

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

**REGULAR MEETING  
December 10, 2014 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 child care homes in Pinellas County.

**I. Call to Order**

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

**II. Consent Agenda**

- A. Approval of Minutes from September 22, 2014

**III. Action Items**

- A. Approve licenses for one new Children's Center
- B. Approve licenses for one new Family Child Care Home
- C. Approve licenses for one new Large Family Child Care Home
- D. Strategic planning

**IV. Information Items**

- A. New membership changes anticipated – See BYLAWS
- B. Nominations Committee – See BYLAWS
- C. Executive Director's report – To Be Distributed
- D. Statistical report regarding licensing activities
- E. Compliance Reports
  - i. Children's Centers Fines Report
  - ii. Family Child Care Homes Fines Report
  - iii. 100 Percent Compliant Inspections in Children's Centers
  - iv. 100 Percent Compliant Inspections in Family Child Care Homes
- F. Monthly Financial Report
- G. Second draft of Dr. Morrison-Rodriguez's Strategic Plan
- H. Curriculum Vitae –Barbara Morrison-Rodriguez, PhD
- I. BYLAWS

**V. Public Comment**

- VI. Next Meeting:** Wednesday, February 18th, 6:30 PM  
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 at 727-507-4857 at least two business days prior to the Board meeting.

## **II. CONSENT AGENDA**

### **A. Approval of Minutes from September 22, 2014**

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS  
AND FAMILY DAY CARE HOMES  
Unapproved Minutes for the Regular Board Meeting  
September 22, 2014 at 1:30 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 Monday September 22, 2014 at 8751 Ulmerton Road, Largo, FL, to begin at 6:30 p.m.

**Board Members Present:** Dr. Judith Vitucci, Chair, Susan Weber, Secretary, Commissioner Norm Roche, Angela Rouson and Francine Williams, Lourdes Benedict, Sandra Downes

**Board Members Absent:** None

**Advisory Members Present:** Lynn Bittner, DaVee Henderlong, Elizabeth Krakowski, Ann Hofmeister and Amanda Neuner

**Advisory Members Absent:** Nina Meyers

**Ex Officio Present:** Charles Minor

**Attorney Present:** Colleen Flynn, Esq.

**Staff Members Present:** Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Kathleen Lombardo, Administrative Secretary and Priscilla Brown-Ireson, Senior Clerk for Child Care Licensing Family Child Care Homes.

**I. CALL TO ORDER:** Judi Vitucci, Chair, called the Pinellas County License Board meeting to order at 6:42 p.m.

#### **A. Welcome and Announcements**

Patsy Buker announced Kathy Lombardo in new position of Administrative Secretary and Priscilla Brown-Ireson as new Senior Clerk for Child Care Licensing Family Child Care Homes. Patsy introduced Pervinder Birk from the Florida Department of Health Administrative Services Division. Dr. Judy Vitucci will be resigning as Chair person for the Pinellas County License Board. She has retired from Healthy Start Coalition this year and will be doing a lot of traveling. Commissioner Roche announced that this would be the last meeting he would be attending

#### **B. Approval of the Agenda**

**Motion:**

Angela Rouson made a motion to approve the agenda Lourdes Benedict seconded the motion and it passed unanimously.

**II. CONSENT AGENDA**

- A. Approval of Minutes from June meeting

**Motion:**

Francine Williams made a motion to approve the minutes from the June 11th meeting, Commissioner Roche seconded the motion and it passed unanimously.

**III. ACTION ITEMS**

- A. Approve licenses for 3 new Children's Centers

**Motion:**

Lourdes Benedict made a motion to approve the 3 new Children's Centers, Norm Roche seconded the motion, and it passed unanimously.

- B. Approve licenses for 3 new Family Child Care Homes

**Motion:**

Commissioner Roche made a motion to approve the 3 new Family Child Care Homes and Angela Rouson second the motion, and it passed unanimously.

- C. Approve license for 1 new large family child care home.

Lourdes Benedict made a motion to approve the 1 new Large Family Child Care Homes, Angela Rouson second the motion, and it passed unanimously.

Discussion: Commissioner Roche wanted to know if there is a particular reason layout charts (more information) for Centers & Child Care homes were so different. Jorie Massarsky clarified that for Centers there is actual ownership, usually a corporation, with Centers.

- D. Approve FY 2014-15 Budget

Pervinder Birk introduced and explained the budget. She stated that there were some minor changes from last year's budget which she went over to explain to the board. Pervinder answered Ann Hofmeister's question regarding wage increases by stating that there were no plans in budget for wage increases.

Discussion: Commissioner Roche asked for further clarification on the percentage difference. Ann Hofmeister asked if the budget was building in increases for employee wages

**Motion:**

Francine Williams made a motion to approve the budget, Commissioner Roche seconded the motion and it passed unanimously.

- E. Approval of proposed meeting schedule for 2015.

Patsy Buker presented the meeting schedule for 2015 and explained the reason why the dates were chosen. The months for next year's schedule would be the lowest number of renewals for particular months and makes it easier to collect needed information for the board meetings.

Discussion: How do you come up with dates and times? Lourdes Benedict stated that it needs to be a consistent day. Lynn Gibson made a public comment regarding a problem on the website with the day listed on as being Wednesday September 22 instead of Monday September 22. Ms. Gibson also discussed Craigslist and unregulated care. Patsy Buker apologized for any inconvenience the listing of incorrect day on the website may have caused anyone.

**Motion:**

Angela Rouson made a motion to accept the proposed meeting schedule, Lourdes Benedict seconded the motion and it passed unanimously.

F. Approve selection of auditor.

Pervinder Birk led the discussion on the engagement letter from Thomas, Howell, Ferguson, PA. Lourdes Benedict inquired about needing to go through contracted auditors approved by the State of Florida vendors. Pervinder stated that we actually had but that the small auditors did not respond to our inquiry for services. The above mentioned company was the only response we actually received for this year's budget.

**Motion:**

Angela Rouson made a motion to accept the engagement letter from Thomas, Howell, Ferguson, PA, Francine Williams seconded the motion and it passed unanimously.

G. Strategic Planning. Dr. Barbara Morrison Rodriguez led a discussion on the strategic planning process. Questions asked of the board were, "How was the board put together and are there any term limits?"

**PINELLAS COUNTY LICENSE BOARD  
STRATEGIC PLAN FOR 2014-2017**

**Vision Statement**

*Every child has access to quality child care and education in an environment that is safe and nurtures their maximum development.*

**Mission Statement**

*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.*

**Organizational Background and Governance Structure**

The Pinellas County License Board (PCLB) was established in the early 1950's through the efforts of local citizens who recognized the need for quality child care as more parents began working outside of the home. There were no official standards for caring for children and no license or permit was required at that time. Out of concern for children and because of efforts by leaders of the Pinellas County Juvenile Welfare Board, the Florida Legislature approved the Pinellas License Board Act in 1951, which created a three member Board that had the power to issue permits for providing child care and to investigate complaints of substandard child care.

Membership on the early Board was comprised of the Superintendent of Schools, the Director of the Pinellas County Health Department, and the Director of the Pinellas County Juvenile Welfare Board. Over the years, the PCLB has grown to having a staff of seventeen professionals, who are employed at the Child Care Licensing Program, which is a program within the Florida Department of Health in Pinellas County. The PCLB continues to promulgate rules and set policy for child care licensing in Pinellas that either equals or exceeds all State requirements.

The Board continues to have specific designation for membership: Pinellas County Commissioner; Pinellas County Schools Administrator; representative from the Florida Department of Children and Families; representative from the Juvenile Welfare Board of Pinellas, a County Health Officer, an ex-officio member of the Florida Department of Health in Pinellas County; and two members in good standing from Pinellas County preschool associations. The Board also has an Advisory Committee consisting of experts in the field of early learning and child care providers.

### **Regulatory Oversight**

The statutory reference for the PCLB is Chapter 61-2681, amended by Chapters 70-893 and 2007-277. The PCLB has approved various regulations over the years to help ensure that every child in day care in Pinellas is safely cared for and that they have maximum ability to reach their own full potential. The State of Florida's Department of Children and Families has adopted several of the Pinellas County standards and included them in State Regulations over the years as they represented best practices and ensured child safety and well-being. Pinellas is one of only five counties that regulate child care on a local basis, [in addition to state regulations](#).

#### **Laws/Regulations governing child care licensing in Pinellas County:**

Florida Statute 402.26-319 addresses child care in homes and centers.

Florida Administrative Codes Chapter 65C-22 addresses child care in centers.

Florida Administrative Codes Chapter 65C-20 addresses child care in homes.

Special Act for Pinellas County Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida which established and governs the Pinellas County License Board (an independent special district)

Licensing Regulations Governing Pinellas County Children's Centers

Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Child Care Homes

### **Planning Assumptions and Theory of Change** **Providers**

- Meeting licensing standards results in quality child care and the protection of children's health, safety and physical, mental and social development.
- Monitoring and enforcement ensure high quality child care.
- Enforcement includes intervention services when indicated that improve the level of compliance.
- Training and technical assistance lead to more knowledgeable providers who are able to better implement child care best practices.
- Publicizing training increases providers' awareness of and participation in training opportunities.
- Environmental Health inspections lead to child care being provided in a safe and healthy environment.
- Working collaboratively with providers in an environment of trust and mutual respect enhances the compliance and quality assurance process.

Families

- Providing information to families increases their ability to make wise child care choices.
- Using all available avenues of communication to inform families of child care regulations, observable quality indicators, and avenues for addressing quality of care issues and concerns.

Community and Organizational Partner Engagement

- Staff involvement in community committees increases awareness of other agencies and services that can be leveraged to enhance quality of child care.

**Mission-Related SWOT Analysis**

STRENGTHS ( Internal)	WEAKNESSES (Internal)
<p><b>This needs development and discussion.</b>  <i>Strong leadership and staff expertise</i>  <i>A culture of listening to provider concerns that promotes mutual trust</i></p>	<p><b>This needs development and discussion.</b>            Budget constraints??            Provider perception of inconsistent regulatory decisions</p>
OPPORTUNITIES (External)	THREATS ( External)
<p>* Rapid advances in technology to enhance communication and increase efficiencies</p> <p>*Changing strategic direction and decision of Florida Legislature and regulatory authorities.</p> <p>*Juvenile Welfare Board (JWB) movement away from child care slot funding to quality initiatives in high risk zip codes may <b>create new markets</b> for some providers</p> <p>*Pinellas County Schools investing in school-based onsite child care alternatives.</p> <p><i>Strategies to increase standardization of regulatory decisions</i></p>	<p>*Impending retirements of management leadership, key staff and/or Board leadership</p> <p>*Changing strategic direction and decisions of Florida Legislature and regulatory authorities.</p> <p>*Juvenile Welfare Board (JWB) movement away from child care slot funding to quality initiatives in high risk zip codes may <b>negatively</b> impact some providers</p> <p>*Pinellas County Schools investing in school-based onsite child care alternatives.</p> <p>*Early child care providers are losing business to public Early Head Start Programs</p>



## Strategic Goals for 2014-2017 Great goals

**Goal 1:** Ensuring high quality child care by monitoring provider compliance with quality standards and related regulations.

**Goal 2:** Promote professional development of child care providers.

**Goal 3:** Support the family's ability to adequately select high quality and affordable child care.

**Goal 4:** Ensure that the Pinellas County Licensing Board has the organizational infrastructure, governance, and resource base to adequately fulfill its mission and mandate.

### Measurable Outcomes and Strategic Action Plans for Each Goal

**Goal 1:** Ensuring high quality child care by monitoring provider compliance with quality standards and related regulations.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
1.1 Ensure provider compliance with regulations.  1.2 Ensure health, safety and instructional quality of child care centers and homes.	> Each year 100% of provider licenses are renewed on time.  > Each year annual inspections are completed within 45 days of initiation.	* Conduct annual inspections and quality monitoring according to schedule <b>Lead person(s) named here)</b>
Organizational Partners	Resources Required	Progress Reporting Schedule
DCF		Quarterly report and/or annual summary

**Goal 2:** Promote professional development of child care providers.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
2.1 Ensure that child care providers' skills are development consistent with best practices.	>Each child care provider annual provides documentation of 10 hours of in-service training.  > Annual training enrollment data and training hours completed.  > Demonstrate value of <b>pre-service provider training</b> as measured by exposure vs. comparison group study of post-training compliance, quality inspections, and family feedback.	* Identify or create training opportunities on an annual basis (Lead person(s) named here)  *Publicize training opportunities among providers ( Lead? ELC??)  *Design and implement pre-service training for child care providers by _____.  *Engage child care provider representatives as partners in the design and implementation of the pre-service training. (Lead)
Organizational Partners	Resources Required	Progress Reporting Schedule
*Early Learning Coalition *Champions for Children (Brian McEwen) *Helios Foundation *DRLN *Bay Area Legal Services *Child Care Provider Representatives	*State of the art curricula for early childhood development *Business model training for child care providers *Disaster Preparedness training for child care providers *Legal services and liability training for child care providers *Secure needs-based training scholarships for providers	Annual report

**Goal 3:** Support the family's ability to adequately select high quality and affordable child care.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
3.1 Ensure that families have adequate information to select among available child care options.  3.2 Improve strategies to communicate with families on a sustained basis.	Let's discuss how best to demonstrate that families are making the best choices.  # Hits on website?	Who is disseminating the "How to Identify Quality Child Care" brochure?
Organizational Partners	Resources Required	Progress Reporting Schedule
ELC	"How to Identify Quality Child Care" brochure?	

**Goal 4:** Ensure that the Pinellas County Licensing Board has the organizational infrastructure, governance, and resource base to adequately fulfill its mission and mandate.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
<p>4.1 Ensure capable organizational leadership.</p> <p>4.2 Ensure staff competence to fulfill job requirements.</p> <p>4.3 Promote Board competency through Board development.</p> <p>4.4 Secure reputation of PCLB as an advocate for children.</p> <p>4.5 Ensure adequate equipment or other resources for the PCLB to function with maximum efficiency.</p>	<p>&gt; Board approval of Succession Plan by _____.</p> <p>&gt;Percentage of staff will completed annual performance plans. <b>(Set a target %)</b></p> <p>&gt;Percent of staff that achieve goals established annual performance plans. <b>(Set a target %)</b></p> <p>&gt;Annual schedule of Board orientation, development and recruitment activities implemented (Note: quarterly meetings limit opportunity for board development activities)</p> <p>&gt; Evidence of improved Board performance as measured by formal annual Board self-assessment survey</p> <p>&gt;Annual report of % and type of advocacy priorities <b><u>achieved</u></b></p> <p>&gt;Annual report on the % and type of resource acquisition targets <b><u>met</u></b></p>	<p>*Design a succession plan for presentation to the Board by _____. <b>(Lead person(s) named here)</b></p> <p>*Implement an annual program of staff development based on outcomes of formal annual performance reviews for all staff. <b>(Lead person(s) named here)</b></p> <p>*Create annual schedule of Board orientation, development and recruitment activities ( Board Chair and CEO)</p> <p>*Select and implement annual Board self-assessment process (Board Chair)</p> <p>*Develop an <b>annual agenda</b> of advocacy priorities and related action steps. <b>(Lead person(s) named here)</b></p> <p>*Develop an annual "Resource Acquisition Plan" <b>(Lead person(s) named here)</b></p>
<b>Organizational Partners</b>	<b>Resources Required</b>	<b>Progress Reporting Schedule</b>

## Appendix A (Updated Annually)

**Pinellas County child care licenses and capacity as of May 1, 2013 (UPDATE DATA. Since this changes annually. we may not want to put this in the plan, but add it as an annual attachment that can be updated each year. ) I agree**

### Family Child Care Homes

433 licensed homes with a total capacity of 2,860 children.

### Large Family Child Care Homes

27 licensed homes with a total capacity of 323 children

### Day Nursery Children's Centers

256 licensed facilities with a total capacity of 22,079 children

### School Age Children's Centers

108 licensed facilities with a total capacity of 14,716 children

## **Other Pinellas County child care facilities inspected by PCLB as of May 1, 2013**

### Religious Exempt Children's Centers

4 facilities with a total capacity of 272 children

### Nonpublic Children's Centers

22 Substantially compliant facilities with a total capacity of 921 children

## Appendix B

**(Annual Budget Updates) I don't think the budget should be in the strategic plan**

### **Pinellas County License Board Budget FY 2010 – 2011 (Use Latest Data)**

Juvenile Welfare Board	\$ 564,643
Dept. of Children and Families	\$ 282,122
Pinellas County Health Department	\$ 87,776
PCLB Fees	\$ 113,408
Fingerprint fees	\$ 55,000
<u>Fund Balance</u>	<u>\$ 20,000</u>
Total funding	\$ 1,171,702

## Appendix C

### **List of Board Members and Key Staff** (I'd put the Org chart, table of organization but not actual names)

#### **How to contact the PCLB**

[www.pclb.org](http://www.pclb.org)

Patsy Buker, Ed.S.

Executive Director

Pinellas County License Board

Florida Department of Health in Pinellas County

8751 Ulmerton Road, Suite 2000

Largo, FL 33771

[Patsy\\_Buker@doh.state.fl.us](mailto:Patsy_Buker@doh.state.fl.us)

(727) 507-4857 ext. 7904

#### **IV. INFORMATION ITEMS**

- A. New membership changes anticipated – See ByLaws. Susan Weber is leaving due to term ending.
- B. Nominations Committee: Lourdes Benedict, Ann Hofmeister and Julie Oliver are to be this committee and Dr. Judy Vittucci will chair the committee
- C. Executive Director's Report – To Be Distributed
- D. Statistical Report Regarding Licensing Activities
- E. Compliance Reports
- F. Monthly Financial Report

**V. Public Comment:** Lynn Gibson updated us on error made on website for board meeting day. She also would like us to see if the Inspection Report on Providers can be moved from bottom page of website to top of page. Complaints are that reports are hard to find and also cannot be accessed.

**VI. Next Meeting:** Wednesday, December 10, 2014, 1:30 pm  
Mid County Conference Center  
8751 Ulmerton Road, Largo, FL 33771-3832

#### **VII. Adjournment**

Dr. Vitucci called for adjournment at 8:50 p.m. A motion to adjourn was made by Susan Weber, seconded by Sandra Downes and passed unanimously.

Respectfully Submitted by:

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Susan Weber, Secretary

**III. ACTION ITEMS for December 10, 2014:**

**A. Recommendation: Approve licenses for 1 new Children's Centers Regular Licenses:**

**Recommended action: Approve**

<b>Center Name</b>	<b>Address</b>	<b>Owner</b>	<b>Category</b>	<b>Capacity</b>	<b>Age</b>
Children's Center of Pinellas	1685 South Belcher Rd. Clearwater	JCAR1, LLC	Day Nursery	85 with 10 Infants	1 Year through 6 years and School Age

**B. RECOMMENDATION: Approve licenses for 1 new Family Child Care Homes**

**Recommended Action: Approve**

<b>Provider Name</b>	<b>City</b>	<b>Capacity</b>
Wanda Barbosa	Clearwater	6

**C. RECOMMENDATION: Approve license for 1 new Large Family Child Care Home**

**Recommended Action: Approve**

<b>Provider Name</b>	<b>City</b>	<b>Capacity</b>
Delores Smith	St. Petersburg	12

#### IV. Information Items:

A. New membership changes anticipated – Highlighted in BYLAWS below

### PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES

#### BYLAWS

(Adopted 9/2/98, effective 10/1/98)

(Revised 7/7/99, 12/6/00, 5/5/04, 5/2/07, 11/7/07, 5/7/08, 10/6/10)

#### **Article I - Name \***

The organization is created by Legislative Acts; Chapter 61-2681 amended by Chapters 70-893 and 2007-277, and is known as the Pinellas County License Board for Children's Centers and Family Day Care Homes, hereinafter referred to as the Pinellas County License Board (PCLB), License Board or Board. The terms family day care and family child care are interchangeable.

#### **Article II - Purpose \***

The purpose of the Pinellas County License Board is to protect the health, safety, and mental development of children cared for in children's centers and family child/day care homes in Pinellas County.

#### **Article III - Members**

##### **Board\*:**

The Board shall consist of seven voting members:

- (1) **A member of the board of county commissioners,** said member to be designated by action of the board of county commissioners.
- (2) The director of the district division of family services or a person delegated by him/her.
- (3) A member of the juvenile welfare board or the director of said board, said member to be designated by action of the juvenile welfare board.
- (4) The district school superintendent or his/her designee with an expertise in elementary preschool education.
- (5) **The county health officer or a person delegated by him/her.**

Note: Due to the Interlocal Agreement between Pinellas County License Board and the Pinellas County Health Department (PinCHD) and the due process rights of child care providers, a person delegated by the County Health Officer, who is not an employee of the County Health Officer must serve as the Board member.

- (6) Two (2) members in good standing from Pinellas County preschool associations, selected by majority vote of the elected officers of those organizations.

Note: The upper Pinellas County preschool association and the Pinellas County preschool association on children under six delineated in the Special Act no longer exist under those names.



## **Vacancies**

In the event of a vacancy in a License Board position listed above, the organization to be represented is responsible for naming the delegate.

- \* As stated in Chapter 61-2681, as amended by Chapters 70-893 and 2007-277, amended as necessary pursuant to the Interlocal Agreement between the Pinellas County License Board and the Pinellas County Health Department.

## **Advisory Committee**

The License Board shall appoint a committee to serve in a non-voting advisory capacity. Members shall serve a two (2) year term; there is no limitation on the number of terms a person may serve. Such committee shall consist of:

- (1) Three (3) operators in good standing, representing privately-operated children's centers, school age centers, and faith-based children's centers.
- (2) Two (2) other persons qualified by education and experience in the field of early childhood education.
- (3) Two (2) operators in good standing, one (1) representing family child care homes and one (1) representing large family child care homes.
- (4) One (1) person qualified by experience as a member and chairman of the License Board.

## **Vacancies:**

In the event of a vacancy in Advisory Committee positions above, Board shall vote on the replacement from nominations made by staff as follows:

- For (1), and (3) above, License Board staff shall notify and request nominations from privately-operated children's centers, school age centers, faith-based children's centers, family child care homes, or large family child care homes, as appropriate. In the event nominations are not received in a timely manner from the designated providers, License Board staff shall make a recommendation(s) to Board for the vacant position.
- For (2) and (4) above, staff shall make a recommendation(s) to Board.

## **Ex Officio:**

The County Health Officer or a person designated by him/her shall serve in an *ex officio* capacity to serve in a non-voting advisory capacity. The *ex officio* member of the Board must not address the Board or its members as to any quasi-judicial matters coming before the Board for consideration.

## **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.

**Board Member’s Duties:**

Board members are expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.

Board members are expected to serve on Board committees.

Board members will become familiar with Pinellas County regulations governing children’s centers and family day care homes and the history of the License Board.

Board members will communicate and support the mission, goals, and actions of the License Board and bring information from the community to Board meetings.

Board members will actively participate in improving and enhancing child care in Pinellas County. Board members are required to vote (yea or nay) on each issue presented for a vote at Board meetings. In the event a Board member has a conflict as defined by Florida Statute § 112 , the Board member must publicly declare the conflict as soon as the conflict is determined and refrain from discussion and voting on the issue and complete the required disclosure form.

Board members shall complete the Financial Disclosure form annually.

Board members have responsibility for working cooperatively with the Pinellas County Health Department in the hiring, evaluating, and supervising of the Executive Director.

**Ex Officio Board Member’s Duties:**

The Ex Officio member is expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.

The Ex Officio member will become familiar with Pinellas County regulations governing children’s centers and family day care homes and the history of the License Board.

The Ex Officio member will actively participate in improving and enhancing child care in Pinellas County.

The Ex Officio member will not advise the Board on quasi-judicial matters.

### **Advisory Committee Member's Duties:**

Advisory Committee members are expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.

Advisory Committee members are expected to serve on Board committees.

Advisory Committee members will become familiar with Pinellas County regulations governing children's centers and family day care homes and the history of the License Board.

Advisory Committee members will communicate and support the mission, goals, and actions of the License Board and bring information from the community to Board meetings.

Advisory Committee members will actively participate in improving and enhancing child care in Pinellas County. Advisory Committee members have responsibility for working cooperatively with the Pinellas County Health Department in the hiring, evaluating, and supervising of the Executive Director.

### **Article V - Fiscal Year**

The fiscal year shall be October 1 through September 30.

### **Article VI - Meetings**

#### **Regular Meetings:**

The Board shall hold regular meetings quarterly, at a minimum. Meetings may be called by the Chairman whenever he/she deems it necessary or by a quorum of the Board members as set forth in Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida.

#### **Special and Emergency Meetings:**

Special and Emergency meetings may be called by:

- a) The Chairman
- b) The Secretary in the Chairman's absence
- c) Majority vote of the Board

#### **Government in the Sunshine:**

PCLB is subject to Florida's Government in the Sunshine Act which applies to PCLB Board members, Advisory Committee members, and the Ex Officio member. All members must comply with the Act at all times. All meetings of the Board and Board committees shall be held in accordance with Government in the Sunshine Law.

#### **Minutes:**

Minutes of each meeting shall be accurately taken, provided to Board and Advisory Committee members at or before the next regular meeting, approved by the Board, signed by the Secretary and preserved.

### **Article VII - Quorum**

Board members are required to attend Board meetings in person and a quorum must be physically present to have a meeting. Only in extraordinary circumstances and with a quorum present in person may a Board member participate in discussion and vote by telephone.

General business requires a simple majority of the Board members. To adopt a proposed new local standard a five-sevenths (5/7) vote of Board membership is required. The Board has the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards in Pinellas County. To do so, procedures in Section 5 of Chapter 61-2681, amended by Chapters 70-893 and 2007-277, must be followed.

## **Article VIII - Committees**

New committees may be created by the Board through a motion and majority vote by the Board or by the Chairman as needed.

The Chairman and/or Board shall appoint members of the committee and the chairman of the committee who will call the meeting(s). Board shall charge the committee with their responsibility (ies). A staff person(s) shall be appointed to the committee by the Executive Director and shall call the first meeting in the absence of a committee chairman.

A quorum of the appointed/initial members must be present for a committee meeting(s). A quorum of the committee is a simple majority of the committee's membership. Members may participate in committee meetings under extraordinary circumstances by telephone so long as a quorum is physically present.

## **Article IX- Attorney for the Board**

The Board will be represented by Counsel in accordance with Board policies that may be set and amended from time to time.

## **Article X - Parliamentary Authority**

Roberts Rules of Order Newly Revised shall be the parliamentary authority of the organization. All articles in the bylaws shall be interpreted to be consistent with Roberts Rules of Order Newly Revised.

## **Article XI - Amendments**

Action to amend bylaws requires a five-sevenths (5/7) vote.

The bylaws may be amended at any meeting provided that notice has been given one month in advance.

Exception: Items stated in Chapter 61-2681, amended by Chapters 70-893 and 2007-277, and noted with an asterisk in these bylaws require legislative action to amend.

## **Article XII - Conflict of Interest**

All members of the Board and paid consultants must comply with Florida Statute § 112 and all other applicable laws including, but not limited to those relating to "conflicts of interest" and public boards.

No member of the Board or paid consultants shall have any direct or indirect financial interest in the assets, leases, business transactions or professional services of the PCLB. Any Board member who individually or as part of a business or professional firm is involved in the business transactions or current professional service of the PCLB shall disclose this relationship and shall not participate in any vote taken in respect to such transactions or services.

Members of the Board shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Board in a manner that would be, or give the appearance of being, a conflict of interest.

Members of the Board will, prior to voting on a funding issue which involves any program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement and refrain from discussion and voting as may be required by law.

No member of the Board will vote on any issue that will benefit her/himself, any relative, or friend, or a company or agency for which any Board member is an employee or volunteer.

Staff must comply with the Pinellas County Health Department's policy (ies), including but not limited to Chapter 112 Florida Statutes, ethics and conflict of interest.

### **Article XIII - Staff**

Staff is defined as the people responsible for monitoring and inspecting family child care homes, children's centers, and large family child care homes, and includes the Executive Director and the personnel providing support to those people responsible for monitoring and inspecting.

### **Article XIV - The Executive Director**

The Executive Director shall implement policies of the Board and shall be responsible for the daily operation of the program.

#### **IV. Information Items:**

- B. Nominations Committee – See BYLAWS
- C. Executive Directors Report – To Be Distributed

# IV. Information Item

## D. Statistical Report

### Statistical Report for November 2014

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
<b>Monthly Activity</b>	<b>384</b>	<b>2596</b>	<b>28</b>	<b>335</b>	<b>260</b>	<b>22596</b>	<b>113</b>	<b>17300</b>	<b>4</b>	<b>272</b>	<b>22</b>	<b>1037</b>
<b>1. Temporary Permits</b> 1st Time TP	3	20	0	0	3	253						
<b>2. Capacity Change - current licenses</b> New capacity began	0	0	0	0		52						
<b>3. Closed - # with capacity</b>	-3	-23	0	0	2	-233						
<b>4. Corrections - from previous reports</b> Explain below*												
<b>Total Capacity</b>	<b>384</b>	<b>2593</b>	<b>28</b>	<b>335</b>	<b>400</b>	<b>22668</b>	<b>113</b>	<b>17300</b>	<b>4</b>	<b>272</b>	<b>22</b>	<b>1037</b>

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	
<b>Total Number</b>	<b>414</b>	<b>384</b>	<b>28</b>	<b>400</b>	<b>126</b>	
<b>Total Capacity</b>	<b>2928</b>	<b>2593</b>	<b>335</b>	<b>41277</b>	<b>2976</b>	

<b>1. Licensing</b>						
a. Pre-licensing inspections	3			2		
b. - e. Inspections/ Re-checks	69			84		
f. TA/Consultation	3			5		
g. Unlicensed care investigations	3			0		
h. Children's Records (only)				1		
i. Renewal licenses issued	37			21		
<b>2. Enforcement</b>						
a. Complaints	5			7		
b. Fines administered	1			8		
c. Conferences	0			1		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
<b>3. Training Presented</b>						
a. Number of trainings	0			2		
b. Number of hours	0			5		
<b>4. Training Taken</b>						
a. Number of trainings	1			1		
b. Number of hours	1			1		
<b>5. Health Inspections</b>						
a. Food				81		

## IV. Information Items

### E. Compliance Reports:

<b>Centers Fine Log</b>						
<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amt Paid</b>	<b>Date Paid</b>
Skycrest CDC	3	Personnel-literacy training not completed within 12 months	9/3/2014	\$30.00	\$30.00	9/9/2014
Learning Adventures	2	Attendance-accuracy of attendance not verified at transitions	9/3/2014	\$50.00	\$50.00	9/29/2014
	2	Outdoor equipment not maintained safe	9/3/2014	\$50.00	\$50.00	9/29/2014
Boys & Girls Wood V	2	Personnel - 2 staff without local background checks completed prior to hire	9/3/2014	\$50.00	\$50.00	9/17/2014
	2	Transportation-driver missing physical	9/3/2014	\$50.00	\$50.00	9/29/2014
Riviera Day School	2	Personnel - late 5 year rescreen	9/4/2014	\$50.00	\$50.00	9/4/2014
Discovery LC	1S	Discipline used was associated with food rest or toileting when a child's lunch was withheld	9/8/2014	\$250.00	\$250.00	9/23/2014
Kinder Care 216	2	Supervision-a 1 year old child got out of the classroom when the teacher opened the door	9/10/2014	\$60.00	\$60.00	9/25/2014
Rosie's Playschool III	2	Personnel -Late 5 year rescreen for 1 child care staff	10/3/2014	\$50.00	\$50.00	10/24/2014
Pilgrim Child Development Center	2	Personnel- Late 5 year local screening for 1 staff member	10/6/2014	\$50.00	\$50.00	10/15/2014
Kinder Care 216	3	Chr-expired DH680	10/7/2014	\$240.00	\$240.00	10/22/2014
	3	Chr-incomplete Emergency Medical Release Forms	10/7/2014	\$25.00	\$25.00	10/22/2014
	3	Personnel - Literacy not completed within one year of hire	10/7/2014	\$25.00	\$25.00	10/22/2014
Kinder Care 885	3	Chr-incomplete enrollment forms	10/15/2014	\$480.00	\$480.00	10/30/2014

	3	Chr- 3 expired Immunization records	10/15/2014	\$25.00	\$25.00	10/30/2014
Ascension Day School	3	Chr- expired or missing immunization records	10/15/2014	\$25.00	\$25.00	10/22/2014
Westchester Academy	2	Supervision-a teacher failed to know that a child had left the classroom	10/24/2014	\$50.00	\$50.00	11/5/2014
Happy Workers Learning Center	3	Chr-2 expired or missing Immunization Records	10/28/2014	\$25.00	\$25.00	11/12/2014
Alegria Montessori-Lakewood	1S	Personnel-unscreened individual with children	10/29/2014	\$350.00	\$350.00	11/7/2014
Clearwater Children's Learning Center	3	Personnel - 3 child care staff had expired Acknowledgement Forms	10/28/2014	\$25.00	\$25.00	11/6/2014
Youth Arts Corp-Wildwood	2	Daily Attendance-closing log was not completed for one day	10/31/2014	\$50.00	\$50.00	11/17/2014
LSF Clearwater Center	2	Inoperable corded telephone	11/4/2014	\$50.00	\$50.00	11/13/2014
Saint Petersburg Christian School	2	Personnel- late 5 year rescreen for 1 staff member	10/29/2014	\$50.00	\$50.00	11/12/2014
	2	Personnel-no 2 year employment history check completed	10/29/2014	\$60.00	\$60.00	11/12/2014
Growing Room Enrichment	2	Adult-Child Ratio was not maintained in the 3 year old children's classroom	11/7/2014	\$50.00	\$50.00	11/13/2014
Academy for Love and Learning	3	Chr-expired DH680	11/14/2014	\$80.00	\$80.00	12/1/2014
	2	Daily Attendance-attendance accuracy at transitions not documented	11/14/2014	\$60.00	\$60.00	12/1/2014
LSF, Inc. Fillmore Center	1	Physical discipline used	11/17/2014	\$250.00	LSF, Inc. Fillmore Center	1
Countryside Christian Preschool	3	Personnel-literacy training not completed timely	11/19/2014	\$25.00	\$25.00	11/25/2014
YMCA-Sawgrass	3	Chr-incomplete Emergency Medical Release Forms	11/18/2014	\$25.00		
Young Days CDC	2	Personnel- one staff had the 5 year rescreen completed late	11/18/2014	\$50.00	\$50.00	11/24/2014



**E. Compliance Reports: continued**

ii. Family Child Care Homes and Large Family Child Care Homes Fines Report –  
September 2014 to November 2014

<b>Homes Fine Log</b>						
<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
Martinez, Antonia	3	Physicals: The provider did not have a current Health Exam form for 1 child in care.	09/22/14	\$30	\$30	9/22/2014
Cardell, Denise	1	Unlicensed Care: child care that required a license was being provided, two unrelated infants from two different households were in care.	10/3/2014	\$500	\$50	10/21/2014
Pham, Trinh Mai	1	Working Outside the Home: during a routine inspection, the provider was away from the home working at a bank part-time during the daycare hours.	10/10/2014	\$200	\$200	10/13/2014
Batten, Teena	2	Operable Telephone: The provider did not have an operable, installed, corded telephone.	10/10/2014	\$50	\$50.00	10/25/2014
Cabral, Lenora	2	Physical Plant-Hazardous Product: Licensing specialist observed kitty litter within reach of children.	10/10/2014	\$50	\$50.00	10/24/2014
Cabral, Lenora	3	Immunizations: Immunization record was no longer current for the children listed on the Children's Record Log.	10/10/2014	\$25	\$25.00	10/24/2014

**E. Compliance Reports:** continued

***100 % Compliant Inspections in Child Care Centers***

<b>September</b>	<b>October</b>	<b>November</b>
Sonrise ECC	R'Club Sutherland	YMCA-Plumb
R'Club Lakewood	Divine Creation Preparatory	Oldsmar Chistian
Argonauta	Infinite Potential	Blossom Montessori
ELIM	R'Club Lakeview	YMCA-Pinellas Central
YMCA-Baypoint	R'Club Community Pride Breeden	Gingerbread-Azalea
YMCA-Maximo	ABC Kids	YMCA-Bauder
Gladden Park Rec	LSF, Inc. Friendship	Saint Pauls School
R'Club New Heights	LSF, Inc. Los Caminos	Ponce De Leon B/A
R'Club Paul B. Stephens	St. Cecilia Catholic School	HEP After School Program
Montessori at Sylvan Abbey	Kids Connection	YMCA-Tarpon Fundamental
Little People's Place	Cornerstone Preschool	YMCA-Lake St. George
Mildred Helms B/A	Genesis Academy	The Growing Tree
YMCA-Starkey	Children's Center of Pinellas	New Horizons CDC
Faith Academy	Plato Academy Clearwater	PCC Christian Playgroup
YMCA-Ridgecrest	YMCA-Fuguitt	Pasadena Church Preschool
YMCA-Forest Lakes	Little Lambs	R'Club Gulfport
Precious People LC	R'Club Ridgecrest	Childs Park Recreation
St. Luke ECC	Plato Academy Seminole	Alegria Montessori
YMCA-Highland Lakes	Boys & Girls Club Pinellas Park	Artz 4 Life
Safety Harbor Comm Ctr.	LSF, Inc. Good Samaritan	UMCM at St. Pauls
City of Dunedin-Garrison	Admiral Farragut	R'Club Bardmoor
	Anona Christian Academy	Happy Days 2
	R'Club High Point	R'Club ELA Whitney
	LSF, Inc. High Point	Plato-Largo
	Brighter Beginnings	R'Club Shore Acres
	The Growing Place	R'Club Bay Vista
	Highland Rec Center	R'Club McMullen Booth
	Westminster YMCA	
	YMCA-Woodlawn	
	Lake Vista Rec Center	
	Time to Rhyme	
	Blessed Sacrament	

**E. Compliance Reports:** continued

**100% Compliant Inspections in Family Child Care Homes**

<b>September</b>	<b>October</b>	<b>November</b>
Lynn Gibson	Theresa Feight	Alvern Brown
Beverly Simmons	Susan Livi	Merlita Jones
Lenore Alexander	Kathleen Buckins	Tanya Knighton
Judy Jones	Dorene Baker	Diana Neuner
Gladys Randle	Marha Bowman	Mary Kelley
Jannie Small	Claudine Cox	Christine F. Phillips
Suzanne Felton	Shrieka Hollis	Monica Pittman
Dorothy Harry	Cynthia Sumter	Carolyn Johnson
Shelia Haugabook	Yolanda Johnson	Peggy Robinson
Ann Drakeford	Barbara Lambert	Verda Davis
Barbara Johnson	Yvonne Martin	Judy Drayton
Sadie Syffus	Shellia Jackson-Jones	Christine Hall
Lisa Zephyrin	Stephanie Singletary	Loretta Ellis
Cheyenne Melton	Blondell Woods	Ruth Moore
Pamela Wright	Anne Brooks	Jeneen Pruitt
Catherine Bishop	Christine Sciandra	Coretha Ashley
Vanessa Robertson*	Natalie Vormwald	Diane McNair
Linda Tobin	Kim Libertini	Diana Ward
Kimberly Kinnecom	Faith Hess	Carla Winfield
Andrea Bloomfield	Jackie Morris	Yvonne McTeir
Barbara Underwood	Irene Wilson Giroir	LaQuinda Sherrod
Darlyn Smith	Victoria Talbot	Mimoza Mano
Susan Carvin	Claire Burns	Teresa Koppie
Deb Mimualt	Jill Galhouse	Susan Daniels
Patricia Frisch	Veronica Green	Susan Miller
Michelle Pugh	Darlene Madden	DaeAnn Ryder
Linda Faye-Williams	Kathleen Schmitt	Bonnie Adams
Elysia Parrish	Claudia Willingham	June Moody
Katarrah Washington	Tamsen Baker	Margaret Pearce
Linda Brannon	Victoria Shook	Patsy McConnell
Karen Quackenbush	Susan Belcher	Kristi Harris
Leah Robertson	Christine Klein	Mary Kasper
Maribel Collazo	Cynthia Poust	Julie Tokotch
Wanda Barbosa	Dawn Porcelli	Rosa Levy
Laurie Gallant	Sterphanie Meacham	Loretta Wilcoxon
Deborah Kawa	Carmelita Motta	Karen Eidys
Patreese Reynolds	Sharleen Gamble	Kelly Ogle
Sandy Lewis	Sharmila Lal	Cynthia Rooks
Darlene Mosley	Ginger Boger	Julie Diersing
		Patricia Jones



**V. Information Item**  
**F. Monthly Financial Report**

PINELLAS COUNTY LICENSE BOARD  
 REVENUE & EXPENSE BUDGET REPORT  
 10/01/14 - 09/30/15 (Program Year 2014-2015)

**ALL FUND SUMMARY**

ACCOUNT	ANNUAL BUDGET	Amended BUDGET	NOVEMBER ACTUAL	ALL FUNDS SPENT 11/30/2014	UNSPENT BALANCE	PROJECTED 12/1/14-9/30/15	PROJECTED BALANCE	% SPENT
<b>TOTAL SALARIES</b>	<b>595,841</b>	<b>595,841</b>	<b>45,609.29</b>	<b>83,763.89</b>	<b>512,077.110</b>	<b>496,411.86</b>	<b>15,665.25</b>	<b>14.06%</b>
FICA/MEDICARE	45,582	45,582	3,489.11	6,407.94	39,174.3874	37,975.51	1,198.88	14.06%
RETIREMENT	43,913	43,913	3,361.40	6,126.47	37,787.01	35,818.93	1,968.08	13.95%
HEALTH/LIFE/DIS	221,310	221,310	19,246.23	27,034.50	194,275.95	207,967.77	(13,691.82)	12.22%
<b>TOTAL FRINGE BENEFITS</b>	<b>310,806</b>	<b>310,806</b>	<b>26,096.75</b>	<b>39,568.91</b>	<b>271,237.35</b>	<b>281,762.21</b>	<b>(10,524.86)</b>	<b>12.73%</b>
<b>TOTAL SALARY AND BENEFITS</b>	<b>906,647</b>	<b>906,647</b>	<b>71,706.04</b>	<b>123,332.80</b>	<b>783,314.46</b>	<b>778,174.06</b>	<b>5,140.40</b>	<b>13.60%</b>
TELEPHONE	1,521	1,521	124.67	249.19	1,271.81	0.00	1,271.81	16.38%
CELLULAR PHONES	611	611	0.00	46.46	564.54	0.00	564.54	7.60%
POSTAGE	5,364	5,364	51.94	51.94	5,312.06	0.00	5,312.06	0.97%
PRINTING	3,601	3,601	742.00	742.00	2,859.00	0.00	2,859.00	20.61%
TRAVEL	18,864	18,864	1,487.75	1,487.75	17,376.25	0.00	17,376.25	7.89%
EDUCATIONAL MATERIALS	357	357	0.00	0.00	357.00	0.00	357.00	0.00%
OFFICE SUPPLIES	5,348	5,348	0.00	683.49	4,664.51	0.00	4,664.51	12.78%
INFO. TECHNOLOGY	876	876	0.00	0.00	876.00	0.00	876.00	0.00%
RENT- OFFICE SPACE	0	0	0.00	0.00	0.00	0.00	0.00	0.00%
RENT- STORAGE SPACE	0	0	0.00	0.00	0.00	0.00	0.00	0.00%
RENT- EQUIPMENT (COPIER)	1,799	1,799	171.70	344.84	1,454.16	0.00	1,454.16	19.17%
SUBSCRIPTIONS/DUES	200	200	0.00	175.00	25.00	0.00	25.00	87.50%
EQUIPMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00%
CONTRACTUAL- Audit	19,000	19,000	0.00	0.00	19,000.00	0.00	19,000.00	0.00%
CONTRACTUAL- Legal Fees	22,764	22,764	420.00	420.00	22,344.00	0.00	22,344.00	1.85%
CONTRACTUAL- Advertising	770	770	0.00	0.00	770.00	0.00	770.00	0.00%
CONTRACTUAL-Janitorial	5,790	5,790	0.00	899.95	4,890.05	0.00	4,890.05	15.54%
UTILITIES	10,683	10,683	874.98	876.84	9,806.16	0.00	9,806.16	8.21%
FINGER-PRINT EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	
HR ASSESSMENT FEE	3,182	3,182	0.00	571.88	2,610.12	0.00	2,610.12	17.97%
MISCELLANEOUS	900	900	0.00	0.00	900.00	0.00	900.00	0.00%
<b>TOTAL OPERATING</b>	<b>101,630</b>	<b>101,630</b>	<b>3,873.04</b>	<b>6,549.34</b>	<b>94,180.66</b>	<b>0.00</b>	<b>94,180.66</b>	<b>6.44%</b>

PINELLAS COUNTY LICENSE BOARD  
 REVENUE & EXPENSE BUDGET REPORT  
 10/01/14 - 09/30/15 (Program Year 2014-2015)

**ALL FUND SUMMARY**

ACCOUNT	ANNUAL BUDGET	Amended BUDGET	NOVEMBER ACTUAL	ALL FUNDS SPENT 11/30/2014	UNSPENT BALANCE	PROJECTED 12/1/14-9/30/15	PROJECTED BALANCE	% SPENT
ADMIN. COST- FDOH In-Kind	98,911	98,911	7,822.84	13,455.12	85,455.88	84,895.68	560.21	13.60%
ADMIN. COST- FDOH & JWB	49,415	49,415	3,908.27	6,722.13	42,692.87	42,413.60	279.27	13.60%
<b>TOTAL ADMIN. COST</b>	<b>148,326</b>	<b>148,326</b>	<b>11,731.11</b>	<b>20,177.25</b>	<b>128,148.75</b>	<b>127,309.28</b>	<b>839.48</b>	<b>13.60%</b>
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,156,603</b>	<b>1,156,603</b>	<b>87,310.19</b>	<b>150,059.39</b>	<b>1,005,643.87</b>	<b>905,483.34</b>	<b>100,160.53</b>	<b>12.97%</b>
<b>REVENUE SOURCES:</b>								
JWB	564,643	564,643	0.00	0.00	564,643.00	559,568.93	5,074.07	0.00%
DCF	282,122	282,122	0.00	0.00	282,122.00	282,121.92	0.08	0.00%
FDOH	69,304	69,304	4,570.41	7,504.54	61,799.46	45,851.14	15,948.32	10.83%
FDOH - In-Kind	98,911	98,911	7,822.84	13,455.12	85,455.88	84,895.68	560.21	13.60%
LB FEES & FINES	110,742	110,742	7,132.00	12,821.00	97,921.00	91,942.05	5,978.95	11.58%
LB-FINGER-PRINT-FEES	0	0	0.00	0.00	0.00	0.00	0.00	0.00%
FUND BALANCE	30,881	30,881	1,705.76	2,413.78	28,467.22	20,229.20	8,238.02	7.82%
<b>ALL FUND TOTAL REVENUE</b>	<b>1,156,603</b>	<b>1,156,603</b>	<b>21,231.01</b>	<b>36,194.44</b>	<b>1,120,408.56</b>	<b>1,084,608.91</b>	<b>35,799.65</b>	<b>3.13%</b>

## V. Information Item

### G. Strategic Planning – First Draft by Barbara Morrison-Rodriguez, PhD

#### PINELLAS COUNTY LICENSE BOARD STRATEGIC PLAN FOR 2014-2017

##### **Vision Statement**

*Every child has access to quality child care and education in an environment that is safe and nurtures their maximum development.*

##### **Mission Statement**

*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.*

##### **Organizational Background and Governance Structure**

The Pinellas County License Board (PCLB) was established in the early 1950's through the efforts of local citizens who recognized the need for quality child care as more parents began working outside of the home. There were no official standards for caring for children and no license or permit was required at that time. Out of concern for children and because of efforts by leaders of the Pinellas County Juvenile Welfare Board, the Florida Legislature approved the Pinellas License Board Act in 1951, which created a three member Board that had the power to issue permits for providing child care and to investigate complaints of substandard child care.

Membership on the early Board was comprised of the Superintendent of Schools, the Director of the Pinellas County Health Department, and the Director of the Pinellas County Juvenile Welfare Board. Over the years, the PCLB has grown to having a staff of seventeen professionals, who are employed at the Child Care Licensing Program, which is a program within the Florida Department of Health in Pinellas County. The PCLB continues to promulgate rules and set policy for child care licensing in Pinellas that either equals or exceeds all State requirements.

The Board continues to have specific designation for membership: Pinellas County Commissioner; Pinellas County Schools Administrator; representative from the Florida Department of Children and Families; representative from the Juvenile Welfare Board of Pinellas, a County Health Officer, an ex-officio member of the Florida Department of Health in Pinellas County; and two members in good standing from Pinellas County preschool associations. The Board also has an Advisory Committee consisting of experts in the field of early learning and child care providers.

##### **Regulatory Oversight**

The statutory reference for the PCLB is Chapter 61-2681, amended by Chapters 70-893 and 2007-277. The PCLB has approved various regulations over the years to help ensure that every child in day care in Pinellas is safely cared for and that they have maximum ability to reach their own full potential. The State of Florida's Department of Children and Families has adopted several of the Pinellas County standards and included them in State Regulations

over the years as they represented best practices and ensured child safety and well-being. Pinellas is one of only five counties that regulate child care on a local basis, [in addition to state regulations](#).

### **Laws/Regulations governing child care licensing in Pinellas County:**

Florida Statute 402.26-319 addresses child care in homes and centers.

Florida Administrative Codes Chapter 65C-22 addresses child care in centers.

Florida Administrative Codes Chapter 65C-20 addresses child care in homes.

Special Act for Pinellas County Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida which established and governs the Pinellas County License Board (an independent special district)

Licensing Regulations Governing Pinellas County Children's Centers

Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Child Care Homes

### **Planning Assumptions and Theory of Change**

#### Providers

- Meeting licensing standards results in quality child care and the protection of children's health, safety and physical, mental and social development.
- Monitoring and enforcement ensure high quality child care.
- Enforcement includes intervention services when indicated that improve the level of compliance.
- Training and technical assistance lead to more knowledgeable providers who are able to better implement child care best practices.
- Publicizing training increases providers' awareness of and participation in training opportunities.
- Environmental Health inspections lead to child care being provided in a safe and healthy environment.
- Working collaboratively with providers in an environment of trust and mutual respect enhances the compliance and quality assurance process.

#### Families

- Providing information to families increases their ability to make wise child care choices.
- Using all available avenues of communication to inform families of child care regulations, observable quality indicators, and avenues for addressing quality of care issues and concerns.

#### Community and Organizational Partner Engagement



- Staff involvement in community committees increases awareness of other agencies and services that can be leveraged to enhance quality of child care.

**Mission-Related SWOT Analysis**

STRENGTHS ( Internal)	WEAKNESSES (Internal)
<p><b>This needs development and discussion.</b>  <i>Strong leadership and staff expertise            A culture of listening to provider concerns that promotes mutual trust</i></p>	<p><b>This needs development and discussion.</b>            Budget constraints??            Provider perception of inconsistent regulatory decisions</p>
OPPORTUNITIES (External)	THREATS ( External)
<p>* Rapid advances in technology to enhance communication and increase efficiencies</p> <p>*Changing strategic direction and decision of Florida Legislature and regulatory authorities.</p> <p>*Juvenile Welfare Board (JWB) movement away from child care slot funding to quality initiatives in high risk zip codes may <b>create new markets</b> for some providers</p> <p>*Pinellas County Schools investing in school-based onsite child care alternatives.</p> <p><i>Strategies to increase standardization of regulatory decisions</i></p>	<p>*Impending retirements of management leadership, key staff and/or Board leadership</p> <p>*Changing strategic direction and decisions of Florida Legislature and regulatory authorities.</p> <p>*Juvenile Welfare Board (JWB) movement away from child care slot funding to quality initiatives in high risk zip codes may <b>negatively</b> impact some providers</p> <p>*Pinellas County Schools investing in school-based onsite child care alternatives.</p> <p>*Early child care providers are losing business to public Early Head Start Programs</p>

**Strategic Goals for 2014-2017** Great goals

**Goal 1:** Ensuring high quality child care by monitoring provider compliance with quality standards and related regulations.

**Goal 2:** Promote professional development of child care providers.

**Goal 3:** Support the family's ability to adequately select high quality and affordable child care.

**Goal 4:** Ensure that the Pinellas County Licensing Board has the organizational infrastructure, governance, and resource base to adequately fulfill its mission and mandate

## Measurable Outcomes and Strategic Action Plans for Each Goal

**Goal 1:** Ensuring high quality child care by monitoring provider compliance with quality standards and related regulations.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
1.1 Ensure provider compliance with regulations.	> Each year 100% of provider licenses are renewed on time.	* Conduct annual inspections and quality monitoring according to schedule <b>Lead person(s) named here)</b>
1.2 Ensure health, safety and instructional quality of child care centers and homes.	> Each year annual inspections are completed within 45 days of initiation.	
Organizational Partners	Resources Required	Progress Reporting Schedule
DCF		Quarterly report and/or annual summary

**Goal 2:** Promote professional development of child care providers.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
2.1 Ensure that child care providers' skills are development consistent with best practices.	<p>&gt;Each child care provider annual provides documentation of 10 hours of in-service training.</p> <p>&gt; Annual training enrollment data and training hours completed.</p> <p>&gt; Demonstrate value of <b><u>pre-service provider training</u></b> as measured by exposure vs. comparison group study of post-training compliance, quality inspections, and family feedback.</p>	<p>* Identify or create training opportunities on an annual basis <b>(Lead person(s) named here)</b></p> <p>*Publicize training opportunities among providers ( <b>Lead? ELC??</b>)</p> <p>*Design and implement pre-service training for child care providers by _____.</p> <p>*Engage child care provider representatives as partners in the design and implementation of the pre-service training. <b>(Lead)</b></p>
Organizational Partners	Resources Required	Progress Reporting Schedule
<p>*Early Learning Coalition</p> <p>*Champions for Children (Brian McEwen)</p> <p>*Helios Foundation</p> <p>*DRLN</p> <p>*Bay Area Legal Services</p> <p>*Child Care Provider</p>	<p>*State of the art curricula for early childhood development</p> <p>*Business model training for child care providers</p> <p>*Disaster Preparedness training for child care providers</p> <p>*Legal services and liability</p>	Annual report

Representatives	training for child care providers *Secure needs-based training scholarships for providers	
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**Goal 3:** Support the family's ability to adequately select high quality and affordable child care.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
3.1 Ensure that families have adequate information to select among available child care options.  3.2 Improve strategies to communicate with families on a sustained basis.	Let's discuss how best to demonstrate that families are making the best choices.  # Hits on website?	Who is disseminating the "How to Identify Quality Child Care" brochure?
Organizational Partners	Resources Required	Progress Reporting Schedule
ELC	"How to Identify Quality Child Care" brochure?	

**Goal 4:** Ensure that the Pinellas County Licensing Board has the organizational infrastructure, governance, and resource base to adequately fulfill its mission and mandate.

Strategic Outcome	Measurable Evidence of Success	Required Action Steps and Lead Persons Assigned
4.1 Ensure capable organizational leadership.	> Board approval of Succession Plan by _____.	*Design a succession plan for presentation to the Board by _____. (Lead person(s) named here)
4.2 Ensure staff competence to fulfill job requirements.	>Percentage of staff will completed annual performance plans. (Set a target %)  >Percent of staff that achieve goals established annual performance plans. (Set a target %)	*Implement an annual program of staff development based on outcomes of formal annual performance reviews for all staff. (Lead person(s) named here)
4.3 Promote Board competency through Board development.	>Annual schedule of Board orientation, development and recruitment activities implemented (Note: quarterly meetings limit opportunity for board	*Create annual schedule of Board orientation, development and recruitment activities ( Board Chair and CEO)  *Select and implement annual

<p>4.4 Secure reputation of PCLB as an advocate for children.</p> <p>4.5 Ensure adequate equipment or other resources for the PCLB to function with maximum efficiency.</p>	<p>development activities)</p> <p>&gt; Evidence of improved Board performance as measured by formal annual Board self-assessment survey</p> <p>&gt;Annual report of % and type of advocacy priorities <b><i>achieved</i></b></p> <p>&gt;Annual report on the % and type of resource acquisition targets <b><i>met</i></b></p>	<p>Board self-assessment process (Board Chair)</p> <p>*Develop an <b>annual agenda</b> of advocacy priorities and related action steps. (Lead person(s) named here</p> <p>*Develop an annual "Resource Acquisition Plan" (Lead person(s) named here</p>
<p><b>Organizational Partners</b></p>	<p><b>Resources Required</b></p>	<p><b>Progress Reporting Schedule</b></p>

## **Appendix A (Updated Annually)**

**Pinellas County child care licenses and capacity as of May 1, 2013 (UPDATE DATA. Since this changes annually. we may not want to put this in the plan, but add it as an annual attachment that can be updated each year. ) I agree**

Family Child Care Homes

433 licensed homes with a total capacity of 2,860 children.

Large Family Child Care Homes

27 licensed homes with a total capacity of 323 children

Day Nursery Children’s Centers

256 licensed facilities with a total capacity of 22,079 children

School Age Children’s Centers

108 licensed facilities with a total capacity of 14,716 children

**Other Pinellas County child care facilities inspected by PCLB as of May 1, 2013**

Religious Exempt Children's Centers  
4 facilities with a total capacity of 272 children

Nonpublic Children's Centers  
22 Substantially compliant facilities with a total capacity of 921 children

**Appendix B**  
**(Annual Budget Updates) I don't think the budget should be in the strategic plan**

**Pinellas County License Board Budget FY 2010 – 2011 (Use Latest Data)**

Juvenile Welfare Board	\$ 564,643
Dept. of Children and Families	\$ 282,122
Pinellas County Health Department	\$ 87,776
PCLB Fees	\$ 113,408
Fingerprint fees	\$ 55,000
<u>Fund Balance</u>	<u>\$ 20,000</u>
Total funding	\$ 1,171,702

**Appendix C**

**List of Board Members and Key Staff (I'd put the Org chart, table of organization but not actual names)**

**How to contact the PCLB**

[www.pclb.org](http://www.pclb.org)

Patsy Buker, Ed.S.

Executive Director

Pinellas County License Board

Florida Department of Health in Pinellas County

8751 Ulmerton Road, Suite 2000

Largo, FL 33771

[Patsy\\_Buker@flhealth.gov](mailto:Patsy_Buker@flhealth.gov)

(727) 507-4857 ext. 7904



- 2007-2009 **Evaluation Consultant and Reviewer**, SAMHSA, Science to Service Initiative, Center for Substance Abuse Prevention, Centers for the Application of Prevention Technologies
- 2003-2006 **Regional Evaluation Consultant** to CAP/HCAP funded grantees for Health Services and Resources Administration (HRSA/PHS)
- 2002-2005 **Project Evaluator**, Healthy Community Access Projects (HCAPs)-Health Care Financing JaxCare, Jacksonville, FL and Pharmacy Care of Hampton Roads, VA,
- 1999-2001 **Associate Dean**  
Louis de la Parte Florida Mental Health Institute (Research, Evaluation, Policy)  
University of South Florida, Tampa, Florida
- 1995-1999 **Research Professor and Co-Director**  
Division for Families of Africa/ African Diaspora  
Institute for Families in Society, University of South Carolina, Columbia, SC
- 1994-1998 **I. DeQuincey Newman Endowed Professor** of Social Work  
College of Social Work, University of South Carolina, Columbia, SC  
(Research Methods I, II, Statistics, Policy Analysis, Doctoral Dissertation Advisement)
- 1992-1994 **Adjunct Associate Professor**  
School of Social Welfare ( Social Welfare Policy)  
State University of New York at Albany, Albany, New York
- 1980-1984 **Research Co-Director** for Social Work Dept. (with Dr. Helen Rehr)  
Mt. Sinai Medical Center, New York, NY
- 1982-1984 **Adjunct Assistant Professor**  
Department of Community Medicine (Social Work), Mt. Sinai School of Medicine, New York,  
(Epidemiology and Biostatistics, Research Project Mentor)
- 1976-1980 **Assistant Professor**  
School of Social Work  
Hunter College, City University of New York, New York, NY  
(Research Methods, Statistics, Family in the Urban Environment)

## **GOVERNMENT SERVICE**

- 1984-1986 **Division Director for Long Term care**  
New York State Office for the Aging, Albany, New York
- 1986-1994 **Associate Commissioner for Long Term Care and Psycho-geriatrics**  
New York State Office of Mental Health, Albany, New York

*Full vitae, publications, professional activities and references available upon request.*

## V. Information Item

### I. BYLAWS

#### PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES

##### BYLAWS

(Adopted 9/2/98, effective 10/1/98)

(Revised 7/7/99, 12/6/00, 5/5/04, 5/2/07, 11/7/07, 5/7/08, 10/6/10)

#### **Article I - Name \***

The organization is created by Legislative Acts; Chapter 61-2681 amended by Chapters 70-893 and 2007-277, and is known as the Pinellas County License Board for Children's Centers and Family Day Care Homes, hereinafter referred to as the Pinellas County License Board (PCLB), License Board or Board. The terms family day care and family child care are interchangeable.

#### **Article II - Purpose \***

The purpose of the Pinellas County License Board is to protect the health, safety, and mental development of children cared for in children's centers and family child/day care homes in Pinellas County.

#### **Article III - Members**

##### **Board\*:**

The Board shall consist of seven voting members:

- (1) **A member of the board of county commissioners,** said member to be designated by action of the board of county commissioners.
- (2) The director of the district division of family services or a person delegated by him/her.
- (3) A member of the juvenile welfare board or the director of said board, said member to be designated by action of the juvenile welfare board.
- (4) The district school superintendent or his/her designee with an expertise in elementary preschool education.
- (5) **The county health officer or a person delegated by him/her.**

Note: Due to the Interlocal Agreement between Pinellas County License Board and the Pinellas County Health Department (PinCHD) and the due process rights of child care providers, a person delegated by the County Health Officer, who is not an employee of the County Health Officer must serve as the Board member.

- (6) Two (2) members in good standing from Pinellas County preschool associations, selected by majority vote of the elected officers of those organizations.

Note: The upper Pinellas County preschool association and the Pinellas County preschool association on children under six delineated in the Special Act no longer exist under those names.



## Vacancies

In the event of a vacancy in a License Board position listed above, the organization to be represented is responsible for naming the delegate.

- \* As stated in Chapter 61-2681, as amended by Chapters 70-893 and 2007-277, amended as necessary pursuant to the Interlocal Agreement between the Pinellas County License Board and the Pinellas County Health Department.

## Advisory Committee

The License Board shall appoint a committee to serve in a non-voting advisory capacity. Members shall serve a two (2) year term; there is no limitation on the number of terms a person may serve. Such committee shall consist of:

- (1) Three (3) operators in good standing, representing privately-operated children's centers, school age centers, and faith-based children's centers.
- (2) Two (2) other persons qualified by education and experience in the field of early childhood education.
- (3) Two (2) operators in good standing, one (1) representing family child care homes and one (1) representing large family child care homes.
- (4) One (1) person qualified by experience as a member and chairman of the License Board.

## Vacancies:

In the event of a vacancy in Advisory Committee positions above, Board shall vote on the replacement from nominations made by staff as follows:

- For (1), and (3) above, License Board staff shall notify and request nominations from privately-operated children's centers, school age centers, faith-based children's centers, family child care homes, or large family child care homes, as appropriate. In the event nominations are not received in a timely manner from the designated providers, License Board staff shall make a recommendation(s) to Board for the vacant position.
- For (2) and (4) above, staff shall make a recommendation(s) to Board.

## Ex Officio:

The County Health Officer or a person designated by him/her shall serve in an *ex officio* capacity to serve in a non-voting advisory capacity. The *ex officio* member of the Board must not address the Board or its members as to any quasi-judicial matters coming before the Board for consideration.

## 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.

**Board Member’s Duties:**

Board members are expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.

Board members are expected to serve on Board committees.

Board members will become familiar with Pinellas County regulations governing children’s centers and family day care homes and the history of the License Board.

Board members will communicate and support the mission, goals, and actions of the License Board and bring information from the community to Board meetings.

Board members will actively participate in improving and enhancing child care in Pinellas County. Board members are required to vote (yea or nay) on each issue presented for a vote at Board meetings. In the event a Board member has a conflict as defined by Florida Statute § 112 , the Board member must publicly declare the conflict as soon as the conflict is determined and refrain from discussion and voting on the issue and complete the required disclosure form.

Board members shall complete the Financial Disclosure form annually.

Board members have responsibility for working cooperatively with the Pinellas County Health Department in the hiring, evaluating, and supervising of the Executive Director.

**Ex Officio Board Member’s Duties:**

The Ex Officio member is expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.

The Ex Officio member will become familiar with Pinellas County regulations governing children's centers and family day care homes and the history of the License Board.

The Ex Officio member will actively participate in improving and enhancing child care in Pinellas County.

The Ex Officio member will not advise the Board on quasi-judicial matters.

### **Advisory Committee Member's Duties:**

Advisory Committee members are expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.

Advisory Committee members are expected to serve on Board committees.

Advisory Committee members will become familiar with Pinellas County regulations governing children's centers and family day care homes and the history of the License Board.

Advisory Committee members will communicate and support the mission, goals, and actions of the License Board and bring information from the community to Board meetings.

Advisory Committee members will actively participate in improving and enhancing child care in Pinellas County. Advisory Committee members have responsibility for working cooperatively with the Pinellas County Health Department in the hiring, evaluating, and supervising of the Executive Director.

## **Article V - Fiscal Year**

The fiscal year shall be October 1 through September 30.

## **Article VI - Meetings**

### **Regular Meetings:**

The Board shall hold regular meetings quarterly, at a minimum. Meetings may be called by the Chairman whenever he/she deems it necessary or by a quorum of the Board members as set forth in Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida.

### **Special and Emergency Meetings:**

Special and Emergency meetings may be called by:

- a) The Chairman
- b) The Secretary in the Chairman's absence
- c) Majority vote of the Board

### **Government in the Sunshine:**

PCLB is subject to Florida's Government in the Sunshine Act which applies to PCLB Board members, Advisory Committee members, and the Ex Officio member. All members must comply with the Act at all times. All meetings of the Board and Board committees shall be held in accordance with Government in the Sunshine Law.

### **Minutes:**

Minutes of each meeting shall be accurately taken, provided to Board and Advisory Committee members at or before the next regular meeting, approved by the Board, signed by the Secretary and preserved.

## **Article VII - Quorum**

Board members are required to attend Board meetings in person and a quorum must be physically present to have a meeting. Only in extraordinary circumstances and with a quorum present in person may a Board member participate in discussion and vote by telephone.

General business requires a simple majority of the Board members. To adopt a proposed new local standard a five-sevenths (5/7) vote of Board membership is required. The Board has the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards in Pinellas County. To do so, procedures in Section 5 of Chapter 61-2681, amended by Chapters 70-893 and 2007-277, must be followed.

## **Article VIII - Committees**

New committees may be created by the Board through a motion and majority vote by the Board or by the Chairman as needed.

The Chairman and/or Board shall appoint members of the committee and the chairman of the committee who will call the meeting(s). Board shall charge the committee with their responsibility (ies). A staff person(s) shall be appointed to the committee by the Executive Director and shall call the first meeting in the absence of a committee chairman.

A quorum of the appointed/initial members must be present for a committee meeting(s). A quorum of the committee is a simple majority of the committee's membership. Members may participate in committee meetings under extraordinary circumstances by telephone so long as a quorum is physically present.

## **Article IX- Attorney for the Board**

The Board will be represented by Counsel in accordance with Board policies that may be set and amended from time to time.

## **Article X - Parliamentary Authority**

Roberts Rules of Order Newly Revised shall be the parliamentary authority of the organization. All articles in the bylaws shall be interpreted to be consistent with Roberts Rules of Order Newly Revised.

## **Article XI - Amendments**

Action to amend bylaws requires a five-sevenths (5/7) vote.

The bylaws may be amended at any meeting provided that notice has been given one month in advance.

Exception: Items stated in Chapter 61-2681, amended by Chapters 70-893 and 2007-277, and noted with an asterisk in these bylaws require legislative action to amend.

## **Article XII - Conflict of Interest**

All members of the Board and paid consultants must comply with Florida Statute § 112 and all other applicable laws including, but not limited to those relating to “conflicts of interest” and public boards.

No member of the Board or paid consultants shall have any direct or indirect financial interest in the assets, leases, business transactions or professional services of the PCLB. Any Board member who individually or as part of a business or professional firm is involved in the business transactions or current professional service of the PCLB shall disclose this relationship and shall not participate in any vote taken in respect to such transactions or services.

Members of the Board shall avoid entering into contracts or agreements involving, directly or indirectly, members of the Board in a manner that would be, or give the appearance of being, a conflict of interest.

Members of the Board will, prior to voting on a funding issue which involves any program or agency in which they participate as an employee or member of the governing authority, disclose their interest in said program or agency and file a disclosure statement and refrain from discussion and voting as may be required by law.

No member of the Board will vote on any issue that will benefit her/himself, any relative, or friend, or a company or agency for which any Board member is an employee or volunteer.

Staff must comply with the Pinellas County Health Department’s policy (ies), including but not limited to Chapter 112 Florida Statutes, ethics and conflict of interest.

## **Article XIII - Staff**

Staff is defined as the people responsible for monitoring and inspecting family child care homes, children’s centers, and large family child care homes, and includes the Executive Director and the personnel providing support to those people responsible for monitoring and inspecting.

## **Article XIV - The Executive Director**

The Executive Director shall implement policies of the Board and shall be responsible for the daily operation of the program.

**V. Public Comment:**

**VI. Next Meeting:** Wednesday, February 18th, 2015, 6:30 PM  
Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

**VII. Adjournment**