

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

**REGULAR MEETING
March 19, 2014 at 6:30 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)
- C. Presentation regarding Board Member scope of authority and Sunshine Law review by Colleen Flynn

II. Consent Agenda

- A. Approval of Minutes from January 28, 2014

III. Action Items

- A. Add Francine Williams for Family Child Care Home Representative to the Board
- B. Add Amanda Neuner, Family Child Care Operator, to the Advisory Committee
- C. Approve licenses for new Children's Centers
- D. Approve licenses for new Family Child Care Homes
- E. Approve Strategic Plan
- F. Approve update to regulations for homes, removing duplicate item

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:** Wednesday, June 11, 2014 at 1:30 pm
Mid County, Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL 33771

VII. Adjournment

Item II. A.

Approval of Minutes from January 28, 2014

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Unapproved Minutes for the Regular Board Meeting
January 28, 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 Tuesday, January 28, 2014 at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

Board Members Present: Dr. Judith Vitucci, Chair, Susan Weber, Secretary, Lourdes Benedict and Sandra Downes

Board Members Absent: Commissioner Norm Roche, Angela Rouson

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

Advisory Members Absent: DaVee Henderlong and Elizabeth Krakowski

Ex Officio Present: Charles Minor

Attorney Present: 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, Chair, called the Pinellas County License Board meeting to order at 2:35 p.m.

A. Welcome and Announcements

B. Approval of the Agenda

Motion:

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

II. CONSENT AGENDA

A. Approval of Minutes from October 24, 2013, meeting

Motion:

Lourdes Benedict made a motion to approve the October 24, 2013 minutes, Susan Weber seconded the motion and it passed unanimously.

III. ACTION ITEMS

A. Presentation of the Audit presented by Dana Powell of LRMC

Dana Powell of Law, Redd, Crona & Monroe, PA, presented the Audit Report.

Motion:

Dr. Vitucci asked for a resolution to accept the audit report, Susan Weber made a motion to approve and Lourdes Benedict seconded the motion and it passed unanimously.

B. Approve licenses for six new Children's Centers

Mrs. Massarsky gave a brief overview of the six children's centers listed in the Board Packet. She stated that two of the centers were licensed due to the requirement for participation in OST, and that while they had experienced some difficulty in the beginning, through technical assistance and mentorship, they have both made great progress. Mrs. Massarsky further explained that one of the two centers, United Methodist Cooperative Ministries at St Paul's Lutheran Church is the first of the three JWB Quality Initiative Centers to receive full licensure. They had a few minor violations, but the last inspection was at 100% compliance.

Motion:

Lourdes Benedict made a motion to approve the six new Children's Centers, Susan Weber seconded the motion and it passed unanimously.

C. Approve licenses for eight new Family Child Care Homes

Mrs. Oliver gave a brief overview of the eight Family Child Care Homes listed in the Board Packet. Only one out of the eight required an extra inspection; provider struggled a bit just from being new. CCLP Specialists worked closely with that provider and are very pleased and report that every inspection is getting better and better.

Motion:

Sandra Downes made a motion to approve the eight new Family Child Care Homes, Lourdes Benedict seconded the motion and it passed unanimously.

Dr. Vitucci requested a motion to adjourn the Board Meeting as the official business had been completed, and several members needed to leave, and she suggested we continue with the Public Meeting at 2:50 p.m. Lourdes Benedict made a motion for adjournment and continuance of Public Meeting, Sandra Downes seconded the motion and it passed unanimously.

IV. INFORMATION ITEMS

- A. Ms. Buker reviewed the Executive Director Report
- B. Ms. Buker gave a brief overview of the Statistical Report included in the packet.
- C. Compliance Reports

Mrs. Massarsky reviewed the Children's Centers Fines Report, and open discussion ensued with Board and Advisory Committee members and CCLP staff regarding background screening violations. Mrs. Massarsky explained that the fine is for being out of compliance at the time of inspection; the center that was discussed made the correction and cleared the background check after the fact. Mrs. Massarsky further explained CCLP is pleased with the results of the technical assistance that has been given to centers, especially regarding paperwork, and violations and fines appear to be on a decline.

Lynn Bittner asked a question regarding protocol if wrong children are taken from center. Attorney Colleen Flynn, Mrs. Massarsky and Mrs. Buker answered that only people who are authorized to remove a child may do so. These people are listed on the Child Enrollment Form. The exception is if a Case Manager or law enforcement comes, and even then the center staff should ask them to show identification and paperwork indicating that they have the ability to remove the child. There is a sample form that is available on our website that can be completed by the person removing the child. However, all paperwork should be checked to ensure that the child being asked for is the child that is given to the person. We had not heard of a case of the wrong child being removed prior to today.

Mrs. Oliver reviewed the Family Child Care Homes Fines Report. Mrs. Oliver discussed the fact that child care home fines are decreasing due to technical assistance being offered on record keeping. Ann Hofmeister asked if we ever say children have to go elsewhere if we require the provider to close. Mrs. Oliver answered that we occasionally ask the provider to dismiss some children if they are over licensed capacity. She further discussed corrective action and monthly monitoring times involved. Lynn Bittner asked a question of how much time allowed for payments of fines. Mrs. Oliver answered payment plans of up to 6 months are allowed with some type of payment within the 15 days of the fine given.

Mrs. Massarsky gave an introduction to the 100% Compliant Inspections in Children's Centers. Dr. Vitucci commented that she noted that there are a significant number of R'Club locations on the list.

Mrs. Oliver gave the overview for the 100% Compliant Inspections in Family Child Care Homes. Dr. Vitucci and Mrs. Buker commented it's nice to see so many. Mrs. Buker

stated Francine Williams oftentimes works as a mentor and how useful that is for new providers.

Mrs. Buker gave the overview of the All Fund Summary included in the packet.

V. Public Comment: There was no Public Comment.

VI. Next Meeting: March 19, 2014 at 6:30 p.m. at the Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Dr. Vitucci called for adjournment at 3:10 p.m.

Respectfully Submitted by:

Susan Weber, Secretary

Item III. A.

RECOMMENDATION: Approve new member, Francine Williams for Board

Recommendation: Approve

Francine Williams (Board)

Ms. Williams has been a licensed family child care provider since 2002. She recently became a large family day care provider in August of 2013. Ms. Williams is in good standing with the license board. Ms. Williams is the president of FLEXX Production Southside Child Care Association and is a mentor to many in the child care provider community.

Item III. B.

RECOMMENDATION: Approve new member, Amanda Neuner for Advisory Committee

Recommendation Action: Approve

Amanda Neuner (Advisory Committee)

Ms. Neuner has been a licensed family day care provider since 2005. She began her career in child care by working at the YWCA Family Village and then a Child's Choice. Ms. Neuner comes from a long line of family day care providers; her mother and her aunt were licensed providers and her mother-in-law is currently a licensed provider. When she became pregnant with her first child she decided to open a family day care home so that she could be home with her children. Ms. Neuner came highly recommended by several of our licensing specialists, as her compliance history is excellent.

Item III. C.

RECOMMENDATION: Approve licenses for 5 new Children's Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Kid-A-Rama Academy	2480 Belleair Road Clearwater	Kid-A-Rama Academy, LLC	Day Nursery	52 with 10 infants	1 year through 6 years and School age
Ross Norton Recreation Complex	1426 S. MLK Jr. Ave. Clearwater	City of Clearwater	School Age Center	90	School Age
Seasons of Care, Inc. Early Learning	1800 49th Street South St. Petersburg	Seasons of Care, Inc.	Day Nursery	20	2 years through 6 years and School age
The Learning Experience	3933 Tampa Road Oldsmar	TLE at Oldsmar LLC	Day Nursery	133 with 32 infants	2 months through 6 years
UMCM Early Learning Center at McCabe UMC	2800 26th Ave. South St. Petersburg	United Methodist Cooperative Ministries/Suncoast Inc.	Day Nursery	67 with 22 infants	2 months through 6 years

Item III. D.

RECOMMENDATION: Approve licenses for 7 new Family Child Care Homes

Recommended Action: Approve

Provider Name	City	Capacity
Donna Johnson	St. Petersburg	6
Diana Duke	Clearwater	6
Rhonda Jordan	St. Petersburg	3
Vicki Lawrie	St. Petersburg	5
Ronda Shults	Dunedin	8
Ariana Poloska	Largo	7
Sabrina Cromartie	St. Petersburg	8

Item III. D. continued

RECOMMENDATION: Approve licenses for 1 new Large Family Child Care Home

Recommended Action: Approve

Provider Name	City	Capacity
Tracey Wardell	Seminole	12

Item III. E.

RECOMMENDATION: Approve Update to Strategic Plan

Recommended Action: Approve

CURRENT STRATEGIC PLAN

VISION

Every child has access to quality child care and education in an environment that values diversity.

MISSION

The purpose of Chapter 61-2681, the Pinellas County child care licensing law, is to protect the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County.

AIMS

Maintaining Standards
High Quality Care
High Performing Workforce
Integrated Management System
Collaboration

VALUES

Commitment
Quality
Integrity

PROGRAM THEORY

The Pinellas County License Board was created to protect the health, safety and mental development of children cared for in children's centers and family day care homes. Licensing is prevention. It establishes what must be done, minimally, to protect children cared for away from their own homes. Further, through regular monitoring, problems can be addressed and their recurrence prevented. If, however, problems of compliance with minimum standards continue, an enforcement procedure including conferences, technical assistance, the imposition of fines, issuance of a probationary-provisional license and, as a last resort, the initiation of denial of application or license is utilized.

Through these steps and through the expertise in early childhood education of the License Board staff, problems related to the care of children outside their own home are prevented or corrected.

License Board staff provide file reviews for parents seeking child care. These reviews include recent inspections with an overview of compliance history and an explanation of risk, if any. This knowledge enables parents to make informed choices and to be able to identify quality care.

Program Goals (Long Term)

Regulation:

Each child care arrangement will be regulated as required by law.

Compliance:

Each licensed home and center will operate within an acceptable compliance level, to protect the health, safety, and mental development of children in care.

Each facility will receive intervention when the level of compliance is unacceptable.

Training:

Each child care provider will be informed of and provided professional development opportunities.

Assurance:

Appropriate information to assist parents in making an informed child care choice will be provided.

Program Services

- Training
- Training opportunities contributed to county publications
- File reviews
- Technical assistance/consultation
- Compliance assurance through enforcement
- Fingerprinting/notarization
- Committee involvement/participation
- Environmental Health inspections

Assumptions

(Implicit or explicit) about how the program services will lead to outcomes:

- Training leads to more knowledgeable providers who will implement best practices increasing the quality of care.
- Publicizing training heightens providers' awareness of available opportunities to increase competency levels.
- File reviews heighten parental awareness resulting in a more informed child care choice.
- Technical assistance/consultation results in improved understanding of requirements leading

to higher quality care.

- Enforcement includes intervention services that improve the level of compliance or move the facility to closure.
- On-site Fingerprinting/notarization reduces cost and increases convenience for applicants and providers.
- Staff involvement in community committees increases awareness of other agencies and services enhancing collaboration efforts to promote quality care.
- Environmental Health inspections leads to child care being provided in a safe and healthy environment.

Theory of Change

Meeting licensing standards results in the protection of children's health, safety, and mental development.

Strategies

(Originally Approved 1/01)

UNDERSTANDING STRATEGIC PLANNING

Introduction -- What is Strategic Planning?

There Are Various Different Views and Models -- and the Process You Use Depends

Simply put, strategic planning determines where an organization is going over the next year or more, how it's going to get there and how it'll know if it got there or not. The focus of a strategic plan is usually on the entire organization, while the focus of a business plan is usually on a particular product, service or program.

There are a variety of perspectives, models and approaches used in strategic planning. The way that a strategic plan is developed depends on the nature of the organization's leadership, culture of the organization, complexity of the organization's environment, size of the organization, expertise of planners, etc. For example, there are a variety of strategic planning models, including goals-based, issues-based, organic, scenario (some would assert that scenario planning is more of a technique than model), etc.

- 1) Goals-based planning is probably the most common and starts with focus on the organization's mission (and vision and/or values), goals to work toward the mission, strategies to achieve the goals, and action planning (who will do what and by when).
- 2) Issues-based strategic planning often starts by examining issues facing the organization, strategies to address those issues and action plans.
- 3) Organic strategic planning might start by articulating the organization's vision and values, and then action plans to achieve the vision while adhering to those values. Some planners prefer a particular approach to planning, eg, appreciative inquiry.

Some plans are scoped to one year, many to three years, and some to five to ten years into the future. Some plans include only top-level information and no action plans. Some plans are five to eight pages long, while others can be considerably longer.

Quite often, an organization's strategic planners already know much of what will go into a strategic plan (this is true for business planning, too). However, development of the strategic plan greatly helps to clarify the organization's plans and ensure that key leaders are all "on the same script". Far more important than the strategic plan document, is the strategic planning process itself.

Also, in addition to the size of the organization, differences in how organizations carry out the planning activities are more of a matter of the nature of the participants in the organization -- than its for-profit/nonprofit status. For example, detail-oriented people may prefer a linear, top-down, general-to-specific approach to planning. On the other hand, rather artistic and highly reflective people may favor of a highly divergent and "organic" approach to planning.

. **Setting Strategic Direction**

Planners carefully come to conclusions about what the organization must do as a result of the major issues and opportunities facing the organization. These conclusions include what overall accomplishments (or **strategic goals**) the organization should achieve, and the overall methods (or **strategies**) to achieve the accomplishments. Goals should be designed and worded as much as possible to be specific, measurable, acceptable to those working to achieve the goals, realistic, timely, extending the capabilities of those working to achieve the goals, and rewarding to them, as well. (An acronym for these criteria is "SMARTER".)

At some point in the strategic planning process (sometimes in the activity of setting the strategic direction), planners usually identify or update what might be called the strategic "philosophy". This includes identifying or updating the organization's mission, vision and/or values statements. **Mission statements** are brief written descriptions of the purpose of the organization. Mission statements vary in nature from very brief to quite comprehensive, and including having a specific purpose statement that is part of the overall mission statement. Many people consider the values statement and vision statement to be part of the mission statement. New businesses (for-profit or nonprofit) often work with a state agency to formally register their new business, for example, as a corporation, association, etc. This registration usually includes declaring a mission statement in their charter (or constitution, articles of incorporation, etc.).

It seems that vision and values statements are increasingly used. **Vision statements** are usually a compelling description of how the organization will or should operate at some point in the future and of how customers or clients are benefiting from the organization's products and services. **Values statements** list the overall priorities in how the organization will operate. Some people focus the values statement on moral values. Moral values are values that suggest overall priorities in how people ought to act in the world, for example,

integrity, honesty, respect, etc. Other people include operational values which suggest overall priorities for the organization, for example, to expand market share, increase efficiency, etc. (Some people would claim that these operational values are really strategic goals. Don't get hung up on wording for now.)

3. Action Planning

Action planning is carefully laying out how the strategic goals will be accomplished. Action planning often includes specifying **objectives**, or specific results, with each strategic goal. Therefore, reaching a strategic goal typically involves accomplishing a set of objectives along the way -- in that sense, an objective is still a goal, but on a smaller scale.

Often, each objective is associated with a **tactic**, which is one of the methods needed to reach an objective. Therefore, implementing a strategy typically involves implementing a set of tactics along the way -- in that sense, a tactic is still a strategy, but on a smaller scale.

Action planning also includes specifying **responsibilities** and **timelines** with each objective, or who needs to do what and by when. It should also include methods to **monitor** and **evaluate** the plan, which includes knowing how the organization will know who has done what and by when.

It's common to develop an **annual plan** (sometimes called the **operational plan** or **management plan**), which includes the strategic goals, strategies, objectives, responsibilities and timelines that should be done in the coming year. Often, organizations will develop plans for each major function, division department, etc., and call these **work plans**.

Usually, **budgets** are included in the strategic and annual plan, and with work plans. Budgets specify the money needed for the resources that are necessary to implement the annual plan. Budgets also depict how the money will be spent, for example, for human resources, equipment, materials, etc.

Item III. F.

RECOMMENDATION: Decrease to Regulations for Large Family Child Care Homes

Procedural notes:

In order to decrease any standard in Pinellas County the procedure outlined in Section 5, Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida (printed below) must be followed.

Section 5. Rules and regulations

The license board shall have the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards prescribed in this act. In the event the license board determines it reasonable to decrease the requirements of any particular standard, it may do so by the action of the board only. In the event the license board determines that there is a reasonable necessity to supplement or increase any standard, it may do so according to the following procedure:

We recently reviewed some of our regulations regarding Large Family Child Care Homes and we found an error that we didn't catch when we conducted our recent revisions. In essence, we found that some requirements for the Large Family Child Care Home Operator also appeared in the requirements for the employee in the home. These requirements do not appear in State Statutes and they are not something that we added locally for the employee. Staff recommends the following change (decrease) in regulation to remove language that refers to the requirement for an employee in a Large Family Child Care Home to hold an active staff credential:

I.B.5. b. Personnel, Training

Large Family Child Care Home Employees. Employees in a large family child care home shall be at least 18 years of age and must satisfy the following training requirements:

a. Within 90 days of employment in a large family child care home, begin the Department of Children and Family Services' 30 clock-hour Family Child Care Home training. The training shall be successfully completed within 12 months from the date on which the training began, as evidenced by the successful completion of a competency examination offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better, and may not exceed 15 months from the date of employment in the large family child care home.

Documentation of course completion may either be a single Family Child Care Home (30Hr) certificate or certificates for the five (5) individual training courses which total 30-clock-hours of training: Family Child Care Home Rules and Regulations; Health, Safety and Nutrition; Identifying and Reporting Child Abuse and Neglect; Child Growth and Development; and Behavioral Observation and Screening.

b. Training completed successfully will be documented on the training transcript.
~~Maintain active staff credential, documented on the individual's training transcript.~~
~~Inactive credentials may not be used to operate a large family child care home.~~

Rationale: Employees of large family child care homes are not required to hold an active staff credential. This requirement refers to the operator. Appropriate language appears in Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Family Child Care Homes to this effect. The above language is incorrect.

Implementation Date: Immediate

Board Action: To approve staff recommendation

IV. INFORMATIONAL ITEMS

Item IV. A. Executive Director's Report: **TO BE DISTRIBUTED**

Item IV. B. Statistical report regarding licensing activities: **NEXT PAGE**

Statistical Report for February 2014

IV. B.

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	406	2712	29	347	260	22337	111	16436	4	272	22	989
1. Temporary Permits												
1st Time TP	3	23										
2. Capacity Change - current licenses												
New capacity began	2	3				9						
3. Closed - # with capacity												
-6	-6	-42										
4. Corrections - from previous reports												
Explain below*												
Total Capacity	403	2696	29	347	260	22346	111	16436	4	272	22	989

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	432	403	29	397	122
Total Capacity	3043	2696	347	40043	3028

1. Licensing					
a. Pre-licensing inspections	4			5	
b. - e. Inspections/ Re-checks	80			101	
f. TA/Consultation	3			21	
g. Unlicensed care investigations	3			0	
h. Children's Records (only)				3	
i. Renewal licenses issued	36			42	
2. Enforcement					
a. Complaints	2			13	
b. Fines administered	0			11	
c. Conferences	0			0	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings				0	
3. Training Presented					
a. Number of trainings	0			1	
b. Number of hours	0			4	
4. Training Taken					
a. Number of trainings	3			1	
b. Number of hours	9			1	
5. Health Inspections					
a. Food				58	

Item IV. C. Compliance Reports

Children's Centers Fines Report:

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Palm Harbor Montessori Nebraska	2	Daily Attendance-inaccurately recorded in one classroom	1/9/2014	\$60.00	\$60.00	1/9/2014
Seminole United Methodist Church	2	Personnel -late 5 year rescreen for 1 child care staff	1/13/2014	\$50.00	\$50.00	1/23/2014
Boys & Girls Club Royal	2	Daily Attendance-inaccurately recorded in one classroom	1/14/2014	\$50.00	\$50.00	2/7/2014
Old Landmark Christian Academy	2	Outdoor Equipment-a tricycle was missing a handle	1/21/2014	\$75.00	\$75.00	2/10/2014
B-C Daycare	2	Chr-no Emergency Medical Release	1/22/2014	\$50.00	\$50.00	2/11/2014
	2	Daily Attendance-inaccurately recorded in one classroom	1/22/2014	\$60.00	\$60.00	2/11/2014
Rainbow Academy II	2	Personnel - missing employment history verification	1/29/2014	\$60.00	\$60.00	1/30/2014
	2	Personnel - missing documentation of Level II background screening	1/29/2014	\$50.00	\$50.00	1/30/2014
	2	Personnel - missing 5 year rescreen	1/29/2014	\$50.00	\$50.00	1/30/2014

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
	2	Personnel - Acknowledgement Form not completed prior to hire	1/29/2014	\$60.00	\$60.00	1/30/2014
	2	Personnel - Affidavit of Good Moral Character not completed prior to hire	1/29/2014	\$60.00	\$60.00	1/30/2014
	3	Personnel - no proof of education in file on or before hire date	1/29/2014	\$25.00	\$25.00	1/30/2014
	2	Daily Attendance - closing log not completed for 2 weeks	1/29/2014	\$50.00	\$50.00	1/30/2014
	3	Chr-incomplete Child Enrollment Forms	1/29/2014	\$50.00	\$50.00	1/30/2014
	3	Chr-incomplete Emergency Medical Release Form	1/29/2014	\$25.00	\$25.00	1/30/2014
La Petite Academy	3	Chr-incomplete enrollment forms	1/29/2014	\$25.00	\$25.00	2/13/2014
YMCA-Lynch	2	Toxics in reach of children	1/31/2014	\$50.00	\$50.00	2/7/2014
UMCM ELC @ St. Marks UMC	2	An accident/incident report was not provided to the person who picked up the child on the date of occurrence.	2/4/2014	\$50.00	\$50.00	2/12/2014

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
The Learning Experience	2	Personnel - missing 2 year employment history check	2/7/2014	\$50.00	\$50.00	2/13/2014
All Starz Academy	2	Outdoor Equipment-a tricycle was missing a handle	2/11/2014	\$50.00		
	2	Personnel-staff member missing level 2 screening	2/11/2014	\$50.00		
Calvary Kids Care	2	No proof of a current approved fire inspection	2/12/2014	\$50.00	\$50.00	3/11/2014
Youth Arts Corp-Skyview	2	No second person on site	2/19/2014	\$50.00	\$50.00	2/26/2014
Calvary Kids Care	2	Supervision-a child was left in the bathroom while the class went outside for approximately 2-5 minutes	2/19/2014	\$50.00	\$50.00	3/5/2014
YMCA-Perkins	2	Attendance accuracy not verified at transition	2/18/2014	\$50.00	\$50.00	2/25/2014
First Step CC	2	Infants were not kept separate when School Age children used the restroom in the 1's room	2/25/2014	\$50.00	\$50.00	2/25/2014
	2	Outdoor Equipment not maintained/safe - Little Tykes plastic cube broken with sharp edges	2/25/2014	\$50.00	\$50.00	2/25/2014
YMCA-Baypoint	2	Daily attendance - inaccurate recording in one group	2/27/2014	\$60.00		

Family Child Care Homes Fines Report:

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Smith, Denise	1	Personnel: Person disqualified from being in the home was present while children were in care.	01/10/14	\$500	\$0.00	CLOSED
Smith, Denise	1	Personnel: A person disqualified in 2005 was living in the home.	01/10/14	\$500	\$0.00	CLOSED
Smith, Denise	1	Fraudulent Information: The provider did not inform PCLB that her husband or her sons were living in the home.	01/10/14	\$500	\$0.00	CLOSED
Grenesko, Joanne	2	Pet Immunization: A pet dog immunization record was expired.	01/28/14	\$50	\$50.00	3/11/2014

100 Percent Compliant Inspections in Children's Centers:

January	February
Children of the World Shore Acres Rec Shining Starz 54th Lad N Lass YMCA-University Prep First Step Community Christian of 5 Oaks Academy of Learning Rosie's II YMCA-Windsor Prep Gingerbread Carillon LSF Reconcilor LSF Gulley YMCA-High Point LSF High Point Powell Center LSF Los Caminos LSF Isay Gulley Wee Friends St. Jerome A Child's Choice Nonnie's Lil Preschool LSF Tarpon Springs The Learning Experience Palm Harbor The Robin's Nest COTI R'Club Rawlings Ocean Park VPK Ocean Park Preschool LSF Good Samaritan Creative Learning Kid -A-Rama TPP-PTEC	Allendale CC Experiential Learning (Shorecrest) North East Park Preschool LSF Fillmore Old Landmark LSF Woodlawn St. John Vianney Argonauta Northside Christian Plato-St. Petersburg J.W. Cate Rec Center YMCA-Westgate LSF Connie Marmaro A Circle of Children Rosie's I R'Club Lealman Community Pride Gateway Mildred Helms B/A Write Start LC Our Savior Lutheran R'Club Southern Oak R'Club Walsingham Faith Academy New Beginnings Preschool YMCA-Ridgecrest First Baptist Preschool Acres of Fun American Montessori Happy Days LLC R'Club Skyview Plato-Tarpon Springs R'Club Lemon Street Boys & Girls Club Tarpon Springs The Rainbow Garden City of Dunedin-Garrison Jones Seasons of Care

100 Percent Compliant Inspections in Family Child Care Homes:

January		February	
Dorinda Tucker	Angelic Garces	Maureen Dietz	Sabrina Cromartie
Mary Ann McHenry	Kimberly Ryder	Luzmila Pujols	Robin Vasil
Penny Naples	Lisa Gable	Kathleen Sullivan	Kristina Booker-Deveny
Tracey Wardell		Donna Wiesner	Staci Colborn
Stephanie Martin		Belinda Heare	Krista Dupes
Shendoria		Judy Jones	Brittney Fobbs
Middlebrooks			
Shurrea Daniels		Shelia Haugabook	Leah Robertson
Barbara Edwards		Beverly Grant	Antonia Martinez
Dionne Banks		Sharon Hart	Laurae Evans
Yamisha Wells		Velma Mondy	Nancy Fitzgerald
Morer Bolds		Frankie Pringle	Davina Collins
Maylene Jackson		Gwendolyn Roberts	Kellie Smith
Kadijah Johnson		Irish Smith	Teresa Piper
Lea Lewis		Gloria Starling	Rhonda Jordan
Shoneka Byrd		Barbara Streeter	Andrea Pena
Veronica Ross		Martha Young	Stacey Sergent
Loretta Davis		Debra Alexander	Pam Gebler
Vanessa Lawson		Kasheti Barron	
Jacqueline McCollom		Myrtle George	
Diana Ward		Bernice Sanders	
Katrina Wilson		Yolanda Johnson	
Louella Rittman		Kathy Brown	
Jancie Walton		Bonnie Belle Hugues	
Gwendolyn Purvis		Susan Barron	
Andrea Gast		Phyllis Burgess	
Heidi Buck		Lisa McCormick	
Lois Metz		Linda Bingham	
Linda Marchica		Hania Lux*	
Deborah Hamilton		Debbie Kelly	
Ariana Poloska		Linda Hoskinson	
Mattie Morgan		Millie Lee	
Brigitta Croeshchen		Barbara Smith	
Vicki Lawrie		Tammy Desaulniers	
Diane Pinta		Darlyn Smith	
Claudia Cuervo		Susan Carvin	
Betty Hale		Karen Trepanier	
Andrea Ransom		Deb Mimault	
Sondra Harper*		Mara De La Torre	
Maria Ojeda		Rafaela Adames	
Marlin DiPipi		Barbara Villano*	

*Inactive homes

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amended BUDGET	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL
TOTAL SALARIES	594,864	594,864	40,378.72	45,590.50	46,194.10	45,590.47	45,588.37
FICA/MEDICARE	45,507	45,507	3,088.97	3,487.67	3,533.85	3,487.67	3,487.51
RETIREMENT	41,343	41,343	2,806.32	3,168.54	3,210.49	3,168.54	3,168.39
HEALTH/LIFE/DIS	209,469	209,469	13,594.37	7,893.83	14,788.67	15,911.16	15,381.81
TOTAL FRINGE BENEFITS	296,319	296,319	19,489.66	14,550.04	21,533.01	22,567.37	22,037.71
TOTAL SALARY AND BENEFITS	891,183	891,183	59,868.38	60,140.54	67,727.11	68,157.84	67,626.08
TELEPHONE	1,515	1,515	123.79	123.43	123.58	123.58	0.00
CELLULAR PHONES	720	720	0.00	51.84	54.76	51.53	45.67
POSTAGE	7,424	7,424	10.58	263.69	1,362.84	246.24	343.10
PRINTING	5,000	5,000	151.20	1,287.54	85.50	63.00	126.80
TRAVEL	19,581	19,581	0.00	1,309.60	1,055.96	1,519.20	1,341.45
EDUCATIONAL MATERIALS	500	500	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES	9,640	9,640	0.00	481.52	96.97	143.25	95.38
INFO. TECHNOLOGY	2,700	2,700	0.00	0.00	0.00	0.00	0.00
RENT- OFFICE SPACE	0	0	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
RENT- EQUIPMENT (COPIER)	2,100	2,100	0.00	0.00	0.00	974.11	302.19
SUBSCRIPTIONS/DUES	200	200	0.00	0.00	200.00	0.00	0.00
EQUIPMENT	0	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Audit	15,000	15,000	0.00	0.00	0.00	0.00	15,000.00
CONTRACTUAL- Legal Fees	29,926	29,926	0.00	3,024.00	399.00	567.00	2,751.00
CONTRACTUAL- Advertising	1,908	1,908	177.20	0.00	0.00	148.00	0.00
CONTRACTUAL-Janitorial	3,830	3,830	323.25	323.25	323.25	323.25	323.25
UTILITIES	9,797	9,797	1,022.53	663.21	864.86	1.18	799.94
FINGER-PRINT EXPENSE	38,500	38,500	0.00	0.00	0.00	4,116.00	5,365.50
HR ASSESSMENT FEE	4,790	4,790	1,105.52	0.00	0.00	1,105.55	0.00
MISCELLANEOUS	2,700	2,700	0.00	0.00	0.00	125.00	10.00
TOTAL OPERATING	155,831	155,831	2,914.07	7,528.08	4,566.72	9,506.89	26,504.28
ADMIN. COST- FDOH In-Kind	97,225	97,225	6,531.40	6,561.09	7,388.76	7,435.75	7,377.73
ADMIN. COST- FDOH & JWB	48,573	48,573	3,263.07	3,277.90	3,691.40	3,714.87	3,685.89
TOTAL ADMIN. COST	145,798	145,798	9,794.47	9,838.99	11,080.16	11,150.62	11,063.63
ALL FUND TOTAL EXPENSES	1,192,812	1,192,812	72,576.92	77,507.61	83,373.99	88,815.35	105,193.99
REVENUE SOURCES:							
JWB	564,643	564,643	0.00	0.00	34,768.08	83,329.81	0.00
DCF	282,122	282,122	0.00	0.00	47,020.32	23,510.16	0.00
FDOH	70,828	70,828	4,875.59	4,867.04	5,493.17	5,674.22	6,563.66
FDOH - In-Kind	97,225	97,225	6,531.40	6,561.09	7,388.76	7,435.75	7,377.73
LB FEES & FINES	115,895	115,895	8,290.55	8,305.00	11,404.00	8,714.00	10,082.00
LB FINGER PRINT FEES	38,500	38,500	2,107.00	2,205.00	2,229.50	2,303.00	2,768.50
FUND BALANCE	23,599	23,599	684.24	1,710.60	2,391.66	1,723.11	1,845.09
ALL FUND TOTAL REVENUE	1,192,812	1,192,812	22,488.78	23,648.73	110,695.49	132,690.05	28,636.99

ALL FUNDS SPENT 2/28/2014	UNSPENT BALANCE	PROJECTED 3/1/14-9/30/14	PROJECTED BALANCE	% SPENT
223,342.16	371,521.73	372,546.27	(1,024.55)	37.55%
17,085.67	28,421.29	28,499.79	(78.50)	37.55%
15,522.28	25,820.91	25,891.97	(71.06)	37.54%
67,569.84	141,898.70	107,600.75	34,297.95	32.26%
100,177.79	196,140.90	161,992.51	34,148.39	33.81%
323,519.95	567,662.62	534,538.78	33,123.85	36.30%
494.38	1,020.62	865.20	155.42	32.63%
203.80	516.20	374.50	141.70	28.31%
2,226.45	5,197.55	3,819.90	1,377.65	29.99%
1,714.04	3,285.96	2,382.32	903.64	34.28%
5,226.21	14,354.79	7,875.00	6,479.79	26.69%
0.00	500.00	0.00	500.00	0.00%
817.12	8,822.88	3,360.00	5,462.88	8.48%
0.00	2,700.00	0.00	2,700.00	0.00%
0.00	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00	0.00%
1,276.30	823.70	0.00	823.70	60.78%
200.00	0.00	0.00	0.00	100.00%
0.00	0.00	0.00	0.00	0.00%
15,000.00	0.00	0.00	0.00	100.00%
6,741.00	23,185.00	14,000.00	9,185.00	22.53%
325.20	1,582.80	354.00	1,228.80	17.04%
1,616.25	2,213.75	2,262.75	(49.00)	42.20%
3,351.72	6,445.28	3,934.00	2,511.28	34.21%
9,481.50	29,018.50	0.00	29,018.50	24.63%
2,211.07	2,578.93	0.00	2,578.93	46.16%
135.00	2,565.00	0.00	2,565.00	5.00%
51,020.04	102,245.96	39,227.67	63,018.29	32.74%
35,294.73	61,930.27	58,316.04	3,614.23	36.30%
17,633.13	30,939.87	29,134.50	1,805.37	36.30%
52,927.86	92,870.14	87,450.54	5,419.59	36.30%
427,467.85	762,778.72	661,216.99	101,561.73	35.84%
118,097.89	446,545.11	435,782.92	10,762.19	20.92%
70,530.48	211,591.52	211,591.44	0.08	25.00%
27,473.68	43,354.32	42,615.54	738.78	38.79%
35,294.73	61,930.27	58,316.04	3,614.23	36.30%
46,795.55	69,099.45	67,597.50	1,501.95	40.38%
11,613.00	26,887.00	15,693.00	11,194.00	30.16%
8,354.70	15,244.30	15,452.31	(208.01)	35.40%
318,160.03	874,651.97	847,048.76	27,603.21	26.67%

PINELLAS COUNTY LICENSE BOARD

Revenue & Expenditure Year-To-Date Summary

as of month ending February 28, 2014

Revenue					
Program Funders		Budget	Year-To-Date		% Collected
Juvenile Welfare Board		\$ 564,643	\$ 118,098		21%
Department of Children & Families		\$ 282,122	\$ 70,530		25%
Florida Department of Health		\$ 70,828	\$ 27,474		39%
FL Department of Health In-Kind		\$ 97,225	\$ 35,295		36%
License Board - Fees & Fines		\$ 115,895	\$ 46,796		40%
License Board - Fingerprint Fees		\$ 38,500	\$ 11,613		30%
Fund Balance		\$ 23,599	\$ 8,355		35%
Total Revenue		\$ 1,192,812	\$ 318,160		27%
Expenditures					
Program salary and fringe		Budget	Year-To-Date		% Spent
Total Salaries		\$ 594,864	\$ 223,342		38%
Total Fringe Benefits		\$ 296,319	\$ 100,178		34%
Total		\$ 891,183	\$ 323,520		36%
Operating Costs (Utilities, office supplies, travel, etc.)					
Total		\$ 155,831	\$ 51,020		33%
Administrative Cost					
FL Department of Health In-Kind		\$ 97,225	\$ 35,295		36%
FDOH & In-Kind		\$ 48,573	\$ 17,633		36%
Total		\$ 145,798	\$ 52,928		36%
Total Expenditure		\$ 1,192,812	\$ 427,468		27%
EXCESS (DEFICIENCY) of Revenue over Expenditures		\$ 0.00	\$ (109,308)		

***Notes**

This worksheet is a sample of the proposed change to the layout of the quarterly financial report.

(Utilities, office supplies, travel, etc.)

V. Public Comment

VI. Next Meeting: Wednesday, June 11, 2014 at 1:30
Florida Department of Health in Pinellas
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771

VII. Adjournment