

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

REGULAR MEETING

April 25, 2013

1:30 p.m.

**Pinellas County Health Department
8751 Ulmerton Road, Largo, FL**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's centers and family childcare homes in Pinellas County.

I. Call to Order

- A. Welcome and Announcements
- B. Approve Agenda (addition of new items)

II. Information Items

- A. Statistical Report Regarding Licensing Activity
- B. Compliance Reports
 - Children's Centers Fines Report
 - Family Child Care Homes Fines Report
 - 100 Percent Compliant Child Care Centers
 - 100 Percent Compliant Homes
- C. Monthly Financial Report (January – March 2013)
- D. Executive Director's Report (to be distributed)
- E. Provider Satisfaction Survey (See attached.)
- F. Board Training
- G. Board Meeting Schedule – **Thursday, July 25, 2013, 6:30 p.m.**
- H. Officers for 2013-14
- I. Board Membership

III. Consent Agenda

- A. Approval of Minutes from January 24, 2013

IV. Action Items

- A. Approve Licenses for New Children's Centers
- B. Approve Licenses for New Family Child Care Homes
- C. Approve Licenses for New Large Family Child Care Homes
- D. Approve Budget Amendments (to be distributed)
- E. Approve Application for Continuation of JWB Funding for FY 2013-14
- F. Select firm for Audit for FY 2012-13 (See attached LRC&M Engagement Letter.)
- G. Approve DCF Contract #QC303 Amendment 001 (See attached.)

V. Public Comment

- VI. Next Meeting:** July 25, 2013 @ 6:30 p.m. at PinCHD offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

The Pinellas County License Board welcomes input from Pinellas County citizens. Please read the following Public Comment Policy. 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 includes the testimony and evidence upon which the appeal is to be based.

PUBLIC COMMENT POLICY (Revised 7/7/10)

1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:

1. Sign-up in person to comment on each agenda item or proposed increase in standard prior to the start of the meeting.
2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. 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 3 minutes.
4. A spokesperson representing a group present has up to 5 minutes. 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, you may stand during their comment and then decline when your name is called to speak.

Public Comment Sections of the Agenda:

- Public Comment Section during Regular Meetings: Sign up to comment on items NOT on the agenda.
- Action Items Section: Sign up to comment following staff presentation of the action item and prior to Board action.

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 3-5 minutes but not longer than 10 minutes, 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.

3. Process for Decreasing or Increasing Licensing Regulations (Highlighted words are from Chapter 61-2681 et al):

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 shall 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.

A. In the event a member of the public proposes or drafts a bill that effects Chapter 61 et al and wishes to present it to the Board:

1. The person(s) may present the proposed bill to the Board at any time during the public comment portion of its meeting pursuant to the guidelines above or in writing to the Executive Secretary who will forward it to the Board.
2. However, if the Child Care Licensing Program is notified at least seven (7) days in advance of a Board meeting that a person or person(s) would like to present a proposed bill, the Licensing Program will include the presentation of the proposed bill on the agenda of the next Board meeting, which is published on the program's website. The Board will determine the length of the presentation by the presenter pertaining to the proposed bill, but in no event will it be less than 10 minutes. At their discretion, the Board or licensing program may schedule a special meeting or public hearing regarding the proposed bill presented.
3. Board may choose to refer the proposed bill to staff for research and set a date for staff to present their findings. Board may also choose to send a letter of support or disagreement to the legislature.
4. Nothing set forth above limits the Licensing Program or the Board's ability to present or discuss or take action on proposed bills or legislation during a regular meeting or special meeting or public hearing without a presentation by a member of the public.

Policy for Recording Meetings (Revised 11/1/06)

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 administrative secretary at 507-4857 at least two business days prior to the Board meeting.

II. INFORMATION ITEMS

A. Statistical Report

Statistical Report for March 2013

| | HOMES | | | | CHILDREN'S CENTERS | | | | | | | |
|--|------------|-------------|-----------|------------|--------------------|--------------|------------|--------------|----------|------------|-----------|------------|
| | FDCH | | LFDCH | | Preschool | | B/A School | | Exempt | | Nonpublic | |
| Previous Months Totals | # | capacity | # | capacity | # | capacity | # | capacity | # | capacity | # | capacity |
| Monthly Activity | 441 | 2899 | 27 | 323 | 256 | 21981 | 109 | 14671 | 4 | 272 | 22 | 919 |
| 1. Temporary Permits | | | | | | | | | | | | |
| 1st Time TP | 2 | 15 | 0 | 0 | 1 | 20 | | | | | | |
| 2. Capacity Change - current licenses | | | | | | | | | | | | |
| New capacity began | 5 | 10 | 0 | 0 | | 54 | | 5 | | | | |
| 3. Closed - # with capacity | 9 | 57 | 0 | 0 | 1 | 53 | | | | | | |
| 4. Corrections - from previous reports Explain below* | | | | | | | | | | | | |
| Total Capacity | 434 | 2867 | 27 | 323 | 256 | 22002 | 109 | 14676 | 4 | 272 | 22 | 919 |

| Monthly Tally Sheet Summary | Homes | FDCH | LFDCH | CC | Infant Centers | |
|-----------------------------|-------------|-------------|------------|--------------|----------------|--|
| Total Number | 461 | 434 | 27 | 391 | 114 | |
| Total Capacity | 3190 | 2867 | 323 | 37869 | 1894 | |

| | | | | | | |
|-----------------------------------|----|--|--|-----|--|--|
| 1. Licensing | | | | | | |
| a. Pre-licensing inspections | 6 | | | 3 | | |
| b. - e. Inspections/ Re-checks | 77 | | | 72* | | *Including 18 Middle School Substantial Compliance Inspections |
| f. TA/Consultation | 8 | | | 8 | | |
| g. Unlicensed care investigations | 2 | | | 0 | | |
| h. Children's Records (only) | | | | 0 | | |
| i. Renewal licenses issued | 25 | | | 31 | | |
| 2. Enforcement | | | | | | |
| a. Complaints | 7 | | | 5 | | |
| b. Fines administered | 0 | | | 15 | | |
| c. Conferences | 0 | | | 1 | | |
| d. Intent to deny/suspend/revoke | 0 | | | 0 | | |
| e. - f. Hearings | 0 | | | 0 | | |
| 3. Training Presented | | | | | | |
| a. Number of trainings | 0 | | | 1 | | |
| b. Number of hours | 0 | | | 3 | | |
| 4. Training Taken | | | | | | |
| a. Number of trainings | 5 | | | 4 | | |
| b. Number of hours | 25 | | | 25 | | |
| 5. Health Inspections | | | | | | |
| a. Food | | | | 66 | | |

II. INFORMATION ITEMS
 B. Compliance Reports

Children's Centers Fines Report – December 2012 to April 2013

| Provider | Fine Class | Reason | Date of Fine | Fine | Amt Paid | Date Paid |
|------------------------------|-------------------|--|---------------------|-------------|-----------------|------------------|
| Country Day Pre Primary | III | Personnel - 3 staff had expired Acknowledgement Forms | 12/4/2012 | \$25.00 | \$25.00 | 12/11/2012 |
| Tutor Time Preschool | IS | Mandatory Reporting - did not report allegation of abuse for 2 days | 12/10/2012 | \$200.00 | \$200.00 | 12/10/2012 |
| B-C Daycare | II | Daily Attendance - inaccurate recording | 12/11/2012 | \$50.00 | \$50.00 | 12/26/2012 |
| Wildwood Rec Center | II | Daily Attendance- staff did not verify attendance accuracy at a transition | 12/12/2012 | \$50.00 | \$50.00 | 1/8/2013 |
| Skycrest Christian Preschool | II | Personnel - 1 staff member did not have a 5 year rescreen completed in a timely manner | 12/13/2012 | \$50.00 | \$50.00 | 12/27/2012 |
| YMCA-Melrose | II | Daily Attendance-Staff did not verify attendance accuracy at fire drill transition | 12/14/2012 | \$50.00 | \$50.00 | 1/11/2013 |
| St. Pete Prep | II | Personnel -5 year rescreen not done timely | 12/15/2012 | \$50.00 | \$50.00 | 12/18/2012 |
| Largo Country School | II | Daily Attendance- inaccurate recording | 12/17/2012 | \$50.00 | \$50.00 | 12/21/2012 |

II. **INFORMATION ITEMS** (continued)

B. **Compliance Reports**

Children's Centers Fines Report – December 2012 to April 2013

| Provider | Fine Class | Reason | Date of Fine | Fine | Amt Paid | Date Paid |
|-----------------------------|-------------------|--|---------------------|-------------|-----------------|------------------|
| iDiscover Christian Academy | III | Chr-incomplete Emergency Medical Release forms | 12/18/2012 | \$25.00 | \$25.00 | 1/7/2013 |
| Right Track Before/After | III | Personnel-1 staff did not start training within 90 days | 12/17/2012 | \$25.00 | \$25.00 | 1/18/2013 |
| YMCA-North Shore | II | Personnel - employment verification history not completed prior to employment | 12/20/2012 | \$50.00 | \$50.00 | 1/11/2013 |
| Rainbow Preschool OUMC | III | Chr-incomplete or expired Student Health Exam | 1/7/2013 | \$25.00 | \$25.00 | 1/18/2013 |
| Mt. Zion Children's Center | II | Daily Attendance- attendance accuracy not verified at transition | 1/8/2013 | \$50.00 | \$50.00 | 1/15/2013 |
| | II | Personnel - 2 staff did not complete Affidavits of Good Moral Character prior to employment | 1/8/2013 | \$50.00 | \$50.00 | 1/15/2013 |
| Sea Us Grow | II | Infants Separate - 3 one year old children were in the two year old children's classroom | 1/9/2013 | \$50.00 | \$50.00 | 1/9/2013 |
| | II | Daily Attendance- inaccurate recording | 1/9/2013 | \$50.00 | \$50.00 | 1/9/2013 |

II. **INFORMATION ITEMS** (continued)
 B. **Compliance Reports**

Children's Centers Fines Report – December 2012 to April 2013

| Provider | Fine Class | Reason | Date of Fine | Fine | Amt Paid | Date Paid |
|-------------------------------|-------------------|--|---------------------|-------------|-----------------|------------------|
| Educare at Countryside | II | Outdoor play space - inadequate resilient surface | 1/10/2013 | \$50.00 | \$50.00 | 1/14/2013 |
| Shining Starz 54th Avenue | II | Outdoor Equipment - tripping hazard | 1/10/2013 | \$50.00 | \$50.00 | 1/24/2013 |
| Children of the World | II | Personnel - 5 year rescreen not completed timely | 1/24/2013 | \$50.00 | \$50.00 | 2/1/2013 |
| A Child's Choice | II | Personnel - the AGMC was not signed on or before date of hire for one employee | 1/29/2013 | \$50.00 | \$50.00 | 1/31/2013 |
| Ivy Prep | II | Personnel - the 5 year rescreen for one employee was not submitted timely | 1/29/2013 | \$50.00 | \$50.00 | 1/29/2013 |
| ARTZ 4 Life Academy | II | Daily Attendance- inaccurate recording in one group | 1/29/2013 | \$50.00 | \$50.00 | 2/6/2013 |
| COTI | III | Chr-expired Emergency Medical Release | 1/30/2013 | \$25.00 | \$25.00 | 2/12/2013 |
| Boys & Girls Club Wood Valley | II | Personnel - two year employment history check not completed for one employee | 1/30/2013 | \$50.00 | \$50.00 | 2/7/2013 |

II. **INFORMATION ITEMS** (continued)

B. **Compliance Reports**

Children's Centers Fines Report – December 2012 to April 2013

| Provider | Fine Class | Reason | Date of Fine | Fine | Amt Paid | Date Paid |
|-----------------------------------|-------------------|---|---------------------|-------------|-----------------|------------------|
| Westchester Academy | III | Personnel - no education proof | 2/6/2013 | \$25.00 | \$25.00 | 2/18/2013 |
| | III | Chr - one expired Immunization record | 2/6/2013 | \$25.00 | \$25.00 | 2/18/2013 |
| R'Club Lemon Street | III | Chr- one expired Immunization record | 2/8/2013 | \$25.00 | \$25.00 | 2/18/2013 |
| Kids Christian Care of FUMC of PP | II | Personnel - 5 year rescreen not completed timely | 2/11/2013 | \$50.00 | \$50.00 | 2/25/2013 |
| Elim Child Development Center | II | Supervision-out of adult/child ratio | 2/12/2013 | \$50.00 | \$50.00 | 2/25/2013 |
| YMCA-Maximo | II | Daily Attendance-inaccurate recording 18 children present and 16 recorded | 2/28/2013 | \$60.00 | \$60.00 | 3/18/2013 |
| | II | Personnel - Level 2 background screening documentation missing for one staff member | 2/22/2013 | \$50.00 | \$50 | 3/12/2013 |
| | II | Personnel - employment verification history not completed prior to employment for 2 employees | 2/22/2013 | \$50.00 | \$50 | 3/12/2013 |
| | II | Personnel - Local background check not completed for 3 employees prior to employment | 2/22/2013 | \$50.00 | \$50 | 3/12/2013 |
| | III | Chr - 5 records with incomplete information | 2/22/2013 | \$25.00 | \$25.00 | 3/12/2013 |
| Community Pride-Breeden | I | A 3 year old child was given a food that it was known they were allergic to | 2/27/2013 | \$500.00 | \$500.00 | 3/5/2013 |

II. **INFORMATION ITEMS** (continued)
 B. **Compliance Reports**

Children's Centers Fines Report – December 2012 to April 2013

| Provider | Fine Class | Reason | Date of Fine | Fine | Amt Paid | Date Paid |
|-------------------------------|-------------------|---|---------------------|-------------|-----------------|------------------|
| YMCA-Perkins | II | Supervision-out of adult/child ratio | 2/28/2013 | \$50.00 | \$50.00 | 3/18/2013 |
| | III | Chr - expired immunization record | 2/28/2013 | \$30.00 | \$30.00 | 3/18/2013 |
| Elim Child Development Center | II | Personnel - documentation of level 2 screening was missing for one staff member | 3/1/2013 | \$50.00 | \$50.00 | 4/2/2013 |
| | II | Personnel - employment history verification was missing for one staff member | 3/1/2013 | \$50.00 | \$50.00 | 4/2/2013 |
| | II | Personnel - a local background check was missing for 3 staff members | 3/1/2013 | \$50.00 | \$50.00 | 4/2/2013 |
| | II | Personnel - 5 year rescreen not completed timely for one staff member | 3/1/2013 | \$50.00 | \$50.00 | 4/2/2013 |
| | III | Chr - 21 records were incomplete | 3/1/2013 | \$25.00 | \$25.00 | 4/2/2013 |
| | II | Outdoor equipment - a large play structure had a hole making it unsafe for use | 3/1/2013 | \$50.00 | \$50.00 | 4/2/2013 |

II. **INFORMATION ITEMS** (continued)
 B. **Compliance Reports**

Children's Centers Fines Report – December 2012 to April 2013

| Provider | Fine Class | Reason | Date of Fine | Fine | Amt Paid | Date Paid |
|----------------------------------|-------------------|--|---------------------|-------------|-----------------|------------------|
| Paul C. Hortin CDC | IS | Medication -Non-prescription medication was given without dosing instruction form a medical professional | 3/7/2013 | \$300.00 | \$300.00 | 3/7/2013 |
| Starling School #1 and Star Camp | II | Supervision-Infants were not kept separate from children 2 and above | 3/7/2013 | \$50.00 | \$50.00 | 3/19/2013 |
| | II | Supervision-Adult-child ratio was not maintained in the one year old children' classroom | 3/7/2013 | \$50.00 | \$50.00 | 3/19/2013 |
| Old Landmark | III | Chr-1 child had an expired Immunization Record | 3/8/2013 | \$25.00 | \$25.00 | 3/19/2013 |
| YMCA-Sexton | III | Chr- 2 files had expired Immunization Records | 3/12/2013 | \$25.00 | \$25.00 | 3/26/2013 |
| | III | Chr - 1 student health form missing | 3/12/2013 | \$30.00 | \$30.00 | 3/26/2013 |
| Liberty Christian School | II | Outdoor equipment - broken bicycles - unsafe | 3/18/2013 | \$50.00 | \$50.00 | 3/26/2013 |
| | II | Personnel - 5 year local not completed timely | 3/18/2013 | \$50.00 | \$50.00 | 3/26/2013 |
| | II | Personnel - 5 year rescreen not completed timely | 3/18/2013 | \$50.00 | \$50.00 | 3/26/2013 |

II. INFORMATION ITEMS
B. Compliance Reports

Family Child Care Homes and Large Family Child Care Homes
 Fines Report - December 2012 – March 2013

| Provider | Fine Class | Reason | Fine Date | Fine | Date Paid | Paid |
|-----------------------|------------|--|-----------|-------|-----------|---------------------------|
| Johnson, Lisa | I | Disqualified Person: a disqualified person was observed at the home while children were in care. | 12/04/12 | \$500 | | CLOSED 12/4/12 |
| Pero, Kathleen | III | Emergency Medical Release: EMR was expired | 12/04/12 | \$25 | \$25 | 12/26/2012 |
| Roland, Mayra | III | Immunization Certificate: The DOH forms 680, Florida Certification of Immunization were no longer current for two children as noted on the children's records log. | 12/14/12 | \$25 | \$25 | 1/15/2012 |
| Ramos, Carmen | II | Enrollment Form: There were two children that did not have a completed enrollment form | 12/28/12 | \$50 | \$50 | 1/23/2013 |
| Hunter-Davis, Lafonte | III | Immunization Certificate: The DH Form 680 was no longer current for the children as noted on the children's record log. | 01/09/13 | \$25 | \$25 | 1/9/2013 |
| Pavese, Stefani | II | Capacity: Attendance records reflected that the provider was over capacity by 1 child on 12/3/12, 12/4/12, 12/5/12, 12/6/12, 12/7/12, 12/10/12 and 12/11/12. This is the 2nd violation of standard. | 01/23/13 | \$50 | | CLOSED 2/15/13 |
| | I(s) | Capacity: over capacity by 2 children on 12/5/12-\$200 fine; over capacity by 3 children on 12/12/12-\$300 fine | 01/23/13 | \$500 | | CLOSED 2/15/13 |

II. INFORMATION ITEMS (continued)

B. Compliance Reports

**Family Child Care Homes and Large Family Child Care Homes
Fines Report - August 2012 – November 2012**

| Provider | Fine Class | Reason | Fine Date | Fine | Date Paid | Paid |
|-------------------|------------|--|-----------|-------------------------|-----------|---------------------------|
| Pavese, Stefani | II | Capacity: Attendance records confirmed that the provider had 4 children under 18 months of age on 12/13/13, 12/17/12, and 12/18/12. This the 2nd violation of standard. | 01/23/13 | \$50 | | CLOSED 2/15/13 |
| | II | Capacity: Attendance records reflected that the provider was over capacity by 1 child on 12/13/12, 12/14/12, 12/17/12, and 12/18/12. This is the 3rd violation. | 01/23/13 | \$240 (\$60 per day) | | CLOSED 2/15/13 |
| | I | Capacity: The provider was over capacity in that there were 12 preschool age children present on 1/7/13. | 01/23/13 | \$400 | | CLOSED 2/15/13 |
| Stefani Pavese | II | Capacity: The provider was over capacity in that there were 7 preschool age children present on 1/8/13. This is the 4th violation. | 01/23/13 | \$75 | | CLOSED 2/15/13 |
| | II | Capacity: On 1/8/13 there were 4 children under 18 months of age in care. This is the 3rd violation. | 01/23/13 | \$60 | | CLOSED 2/15/13 |
| Davis, Nicole | II | Daily Attendance: The daily attendance record for the day of the inspection did not include all children who were present. | 01/16/13 | \$50 | | |
| Vasil, Robin | III | Immunization Certificate: One child's immunization record was expired. | 02/20/13 | \$25 | \$25 | 3/8/2013 |
| Martinez, Antonia | III | Emergency Medical Release: EMR was expired | 02/07/13 | \$25 | \$25 | 2/26/2013 |

II. INFORMATION ITEMS
B. Compliance Reports

100% Compliant Children's Center Inspections

December

YMCA-Sunset Hills
 Cornerstone Christian
 Stars & Comets
 Our Lady of Good Hope
 R'Club Nina Harris
 Discovery LC
 Transfiguration
 City of Seminole P/S
 Faith Presbyterian
 A-C Kids Campus
 R'Club 74th Street
 R'Club Blanton
 Immaculate Conception
 Promiseland Preschool
 R'Club Shore Acres
 Early Explorations
 Rosie's Playschool II
 Imagine School
 R'Club Fairmount Park
 Open Arms Preschool

January

Westchester LC NE
 Our Savior Lutheran
 St. Pete Primary Prep
 CDI-Head Start French Villa
 Walter Fuller Rec
 CDI-Head Start Jordan Pk.
 CDI-Head Start Rainbow
 Community Preschool
 Gingerbread-Carillon
 CDI-Head Start Reconciler
 CDI-Head Start Clearwater
 CDI-Head Start Sanderlin
 CDI-Head Start Los Caminos
 LaPetite Academy
 CDI-Head Start High Point
 North Bay Christ. Ch. Acad
 Montessori Prep of Belleair
 Wee Friends
 YMCA-Orange Grove
 City of Largo Preschool
 St. Jerome ECC
 Happy Days LLC
 Ocean Park Preschool
 R'Club Rawlings
 The Robin's Nest
 CDI-Head Start Tarpon
 Ms. Susie's LC
 CDI-Head Start Dunedin

February

Tot Tenders
 Shorecrest ECC
 Argonauta
 J.W. Cate Rec
 YMCA-Westgate
 R'Club Southern Oak
 Twinkle Stars of Belcher
 R'Club Walsingham
 Calvary Kids Care
 First Friends
 City of Dunedin-Garrison
 Bright Beginnings ELC
 The Rainbow Garden
 Alpha & Omega
 Plato-Tarpon Springs
 R'Club Skyview
 Country Learning Acad.
 R'Club New Heights
 R'Club Sandy Lane
 Growing Room Enrich.
 Sunshine Academy
 Mildred Helms B/A
 Kinder Care 216
 PAR Village
 Bayfront CDC
 IExcel
 Immaculate Conception

March

Old Landmark
 CDI-Head Start Woodlawn
 R'Club Lakewood
 Gladden Park Rec
 YMCA-Starkey
 Cops N Kids
 YMCA-Brooker Creek
 Precious People
 Kreiger ECC
 Boys & Girls Wood Valley
 St. Pete Peds Pinellas Pk.
 First Baptist Preschool
 YMCA-Ridgecrest
 R'Club Paul B. Stephens
 Young Achievers

II. INFORMATION ITEMS
B. Compliance Reports

100 % Compliant Family Child Care Homes

| <u>December 2012</u> | <u>January 2013</u> | <u>February 2013</u> | <u>March 2013</u> |
|------------------------|---------------------|------------------------|----------------------|
| Imaani Bilal | Stephanie Bertholf | Susan Barron | Catherine Bishop |
| Stacey Bruggeman | Heidi Buck | Lynda Bingham | Carol Ann Fowler |
| Laurie Murphy | Hania Lux* | Karen Holloway | Debbie Kelly |
| Doris Cardell | Linda Marchica | Shawn Hoopingarner | Kimberly Kinnecom |
| Claudia Ann Craft | Lisa McCormick | Bonnie Hughes* | Diane Koenigsaecker |
| Tammy Hall-Faye | Lois Metz | Blanca Diaz de Mesa | Vanessa Robertson |
| Paraskevi Kolovos | Aida Diaz | Maureen Dietz | Stephanie Singletary |
| Jacqueline Ladouceur | Susan Fernandez | Laurae Evans | Deborah Varr |
| Beverly Monk | Jennifer Kazar* | Myrtle George | Olga Gaymore |
| Dianne Tilney | Maria Ojeda | Linda Hoskinson | Heather Legere |
| Tamara Beard-Ball | Vicki Lawrie | Tanya Mayak | Linda Brannan |
| Laura Karlhofer | Myra Mainard | Annette Pilcher | Barbara Cook |
| Amanda Neuner | Diane Pinta | Jenny Rockey | Dianne Day |
| Sandy Vasat | Joanne Grenesko | Laura Stees | Patricia Frisch |
| Coretha Ashley | Penny Naples | Debra Alexander | Meagan Hoch |
| Diane Killens | Sheila Beardsley | Regina Bell | Barbara McNeill |
| Jeanette Mann | Lisa Gable | Pam Gebler | Cheryl Smith |
| Leshelia Ware | Kimberly Ryder | Sharon Hart | Deanna Reyome |
| Maxine Williams-Salter | Shoneka Byrd | Colleen Heffern | Pamela Brewer |
| Helen Harrison | Elizabeth Carswell | Velma Mondy | Eunice Matuknauth |
| Jeanie Runkle | Linda Garvey | Frankie Pringle | Lenora Alexander |
| Karen Cuatt | Lea Lewis | Gladys Randle | Anise Favors |
| Carrie Gonzalez | Jocqueline McCollom | Irish Smith | Iona Green |
| Sondra Harper* | Jennen Pruitt | Gloria Starling | Janice Huntley |
| Patricia Jones | Veronica Ross | Barbara Streeter | Barbara Johnson |
| Andrea McLaren-Bell | Rhonda Coffee | Marsheila Voss | Sadie Syffus |
| Judy Stover | Brittany Fobbs | Janice Walton | Lisa Zephyrin |
| Stephanie Martin | Betty Hale | Pamela Wright | Stacey Sergent |
| Christine Perkins | Sonia Mojica | Judy Young | Kathy Brown |
| Gitjmana Gjyshi | Shirley Bauknight | Martha Young | Karen Quackenbush |
| Deborah Hamilton | Kimberly Boykins | Christine Lawson | Roxanne Freeman |
| Dawn Henkel | Barbara Edwards | Susan Rothe | Shelia Haugabook |
| Linda Jo Sweet | Mattie Morgan | Kristina Booker-Deveny | Linique Owens |
| Sara Thoroughman | Alvern Brown | Krista Dupes | Beverly Simmons |
| Doris Bostic | Kay Chinkan | Beverly Grant | Jannie Small |
| Dijana Memic | Kathleen Sullivan | Christine Phillips | Joyce Wynia |
| | Dorinda Tucker | Lachon Hearn | Lynn Gibson |
| | Shawna Neill | Elysia Parrish | Gwen Hearn-Brown |
| | Teresa Piper | Millie Lee | Sandra Johnson |
| | Shirley Williams | Luzmila Pujols | Parteese Reynolds |
| | | Laura Quimby | |
| | | Barbara Smith | |
| | | Mary Bates | |
| | | Susan Carvin | |
| | | Kenya Collins | |
| | | Tammy Desaulniers | |
| | | Darlyn Smith | |

*Inactive Homes with no children in care

II. INFORMATION ITEM

D. Executive Director's Report

(to be distributed)

INFORMATION ITEM

E. Provider Satisfaction Survey

(See attached.)

We had a discussion at our January Board meeting regarding the feasibility of designing and administering a survey for licensed child care providers regarding their satisfaction with the PCLB and/or the Child Care Licensing Program. A survey had been conducted within the provider community a few years ago, and it seemed like it was time to collect more up to date data.

We didn't realize that the DCF Office of Child Care Regulation was already conducting a satisfaction survey of licensed providers at the same time. They sent the attached survey to all providers for whom they had a valid e-mail address, and the survey was open from November 19th to December 31st of 2012. They received responses from 176 providers, and we license 833 providers so the sampling size is pretty good. (We do not know how many valid e-mail addresses they had, so we can't tabulate an actual response rate.)

When we received the survey results from DCF in the beginning of March, I asked for the aggregate totals for the whole state and I took the liberty of writing the statewide results in the left hand margin and the Pinellas results in the right side margins to help you to see how well we did and how we compare with the state. The Pinellas figures are included in the statewide results. We were very pleased with the results and we can see areas where we can work towards improvement, as well. In reviewing the comments section, I can see a mini trend of asking for consistency in how Licensing Specialists enforce the regulations, and that is a continued focal area in our staff meetings. I understand the need and we have been working on it for some time now and we have already made a lot of progress.

INFORMATION ITEM

F. Board Training

JWB Contract requires:

"Funded programs are also required to provide evidence of Board training by an external qualified trainer annually prior to issuance of a subsequent contract. The provider must submit the Board meeting agenda listing the training, minutes from the Board meeting and the roster. Training must consist of the following topics: non-profit governance, including roles and responsibilities, fiduciary risks and liabilities. Providers who are governmental entities, higher education institutions and hospitals may be exempted from this policy upon written approval of JWB."

INFORMATION ITEM

G. Board Meeting Schedule

Thursday, July 25, 2013, 6:30 p.m.

INFORMATION ITEM
H. Officers for 2013-14

PCLB Bylaws state:

“Article IV - Officers and Their Duties

The officers shall consist of an elected Chairman and an appointed Secretary.

Chairman:

At the next to the last meeting of the fiscal year, a nominating committee shall be formed consisting of two Board members and one Advisory Committee member nominated and elected by the Board and one staff member selected by the Executive Director. The nominating committee shall present a recommendation for Chairman to the Board at the last meeting or the first meeting of the subsequent fiscal year. The election of the Chairman shall occur at one of these meetings. The newly elected Chairman shall preside over the next meeting after his or her election. There is no limitation on the number of terms a Chairman may serve.

Duties of the Chairman:

- Meetings - Shall preside at all Board meetings.
- Executive Director Replacement - If the position becomes vacant shall appoint a search committee, to be chaired by the Pinellas County Health Department supervisor of the Executive Director. The committee will make a recommendation to the Board for the Executive Director position. The Board will vote on the recommendation, and if approved direct the Pinellas County Health Department to hire said individual. The Pinellas County Health Department will perform background screening according to its policy and inform Board if the candidate cannot be hired.
- Supervision and Evaluation of Executive Director – Shall work closely with the Pinellas County Health Department supervisor of the Executive Director, following the Pinellas County Health Department’s personnel policies and procedures. Either the Pinellas County Health Department supervisor for the position, or the Chairman acting as lead for the Board, can initiate any personnel action against the Executive Director so long as both work together in resolving any personnel action to be taken.

Secretary:

The Secretary shall be appointed by the Chairman.

Duties of the Secretary:

Shall sign all minutes upon approval and serve as Chairman in the absence of the Chairman.”

INFORMATION ITEM
I. Board Membership

III. Consent Agenda

A. Minutes from January 24, 2013, meeting:

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
January 24, 2013, 6:30 p.m.**

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.

UNAPPROVED MINUTES

The Regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Thursday, January 24, 2013, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 p.m.

Board Members Present: Elise Minkoff, Board Chair; Lourdes Benedict, Susan Weber, and Anne Brooks

Board Members Absent: Commissioner Roche, Kathleen Young, and Judith Vitucci

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Lynn Bittner, Nina Meyers, Ann Hofmeister, and DaVee Henderlong

Advisory Members Absent: Elizabeth Krakowski and Merlita Jones

Attorney: Colleen Flynn, Esq.

Staff Members Present: Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Pervinder Birk, Director of Administrative Services, Pinellas County Health Department; and Lynn Abbott, Administrative Secretary

I. Call to order: Elise Minkoff, Board Chair, called the Pinellas County License Board meeting to order at 6:30 p.m.

A. Announcements

Ms. Minkoff announced a quorum and reiterated to Board members that all members must be present to vote and that votes cannot be counted via telephone. Voting and Advisory Board members are encouraged to phone in and listen if attendance is not possible.

The PCLB Board welcomed Susan Weber as a new Pinellas County License Board member representing the Pinellas County preschool associations, formerly a member of the Advisory Committee.

III. Consent Agenda

A. Minutes from January 24, 2013, meeting: (continued)

B. Approval of the Agenda

Motion:

Lourdes Benedict made a motion to approve the agenda. Susan Weber seconded the motion and it passed unanimously.

II. Report from Auditors

A. RECOMMENDATION: Acceptance of Audit Report

Dana Powell, senior manager, Law, Redd, Crona & Munroe, P.A., presented the Pinellas County License Board Financial Statements of September 30, 2012, and the Management Letter, dated January 11, 2013. Ms. Powell reported the findings of the audit of the Pinellas County License Board and explained that the audit was conducted in accordance with auditing standards generally accepted in the United States and in accordance with Government Auditing Standards.

Pervinder Birk, Director of Administrative Services, Pinellas County Health Department, stated that the Board does file its audit with the Department of Economic Affairs and the Auditor General within 45 days of approval. Ms. Buker added that the staff also provides a copy of the audit to our contractual funders.

Motion:

Lourdes Benedict made a motion to approve the Auditor's Report. Susan Weber seconded the motion, and it passed unanimously.

III. Consent Agenda

A. Approval of Minutes from October 1, 2012

Lourdes Benedict proposed a correction in the October minutes that Patsy Buker had congratulated Judith Bruckner for her advocacy award. Elise Minkoff, Board Chair, accepted Ms. Benedict's change to the minutes.

Motion:

Lourdes Benedict made a motion to approve the Minutes from October 1, 2012. Susan Weber seconded the motion, and it passed unanimously.

IV. Action Items

A. RECOMMENDATION: Approve Licenses for Two New Children's Centers

Staff recommended that the Board approve two licenses for Children's Centers, as listed in the Board packet.

Ms. Massarsky shared the licensing history of the centers.

III. Consent Agenda

A. Minutes from January 24, 2013, meeting: (continued)

When asked what the “MVB” stands for in the ownership column for Curlew Learning Center, Ms. Massarsky responded that MVB might be the initials of the owners or may even belong to previous owners who have invested in the new corporation. When asked about the prior history of the children’s center before the change of ownership and whether the previous center had issues, Ms. Massarsky responded that the previous center had an exemplary licensing history.

Motion:

Lourdes Benedict made a motion to approve issuing licenses for the two new children’s centers. Susan Weber seconded the motion, and it passed unanimously.

B. RECOMMENDATION: Approve Licenses for 4 Family Child Care Homes

Staff recommended that the Board approve four licenses for new Family Child Care Homes, as outlined in the Board packet.

Ms. Oliver outlined the licensing history of the four homes.

When asked how many children Yolanda Johnson had enrolled in her first two visits, Ms. Oliver responded that during the first two visits, Ms. Johnson did have children enrolled, but she had no children enrolled at the time of the third visit. When asked to explain how the number of visits during the Temporary Permit period is determined, Ms. Oliver shared that there may be a variety of factors, including but not limited to the Licensing Specialists’ schedules, the timing in a quarter, whether children are enrolled, and if there are concerns about the provider’s understanding and/or compliance with the regulations.

Motion:

Lourdes Benedict made a motion to approve issuing licenses for the four new Family Child Care Homes. Susan Weber seconded the motion, and it passed unanimously.

C. RECOMMENDATION: Approve License for One Large Family Child Care Home

Staff recommended that the Board approve one license for a new Large Family Child Care Home, as outlined in the Board packet. Ms. Oliver outlined the licensing history of the home.

Motion:

Susan Weber made a motion to approve issuing a license for the one new Large Family Child Care Home. Lourdes Benedict seconded the motion, and it passed unanimously.

V. Informational Items

A. Executive Director’s Report

Ms. Buker reviewed the Executive Director’s Report, which was included in the Board packet, and responded to questions. Her information included the following:

There are currently no significant legislative bills filed for Child Care that are of concern.

III. Consent Agenda

A. Minutes from January 24, 2013, meeting: (continued)

Ms. Buker spoke about unlicensed childcare, which has been an important issue for quite some time.

When the program receives reports of unlicensed childcare, staff carefully analyzes each report to consider the facts and to determine if it appears that unlicensed care is actually being provided. If the report is of concern and it contains any form of contact information, staff investigates the report. Law enforcement assists CCLP staff if it is determined that there is the potential for a dangerous situation.

The Federal Head Start is still considering the two applicants to provide Head Start services for Pinellas County. The Pinellas County School Board and Lutheran Family Services applied to be the provider. The contract announcement is expected in the spring.

State law requires that Child Care Resource and Referral services are available to help parents explore various childcare settings. CCLP staff members have heard concerns that parents are sometimes not receiving a full list of providers that matches their requests and that the list is sometimes not current and/or up to date. Ms. Buker has shared these concerns with Micki Thompson, the Executive Director of 2-1-1 Tampa Bay Cares Inc., as her agency is the recipient of the subcontract for Resource and Referral from the Early Learning Coalition. Ms. Thompson has requested that we ask childcare providers and parents to express their concerns directly to her so she can thoroughly research each situation.

The Early Learning Coalition maintains the list of childcare providers and 2-1-1 utilizes the ELC database exclusively. The list includes all licensed providers, not just those who contract with the ELC. During the fall Board meeting, ELC decided to stop providing the R&R service and put the contract up for bid. 2-1-1 Tampa Bay Cares Inc. won the bid. ELC is also looking into the concerns regarding the database and they realize that the process may need some adjustments. The Board suggested that Staff ask Dr. Dharamraj of the Pinellas County Health Department if newly created childcare brochures for new parents could be distributed at new birth screenings through Healthy Families and the Nurse Family Partnership.

The JWB awarded the Quality Child Care Initiative contract to the United Methodist Cooperative Ministries, whose Director is our own former employee, Dorothy Williams. The contract deliverable is to open five children's centers in the five priority areas in Pinellas County to create high-quality learning environments for up to 200 children whose overburdened families have great need.

The Lew Williams Project, set up to honor Lew Williams, a past area superintendent and child advocate, is going to open a children's center at the PTEC Center in August for a high-quality learning environment.

The Early Learning Coalition has enrolled 583 children from their wait list to bring a total now of 5,038 children in School Readiness-funded care.

Ms. Buker also distributed a chart showing Children's Centers Inspections at 100 Percent Compliance by Month, which staff created at the request of the Juvenile Welfare Board. Staff will add inspections of Family Child Care Homes and try to have that by the next Board meeting.

Susan Weber suggested that we create a consumer survey with input from the preschool associations, local colleges, and/or the JWB to gather current perceptions about the Pinellas County License Board and the Child Care Licensing Program. The goal would be to seek information about the CCLP's strengths, weaknesses, and about how the services we can improve our services.

III. Consent Agenda

A. Minutes from January 24, 2013, meeting: (continued)

B. Statistical Report Regarding Licensing Activity

The reports were included in the Board packet, and there were no additional comments.

C. Compliance Reports

Ms. Massarsky responded to a question regarding Tiny Treasures Preschool's executed change of ownership. She stated that the new center has a new Director and new staff. The former corporation does not have any relationship with that children's center anymore, and if they ever choose to enter the childcare industry again in Pinellas County, they would have to pay the fines from when they owned Tiny Treasures before the PCLB could grant them a new license.

Ms. Buker has added that there have been some system changes in how childcare providers access their DCF training transcripts. There has been some initial confusion, but DCF is working to get correct data onto the transcripts and to educate providers on what they will need to do to access transcripts in the future.

Ms. Buker added that the CCLP was working with Outliers Technology, the parent company of the SansWrite software, to try to teach us about what kind of Crystal Reports we can pull beyond those that we now use.

D. Monthly Financial Report

The Monthly Financial Report was included in the Board packet as an informational item.

A question was asked about whether we will experience a reduction in budgets if we show a surplus. Ms. Buker responded that we will not automatically lose any surplus. However, she added that we expect to expend all funds. She also explained that the Juvenile Welfare Board has very closely examined all of the programs that it funds. Their available funds have shrunk significantly over the last several years because property values have been going down and their funds come from ad valorem taxes on property.

V. Public Comment

Public Comment: June Moody, 7224 118th Terrace North, Largo, FL 33773
Ms. Moody commented on the requirements to call the Child Abuse Hotline, and suggested that we need to reevaluate the reasons for calling the Hotline. She requested that providers not be required to call the Hotline regarding children's accidents while in childcare. Ms. Moody explained that a child fell in her home, in her presence, and she was required to call the Child Abuse Hotline. The Hotline accepted the report for an investigation. However, the assigned Child Protective Investigator later informed her that he wondered why she called the Hotline because he felt it was an accident, not abuse. The CPI advised her to not to call

III. Consent Agenda

A. Minutes from January 24, 2013, meeting: (continued)

the Hotline for an accident and to call the Investigator. MS. Moody did not want to be noncompliant with PCLB regulations. Ms. Buker asked to speak to Ms. Benedict after the meeting to clarify procedures on reporting to the Hotline, as it is unclear at present.

Public Comment:

Lynn Gibson, 8697 78th Avenue North, Seminole, FL 33777

Ms. Gibson commented on in-service training hours and the requirement for a notarized Emergency Medical Release form. Ms. Gibson would like the Board to consider changing the periods for in-service hours to be the calendar year rather than the State fiscal year. She also requested that the Emergency Medical Release only require a notarized signature one time while a child is in care, rather than annually. Ms. Gibson also stated that she believes that the database that 2-1-1 currently uses for Childcare Resource and Referral needs to be updated to include zip codes for providers because the criteria is not working for parents' choices for child care. She stated that the PCLB website link for Inspection Reports is helpful for parents and should include zip codes. She shared that she believes that the PCLB and the Child Care Licensing Program are doing a great job and CCLP is always offering help.

Public Comment:

Pamela Moore Shear, 6780 34th Avenue North, St. Petersburg, FL 33710

Ms. Moore Shear commented on Decreasing County-Level Regulations and the rights of parents. Ms. Moore Shear stated that she had sent an email to Board members outlining her belief that a parent should be able to choose where he or she can send their children, licensed or nonlicensed, period. She stated that Pinellas County has some of the most rigid, strict and harsh regulations of all of the counties. She said that she believes that the program should give more leeway to people who are giving a good sign of faith that they are going to complete everything they need to within the timeframe in order to upgrade their license. She believes that it is counterproductive to get rid of a good provider or to decrease their rights as a provider simply because of a misunderstanding of some laws or regulations. She stated that she came to the meeting to support her provider, Stefani Pavese, who is having that exact issue, and she stated her intention to keep her child with Ms. Pavese with or without a license, she is that important as a provider. There should be exceptions to every law.

Public Comment:

Stefani Pavese, 2590 64th Way North, St. Petersburg, FL 33710

Ms. Pavese commented on capacity and household members. She stated that she believes that household members should be able to watch household children and that the household children would, therefore, not count in capacity for childcare licensing. She believes that the laws and regulations need to be changed to reflect that change. She also stated that the rules and regulations do not state two providers cannot be licensed to provide childcare out of the same residence where there is plenty of room. She would like the opportunity to start a change to that regulation.

III. Consent Agenda

A. Minutes from January 24, 2013, meeting: (continued)

VI. Next Meeting

The next Pinellas County License Board Meeting is scheduled for Thursday, April 25, 2013, at 1:30 p.m. The date listed on the January 24, 2013, agenda is corrected to state April 25, 2013.

Anne Brooks made a motion to adjourn the meeting at 7:55 p.m. Susan Weber seconded the motion and it was unanimously approved.

Respectfully Submitted by:

Dr. Judi Vitucci, Board Secretary

Board Motion: To approve, modify or deny

IV. ACTION ITEM

A. RECOMMENDATION: Approve licenses for 2 new Children’s Centers - Regular Licenses:

| Center Name | Address | Owner | Category | Capacity | Age |
|-------------------------|---|---------------------------|-------------|--------------------------|-------------------------------|
| Educare at Countryside | 3200 North McMullen Booth Road Clearwater 33761 | Countryside Educare, Inc. | Day Nursery | 105 including 10 Infants | 1 year-6 years and SchoolAge* |
| Nonnie’s Lil’ Preschool | 2686 Bayshore Blvd. Dunedin 34698 | Nonnie’s Playground, Inc. | Day Nursery | 84 with 16 Infants | 1-6 years and School Age |

Board Motion: To approve, modify or deny

B. RECOMMENDATION: Approve licenses for 4 new Family Child Care Homes

| Provider Name | City | Capacity |
|------------------|----------------|----------|
| Sheila Beardsley | Pinellas Park | 8 |
| Mary Cabarris | St. Petersburg | 6 |
| Brittany Fobbs | St. Petersburg | 8 |
| Angelic Garces | St. Petersburg | 8 |
| | | |

Board Motion: To approve, modify or deny

C. RECOMMENDATION: Approve license for 2 new Large Family Child Care Home

| Provider Name | City | Capacity |
|---------------|----------------|----------|
| Maria Negron | St. Petersburg | 12 |
| Donna Wiesner | Pinellas Park | 11 |

Board Motion: To approve, modify or deny

IV. ACTION ITEM

D.RECOMMENDATION: Approve Budget Amendments

(to be distributed)

ACTION ITEM

E. RECOMMENDATION: Approve Application for Continuation of JWB Funding for FY 2013-14

ACTION ITEM

F. RECOMMENDATION: Select firm for Audit for FY 2012-13

(See attached LRC&M Engagement Letter.)

ACTION ITEM

G. RECOMMENDATION: Approve DCF Contract #QC303 Amendment 001

(See attached.)

V. PUBLIC COMMENT

VI. NEXT MEETING: July 25, 2013 @ 6:30 p.m. at PinCHD offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. ADJOURNMENT