

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

**REGULAR MEETING
April 27, 2022 at 1:30 PM**

VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE

**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 January 26, 2022

III. Action Items

- A. Approve Extension of Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care-Presented by Sonia Meier, Early Childhood Education Services Director**
- B. Approve Additional Board Meeting Date and Time**
- C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022**
- D. Approve Licenses for 7 Child Care Centers**
- E. Approve Licenses for 2 Family Child Care Homes and 2 Large Family Child Care Homes**
- F. Approve Religious Exempt Center**

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 2.

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 January 26, 2022

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

**REGULAR BOARD MEETING FOR BOARD MEMBERS
January 26, 2022 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, January 26, 2022, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

Board Members Present: Michael Mikurak; Dorothy Duvé; Commissioner Patricia Gerard; Lynn Gibson; Emily Ralston

Board Members Absent: Celeste Fernandez; Michael Feeney

Ex-Officio Member Attending Virtually: Brandy Downing

Advisory Committee Members Attending Virtually: Lynn Bittner; Richard French; Elizabeth Krakowski; Nancy McGreevy

Advisory Committee Members Absent: Anne Martinelli; Shelia Haugabook; 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; Hope Williams, Licensing Specialist; Lisa Zacharia, Administrative Secretary; Ivy Thanh Huynh, Contract Administrator

I. Call to Order

A. Announcements

Mr. Mikurak called the Board meeting to order at 6:31 pm and asked if there were any announcements and then he announced Jorie Massarsky's upcoming retirement.

II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from the Board meeting on November 17, 2021.

Motion: Commissioner Gerard made a motion to accept the minutes from the Board meeting on November 17, 2021. Ms. Gibson seconded the motion and it passed unanimously.

III. Action Items

A. Approve FY21 Audit - Presentation by Dana Powell with Thomas Howell Ferguson

Ms. Powell thanked Ivy and Faith for all their assistance throughout this audit process. She reported that PCLB had a clean audit again this year. No material weaknesses were noted nor any non-compliances. PCLB's total net position increased by \$48,356 (or 70%). Governmental activities revenue increased by \$109,598 (or 8%) and expenses increased by \$57,855 (4%), from prior fiscal year.

Motion: Ms. Ralston made a motion to accept the FY21 Audit. Commissioner Gerard seconded the motion and it passed it passed unanimously.

B. Approve Wording for New Regulation for Vehicle Alarms for Centers

Ms. Massarsky stated there is new wording from DCF regarding vehicle alarms. The last legislature passed the alarm bill so that children won't be left in vehicles and be injured or die. The alarms must be audible from 500 feet away. First, Licensing Specialists will provide technical assistance to providers if there are violations but in July, they will cite violations.

Motion: Commissioner Gerard made a motion to accept the new regulation for vehicle alarms for Centers as set forth in the board packet. Ms. Ralston seconded the motion and it passed unanimously.

C. Approve Wording for New Regulation for Vehicle Alarms for Large Homes

Ms. Oliver stated that only Large Family Child Care Homes (not regular Homes) must have vehicle alarms to transport children and they also need to disclose to Child Care Licensing that they are transporting children.

Motion: Ms. Gibson made a motion to accept the new regulation for vehicle alarms for Large Homes as set forth in the Board packet. Ms. Duvé seconded the motion and it passed unanimously.

D. Approve Licenses for 3 Child Care Centers

Ms. Massarsky stated these are 3 new school age centers and all received good inspections. She is confident recommending them for full licensure.

Motion: Commissioner Gerard made a motion to approve the 3 new licenses for Child Care Centers. Ms. Duvé seconded the motion and it passed it passed unanimously.

E. Approve Licenses for 2 Family Child Care Homes and 2 Large Family Child Care Homes

Ms. Oliver stated these are 2 Family Child Care Homes and 2 Large Homes. They had a total of 4 good inspections. One of the Large Homes takes strictly infants. Ms. Oliver stated she is confident recommending the 2 Homes and 2 Large Homes for full licensure.

Motion: Ms. Gibson made a motion to approve the 2 Family Child Care Homes and 2 Large Homes. Ms. Duvé seconded the motion and it passed it passed unanimously.

IV. Executive Director's Report

Ms. Bornoff reported there has been no change in office operations and described the system the staff has in place regarding teleworking/working in the office. There has been an uptick in COVID cases and providers can use CDC guidelines, which DOH Epidemiology provides, or follow the Governor's Executive Order. There are still a lack of qualified candidates applying to work in child care and Centers have had to close classrooms. Laptops and peripherals approved by JWB funding have arrived and are being prepared by our IT department. Ms. Bornoff described our current staff changes and postings and expressed mixed emotions with the upcoming retirement of Jorie Massarsky after 17 years with PCLB and how much she will be missed.

V. Information Items

A. Update on Unlicensed Care

Hope Williams spoke about how she is working diligently to identify unlicensed care while balancing her case load. She follows through on complaints and explains the law and how to become licensed to unlicensed providers. They can care for one child or several children from one family without a license but if it is more than one family then it is unlicensed child care. Many of them do want to become licensed.

B. Monthly Financial Report

No comments

C. Statistical Report Regarding Licensing Activities

No comments

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

When asked, Ms. Massarsky stated that Here We Grow is no longer open since the situation with the two year old getting out of the center and into the street with busy traffic.

VI. Public Comment

There was no public comment.

VII. Staff Anniversaries

Ms. Bornoff read all the staff anniversaries for the first quarter.

VIII. Upcoming 2022 Meeting Dates

IX. Adjournment

Meeting was adjourned at 7:00 pm

Respectfully submitted,

Michael G. Mikurak, Chairperson

III. Action Items

A. Approve Extension of Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care - Presented by Sonia Meier, Early Childhood Education Services Director

B. Approve An Additional Board Meeting Date and Time from the Following Options:

- June 8, 2022 at 1:30 pm**
- June 8, 2022 at 6:30 pm**
- June 15, 2022 at 1:30 pm**
- June 15, 2022 at 6:30 pm**

III. Action Items

C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022 (CONTINUED)

The Department of Health
Pinellas County License Board
Statement of Work
Annual Financial Audit

Section 1: Purpose

This statement of work (SOW) is for the Annual Financial Audit for the Pinellas County License Board (PCLB).

Section 2: Term

The term of this SOW shall begin on July 1, 2022, or on the date which the order is issued, whichever is later. It shall end June 30, 2023. The audit report must be completed and ready to present at the last scheduled Board meeting of 2022, on November 17, to ensure all deadlines regarding audit reporting are met. The State of Florida's performance and obligation to pay and any subsequent renewal is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

Section 3: Contractor Responsibilities

The Pinellas County License Board is required to undergo an audit every year as an Independent Special District per F.S. 189. We are also required to have an audit conducted each year pursuant to our Department of Children and Families (DCF) funding agreement and our Juvenile Welfare Board (JWB) funding agreement. The audit will cover fiscal year October 1, 2021 through September 30, 2022. The audit has to be completed within nine months of the end of the fiscal year for Special Districts. DCF & JWB require that we submit our audit to them within 180 days of the end of the fiscal year or within 30 days of our receipt of the audit report, whichever occurs first. A meeting is scheduled for the Board of Directors during the first quarter (January – March) each year and the auditors are expected to attend that meeting, either in-person or virtually, to give a verbal presentation and provide hard copies of the reports for distribution. The PCLB is an Independent Special District, but all of the financial dealings are conducted through the Department of Health.

The Contractor must provide, at a minimum, the audit requirements pertaining to Independent Special Districts and as described in the attachment.

Section 4: Method of Payment

A purchase order will be issued to the Contractor.

The Contractor shall submit an invoice that provides a detailed accounting of the deliverable(s) performed during the invoice period for which payment is being requested.

The Contractor is responsible for the performance of all tasks and deliverables contained in this SOW.

Section 7: Controlling Terms and Conditions

The Department's Purchase Order, DOH terms and conditions, and SOW are the sole terms of this agreement.

C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022 - (CONTINUED)

ATTACHMENT III

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised, the department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by department staff, limited scope audits as defined by OMB Circular A-133, as revised, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the department. In the event the department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the department's inspector general, the state's Chief Financial Officer or the Auditor General.

AUDITS

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Single Audit Information for Recipients of Recovery Act Funds:

(a) To maximize the transparency and accountability of funds authorized under the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (Recovery Act) as required by Congress and in accordance with 2 CFR 215.21 "Uniform Administrative Requirements for Grants and Agreements" and OMB Circular A-

C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022 (CONTINUED)

102 Common Rules provisions, recipients agree to maintain records that identify adequately the source and application of Recovery Act funds. OMB Circular A-102 is available at <http://www.whitehouse.gov/omb/circulars/a102/a102.html>.

(b) For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. OMB Circular A-133 is available at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) Recipients agree to separately identify to each subrecipient, and document at the time of subaward and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of Recovery Act funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental Recovery Act funds from regular subawards under the existing program.

(d) Recipients agree to require their subrecipients to include on their SEFA information to specifically identify Recovery Act funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

C. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2021-2022 - (CONTINUED)

PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

- A. Contract manager for this contract (1 copy)
- B. Department of Children & Families (1 electronic copy and management letter, if issued)

Office of the Inspector General
Single Audit Unit
Building 5, Room 237
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Email address: single_audit@dcf.state.fl.us

- C. Reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this agreement shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at:
<http://harvester.census.gov/fac/collect/ddeindex.html>
and other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised.
- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Email address: flaudgen_localgovt@aud.state.fl.us

Providers, when submitting audit report packages to the department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

PART IV: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the department.

D. Approve Licenses for 7 Child Care Centers

Center Name	Address	Owner	Category	Capacity	Age
Arqam's Academy	2401 5th Street St. Petersburg 33705	Arqam's Academy Inc.	Day Nursery	10	3 Years through 6 Years and School Age
Kiddin' Around Child Care	1700 Michigan Boulevard Dunedin 34698	TPVN LLC	Day Nursery	169 including 25 Infants	2 Months through 6 Years and School Age
Next Generation Kids Camp	8800 49th Street Pinellas Park 33782	Next Generation Kids Camp Inc.	School Age Center	46	School Age
Ridgecrest Boys and Girls Club	12301 134th Avenue North Largo 33774	Boys & Girls Clubs of the Suncoast, Inc.	School Age Center	75	School Age
Safety Harbor Little School, LLC	401 2nd Street North Safety Harbor 34695	Safety Harbor Little School, LLC	Day Nursery	32	2 Years through 6 Years and School Age
St. Petersburg Primary School, Inc.	700 North Shore Drive NE St. Petersburg 33701	St. Petersburg Primary Schools, Inc.	Day Nursery	146	1 Year through 6 Years and School Age
The Stepping Stone Daycare LLC	1530 S. Fort Harrison Avenue Clearwater 33756	The Stepping Stone Daycare LLC	Day Nursery	39	2 Years through 6 Years and School Age

E. Approve Licenses for 2 Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Tatum Anderson	4160 83 rd St. N. St. Petersburg 33709	8
Zoraya Pacheco	2191 Poinciana Terrace Clearwater 33760	8

Approve Licenses for 2 Large Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Isabel Vera	5149 30 th Ave. N. St. Petersburg 33710	12
Clarisse High	13553 104 th Ave. Largo 33774	12

F. Approve Religious Exempt Center
Recommended Action: Approve

Center Name	Address	Category	Capacity	Age Range
Community Child Care Center	6565 78 th Avenue North Pinellas Park 33781	Religious Exempt	19	2 Years – 6 Years

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																					ADD EXPENSES TO LAPSE	
REVENUE & EXPENSE BUDGET REPORT																						
10/01/21 - 09/30/22 (FY2022)																						
ALL FUND SUMMARY																						
																					3 Pay periods	
																					3 Pay periods	
ACCOUNT	ANNUAL BUDGET	Amendment 1	Amended BUDGET	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 Acual	ALL FUNDS SPENT 9/30/2022	AVAILABLE BALANCE	% SPENT	PROJECTED and SPENT BALANCE	Lapse Factor as of 9/30/22	
TOTAL SALARIES	625,802	0	625,802	22,481.16	67,391.48	44,884.32	43,686.42	41,898.03	46,080.46	46,080.46	46,080.46	61,368.43	53,832.72	46,080.46	46,080.46	25,073.45	591,018.31	34,783.85	94.44%	591,018.31	34,783.85	
FICA/MEDICARE	46,558	0	46,558	1,719.81	4,759.59	3,433.65	3,342.01	3,205.20	3,525.16	3,274.54	3,274.54	4,694.68	4,118.20	3,525.16	3,525.16	1,918.12	44,315.80	2,241.98	95.18%	44,315.80	2,241.98	
RETIREMENT	64,677	0	64,677	2,432.46	7,291.76	4,856.48	4,726.87	4,533.37	4,985.91	4,985.91	4,985.91	6,640.06	5,824.70	4,985.91	4,985.91	2,712.95	63,948.18	728.42	98.87%	63,948.18	728.42	
HEALTH/LIFE/DIS	320,426	0	320,426	14,291.93	39,198.54	14,145.31	24,231.75	22,746.43	16,078.95	16,078.95	16,078.95	21,461.84	18,735.53	16,078.95	16,078.95	8,748.07	243,954.15	76,471.41	76.13%	243,954.15	76,471.41	
TOTAL FRINGE BENEFITS	431,660	0	431,660	18,444.20	51,249.88	22,435.45	32,300.63	30,485.00	24,590.01	24,339.39	24,339.39	32,796.59	28,678.43	24,590.01	24,590.01	13,379.14	352,218.14	79,441.80	81.60%	352,218.14	79,441.80	
TOTAL SALARY AND BENEFITS	1,057,462	0	1,057,462	40,925.36	118,641.36	67,319.77	75,987.05	72,383.03	70,670.47	70,419.85	70,419.85	94,165.02	82,511.15	70,670.47	70,670.47	38,452.59	943,236.45	114,225.65	89.20%	943,236.45	114,225.65	
TELEPHONE	5,149	0	5,149	14.69	390.28	415.04	402.50	1,642.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,865.18	2,283.82	55.65%	2,865.18	2,283.82	
CELLULAR PHONES	15,454	0	15,454	644.69	620.50	0.00	586.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,851.38	13,602.62	11.98%	1,851.38	13,602.62	
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	0.00	#DIV/0!	0.00	0.00	
POSTAGE	1,000	0	1,000	0.00	24.84	11.98	0.00	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.57	956.43	4.36%	43.57	956.43	
PRINTING	2,190	0	2,190	0.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00	1,830.00	16.44%	360.00	1,830.00	
TRAVEL	19,700	0	19,700	0.00	910.89	419.61	841.46	763.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,935.12	16,764.88	14.90%	2,935.12	16,764.88	
EDUCATIONAL MATERIALS	200	0	200	0.00	0.00	0.00	0.00	143.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.96	56.04	71.98%	143.96	56.04	
OFFICE SUPPLIES	9,745	0	9,745	410.19	527.25	54.39	0.00	212.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,204.48	8,540.52	12.36%	1,204.48	8,540.52	
INFO. TECHNOLOGY	300	0	300	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	300.00	0.00%	0.00	300.00	
RENT- EQUIPMENT (COPIER)	2,135	0	2,135	115.94	107.61	0.00	168.48	302.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	694.26	1,440.74	32.52%	694.26	1,440.74	
SUBSCRIPTIONS/DUES	175	0	175	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	(25.00)	150.58%	200.00	(88.51)	
EQUIPMENT - COMPUTERS	0	18,000	18,000	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	18,000.00	0.00%	0.00	18,000.00	
CONTRACTUAL- Audit	22,000	0	22,000	0.00	0.00	0.00	0.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00	1,000.00	95.45%	21,000.00	1,000.00	
CONTRACTUAL- Legal Fees	20,997	0	20,997	0.00	1,260.00	1,912.50	254.83	1,305.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,732.33	16,264.67	22.54%	4,732.33	16,264.67	
CONTRACTUAL- Advertising	800	0	800	0.00	121.00	0.00	0.00	121.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.00	558.00	30.25%	242.00	558.00	
CONTRACTUAL-Janitorial	4,801	0	4,801	413.43	400.07	0.00	0.00	720.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,533.62	3,267.38	31.94%	1,533.62	3,267.38	
UTILITIES	11,820	0	11,820	404.57	709.22	751.89	985.26	997.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,848.74	7,970.93	32.56%	3,848.74	7,970.93	
FINGERPRINT	224	0	224	0.00	0.00	0.00	74.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50	149.50	33.26%	74.50	149.50	
HR ASSESSMENT FEE	4,662	0	4,662	0.00	25.00	25.00	25.00	2,291.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,366.84	2,294.90	50.77%	2,366.84	2,294.90	
Misc/Conference	638	0	638	0.00	0.00	0.00	0.00	63.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.51	574.49	9.95%	63.51	574.49	
TOTAL OPERATING	121,989	18,000	139,989	2,003.51	5,456.66	3,790.41	3,338.22	29,570.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,159.49	95,829.92	31.54%	44,159.49	95,829.92	
ADMIN. COST- FDOH In-Kind	202,055	0	202,055	8,008.85	22,865.71	12,967.18	14,657.93	14,225.48	13,142.32	13,109.99	13,109.99	16,173.12	16,682.69	13,142.32	13,121.12	7,103.84	178,310.54	23,744.46	88.25%	178,310.54	23,744.46	
ADMIN. COST JWB 17%	109,895	0	109,895	4,227.83	12,608.06	7,161.44	8,062.20	7,417.05	7,988.15	7,945.54	7,945.54	11,982.22	7,988.15	7,988.15	7,988.15	4,393.48	103,695.95	6,199.05	94.36%	103,695.95	6,199.05	
TOTAL ADMIN. COST	311,950	0	311,950	12,236.68	35,473.77	20,128.61	22,720.13	21,642.52	21,130.47	21,055.54	21,055.54	28,155.34	24,670.84	21,130.47	21,109.27	11,497.32	282,006.50	29,943.50	90.40%	282,006.50	29,943.50	
ALL FUND TOTAL EXPENSES	1,491,402	18,000	1,509,402	55,165.55	159,571.79	91,238.79	102,045.40	123,596.24	91,800.94	91,475.39	91,475.39	122,320.37	107,181.99	91,800.94	91,779.74	49,949.91	1,269,402.43	239,999.08	84.10%	1,269,402.43	239,999.08	
REVENUE SOURCES (projected Received)																						
JWB	824,208		824,208	30,123.29	88,896.08	50,271.41	57,412.69	55,727.29	54,977.25	54,684.03	54,684.03	82,465.88	54,977.25	54,977.25	54,977.25	30,237.49	724,411.19	99,796.81	87.89%	724,411.19	99,796.81	
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	0.00	282,122.00	0.00%	0.00	282,122.00	
FDOH	126,248		126,248	4,982.15	14,887.88	8,317.43	10,284.17	10,267.56	8,323.40	8,323.40	8,323.40	12,485.10	8,323.40	8,323.40	4,161.70	115,326.39	10,921.61	91.35%	115,326.39	10,921.61		
FDOH In-Kind	202,055		202,055	8,008.85	22,865.71	12,967.18	14,657.93	14,225.48	13,142.32	13,109.99	13,109.99	16,173.12	16,682.69	13,142.32	13,121.12	7,103.84	178,310.54	23,744.46	88.25%	178,310.54	23,744.46	
LB FEES & FINES	88,572		88,572	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	88,522.00	0.06%	50.00	88,522.00	
FUND BALANCE	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	#DIV/0!	0.00	0.00		
ALL FUND TOTAL REVENUE	1,523,205		1,523,205	43,114.29	126,649.67	71,556.02	82,354.78	80,220.32	76,442.98	76,117.42	76,117.42	106,962.40	84,145.04	76,442.98	76,421.78	41,553.03	1,018,098.12	505,106.88	66.84%	1,018,098.12	505,106.88	

C. Statistical Report Regarding Licensing Activities

Statistical Report for March 2022

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	232	1652	24	288	245	21847	122	19102	3	223	9	369
1. Temporary Permits												
1st Time TP					1	22						
2. Capacity Change - current licenses												
New capacity began		3										
3. Closed - # with capacity					-2	-45						
4. Corrections - from previous reports Explain below*												
Total Capacity	232	1655	24	288	244	21824	122	19102	3	223	9	369
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	256	232	24	378	131							
Total Capacity	1943	1655	288	41518	2489							
1. Licensing												
a. Pre-licensing inspections	1			4								
b. - e. Inspections/ Re-checks	80			114	including	8 MS						
f. TA/Consultation	5			10								
g. Unlicensed care investigations	2			2								
h. Children's Records (only)				1								
i. Renewal licenses issued	19			30								
2. Enforcement												
a. Complaints	3			23								
b. Fines administered				11								
c. Conferences	0			3								
d. Intent to deny/suspend/revoke	0			0								
e. - f. Hearings	0			0								
3. Training Presented												
a. Number of trainings	1			2								
b. Number of hours	3			5.5								
4. Training Taken												
a. Number of trainings	0			0								
b. Number of hours	0			0								
5. Health Inspections												
a. Food				97								

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

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Next Generation Kids	2	Daily Attendance: inaccurate recording	1/18/2022	\$50.00	50.00	2/1/2022
Aldersgate	2	Supervision: Direct supervision was not provided in the school age group as two children left the group and went to another building	1/26/2022	\$50.00	50.00	2/1/2022
Aldersgate	2	Daily Attendance: inaccurate recording	1/26/2022	\$50.00	50.00	2/1/2022
La Petite Academy	3	Chr: incomplete child enrollment form	1/26/2022	\$25.00	25.00	2/14/2022
La Petite Academy	3	Chr: incomplete Emergency Medical Release	1/26/2022	\$25.00	25.00	2/14/2022
La Petite Academy	3	Personnel: Acknowledgement Form signed late	1/26/2022	\$25.00	25.00	2/14/2022
Indian Rocks Toddler Montessori	3	Chr: Expired immunizations	1/28/2022	\$25.00	25.00	2/1/2022
Indian Rocks Toddler Montessori	3	Chr: Expired immunizations	1/28/2022	\$30.00	30.00	2/1/2022
YMCA Anona	2	No person with Staff member in Charge status at the site	1/28/2022	\$50.00	50.00	2/8/2022
YMCA Anona	2	No person with Staff member in Charge status at the site	1/28/2022	\$60.00	60.00	2/8/2022
Romper Room	2	Daily Attendance: Closing Log not completed	2/1/2022	\$50.00	50.00	2/16/2022
Next Generation Kids	2	Daily Attendance: inaccurate recording	2/3/2022	\$60.00	60.00	2/15/2022
KinderCare 531	3	Chr-expired immunization records	2/10/2022	\$30.00	30.00	2/15/2022
KinderCare 531	3	Chr-incomplete enrollment forms	2/10/2022	\$25.00	25.00	2/15/2022
KinderCare 531	2	Physical Environment - hot water exceeded acceptable temperature	2/10/2022	\$50.00	50.00	2/15/2022
New Horizons CDC	2	Daily Attendance: inaccurate recording	2/4/2022	\$50.00	50.00	2/10/2022

1. Children’s Centers Fine Report-Continued

Magnolia SSP	2	Daily Attendance-inaccurate recording	2/10/2022	\$50.00	50.00	2/21/2022
Magnolia SSP	3	Diapering-soiled items were not in closed container	2/10/2022	\$25.00	25.00	2/21/2021
Magnolia SSP	3	Bedding/linens were not stored in a sanitary manner	2/10/2022	\$25.00	25.00	2/21/2022
Youth Enrichment-Skyview	2	2 staff files missing level 2 screening	2/21/2022	\$50.00	50.00	3/16/2022
Celeb Kids Club Too	2	Outdoor equipment was not maintained safely	2/28/2022	\$50.00	50.00	3/2/2022
Celeb Kids Club Too	3	Chr: Expired immunizations	2/28/2022	\$25.00	25.00	3/2/2022
Westchester Academy	3	Chr: incomplete enrollment forms	2/28/2022	\$25.00	25.00	3/4/2022
Delores M. Smith Academy	2	Adult/child ratio not maintained in the 1 year old children's classroom	2/28/2022	\$50.00	50.00	2/28/2022
Romper Room	3	Personnel: 40 clock hours not finished within established timeframe	3/1/2022	\$25.00	25.00	3/16/2022
After School Kicks	3	Personnel: 5 year employment history was incomplete	3/15/2022	\$25.00	25.00	3/28/2022
Discovery Learning Center	1S	Supervision: a child left a waiting area and was unaccounted for when his van left without him	3/23/2022	\$500.00	500.00	3/30/2022
Gladden Park Rec Center	1S	Supervision: 2 children left on bus after a field trip	3/23/2022	\$500.00	500.00	3/23/2022
Gladden Park Rec Center	1S	Transportation log not completed	3/23/2022	\$500.00	500.00	3/23/2022
Liberty Christian School	2	Expired fire inspection	3/24/2022	\$50.00		
LSF Rainbow Village Center	1S	Discipline used was severe, humiliating or frightening	3/28/2022	\$500.00		
LSF Rainbow Village Center	1S	Physical Discipline was used when children were grabbed harshly and flung	3/28/2022	\$500.00		
Aldersgate	2	Center's discipline policy was not adhered to when a teacher swatted a child's hand	3/29/2022	\$50.00		
Lealman and Asian NFC	3	Chr: incomplete enrollment forms	3/29/2022	\$25.00		
Lealman and Asian NFC	2	Daily Attendance: Transitions were not documented	3/29/2022	\$50.00		

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Parmar, Asha	2	Play space: sharp, broken and jagged edges were observed on the broken windows that pose a threat to the health safety or wellbeing of children in the play area.	1/10/2022	\$50	\$50	1/18/2022
Parmar, Asha	2	Physical Plant (Outlets): The family home had electrical outlets that did not have protective covers in use.	1/10/2022	\$50	\$50	1/18/2022
Parmar, Asha	3	Pool: The family child care home's swimming pool was not maintained by use of chlorine or other suitable chemicals and the bottom of the pool was not visible.	1/10/2022	\$30	\$30	1/18/2022
Kasper, Mary	2	Locks: Licensing specialist observed the off-limit room doors unlocked; 2-bedroom doors and laundry room.	1/21/2022	\$50	\$50	1/21/2022
Ghansiam, Talisha	2	Physical Plant-Hazardous Products: Licensing specialist observed a bottle of bleach in an unlocked pantry that was within reach of children.	1/27/2022	\$50	\$50	2/3/2022
Ghansiam, Talisha	2	Physical Plant-Locks: Licensing specialist observed the off-limit rooms unlocked.	1/27/2022	\$50	\$50	2/3/2022
Hunter, Jacqueline	2	Transportation Log: The provider did not have documentation/evidence that a transportation log was maintained for all children transported.	2/10/2022	\$50	\$50	2/28/2022
Hunter, Jacqueline	2	Transportation / Vehicle Requirements: a vehicle used to transport children did not have an inspection by a mechanic to ensure it was in proper working order.	2/10/2022	\$50	\$50	2/28/2022
Christianson, Myriam	2	Physical Plant - Fencing: The outdoor play area that required fencing was not safe and adequate in that the side gate was wide open.	2/14/2022	\$50	\$50	2/16/2022
Issa, Ibtisam	3	Immunizations: The DH Form 680 was no longer current for the children enrolled.	2/16/2022	\$25	\$25	2/17/2022

3. 100 Percent Compliant Inspections in Children's Centers

January	February	March
Tot Tenders	Oakhurst LC	YMCA Starkey
Willis S. Johns Rec Center	Southwest Preschool	YMCA Ridgecrest
Seasons of Care	Greenacres Child Care	R'Club Paul B. Stephens
Learning Empowered - McCabe	New Beginnings	Riviera Day School
Paul R. Hortin	Ridgecrest Boys and Girls Club	St. Alban's Day School
Accelerated Learning	R'Club Lealman	Arqam's Academy
Leap of Faith II	R'Club New Heights	First UMC Preschool
YMCA Westgate	Allendale	Frank Pierce Rec Center
Walter Fuller Rec Center	Roberts Recreation Center	YMCA Highland Lakes
The Learning Tree of Education	R'Club Skyview	YMCA Forest Lakes
Kid a Rama	Our Savior Lutheran School	Safety Harbor Community Ctr.
Primrose School	Creative Play	St. Luke's ECC
Little Learning Preschool	Northside Christian	Wee Care
Powell	R'Club Walsingham	
R'Club 74th Street	R'Club Lakewood	
R'Club Rawlings	JW Cate Recreation Center	
YMCA Orange Grove	Divine Academy	
	Stars & Comets Before/After School	
	The Robin's Nest	
	Cops N Kids	
	Palm Harbor Montessori	
	Oldsmar Christian	
	Alpha & Omega Learning Center	
	YMCA Safety Harbor	
	Dunedin Academy	
	Hope Academy International	
	The Sprout Academy-Clearwater	

4. 100 Percent Compliant Inspections in Family Child Care Homes

January	February	March
Kimberly Ryder	Barbara McNeill	Susan Rothe
Teresa Piper	Darlene Mosley	Olga Gaymore
Mara De La Torre	Valarie Jiles	Althea Chin-Neath
Betty Butler	Dianne Day	Anita Rodrigues
Pam Hinson	Susan Fernandez	Tatum Anderson
Kay Chinkan	Maria Leon	Cheryl Smith
Katrina Jenkins	Lana Lillie	Lynn Ferry
Ronda Shultz	Joanne Grenesko	Sandy Garcia
Maria LeGare	Kristina Booker-Deveny	Melissa Jones
Linda Marchica	Velma Mondy	Jenny Rockey
Carrie Gonzalez	Yadamilsy Hurtado	Andrea Bloomfield
Patricia Jones	Zoraya Pacheco	Deb Mimault
Penny Naples	Kamielya Jordon	Geraldine Parker
Danielle Huard	Kellie Smith	Carol Ann Fowler
Kathleen Sullivan	Clarisse High	Karen Holloway
Maria Ojeda	Sekinah Bethune	Catherine Bishop
Dolores Givens	Shelia Haugabook	Diana Luna
Shutonda Smith	Shendoria Middlebrooks	Christine Sciandra
Shoneka Byrd	LaWanda Brown	Ellen Myers
Veronica Ross	Kimberly Boykins	Barbara Johnson
Maxine Williams-Salter	Jannie Small-Hampton	Nour Otour
Sharon Hart		Mary Carrillo
Sheronica Stubbs		Isabel Vera
Claudia Cuervo		Diane De La Cruz
Josette Matos		Lisa Taddeo
Odalys Tamayo		Peggy Robinson
Mary Carrillo		Dorothy Harry
Christine Phillips		Colleen Heffern
Tiffany Bell		Judy Jones
Barbara Edwards		Kendra Alexander
Stephanie Martin		Lenora Alexander
Deneathia Niblack		Bernice Sanders
		Betty Brown
*Inactive Status		

5. Closed Centers and Homes

January-February-March Centers Closures

January

Center Name	Reason
Kids Christian Care of the FUMC	Operator Decision
Here We Grow	Operator Decision after Enforcement Action
Belcher Academy	Change of Ownership Executed

February - None

March

Center Name	Reason
Next Level Nation Academy Preschool	Never opened, No children enrolled
Lollipop Academy LLC	Never opened, No director, could not accept children

January-February-March Homes Closures

Name	Date Closed	Reason
Martha Bowman	1/3/22	retired
Ariana Poloska	1/18/22	Personal reasons
Maria Negron	1/20/22	Moved out of state
Name	Date Closed	Reason
Linda Bingham	2/25/22	Retired
	No March Closures	

VI. Public Comment

VII. Staff Anniversaries – 2nd Quarter

<p>2022 Staff Anniversaries (2nd Quarter)</p> <p>April & May none</p> <p>June Lisa Zacharia – 5 years</p>
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VIII. Upcoming 2022 Meeting Dates

- An additional Board meeting to approve the 2022-2023 Budget
- Wednesday, July 20th at 6:30 p.m.
- Wednesday, October 26th at 1:30 p.m.

IX. Adjournment