTAL REVENUE	1,655,930	0	1,655,930	102,130.17	104,886.86	99,661.43	114,129.87	101,968.19	105,556.39	132,979.87	122,035.51	95,819.61	97,743.34	107,652.61	105,330.16	47,969.33	1,337,863.35

## B. Statistical Report Regarding Licensing Activities

Statistical Report for January 2024

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	218	1921	26	312	242	21563	122	19203	4	242	8	291
1. Temporary Permits 1st Time TP					2	103						
2. Capacity Change - current licenses New capacity began						29						
3. Closed - # with capacity					-2	-46						
4. Corrections - from previous reports Explain below*												
<b>Total Capacity</b>	<b>218</b>	<b>1921</b>	<b>26</b>	<b>312</b>	<b>242</b>	<b>21546</b>	<b>122</b>	<b>19203</b>	<b>4</b>	<b>242</b>	<b>8</b>	<b>291</b>

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC		Infant Centers
Total Number	244	218	26	376		136
Total Capacity	2233	1921	312	41282		2641

<b>1. Licensing</b>						
a. Pre-licensing inspections	0			3		
b. - e. Inspections/ Re-checks	57			127	including	0 MS
f. TA/Consultation	2			15		
g. Unlicensed care investigations	0			0		
h. Children's Records (only)				1		
i. Renewal licenses issued	17			27		
<b>2. Enforcement</b>						
a. Complaints	5			16		
b. Fines administered	0			15		
c. Conferences	0			1		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
<b>3. Training Presented</b>						
a. Number of trainings	1			1		
b. Number of hours	4			3		
<b>4. Training Taken</b>						
a. Number of trainings	1			1		
b. Number of hours	4			2		
<b>5. Health Inspections</b>						
a. Food				33		

## C. Compliance Reports

### 1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Little Ones Preschool	2	Physical Environment/Fire Safety	11/20/2023	\$50.00	\$50.00	12/7/2023
LSF Los Caminos	2	Safety/Health/Sanitation-Toxic	11/29/2023	\$50.00	\$50.00	12/12/2023
Walsingham Wee School	3	Personnel Training-Requirement	11/30/2023	\$25.00	\$50.00	12/19/2023
Walsingham Wee School	3	Records/Transitions	11/30/2023	\$50.00	\$25.00	12/19/2023
Magnolia Pinellas Park	3	Personnel Training-Mandated	11/30/2023	\$25.00	\$25.00	12/1/2023
Gan Chaya PS	2	Toxin not labeled	12/4/2023	\$50.00	\$50.00	12/12/2023
R'Club ELA US 19 & Ulmerton	1	Mandated Reporting/child abuse, neglect	12/7/2023	\$500.00	\$500.00	12/19/2023
KinderCare 1037	3	Personnel Records(attestation)	12/11/2023	\$25.00	\$25.00	12/21/2023
KinderCare 1037	3	Personnel (empl. Hist. check)	12/11/2023	\$25.00	\$25.00	12/21/2023
KinderCare 1037	2	Personnel (background screening)	12/11/2023	\$50.00	\$50.00	12/21/2023
KinderCare 1037	3	Records (exposure plan refresher)	12/11/2023	\$25.00	\$25.00	12/21/2023
KinderCare 1037	2	Supervision (Adult/Child ratio)	12/11/2023	\$50.00	\$50.00	12/21/2023
KinderCare 1037	3	Personnel Records/Ack Form	12/11/2023	\$30.00	\$30.00	12/21/2023
Sonrise Christian P.S	1	Reporting Child Abuse/Neglect	12/14/2023	\$200.00	\$200.00	12/28/2023
Largo Country SCH	2	Safety, Health & Sanitation	12/19/2023	\$50.00	\$50.00	1/8/2024
Largo Country SCH	3	Records/Immunization exp.	12/19/2023	\$25.00	\$25.00	1/8/2024
Clearwater NFC	3	Personnel/40 hr. training SCH age	12/22/2023	\$25.00	\$25.00	1/19/2024
St. Patrick Catholic School	3	Records/Enrollment Information	12/11/2023	\$25.00	\$25.00	1/26/2024
R'Club ELA @ASI	3	Emergency Med. Release	1/4/2024	\$25.00	\$25.00	1/11/2024
R'Club ELA @ASI	2	Daily Att./Closing Log	1/4/2024	\$50.00	\$50.00	1/11/2024
R'Club ELA @ASI	3	Immunization	1/4/2024	\$30.00	\$30.00	1/11/2024
R'Club ELA @ASI	3	Enrollment Info.	1/4/2024	\$25.00	\$25.00	1/11/2024
R'Club ELA @ASI	2	Supervision	1/4/2024	\$50.00	\$50.00	1/11/2024
R'Club US 19 & Ulmerton	2	Safety, Health, & Sanitation	1/11/2024	\$50.00	\$50.00	1/23/2024
R'Club ELA @ASI	2	Supervision	1/9/2024	\$50.00	\$50.00	1/23/2024
Ross Norton Recreation Center	3	Safety, Health, & Sanitation	1/18/2024	\$25.00	\$25.00	1/22/2024
Imagination Station	1	Supervision	1/22/2024	\$300.00	\$300.00	1/29/2024
LSF Jordan Park	2	Supervision	1/17/2024	\$60.00	\$60.00	1/29/2024
Magnolia DS Dunedin	3	Record/ Enrollment information	1/25/2024	\$25.00	\$25.00	2/2/2024
Magnolia DS Dunedin	2	Records/ Facility Record/Daily Attendance Record	1/25/2024	\$50.00	\$50.00	2/2/2024

Magnolia DS Dunedin	2	Safety, Health, & Sanitation	1/25/2024	\$50.00	\$50.00	2/2/2024
Primrose SCH of Oldsmar	2	Supervision	1/31/2024	\$60.00		
KinderCare	3	Employer Contractor Roster	2/6/2024	\$30.00		
Primrose SCH of Oldsmar	3	Education Qualifications	2/7/2024	\$2,080.00		
Primrose SCH of Oldsmar	3	Mandatory Introductory Training	2/7/2024	\$400.00		
Primrose SCH of Oldsmar	3	Enrollment Info.	2/7/2024	\$25.00		
Primrose SCH of Oldsmar	3	Safe Sleep/Shaken Baby	2/7/2024	\$25.00		
Primrose SCH of Oldsmar	3	Infant Care Training	2/7/2024	\$25.00		
Primrose SCH of Oldsmar	3	Early Literacy Training	2/7/2024	\$25.00		
Primrose SCH of Oldsmar	3	Student Health Examinations	2/7/2024	\$25.00		
Espiritu Santo Catholic Church	2	Personnel/Rescreening	2/12/2024	\$50.00		
Primrose SCH of Oldsmar	2	Supervision	1/31/2024	\$60.00	\$50.00	2/12/2024

## 2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Jacqueline Hunter	3	<b>Immunizations:</b> The DH Form 680 was no longer current for the child enrolled.	11/30/2023	\$25	\$25	12/15/2023
Dario Barcenias	3	<b>Annual In-Service Training:</b> The 10 hours of annual in-service training had not been completed by the Provider between July 1-June 30.	11/28/2023	\$30	\$30	12/4/2023
Christine Perkins	3	<b>Daily Indoor Checklist:</b> Provider failed to document the indoor checklist daily.	12/20/2023	\$25	\$25	12/20/2023
Christine Perkins	3	<b>Daily Outdoor Checklist:</b> Provider failed to document the outdoor checklist daily.	12/20/2023	\$25	\$25	12/20/2023
Susan Rothe	1s	<b>Supervision:</b> The operator stated she had 2 glasses of wine at naptime while children were in care.	12/14/2023	\$500		Provider Closed 12/13/23

### 3. 100% Compliant Inspections in Children's Centers

<b>November</b>	<b>December</b>	<b>January</b>
Pasadena Community Church SCH	R'Club Nina Harris Exceptional Student Center	Tot Tenders
R'Club Gulfport	City of Gulfport Rec. Center	Walter Fuller Rec. Center
YMCA St. Jude School Age Program	YMCA Northwest	Boys and Girls @ The Salvation Army
R'Club Pasadena	R'Club Fairmount Park	Shore Acres Rec. Center
Child's Park Recreation Center	St. Pete Prep	Learning Adventures Preschool
Rosie's III	Truth & Life Christian Academy	Kid A Rama
All Children's Academy	R'Club Kings Highway	Ivy Prep
Grace Children's Center	The Sprout Academy Largo	Kid City USA Clearwater
YMCA North Shore	YMCA Leila Davis	The Ohana Preschool of Dunedin
Tweety B's	Prince of Peace Preschool	Emergent Kids Preschool
Blossom Montessori	My Friends Learning Center	YMCA Orange Grove
R'Club Bardmoor	Gingerbread School Bardmoor	Indian Rocks Toddler Montessori
Kid's Connection	R'Club Midtown Academy	YMCA Oakhurst
YMCA Anona	Angels at Play Learning Center INC	Paul R. Hortin Child Development Center INC
Safety Harbor Little School	Canguros	Willis S. Johns Rec.
R'Club Pinellas Park	R'Club Blanton	YMCA Lynch
Little Pals Preschool	Family Center on Deafness	SPPF M.A.S.T.R. Kids Program Friendship
Infinite Potential	Creative Learning Center	First Steps Education
YMCA Campbell Park		Bright Discoveries for Early Learning
YMCA Gulf Beaches		R'Club 74 <sup>th</sup> Street
Alegria Montessori		Gingerbread School Carillon
Academy for Love & Learning		O2B Kids Palm Harbor
R'Club James B. Sanderlin		Palm Harbor Creative Learning Academy
YMCA Pinellas Central		YMCA Tarpon Springs Fundamental
Plato Academy Pinellas Park		
Elisa Nelson – R'Club		
The Growing Tree		
Excel Learning Center		
YMCA Cypress Woods		
YMCA Tarpon Elementary		

#### 4. 100% Compliant Inspections in Family Child Care Homes

November	December	January
Mary Kelley	Carrie Gonzalez	Nicole Boyd
Patricia Jones	Lori Wells	Talisha Ghansiam
LaQuetta Roberts	Judy Drayton	Mara De La Torre
Diane Pinta	Lucile Jerger	Maria LeGare
Christine F. Phillips	Amanda Wade	Penny Naples
Mary Kasper	Jeanie Runkle	Danielle Hall
Irma Maxwell	Jennette Cheesebrew	Shirley Williams
Darlene Madden	Kimberly Ryder	Imaani Bilal
Susan Miller	Dijana Jerkic	Tabree Fort
Keionde Thompson	Dorinda Tucker	Mary Carrillo
Tamara Beard-Ball	Odalis Cintra	Johana Bravo
Candy Merrell	Aida Diaz	Maxine Williams-Salter
Emilia Massion	Felicia Mills	Veronica Ross
Terri Brown*	Monica Pttman*	Carrie Roundtree-Sanders
Kimberly Suthard	Yvonne Martin	Claudia Cuervo
Bonnie Adams	Donna Johnson	Sheronica Stubbs
Melissa Belanger	Sonya Anderson	Josette Matos
Yadamilsy Hurtado	Karen Cuatt	Sharon Hart
Lynda Johnson	Deborah Fleck	Andrea Gast
Nathalie Moise	Deborah Hamilton	Linda Marchica
Carmelita Motta-Tio	Mimoza Naci	Diana Duke
Yolanda Boykins	Laurie Murphy	Susan Fernandez
Misty Swanson-Sykes	Kathleen Pero	Stephanie Martin
Donna Owens	DeVee Henderlong	Barbara Edwards
Margaret Pearce		
Sheila Beardsley		
Susan Daniels		
Lisa Marie Christoph		

#### 5. Closed Child Care Centers and Family Child Care Homes report

Center Closures			
Center Name	Date Closed	Reason	Capacity
Abundance Childcare & Learning Center LLC	12/22/23	Operator Decision	57 – 24 infant
North Bay Church Christian Academy	12/29/23	Operator Decision	67 – 16 are infant
Right Track B/A School Care	12/29/23	Operator Decision	73
The Gospel Train Preschool	12/29/23	Operator Decision	64
Divine Academy of Learning	1/12/24	Operator Decision	30
The Stepping Stone 2	1/30/24	Operator Decision	16 – 16 are infant
Tomorrow's Child of Pinellas, LLC	2/9/24	Change of Ownership	84
Safety Harbor Montessori Academy	2/9/24	Change of Ownership	45
		<b>Total:</b>	<b>436 - 56 are infant</b>



## Closed Homes

Name	Date Closed	Reason	Capacity
Judy Jones	12/1/23	retired	8
Susan Rothe	12/13/23	Voluntary closure	5
Yadamilsy Hurtado	12/20/23	Increased to a large home	6
		<b>Total:</b>	<b>19</b>

## VII. 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

### 2024 Staff Anniversaries (1st Quarter)

#### January

Elise Bishop – 7 years

#### February

Cindy Blakely – 16 years

#### March

Julie Oliver – 23 years

Kathi Merino – 9 years

## IX. Upcoming 2024 Meeting Dates

- Wednesday, May 22<sup>nd</sup> at 1:30pm
- Wednesday, August 21<sup>st</sup> at 6:30pm
- Wednesday, November 13<sup>th</sup> at 1:30pm

## X. Adjournment