

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

**REGULAR MEETING
October 24, 2013 at 1:30 pm
Florida Department of Health in Pinellas
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. Consent Agenda

- A. Approval of Minutes from July 25, 2013
- B. Approval of 2014 meeting schedule
- C. Adopt new Public Comment Policy

III. Action Items

Presentation regarding Board Member scope of authority

- A. Approve licenses for new Children's Centers
- B. Approve licenses for new Family Child Care Homes
- C. Accept new State regulations for Children's Centers
- D. Approve clarifying language for Family Child Care Homes and Large Family Child Care Homes regulations to comport with State regulations
- E. Approve posting on Craig's List

IV. Informational Items

- A. Executive Director's report
- B. Statistical report regarding licensing activities
- C. Compliance Reports
 - Children's Centers Fines Report
 - Family Child Care Homes Fines Report
 - 100 Percent Compliant Inspections in Children's Centers
 - 100 Percent Compliant Inspections in Family Child Care Homes
- D. Monthly Financial Report

V. Public Comment

- VI. Next Meeting:** Tuesday, January 28, 2014
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on page 3.

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 3 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 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.

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 Executive Director's office at 727-727-507-4857 at least two business days prior to the Board meeting.

II. CONSENT AGENDA

A. Approval of Minutes from July 25, 2013

Recommended action: Approve

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Unapproved Minutes for the Regular Board Meeting
July 25, 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.

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, July 25, 2013, at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 p.m.

Board Members Present: Dr. Judith Vitucci, Secretary, Commissioner Roche, Susan Weber, Anne Brooks, Lourdes Benedict, Angela Rouson, and Sandra Downes

Board Members Absent: Charles Minor, Ex-Officio

Advisory Members Present: Elizabeth Krakowski, Lynn Bittner, DaVee Henderlong, and Nina Meyers

Advisory Members Absent: Ann Hofmeister 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 and Julie Driscoll, Administrative Secretary

I. CALL TO ORDER: Judi Vitucci, Acting Chair, Secretary, called the Pinellas County License Board meeting to order at 6:30 p.m.

A. Welcome and Announcements

Ms. Buker announced new Board members and new staff member: Mrs. Angela Rouson from the Juvenile Welfare Board, Ms. Sandra Downes from the Pinellas County Schools and Julie Driscoll as new Administrative Secretary for Child Care Licensing Program. Ms. Buker announced that Ms. Anne Brooks and Mrs. Elise Minkoff are leaving the Board.

B. Approval of the Agenda

Motion:

Commissioner Roche made a motion to approve the agenda, Mrs. Angela Rouson seconded the motion and it passed unanimously.

II. CONSENT AGENDA

A. Approval of Minutes from April 25, 2013, meeting

Motion:

Commissioner Roche made a motion to approve the April 25, 2013 minutes, Ms. Lourdes Benedict seconded the motion and it passed unanimously.

III. ACTION ITEMS

A. Election of new officers

Mrs. Massarsky reported that the Nominating Committee met on June 27, 2013, and that they recommended Judi Vitucci to serve as Chairperson. Dr. Vitucci asked if there were any additional nominations from the floor, and hearing none, asked for a motion to accept the committee's recommendation.

Motion:

Ms. Benedict made a motion to approve Dr. Vitucci as Chair, and Commissioner Roche seconded the motion and it passed unanimously.

Dr. Vitucci accepted the position and appointed Susan Weber as Secretary. The new officers will assume office at the October 24, 2013 meeting.

B. Approve licenses for new Children's Centers

Mrs. Massarsky gave a brief history of the three children's centers listed in the Board Packet. During discussion, Commissioner Roche asked if there were options for the Board other than to approve staff recommendations for licensure. He asked if there were options for the Board to add conditions for granting licenses, in light of the fact that the Board packet states that the Board action was to "approve, modify or deny".

Ms. Flynn responded that the Board could modify staff recommendation and suggest that a children's center or family child care home be extended on Temporary Permit until the next regularly scheduled board meeting if they felt that further compliance with licensing regulations needed to be demonstrated. However, she also reminded the Board that staff would not recommend any center or home for licensure that they did not feel was able to demonstrate compliance with the regulations and was ready for full licensure.

Ms. Buker explained that there are instances when staff denies Applications for Licensure while the applicant is still operating on a Temporary Permit. This occurs rarely but it is necessary when the provider cannot demonstrate that they are able to comply sufficiently with the regulations in substantive areas. Staff consults with legal counsel in those instances to ensure that they are acting within the authorities granted in the

regulations.

Ms. Flynn also explained that it could be problematic for the Board to deny a license, as the Board is the body before which an appeal could be brought, if a provider appeals a decision and is dissatisfied with the findings of the Hearing Magistrate. In instances when an appeal comes before that Board, it is important that they are not directly involved in the matter that is under appeal.

Commissioner Roche and Mrs. Rouson asked if more information could be brought to the next Board meeting for education and discussion purposes. Ms. Flynn and Ms. Buker agreed to make those arrangements.

Motion:

Commissioner Roche made a motion to approve the three new Children's Centers, Lourdes Benedict seconded the motion and it passed unanimously.

C. Approve licenses for new Family Child Care Homes

Mrs. Oliver gave a brief history of each of the four Family Child Care Homes listed in the Board Packet.

Motion:

Susan Weber made a motion to approve four new Family Child Care Homes, Anne Brooks seconded the motion and it passed unanimously.

D. Approve licenses for new Large Family Child Care Homes

Mrs. Oliver gave a brief history for the one Large Family Child Care Home listed in the Board Packet.

Motion:

Lourdes Benedict made a motion to approve the new Large Family Child Care Homes, Commissioner Roche seconded the motion, and it passed unanimously.

E. Recommendation to Decrease Children's Center Regulation

Ms. Buker provided background information on the regulations for Emergency Medical Release forms. The current regulation requires that the parent or guardian sign the form and have it notarized annually. Providers had requested that the Board consider dropping the requirement for renewing the release annually, as it placed a burden on parents to sign the form each year in front of a Notary. Child Care Licensing Program staff and Attorney Flynn conducted research on the matter and found that medical providers would not necessarily require annual renewals of the release form, except when it contained wording that indicated it was only valid for one year.

Staff recommended that the Board change the regulation to require the notarized signature only upon enrollment, unless the child legal guardianship changed. When there is a change in custody, the provider would require a new notarized release form from the new guardian within seven days of the provider learning of the custody change.

Motion:

Lourdes Benedict made a motion to approve recommendation to decrease the Children's Center Regulations as proposed in the Board packet, Commissioner Roche seconded the motion and it passed unanimously.

F. Recommendation to Decrease Family Child Care Home Regulation

Mrs. Buker explained the recommended change for the Emergency Medical Release forms for Family Child Care Homes is identical to the change that the Board approved for Children's Centers, and that the rationale for requesting the change is the same. She requested that the Board approve the decrease in regulations for Family Child Care Homes.

Public Comment: Lynn Gibson, of 8697 78th Ave. North, Largo, shared her appreciation for the decrease in the regulation for the Emergency Medical Release forms.

Motion:

Lourdes Benedict made a motion to approve recommendation to decrease the Family Child Care Home Regulations as proposed in the Board packet, Angela Rouson seconded the motion and it passed unanimously.

G. Approve Interlocal Agreement

Mrs. Flynn gave a brief explanation regarding the history of and need for the Interlocal Agreement and advised the Board that it is necessary to approve it annually.

Motion:

Commissioner Roche made a motion to approve Interlocal Agreement, Lourdes Benedict seconded the motion and it passed unanimously.

H. Approve contract with Johnson, Pope, Bokor, Ruppel & Burns, LLP

Ms. Buker explained that the Board has used the Johnson, Pope, Bokor, Ruppel & Burns, LLP, law firm and specifically Mrs. Flynn's services for a number of years. Mrs. Rouson asked if the Board ever seeks additional proposals from other law firms. Ms. Buker explained that we have not done so in the past, as Ms. Flynn's rates are favorable and she has tremendous experience and expertise in childcare regulations. Ms. Buker offered that staff would seek proposals from other firms if the Board directs her to do that. Ms. Buker also shared that the rates in the proposed contract have not changed in several years.

Motion:

Susan Weber made a motion to approve contract with Johnson, Pope, Bokor, Ruppel & Burns, LLP, Commissioner Roche seconded the motion and it passed unanimously.

I. Approve Contract with Harper Kynes, Geller & Frayman

Ms. Buker explained that the Board has a contract with an additional law firm because there are situations when Ms. Flynn represents staff members in appeal hearings, and if

the appellee prevails, the appeal is forwarded to the PCLB for a decision. In those situations, Evan Frayman from Harper Kynes, Geller & Frayman, is engaged to represent and advise the Board, as Ms. Flynn cannot represent both the staff and the Board on the same matter.

Motion:

Commissioner Roche made a motion to approve Contract with Harper Kynes, Geller & Frayman, Lourdes Benedict seconded the motion and it passed unanimously.

J. Approve budget for FY 2013-14

Ms. Buker explained that the staff prepares a budget each year for the next fiscal year and that the staff brings the proposed budget before the Board for approval. She explained that the program is supported by contracts with the Pinellas County Juvenile Welfare Board (JWB) and the Florida Department of Children and Families (DCF). The PCLB's fiscal year runs from October 1 through September 30 each year, as does the JWB fiscal year. She explained that the DCF fiscal year is from July 1 through June 30. The DCF contract is for three years, and this is the start of year two and the funding level is the same for each year. The JWB contract is renewed annually and the amount next year is the same as this year.

There have been changes in the State rates for retirement and health insurance as well as in the FICA rate that have affected the PCLB budget for next year. Additionally the Legislature increased state employees' salaries by between \$1,000 and \$1,400 per employee, effective October 1, 2013. There is also a small amount of one-time bonus money that may or may not be available for employees on October 1, 2013.

In order to cover the above costs, all of the expenses were allocated across the grant funds, fees and fines, the Department of Health and the fund balance for next year. After the personnel costs were covered, all other expense line items were reduced to the minimum amount possible.

Motion:

Susan Weber made a motion to approve budget for FY 2013-14, Lourdes Benedict seconded the motion and it passed unanimously.

IV. INFORMATION ITEMS

Ms. Buker reviewed the Executive Director, Statistical, Compliance, and Financial reports that were contained in the Board packet. Commissioner Roche requested that staff include the 100% compliance rosters on the pclb.org website in a prominent place as well as a part of the Board packet.

Attorney Colleen Flynn provided training for the Board and Advisory Committee on the following topics:

Sunshine Laws, Confidentiality, Special District Laws, and SB 50

Attorney Flynn also provided handouts for information on legalities for above training.

VI. Public Comment: Francine Williams, 2632 20th Street South, St. Petersburg, FL, spoke on the subject of the importance of Compliance with childcare regulations. She also thanked the Board and Staff for working with the providers.

VII. Next Meeting: October 24, 2013 @ 1:30 p.m. at the Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

H. Adjournment

Motion:

Lourdes Benedict made a motion to adjourn the meeting at 9:00 p.m., Angela Rouson seconded the motion and the motion passed unanimously.

Respectfully Submitted by:

Dr. Judi Vitucci, Chair

II. CONSENT AGENDA (Continued)

B. Approval of 2014 PCLB Meeting Schedule

Recommended action: Approve

Proposed Schedule for 2014 BOARD MEETINGS

Tuesday, January 28 @1:30 p.m.

Wednesday, March 12 @ 6:30 p.m.

Wednesday, June 11 @ 1:30 p.m.

Wednesday, September 10 @ 6:30 p.m.

Wednesday, December 10 @ 1:30 p.m.

C. Adopt New Public Comment Policy

Recommended action: Approve

Senate Bill 50 became law, effective October 1, 2013, and it made changes in requirements for allowing public comment on local boards. Attorney Colleen Flynn has made the required changes in the PCLB Public Comment Policy and it is attached above. The change in policy should be approved by the Board to be in effect.

III. ACTION ITEMS

A. Approve licenses for (16) new Children's Centers

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
A Circle of Children	530 31 st Street South, St. Petersburg 33712	A Circle of Children, Inc.	Day Nursery	69 with 10 Infants	1 Year through 6 Years and School Age*
All Starz Academy 2	2332 Dr. Martin Luther King Street South, St. Petersburg 33705	All Starz Academy 2	Day Nursery	38	2 Years through 6 Years and School Age
Boys & Girls Club of the Suncoast @ Chi Chi's	3030 N. McMullen Booth Road Clearwater 33761	Boys & Girls Clubs of the Suncoast, Inc.	School Age Center	40	School Age
Boy & Girls Club @ Northside	1035 Burlington Avenue North St. Petersburg 33705	Boys & Girls Clubs of the Suncoast, Inc.	School Age Center	75	School Age
Boys & Girls Clubs of the Suncoast @ Royal	1011 22 nd Street S. St. Petersburg 33712	Boys & Girls Clubs of the Suncoast, Inc.	School Age Center	54	School Age
Boys and Girls Club of the Suncoast @ Wood Valley	2816 Park Trail Lane Clearwater 33759	Boys & Girls Clubs of the Suncoast, Inc.	School Age Center	55	School Age
Celebrity Kids Club, Too	3000 22 nd Avenue South St. Petersburg 33712	Celebrity Kids Club of Pinellas, Inc.	Day Nursery	61 with 10 Infants	1 Year through 6 Years and School Age
City of Tarpon Springs Police Department, Cops 'n Kids Program	555 E. Harrison Street Tarpon Springs 34689	Tarpon Springs Police Department	School Age Center	75	School Age
Community Pride Frances R. Breeden Center	1235 Holt Avenue Clearwater 33755	Coordinated Community Services LLC	Day Nursery	96 with 32 Infants	2 Months through 6 Years
Community Pride Gateway Center	211 S. Missouri Avenue Clearwater 33756	Coordinated Community Services LLC	Day Nursery	86 with 28 Infants	2 Months through 6 Years
JCC Suncoast Children's Center	1685 South Belcher Road Clearwater 33764	JCC Suncoast, Inc.	Day Nursery	170 with 10 Infants	1 Year through 6 years and School Age
New Beginnings Preschool	12240 Seminole Blvd Largo 33778	New Beginnings Preschool LLC	Day Nursery	55 with 10 Infants	1 Year through 6 Years and School Age*
Plato Academy Preschool Tarpon Springs	2795 Keystone Road Tarpon Springs 34688	Superior Schools Corp.	Day Nursery	30	3 Years through 6 Years
St. Pete Beach Community Center	7701 Boca Ciega Drive St Pete Beach 33706	City of St. Pete Beach	School Age Center	100	School Age
Tarpon Springs Boys & Girls Club	111 W. Lime Street Tarpon Springs 34689	Boys & Girls Clubs of the Suncoast, Inc.	School Age Center	50	School Age
Youth Arts Corp – Skyview	9010 54 th Way Pinellas Park 33782	Family Resources, Inc.	School Age Center	58	School Age

B. Approve licenses for 7 new Family Child Care Homes

Recommended action: Approve

Provider Name	City	Capacity
Kasheti Barron	St. Petersburg	8
Keri Belus	Clearwater	8
Pamela Brewer	Pinellas Park	8
Nekil Colden	St. Petersburg	5
Millie Lee	Seminole	8
Shawwna Neill	Seminole	8
Andrea Pena	St. Petersburg	6

C. Accept new State regulations for Children's Centers

Recommended action: Approve

The State made changes to Chapter 65C-22 of the Administrative Code for Child Care Standards. These changes became in effect on August 1, 2013, but the State Department of Children and Families (DCF) set a grace period for implementation. As a Local Licensing Agency, we are required by law to follow all State standards and regulations. Staff has attended DCF workshops and has participated in conference calls regarding the new changes, and we have incorporated them into PCLB regulations for Pinellas County, as required.

The new version of Regulations Governing Pinellas County Children's Centers with the changes will be e-mailed separately.

D. Accept new clarifying language for Family Child Care Homes and Large Family Child Care Home Regulations

Recommended action: Approve

Staff recently conducted a thorough review of the Standard Classifications for Children's Centers and for Family Child Care Homes and Large Family Child Care Homes, in order to have clear and accurate descriptors of non-compliances for use when conducting inspections. The State has a version that fits with their regulations and Pinellas has a version that fits with theirs.

The Department of Children and Families is in the process of developing the new child care licensing data system and they are now uploading the regulations and standard classification documents for the five counties that license child care at the local level. In the process of our review, we found two areas in our Pinellas regulations that did not contain necessary elements from the State regulations. They are as follows:

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I. Personnel B. 8.

Documentation of the in-service training must be recorded on F-0077 form and maintained at the family child care home for each fiscal year.

(When the State requires a specific form in their regulations, we require the same form locally.)

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II. Safety, Health and Sanitation B. 6.

~~Pursuant to Chapter 386, F. S.,~~ While children are in care, smoking is prohibited within the family child care home, ~~on~~ in all outdoor play areas, during field trips and in vehicles when transporting children.

(It is important that we have the same restrictions on smoking while children are in care as the State, and this is an important safety measure for children.)

E. Approve posting on Craig's List

As many of you know, there is a significant problem with unlicensed childcare and advertising of it. The laws that require childcare licenses are very clear, as is the law that requires childcare advertising includes a license number. This is a continual problem on some of the on-line web sites, including Craig's List. We receive complaints from licensed providers on a regular basis regarding unlicensed childcare advertisements.

We will be asking the Board to approve a proposed posting on Craig's List on a regular basis regarding the legal requirements for licensed childcare and the quality and safety benefits to parents to only to use licensed providers.

We have created a one-page advertisement that the Hillsborough County Child Care Licensing program and the State DCF Child Care Licensing Program Office have also approved for posting. Contact for those two entities as well as PCLB are included on the advertisement. We hope that this action might encourage some unlicensed providers to seek licensure and that it will encourage parents to ask for a license number prior to entrusting their children to someone else.

Proposed posting for Craig's List:

Child Care Regulations in Florida

There are important aspects of childcare in Florida that are governed by State laws and local ordinances. These laws are designed to protect children while in childcare settings. Please read this before advertising childcare services and before responding to advertisements for childcare.

FS 402.312 (1) License Required, Injunctive Relief:

"The operation of a child care facility without a license, a family day care home without a license, or a large family child care home without a license or registration is prohibited."

FS 402.318 Advertisement:

"A person as described in s. 1.01(3) may not advertise a child care facility, family day care home, or large family child care home without including within such advertisement the state or local agency license number or registration number of such facility or home. Violation of this section is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083."

In summary:

- Licensed childcare providers must list their license number when advertising in any format.
- Parents should ask for licensing status and history before selecting a childcare provider.
- Holding a license to provide childcare assures background screening, a safe environment for children, and certain standards of age-appropriate care.

For more information about licensed childcare, please go to:

www.myflorida.com/childcare and then click on "Licensing Information" on the left for statewide information for Florida

www.pclb.org for questions about Pinellas County

<http://www.hillsboroughcounty.org/index.aspx?nid=953> for questions about Hillsborough County

IV. INFORMATIONAL ITEMS

A. Executive Director's Report

EXECUTIVE DIRECTOR'S REPORT

October 24, 2013

Financial and Contract Updates

Contracts

We have just started a new year with our Juvenile Welfare Board (JWB) contract and we are completing the first quarter on the Department of Children and Families (DCF) contract year. We do not anticipate any problems with either contract.

Budgets

We spent all of the funds (\$282,122) from the DCF contract that ended on 6/30/2013. We are still completing the compilations from the JWB contract fiscal year, but it appears that we spent all of the funds with the exception of some funds in Legal Services. We underspent in this category, which is probably more of a good thing than a bad one. Legal Services is perhaps the most difficult expense for us in budgeting. If we do not have complex appeals, we can somewhat control our spending. That was the case this year, and we were able to accomplish a great deal of work on the regulations and classification summaries, with legal review this year.

Program Monitoring

DCF has informed us that they have postponed their on-site monitoring of our program until the winter, due to the need to concentrate their resources on the new data system. We will let the Board know when we receive notice of a date.

Data Collection Changes

The Department of Children and Families (DCF) has made great progress in the development of a web-based portal to replace SansWrite, and they are now working with us to get the Pinellas standards into the system. There will be no additional costs for us to join the data system.

Communications with Child Care Providers

Our staff continues to attend provider meetings whenever we are invited to do so, in an effort to keep important lines of communications open with providers. We have attended some meetings with Heart to Heart, Pinellas Providers, and DRESS. We are hoping to meet with the FLEXX group soon.

Changes in Child Care Licensing Program Staff

I am very pleased to share that there are no changes!

B. Statistical report regarding licensing activities

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	421	2802	28	335	261	22423	111	16311	4	272	22	955
1. Temporary Permits 1st Time TP	4	30	1	12	1	55						
2. Capacity Change - current licenses New capacity began	0	0	0	0		-10						6
3. Closed - # with capacity	-5	-33	0	0								
4. Corrections - from previous reports Explain below*												
Total Capacity	420	2799	29	347	262	22468	111	16311	4	272	22	961

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	449	420	29	399	122
Total Capacity	3146	2799	347	40012	2031

1. Licensing					
a. Pre-licensing inspections	4			5	
b. - e. Inspections/ Re-checks	78			95*	
f. TA/Consultation	12			15	
g. Unlicensed care investigations	1			0	
h. Children's Records (only)				0	
i. Renewal licenses issued	20			11	
2. Enforcement					
a. Complaints	2			13	
b. Fines administered	6			8	
c. Conferences	1			4	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	0			2	
b. Number of hours	0			2	
4. Training Taken					
a. Number of trainings	0			2	
b. Number of hours	0			6	
5. Health Inspections					
a. Food				146	

*includes 6 Middle School inspections

C. Compliance Reports

▪ Children's Centers Fine Log for July– September 2013

Provider	Fine Class	Reason	Date of Fine	Fine	Amt. Paid	Date Paid
Celebrity Kids Club Too	1S	Discipline - A staff member used discipline which was severe, humiliating or frightening	7/1/2013	\$500.00	\$500.00	7/3/2013
Celebrity Kids Club Too	II	Supervision-a staff member was not aware when a child returned to her classroom from the bathroom	7/1/2013	\$50.00	\$50.00	7/3/2013
Kidz World	II	Daily Attendance - inaccurate recording in one classroom	7/3/2013	\$50.00	\$50.00	7/17/2013
Wildwood Rec Center	II	Daily Attendance-Transition attendance accuracy not verified	7/3/2013	\$50.00	\$50.00	7/22/2013
Wildwood Rec Center	II	Daily Attendance - 4 groups had inaccurate attendance recorded	7/3/2013	\$50.00	\$50.00	7/22/2013
Wildwood Rec Center	II	Personnel-employment history check not done timely for 1 employee	7/3/2013	\$50.00	\$50.00	7/22/2013
Seasons of Care	II	Daily Attendance-inaccurate recording	7/11/2013	\$50.00	\$50.00	8/21/2013
La Petite Academy	II	Personnel-missing 2 year employment history check	7/12/2013	\$60.00	\$60.00	7/29/2013
Largo Country School	I	Discipline-physical discipline used	7/15/2013	\$300.00	\$300.00	7/15/2013
Rainbow Academy II	II	Personnel - no Acknowledgement Form signed on date of hire	8/6/2013	\$50.00	\$50.00	8/27/2013
	II	Personnel - no Affidavit of Good Moral Character signed on date of hire	8/6/2013	\$50.00	\$50.00	8/27/2013
	II	Personnel - 2 staff missing Employment History Verification	8/6/2013	\$50.00	\$50.00	8/27/2013
	III	Chr- 1 child's file had incomplete information	8/6/2013	\$25.00	\$25.00	8/27/2013
Boys & Girls Club Northside	II	Personnel - employment history verification was missing for one staff member	8/13/2013	\$50.00	\$50.00	8/19/2013
	II	Personnel -one staff missing local background check results	8/13/2013	\$50.00	\$50.00	8/19/2013
	III	Chr-4 records had incomplete information	8/13/2013	\$25.00	\$25.00	8/19/2013
First Start Child Care Center	1S	Discipline used was severe, humiliating or frightening	8/16/2013	\$300.00	\$300.00	8/28/2013

Provider	Fine Class	Reason	Date of Fine	Fine	Amt. Paid	Date Paid
Mt. Zion Children's Center	II	Personnel - 1 staff file did not contain an Affidavit of Good Moral Character signed on or before hire date	8/20/2013	\$50.00	\$50.00	8/29/2013
	II	Daily Attendance - inaccurate recording	8/20/2013	\$50.00	\$50.00	8/29/2013
A Child's Place	II	Daily Attendance - inaccurate recording	8/21/2013	\$50.00	\$50.00	8/21/2013
YMCA Sexton	II	Personnel - 2 year employment verification not completed for 1 employee	8/23/2013	\$50.00	\$50.00	9/9/2013
	II	Personnel - AGMC incomplete	8/23/2013	\$50.00	\$50.00	9/9/2013
Elim Child Development Center	II	Personnel -2 year employment verification not completed for 1 employee	8/29/2013	\$60.00	\$60.00	8/30/2013
Kids Corner	II	Personnel - 2 year employment verification not completed for 2 employees	8/30/2013	\$50.00	\$50.00	9/10/2013
	II	Personnel- 5 year local rescreen not completed timely	8/30/2013	\$50.00	\$50.00	9/10/2013
Old Landmark Christian Academy	II	Outdoor Equipment - tricycle and climber broken	9/4/2013	\$75.00	\$75.00	9/20/2013
	II	Outdoor Play space-overgrown weeds and vines growing through fence.	9/4/2013	\$50.00	\$50.00	9/20/2013
Youth Arts Corp - Wildwood	II	Toxic/hazardous product in reach of children	9/5/2013	\$50.00	\$50.00	9/17/2013
	II	Daily Attendance - inaccurate recording	9/5/2013	\$50.00	\$50.00	9/17/2013
First Friends the Preschool	IS	Mandatory Reporting - did not report allegation of abuse for 6 days	9/13/2013	\$600.00	\$600.00	9/18/2013

**▪ Family Child Care Homes and Large Family Child Care Homes Fines
Report for July – September 2013**

Provider	Fine Class	Reason	Date of Fine	Fine	Amt. Paid	Date Paid
Davis, Loretta	3	Immunizations: The immunization certificate was no longer current for a child in care	7/10/2013	\$25	\$25	7/18/2013
Bolds, Morer	3	Immunizations: The immunization certificate was no longer current for the children as noted on the Children's Record Log	7/12/2013	\$25	\$25	8/16/2013
Bolds, Morer	3	Emergency Medical Release: The notarized EMR form for the children listed on the Children's Record Log were over one year old	7/12/2013	\$25	\$25	8/16/2013
Lawson, Vanessa	3	Emergency Medical Release: The EMR forms for two children in care were not current.	7/22/2013	\$25	\$25	7/22/2013
Chinkan, Kay	3	Student Health Exam: A student health form was expired	7/23/2013	\$25	\$25	8/5/2013
Despontes, Odile	2	Daily Attendance: There were 4 children in attendance but only 2 were marked in on the attendance.	7/26/2013	\$50	\$50	8/5/2013
Collins, Davina	3	Immunizations: One child's immunization record was expired.	8/6/2013	\$25	\$25	8/20/2013
Rittman, Louella	2	Outdoor Play Space: A car was in the outdoor play area.	8/14/2013	\$50	\$50	8/28/2013
Hearns-Brown, Gwen	1	Capacity: on 5/6/13 eight children with five under age 18 mos. and on 5/7/13 ten children with six being under age 18mos.	8/26/2013	500 Pymt Plan	\$80 \$100	9/18/2013 10/10/2013
Martinez, Antonia	3	Student Health Exam: A student health form was missing for one child enrolled over 30 days	8/28/2013	\$25		
Hunter, Juanita	2	Emergency Medical Release: There was no EMR for one child in care.	9/4/2013	\$50	\$50	9/19/2013 10/19/2013 11/19/2013
Hunter, Juanita	2	Enrollment Form: There was one child that did not have a completed enrollment form	9/4/2013	\$50		
Hunter, Juanita	3	Immunizations: Two children's immunization records were expired.	9/4/2013	\$25		
Hunter, Juanita	3	Student Health Exam: A student health form was missing for one child enrolled over 30 days	9/4/2013	\$25		
Drakeford, Ann	2	Emergency Medical: There was no EMR form on file for one child.	9/25/2013	\$50	\$50	10/17/2013
Drakeford, Ann	1	Unscreened Individual: On 9/16/13 an unscreened individual was left alone to supervise children.	9/25/2013	\$500 Pymt Plan		

▪ **100 Percent Compliant Inspections in Children's Centers**

July	August	September
St. Pete Prep	Children of the World	Liberty Christian
Paul. C. Hortin	YMCA-Lynch	Little People's Place
Country Learning Accad	Shore Acres Rec Center	Time to Rhyme
Gingerbread Carillon	North East Park Preschool	Little Pals
Ivy Prep	JW Cate Rec Center	Celebrity Kids Club Too
JCC Suncoast CC	Walter Fuller Rec Center	Safety Harbor Comm. Ctr.
Skycrest Preschool	Celebrity Kids Club, Too	Community Pride Breeden
PAR Village	A Circle of Children	St. Ignatius
Oakhurst Learning Center	Rosie's Playschool I	YMCA-Brooker Creek
COTI	Mother Callie Gulley	YMCA-Highland Lakes
Bright Beginnings ELC	R'Club Lealman	St. Luke's ECC
Ms. Susie's LC	R'Club Sandy Lane	Precious People LC
Immaculate Conception	Martin Montessori Christian Ac	Krieger ECC
Handprints Academy	Sunshine Academy	Logical Choice
Apple Seeds	Light of Christ ECC	Mildred Helms B/A
St. Pete Primary Prep	Twinkle Stars of Belcher	R'Club Paul B. Stephens
A Ginny's Little Giants	YMCA-Orange Grove	First Lutheran School
	R'Club Southern Oak	R'Club New Heights
	R'Club Walsingham	YMCA-Perkins
	Rainbow OUMC	Gladden Park Rec. Center
	YMCA-Starkey	YMCA-Maximo
	Faith Academy	Sonrise ECC
	R'Club Rawlings	St. John Vianney
	Plato Tarpon Springs	R'Club Lakewood
	R'Club Skyview	The Canterbury School
	Dunedin Academy	The Experiential School
	Tutor Time	
	Kid A Rama	
	YWCA-Powell	
	First Friends	

▪ **100 Percent Compliant Inspections in Family Child Care Homes**

July	August	September
Keri Belus	Christian Archer	Catherine Bishop
Norma Brown	Susan Barron	Laurie Gallant
Lori Gavitt	Lynda Bingham	Deborah Kawa*
Hania Lux	Phyllis Burgess	Kimberly Kinnecom
Ronda Shults	Bonne Belle Hughes*	Diane Koenigsaecker
Diana Duke	Debbie Kelly	Ellen Myers
Susan Fernandez	Roberta Moreland	Linda Tobin
Jennifer Kazar*	Olga Gaymore	Linda Brannan
Maria Ojeda	Laurae Evans	Dianne Day
Glenys Diaz Alfaro	Nancy Fitzgerald	Patricia Frisch
Maria & Michael LeGare	Myrtle George	Celeste Froid
Josette Matos-Holmes	Linda Hoskinson	Meagan Hoch
Sherri Stoufer	Vicki Lawrie	Barbara Underwood
Joanne Grenesko	Tanya Mayak	Diana Ward
Sheila Beardsley	Barbara McNeill	Mary Ann McHenry
Marlin DiPipi	Jenny Rockey	Eunice Matuknauth
Teresa Piper	Robin Vasil	Darlene Mosley
Cathleen Schmitt	Belinda Heare	Lenora Alexander
Jacqueline McCollom	Penny Naples	Anise Favors
Veronica Ross	Deanna Reyome	Dorothy Harry
Janice Walton	Pamela Brewer	Janice Huntley
Claudia Cuervo	Kimberly Ryder	Barbara Johnson
Betty Hale	Debra Alexander	Khadijah Johnson
Sonia Mojica	Pam Gebler	Carolyn Marion
Christine Philips	Sharon Hart	Sadie Syffus
Barbara Edwards	Velma Mondy	Carla Winfield
Ella Logan	Gladys Randle	Lisa Zephyrin
Mattie Morgan	Gwendolyn Roberts	Kathy Brown
Angel Massey	Gloria Starling	Brittany Fobbs
Vanessa Olden	Latosha Williams	Karen Quackenbush
Dorinda Tucker	Judy Young	Leah Robertson
Tracey Wardell	Patty Gavornik	Suzanne Felton
Kellie Smith	Christine Lawson	Judy Jones
Shirley Williams	Jeanie Runkle	Elysia Parrish
	Mara DeLa Torre	Beverly Simmons
	Kristina Booker-Deveny	Yvette Solomon
	Staci Colborn	Barbara Villano*
	Krista Dupes	Linda Faye Williams
	Kimberly Boykins	Millie Lee
	Shurrea Daniels	Ariana Poloska
	Shawnna Neill	Leah Ryan
	Barbara Smith	Susan Carvin
	Dora Starling	Gwen Hearn-Brown
	Tammy Desaulniers	Patreese Reynolds

* Inactive Homes

D. Monthly Financial Report
To be distributed

V. Public Comment

VI. Next Meeting: Tuesday January 28, 2014 at 1:30 p.m.
at the Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment