

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

**REGULAR MEETING
September 22, 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 child care homes in Pinellas County.

I. Call to Order

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

II. Consent Agenda

- A. Approval of Minutes from June 11, 2014

III. Action Items

- A. Approve licenses for new Children's Centers
- B. Approve licenses for new Family Child Care Homes
- C. Approve FY 2014-15 Budget
- D. Approve meeting schedule for 2015
- E. Approve selection of auditor
- F. 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

V. Public Comment

- VI. Next Meeting:** Wednesday, December 10, 2014, 1:30 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 June 11, 2014

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Unapproved Minutes for the Regular Board Meeting
June 11, 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 Wednesday, June 11, 2014 at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 p.m.

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

Board Members Absent: Lourdes Benedict, Sandra Downes

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

Advisory Members Absent: Ann Hofmeister

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 1:35 p.m.

A. Welcome and Announcements

Patsy Buker introduced Kathy Lombardo as new Senior Clerk for Child Care Licensing Family Child Care Homes.

B. Approval of the Agenda

Motion:

Commissioner Roche made a motion to approve the agenda, with the revisions of adding approval of the 2014-15 Interlocal Agreement to Action Items and Francine Williams seconded the motion and it passed unanimously.

II. CONSENT AGENDA

- A. Approval of Minutes from March 19 meeting
- B. Approval of Minute for May 5 meeting
- C. Schedule Strategic Planning for September 10, 2014 meeting.

Motion:

Susan Weber made a motion to approve the minutes from the March 19th meeting, with revision in the minutes, the minutes from the May 5th meeting and to schedule Strategic Planning to be part of the September 10, 2014 meeting. Commissioner Roche seconded the motion and it passed unanimously.

III. ACTION ITEMS

- A. Approve licenses for 30 new Children's Centers

Jorie Massarsky stated that this was a record number of children's centers coming before the board to be approved for full licensure. They included 15 Head Start Centers, two centers that had executed a Change of Ownership and many brand new centers. Commissioner Roche stated that he had accompanied a Licensing Specialist on an inspection at a children's center and was pleased to see the depth of knowledge and thoroughness that was displayed. He further stated that after having this experience, it made him feel even more comfortable when staff recommends providers for full licensure. Susan Weber concurred that her time spent accompanying a Licensing Specialist on a children's center inspection was most informative.

Motion:

Susan Weber made a motion to approve the 30 new Children's Centers, Francine Williams seconded the motion, and it passed unanimously.

- B. Approve licenses for new Family Child Care Homes

Julie Oliver stated that all 7 family child care homes and 3 large family child care homes that were being recommended had done well with their inspections.

Motion:

Susan Weber made a motion to approve the 7 new Family Child Care Homes and 3 Large Family Child Care Homes. Commissioner Roche seconded the motion and it passed unanimously.

- C. Approve FY 2014-15 Budget

Patsy Buker stated that the budget was currently being worked on, and was almost finished, and was as protocol dictates, in the Department of Health in Pinellas Budget Office for review. She will be able to present the Fiscal Year 2014-'15 budget for approval at the September meeting.

Motion:

Commissioner Roche made a motion to continue 2014 -15 Budget Approval until the September 10, 2014 meeting. Francine Williams seconded the motion and it passed unanimously.

- D. Approval of 2014-15 Inter-local Agreement

The 2014-15 Inter-local Agreement was distributed to Board and Advisory members. Commissioner Roche asked about the length of time that the agreement is in effect for. Attorney Flynn stated that the original agreement was for a term of one year, and that every year after that, it comes before the Board for approval.

Motion:

Susan Weber made a motion to accept the Fiscal Year 2014-'15 Inter-local Agreement. Commissioner Roche seconded the motion and it passed unanimously.

IV. INFORMATION ITEMS

A. JWB Site Visit Report

Courtney Barry, Contract Manager for JWB, distributed and reviewed the Compliance and Quality Review Report for the Pinellas County License Board. She stated that the findings were of no concern, and in fact, quite favorable. She invited all board members and PCLB staff to attend the JWB Board Meeting on June 12, 2014 to hear the presentation of the report. She also mentioned that in the future the Manual Contracted Service Levels would not be a measure used to determine Program Outcome, as PCLB cannot be held responsible for the number of Applications for Licensure that they receive.

B. Executive Director's Report – to be distributed

Ms. Buker asked Ms. Weber to speak about the Lew Williams Center for Early Learning and Ms. Weber described a wonderfully collaborative atmosphere as the children's center moves forward with applying for licensure. Ms. Weber announced that the ribbon cutting ceremony is planned for August 7, 2014 at 3:30pm at PTEC-South, and she hoped that many people who were instrumental in the project, from inception, could attend.

C. Statistical Report Regarding Licensing Activities

Commissioner Roche noted the large number of slots in Children's Centers and wondered if there should be a limit on the number of slots. Attorney Flynn opined that limiting applicants, who were otherwise qualified, would violate Fair Trade laws

D. Compliance Reports

There was discussion regarding the fact that fines for Children's Centers has decreased significantly, but that there seems to be a pattern in Daily Attendance violations. Staff assured the board that much technical assistance is being given, and substantive corrective action plans are asked for and approved when fines are given. Record Keeping for Children's Centers is a training that is offered for new Centers and for existing centers that have exhibited difficulties with maintaining compliance with regulations that involve paperwork. Ms. Williams stated that she would be pleased to mentor any provider who had paperwork issues, and that she felt that joining a provider association would allow new providers to receive training on methods to run a successful business. Ms. Neuner stated that she, as a family childcare provider, understood that she was running a business and had put systems into place to meet compliance with regulations.

Ms. Buker noted that a fine had been given and paid for Unlicensed Care and shared information about the status of the situation. Several board members stated that they felt that this is the kind

of information that should be given to the media and that perhaps advertisements about the pitfalls of providing unlicensed care should be taken in local newspapers, especially those that target a population that does not speak English.

E. Monthly Financial Report

Justin Hardwick, Staff Accountant, for the Department of Health in Pinellas stated that the monthly financial report was accurate and that he would be prepared to present next year's budget at the September meeting.

V. Public Comment: There was no Public Comment.

VI. Next Meeting: Wednesday, September 10, 2014, 6:30 pm
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

Dr. Vitucci called for adjournment at 3:00 p.m. A motion to adjourn was made by Francine Williams, seconded by Susan Weber and passed unanimously.

Respectfully Submitted by:

Susan Weber, Secretary

III. ACTION ITEMS:

A. Recommendation: Approve licenses for 3 new Children’s Centers Regular Licenses:

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Ocean Park Preschool VPK Center, LLC	5987 Park Blvd. Pinellas Park 33781	Ocean Park Preschool VPK Center, LLC	Day Nursery	40	3 Years through 6 Years
Powell Child Care & Learning Center - Morton Plant Hospital, Inc.	510 A Street Clearwater 33756	Morton Plant Hospital, Inc.	Day Nursery	108 with 32 Infants	2 Months through 6 Years and School Age*
The Learning Tree Center of Education, LLC	4116 34th Street South St. Petersburg 33711	The Learning Tree Center of Education, LLC	Day Nursery	55	2 Years through 6 Years and School Age*

B. RECOMMENDATION: Approve licenses for 3 new Family Child Care Homes

Recommended Action: Approve

Provider Name	City	Capacity
Kristen Martinez	Pinellas Park	8
Sheronica Stubbs	St. Petersburg	8
Yamisha Wells	St. Petersburg	8

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

Recommended Action: Approve

Provider Name	City	Capacity
Claudia Craft	St. Petersburg	12

III. ACTION ITEMS:

C. Approval Fiscal Year 2014-15 Budget

Pinellas County Health Department Pinellas County Licensing board October 1, 2014 - September 30, 2015								As of:	8/1/2014
PERSONNEL EXPENSES									
Expenditure Line Item and Explanation	JWB	DCF	DOH-Pin	Fees	Fund Bal.	Revised Total	% Budget		
a. Personnel Salaries									
a. Total Personnel	17.50	\$318,578	\$171,547	\$32,513	\$56,659	\$16,543	\$595,840	52%	
b. Fringe Benefits									
Insurance coverage vary by employee and classification. Actual health, life, & disability costs are shown for each position. FICA is calculated at 7.65% and retirement at 6.95%.									
FICA	7.65%	\$24,371	\$13,123	\$2,487	\$4,334	\$1,266	\$45,582		
RETIREMENT	7.37%	\$23,479	\$12,643	\$2,396	\$4,176	\$1,219	\$43,913		
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay VAR		\$124,349	\$52,657	\$13,970	\$23,820	\$6,513	\$221,309		
b. Total Fringe Benefits		\$172,199	\$78,423	\$18,853	\$32,330	\$8,998	\$310,804	27%	
Total Salary & Fringe		\$490,778	\$249,971	\$51,366	\$88,989	\$25,541	\$906,644	78%	
c. Direct Costs									
TELEPHONE		\$739	\$435	\$130	\$217	\$0	\$1,522		
CELLULAR PHONES		\$297	\$175	\$52	\$87	\$0	\$612		
POSTAGE		\$1,037	\$1,533	\$460	\$766	\$1,568	\$5,364		
PRINTING		\$1,036	\$1,029	\$309	\$514	\$713	\$3,600		
TRAVEL		\$7,778	\$6,007	\$2,664	\$2,414	\$0	\$18,863		
EDUCATIONAL MATERIALS		\$173	\$102	\$31	\$51	\$0	\$356		
OFFICE SUPPLIES		\$1,487	\$1,557	\$467	\$778	\$1,059	\$5,348		
INFO. TECHNOLOGY		\$426	\$251	\$75	\$125	\$0	\$878		
UTILITIES		\$5,189	\$3,052	\$916	\$1,526	\$0	\$10,683		
JANITORIAL		\$1,912	\$1,125	\$337	\$562	\$0	\$3,937		
RENT- STORAGE SPACE		\$0	\$0	\$0	\$0	\$0	\$0		
RENT- EQUIPMENT (COPIER)		\$874	\$514	\$154	\$257	\$0	\$1,800		
SUBSCRIPTIONS/DUES		\$97	\$57	\$17	\$29	\$0	\$200		
EQUIPMENT(CAPITAL OUTLAY OVER \$1000.00)		\$0	\$0	\$0	\$0	\$0	\$0		
CONTRACTUAL- Audit		\$2,011	\$7,697	\$3,764	\$4,120	\$1,408	\$19,000		
CONTRACTUAL- Legal Fees		\$100	\$6,060	\$7,128	\$9,476	\$0	\$22,764		
CONTRACTUAL- Advertising		\$374	\$220	\$66	\$110	\$0	\$770		
FINGER-PRINT EXPENSE		\$0	\$0	\$0	\$0	\$0	\$0		
HR ASSESSMENT FEE (\$296 Per FTE)		\$1,854	\$1,439	\$432	\$719	\$592	\$5,035		
MISC(Training)		\$0	\$900	\$0	\$0	\$0	\$900		
c. Total Direct Cost		\$25,385	\$32,151	\$17,002	\$21,754	\$5,340	\$101,632	9%	
d. Indirect Cost									
Indirect cost will offset purchasing, finance, information technology, human resources, and building maintenance, support services provided by the Pinellas County Health Department. Indirect cost is calculated at 5.4504% of the total of personnel and fringe benefits.									
Indirect Cost (5.4504% of Salaries and Fringe Benefits)		\$48,480		\$935			\$49,416		
Indirect Cost - In Kind (10.9096%)				\$98,911			\$98,911		
d. Total Indirect Cost (16.36% approved rate FY14/15)		\$48,480	\$0	\$99,847	\$0	\$0	\$148,327	13%	
Project Total:		\$564,643	\$282,122	\$168,215	\$110,742	\$30,881	\$1,156,603		
Approved Budget		\$564,643	\$282,122	\$168,215	\$110,742	\$30,881	\$1,156,603	100.0%	
		\$0	\$0	\$0	\$0	\$0	\$0		

III. Action Items

D. Approve meeting schedule for 2015

Proposed Meeting Dates for 2015

When staff propose meeting dates for the next year, the first thing that they consider is the pattern of renewals. When the Board approves licenses, it sets their renewal dates as well. Staff monitor how many renewals are set for each month and they try to vary the Board's meeting dates from year to year to spread the new renewals out in a way that avoids having months with very high workloads for our staff and other months that are very light in renewals. Work on renewals starts 90 days prior to the renewal anniversary and lasts into the renewal month. The preview of 2015 shows that the months to avoid are June, March and October. June is the month with the most renewals: 104, while September is the current lowest month with 50, soon to be 58.

We are required to meet at least quarterly, and in recent years, that has for the most part met our needs. We are able to schedule Special Meetings on an as needed basis, but we have tried to make sure that we can attend to our business in the regular quarterly meetings in an effort to avoid adding more meetings.

After looking at the distribution lists of renewals, the calendar for scheduling quarterly meetings, and for avoiding holidays, we have come up with a proposed plan. That plan is as follows:

Wednesday, February 18, 2015 at 6:30 pm

Wednesday, May 20, 2015 at 1:30 pm

Wednesday, August 19, 2015 at 6:30 pm

Wednesday, November 18, 2015 at 1:30 pm

The Board has alternated between afternoon and early evenings for their meetings over the last few years, as many Board members requested the afternoons and some licensed providers had requested evenings so that they could attend without disrupting their child care business. Staff is keeping that pattern in our proposed scheduling, but the Board is of course free to make any changes that they desire. We have tentatively reserved the conference room for these dates, but that can also be changed if the Board wants to make changes.

III. Action Items

E. Approve selection of auditor

Thomas Howell
Ferguson P.A.

▲ **Certified Public Accountants
& Business Advisors**
Tallahassee, Florida 32308

▲ phone: 850.668.8100
fax: 850.668.8199
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September 10, 2014

Members of the Board
Pinellas County License Board
8751 Ulmerton Road, Suite 2000
Largo, FL 33771

To the Board of Directors:

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of the Pinellas County License Board (the Board), which comprise the governmental activities and general fund as of, and for the year ended September 30, 2014. We will also report on whether supplementary information is fairly stated in all material respects in relation to the financial statements as a whole. We will also perform certain limited procedures on required supplementary information (RSI) but will not express an opinion or provide assurance on RSI.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

Our acceptance of this engagement is subject to our satisfactorily completing our normal engagement acceptance procedures, including review of the audit documentation of your previous auditors. We will notify you promptly if we become aware of anything during our acceptance procedures or the review of audit documentation that results in our not being able to continue this engagement.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, *Government Auditing Standards* do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Board's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board of Directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility for the following:

- a. The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;

d. To provide us with:

- (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
- (2) Additional information that we may request from management for the purpose of the audit; and
- (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Board complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the RSI and supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Board of Directors is responsible for informing us of their views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

The Board's Records and Assistance

If circumstances arise relating to the condition of the Board's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Board's books and records. The Board will determine that all such data, if necessary, will be so reflected. Accordingly, the Board will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Board personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Ms. Patsy Buker, Executive Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you may request us to perform certain non-audit services necessary for the preparation of the financial statements. The independence standards of the *Government Auditing Standards* issued by the Comptroller General of the United States (GAS) require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Board, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. Accordingly, the management of the Board agrees to the following:

1. The Board has designated Ms. Patsy Buker, Executive Director and a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services.
2. Ms. Patsy Buker, Executive Director, will assume all management responsibilities for subject matter and scope of any non-audit services to be performed.
3. The Board will evaluate the adequacy and results of the services performed.
4. The Board accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management and those charged with governance of the Board of the objectives of the non-audit service, the services to be performed, the Board's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.

Other Relevant Information

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In addition, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by THF professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

We will also respond to inquiries and provide routine consulting services as specifically requested. Routine consulting services include the normal communications we have with our clients. Generally, these consulting services address a wide variety of nonpolicy matters that facilitate the delivery of our basic attest services. Such routine consulting services include research and advice relating to the application of regulatory requirements, professional standards, and best practices. Ms. Patsy Buker, Executive Director, will be responsible for overseeing, evaluating the adequacy of, accepting the results of, and for making all management decisions with respect to the routine consulting services.

In the interest of facilitating our services to the Board, we may communicate by facsimile transmission, by secure email transfer over the internet that allows encrypted uploads and downloads of documents between our clients and personnel, or by traditional email over the internet. We may also use a private client portal that allows us to make documents available instantly to our clients. Such communications may include information that is confidential to the Board. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use reasonable efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, the Board recognizes and accepts that we have no control over the unauthorized interception of these communications once they have been sent and consents to our use of these electronic devices during this engagement.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report is enclosed for your information.

Other Terms of our Engagement

Our fee will be based on hours worked by the various levels of personnel, at rates applicable to each, plus out-of-pocket expenses and an additional charge of \$12 per hour to cover the cost of administrative expenses not separately billed. Calculated on this basis, our fee estimate for the audit services, including administrative and out-of-pocket expenses, will not to exceed \$19,000.

Our fees will be billed in installments to coincide with the performance of our work. Services other than those specified above will be subject to a separate written arrangement.

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from Board personnel.
- b. Timely responses to our inquiries.
- c. Timely completion and delivery of client assistance requests.
- d. Timely communication of all significant accounting and financial reporting matters.
- e. The assumption that unexpected circumstances will not be encountered during the engagement.

Our fees for other accounting or consulting services requested by the Board including participation at various meetings other than those associated with the audit, will be billed based on the time necessary to perform these services at our standard rates, plus administrative and out-of-pocket expenses. For significant additional services, we will provide an estimate of the total project cost prior to commencement of the work.

In the event we are requested or authorized by the Board or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Board, the Board will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of THF. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of THF audit personnel and at a location designated by our firm.

If any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

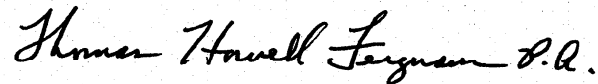
Reporting

We will issue a written report upon completion of our audit of the Board's financial statements. Our report will be addressed to the Board of Directors. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

This letter constitutes the complete and exclusive statement of agreement between THF and the Board, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties. It is hereby understood and agreed that this engagement is being undertaken solely for the benefit of the Board and that no other person or entity shall be authorized to enforce the terms of this engagement.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. A copy has been enclosed for your files. We appreciate your business.

Sincerely,



Pinellas County License Board

Agreed and accepted.

By: _____

Title: _____

Date: _____



Gregory, Sharer & Stuart
Certified Public Accountants and Business Consultants

Richard H. Caton, CPA
 M. Timothy Farrell, CPA
 Thomas H. Gregory, CPA
 Daniel J. Hevia, CPA
 Robert L. Ingham, CPA
 Troy Kimbrough, CPA
 James G. Newman, CPA
 Paula D. Popovich, CPA
 Larry W. Sharer, CPA
 Byron C. Smith, CPA
 Charles L. Stuart, CPA
 Richard G. Ulrich, CPA
 Carlos R. Vila, CPA

System Review Report

To the Shareholders of Thomas Howell Ferguson, P.A.
 And the AICPA National Peer Review Committee


We have reviewed the system of quality control for the accounting and auditing practice of Thomas Howell Ferguson, P.A. (the firm) applicable to non-SEC issuers in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice applicable to non-SEC issuers of Thomas Howell Ferguson, P.A. in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Thomas Howell Ferguson, P.A. has received a peer review rating of *pass*.

Gregory, Sharer + Stuart, P.A.

Gregory, Sharer & Stuart, P.A.
 August 1, 2013

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III. ACTION ITEMS:

F. Strategic Planning

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>This needs development and discussion. <i>Strong leadership and staff expertise</i> <i>A culture of listening to provider concerns that promotes mutual trust</i></p>	<p>This needs development and discussion. <i>Budget constraints??</i> <i>Provider perception of inconsistent regulatory decisions</i></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 create new markets 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 negatively 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 Lead person(s) named here
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 <u>pre-service provider training</u> 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
<p>3.1 Ensure that families have adequate information to select among available child care options.</p> <p>3.2 Improve strategies to communicate with families on a sustained basis.</p>	<p>Let's discuss how best to demonstrate that families are making the best choices.</p> <p># Hits on website?</p>	<p>Who is disseminating the "How to Identify Quality Child Care" brochure?</p>
Organizational Partners	Resources Required	Progress Reporting Schedule
<p>ELC</p>	<p>"How to Identify Quality Child Care" brochure?</p>	

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>> Board approval of Succession Plan by _____.</p> <p>>Percentage of staff will completed annual performance plans. (Set a target %)</p> <p>>Percent of staff that achieve goals established annual performance plans. (Set a target %)</p> <p>>Annual schedule of Board orientation, development and recruitment activities implemented (Note: quarterly meetings limit opportunity for board development activities)</p> <p>> Evidence of improved Board performance as measured by formal annual Board self-assessment survey</p>	<p>*Design a succession plan for presentation to the Board by _____. (Lead person(s) named here)</p> <p>*Implement an annual program of staff development based on outcomes of formal annual performance reviews for all staff. (Lead person(s) named here)</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 annual agenda of advocacy priorities and related action steps. (Lead person(s) named here)</p>

4.5 Ensure adequate equipment or other resources for the PCLB to function with maximum efficiency.	>Annual report of % and type of advocacy priorities <u>achieved</u> >Annual report on the % and type of resource acquisition targets <u>met</u>	*Develop an annual "Resource Acquisition Plan" (Lead person(s) named here)
Organizational Partners	Resources Required	Progress Reporting Schedule

Appendix A
(Updated Annually)

Pinellas County child care licenses and capacity as of August 31, 2014 (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.)

Family Child Care Homes

386 licensed homes with a total capacity of 2,599 children.

Large Family Child Care Homes

28 licensed homes with a total capacity of 335 children

Day Nursery Children's Centers

260 licensed facilities with a total capacity of 22,574 children

School Age Children's Centers

112 licensed facilities with a total capacity of 17,235 children

Other Pinellas County child care facilities inspected by PCLB as of August 31, 2014

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 1,037 children

Appendix B

(Annual Budget Updates)

Pinellas County License Board Budget FY 2014-2015

Juvenile Welfare Board	\$ 564,643
Dept. of Children and Families	\$ 282,122
Pinellas County Health Department	\$ 168,215
PCLB Fees	\$ 11,742
<u>Fund Balance</u>	<u>\$ 30,881</u>
Total funding	\$ 1,156,603

Appendix C

List of Board Members and Key Staff – To be distributed

How to contact the PCLB

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

(727) 507-4857 ext. 7904

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 Item

D. Statistical Report

Statistical Report for August 2014

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	393	2642	28	335	259	22325	114	17547	4	272	22	989
1. Temporary Permits 1st Time TP	3	20	1	12	4	326	4	481			1	12
2. Capacity Change - current licenses New capacity began	1	14				21						57
3. Closed - # with capacity	-11	-77	-1	-12	-3	-98	-6	-785			-1	-21
4. Corrections - from previous reports Explain below*												
Total Capacity	386	2599	28	335	260	22574	112	17235	4	272	22	1037

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	414	386	28	398	122
Total Capacity	2934	2599	335	41118	2930

1. Licensing						
a. Pre-licensing inspections	8			9		
b. - e. Inspections/ Re-checks	81			76*		
f. TA/Consultation	5			15		
g. Unlicensed care investigations	2			0		
h. Children's Records (only)				0		
i. Renewal licenses issued	30			30		
2. Enforcement						
a. Complaints	3			9		
b. Fines administered	1			7		
c. Conferences	0			0		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	0			8		
b. Number of hours	0			13		
4. Training Taken						
a. Number of trainings	1			1		
b. Number of hours	1			1		
5. Health Inspections						
a. Food				105		

* including 10 Middle School Inspections

IV. Information Items

E. Compliance Reports:

i. Children's Centers Fines Report – June 2014 to August 2014

Centers Fine Log

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Educare of Dunedin	1S	Discipline was severe, humiliating or frightening	6/3/2014	\$500.00	\$500.00	6/3/2014
Kidz World	2	Personnel - missing 2 year employment history check	6/11/2014	\$50.00	\$50.00	7/7/2014
Grace Children's Center	2	Personnel - AGMC not completed on or before date of employment	6/20/2014	\$50.00	\$50.00	7/1/2014
	2	Personnel - no employment history verification on file	6/20/2014	\$50.00	\$50.00	7/1/2014
	2	Personnel - documentation of level 2 screening was missing for one staff member	6/20/2014	\$50.00	\$50.00	7/1/2014
Largo Country School	2	Attendance- inaccurately recorded in one classroom	6/24/2014	\$60.00	\$60.00	7/9/2014
Academy for Love and Learning	2	Daily attendance - inaccurately recorded in two classrooms	6/25/2014	\$60.00	\$60.00	7/22/2014
	2	Daily Attendance- transitions not done in one classroom	6/25/2014	\$50.00	\$50.00	7/22/2014
	2	Daily Attendance - closing log not done	6/25/2014	\$50.00	\$50.00	7/22/2014
	2	Toxics in reach of children	6/25/2014	\$50.00	\$50.00	7/22/2014
	2	Personnel-employment history verification not done prior to hire	6/25/2014	\$50.00	\$50.00	7/22/2014
	3	Chr-one record had an expired DH680	6/25/2014	\$30.00	\$30.00	7/22/2014
LaChelle's Little Angel Dev. Center	2	No corded telephone	6/24/2014	\$50.00	\$50.00	9/5/2014

R'Club ELA @ 94th Avenue	2	Daily Attendance - transitions not documented for a combined group	7/7/2014	\$50.00	\$50.00	7/14/2014
Promiseland Preschool	2	Personnel - 5 year rescreen not done timely for 1 staff member	7/8/2014	\$50.00	\$50.00	7/14/2014
R'Club ELA @ Pinellas Village	3	Chr - 1 immunization record expired	7/9/2014	\$25.00	\$25.00	7/22/2014
Temple Beth El of St. Petersburg	2	Daily Attendance-transitions not done in one classroom	7/11/2014	\$50.00	\$50.00	7/14/2014
Boys & Girls Club Royal	2	Personnel - local background check not conducted prior to hire	7/22/2014	\$50.00	\$50.00	7/31/2014
St. Pete Pediatric Day School	2	Personnel - 5 year rescreen not conducted timely	7/22/2014	\$50.00	\$50.00	8/5/2014
The Learning Experience	2	Daily Attendance - Closing log not completed	7/21/2014	\$50.00	\$50.00	7/31/2014
Learning and Play Palace	2	Daily Attendance-inaccurately recorded in one classroom	8/1/2014	\$50.00	\$50.00	8/15/2014
Boys & Girls Club Northside	2	Transportation-driver without first aid and/or CPR	8/21/2014	\$50.00	\$50.00	9/4/2014
Westchester Academy	2	Daily Attendance-inaccurately recorded in one classroom	8/25/2014	\$60.00	\$60.00	9/8/2014
Calvary Kids Care	2	Supervision-a child was left in the classroom when the group went to the restroom	8/25/2014	\$50.00	\$50.00	9/5/2014
Calvary Kids Care	2	Daily Attendance/Transitions - attendance accuracy was not verified resulting in a child being left in a classroom	8/25/2014	\$50.00	\$50.00	9/5/2014
Mt. Zion Children's Center	2	Personnel - AGMC not completed on or before date of employment	8/25/2014	\$60.00		
Youth Arts Corp-Skyview	2	Supervision-No Emergency Person on the premises	8/25/2014	\$60.00	\$60.00	9/9/2014

E. Compliance Reports: continued

ii. Family Child Care Homes and Large Family Child Care Homes Fines Report –
June 2014 to August 2014

Homes Fine Log						
Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Flournoy, Rosie	1	Capacity: The provider was over the licensed capacity in that the sign in and out sheets provided by ELC confirm that on 1/2/14 and 1/3/14 the provider had 9 children in care.	6/11/2014	\$200	Pymt Plan-\$50 \$25	6/25/2014 8/22/2014
Bell, Tiffany	2	Fire Drills: Though fire drills were conducted, a written record of fire drills was not recorded.	6/27/2014	\$50	\$50	7/11/2014
Bolds, Morer	3	Immunizations: The immunization certificate was no longer current for two children. This is the 4th violation	7/2/2014	\$30	\$30	7/16/2014
Delucca, Rosemary	3	Immunizations: The certificate of Immunization form for the children enrolled more than 30 days was not in the children's file.	7/15/2014	\$25	\$25	7/15/2014
Dineen, Pennie	3	Physicals: This was the 3rd violation for not having a physical form for a child who was enrolled for over 30 days.	7/11/2014	\$25	\$25	7/30/2014
Kasper, Mary	3	Physicals: This was the 3rd violation for not having a physical form for a child who was enrolled for over 30 days.	7/22/2014	\$25	\$25	7/24/2014
Bell, Regina	2	Physical Plant: Scissors, a lighter and screwdrivers were within reach of children in the kitchen drawer.	8/19/2014	\$50.00	\$50	9/4/2014

E. Compliance Reports: continued

100 % Compliant Inspections in Child Care Centers

June	July	August
Shining Starz 54th	Academy of Learning	First Step CC
St. Pete Prep	Gingerbread Carillon	Children of the World
St. Paul's CC	Ivy Prep	Liberty Christian
R'Club MLK	Wee Friends	A Child's Place
Seasons of Care	Oakhurst LC	Roberts Rec Center
Gulf Coast Christian	Leap Forward	Shore Acres Rec Center
R'Club ELA 28th St.	Bright Beginnings ELC	Victory CDC
Transfiguration	Ms. Susie's	J.W. Cate Rec Center
Truth and Life	Rainbow Academy II	Community Preschool
Shady Creek	The Learning Tree	Rosie's I
Shepherd's Care	A Child's Choice	YMCA-Sexton
Little Lambs	Ocean Park Preschool	R'Club Sandy Lane
Palm Harbor Montessori	COTI	Building Blocks
Educare of Palm Harbor	Paul Hortin	First UMC of Clearwater
Kinder Care 1037	Ocean Park VPK	TPP- PTEC
Community Pride Gateway		Skycrest Christian School
Pauline Rivkind		Write Start
		YMCA-Orange Grove
		R'Club Southern Oak
		R'Club Walsingham
		St. Jerome ECC
		New Beginnings
		Tot Tenders
		Happy Days LLC
		R'Club Rawlings
		Acres of Run
		Calvary Kids Care
		R'Club Skyview
		Dunedin Academy
		YMCA-Wesgate
		Boys & Girls Club Chi Chi
		YMCA-Lynch

E. Compliance Reports: continued

100% Compliant Inspections in Family Child Care Homes

June	July	August
Mary Pruitt	Dorinda Tucker	Tracey Wardell
Tamara Beard-Ball	Joanne Grenesko	Maureen Dietz
Jennette Cheesebrew	Penny Naples	Luzmila Pujols
Gayla Hicks	Stephanie Martin	Kathleen Sullivan
Jimenez Waleska	Delores Smith	Donna Wiesner
Lara Karlhofer	Lucille Jerger	Joy Dsa
Donna Lindsey	Maylene Jackson	Olga Gaymore
Candy Merrell	Shoneka Byrd	Shendoria Middlebrook
Amanda Neuner	Veronica Ross	Sharon Hart
Norma Resto	Loretta Davis	Frankie Pringle
Sandy Vasat	Yolanda Johnson	Gwen Roberts
LaFonte Hunter-Davis	J. McCollom	Gloria Starling
Ruby Martin	Katrina Wilson	Martha Young
Yamisha Wells	Hattie Dennis	Mary Dillard
Andrea McLaren-Bell	Andrea Gast	Debra Alexander
Lishelia Ware	Heidi Buck	Kasheti Barron
Maxine Willimas-Slater	Maria LeGare	Karen Holloway
Betty Butler	Vanessa Olden	Cristy O'Donnell
Tameka Elias	Odile Despointes	Susan Barron
Yvonne McTier	Ariana Poloska	Roberta Moreland
Suhvanna Lamar	Helen Harrison	Lisa McCormick
Kimberly Jackson	Kristen Martinez	Linda Bingham
Treva Edwards	Marlin DiPipi	Debbie Kelly
Yvonne Martin	Regina Grunza	Shawn Hoopingartner
Yolanda Johnson	Kimberly Ryder	Jenny Rockey
Imaani Bilial	Shirley Williams	Linda Hoskinson
Jo Deen Dulmes	Susan Fernandez	Chandra Andrews
Stacey Bruggeman	Maria Ojeda	Barbara Smith
Mayra Roland	Claudia Craft	Krista Harris
Becky Bird*	Claudia Cuervo	Tammy Desaulniers
Pareskevi Kolovos	Betty Hale	Kimberly Johnson
Anna Denise Precourt	Ibitsam Rema Issa	Angelic Garces
Gitjana Gjyshi	Sonia Mojica	Laure Evans
Lillian Marrero	Mattie Morgan	Kellie Smith
Sarah Raiola	Sabrina Cromartie	Teresa Piper
Deborah Fleck	Donna Johnson	Diana Duke
Margaret Pearce	Felicity Mills	Barbara McNeill
Latashia Flemmings	Sandy Garcia	Staci Colborn
Christine Perkins		Sheronica Stubbs

E. Compliance Reports: continued

100% Compliant Inspections in Family Child Care Homes

Josette Matos-Holmes		Joyce Wynia
Beverly Turbee		Cheryl Smith
Diane Pinta		Vickie Lawrie
Lori Wells		Pam Gebler
Karen Cuatt		Tanya Mayak
Sondra Harper*		Kristina Booker-Deveny
Donna Owens		Maria De La Torre
Jody Stover		Brittany Forbes
Deborah Sullivan	*Inactive Homes	
Carrie Gonzalez		
Patricia Jones		
Diana House		
Dijana Memic		
Cathleen Schmidt		
Toby Cline		
Jeanie Runkle		
Lynda Johnson		
Tammy Hall		

V. Information Item

F. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/13 - 09/30/14 (Program Year 2013-2014)

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amended BUDGET	AUGUST ACTUAL	ALL FUNDS SPENT 8/31/2014	UNSPENT BALANCE	PROJECTED 9/1/14-9/30/14	PROJECTED BALANCE	% SPENT
TOTAL SALARIES	594,864	595,324	45,148.84	512,691.69	82,632.20	75,718.81	6,913.39	86.12%
FICA/MEDICARE	45,507	45,553	3,453.89	39,220.91	6,332.17	5,792.49	539.68	86.10%
RETIREMENT	41,343	41,662	3,307.07	35,980.52	5,681.34	5,532.49	148.86	86.36%
HEALTH/LIFE/DIS	209,469	216,901	18,458.02	173,058.12	43,843.10	23,731.34	20,111.76	79.79%
TOTAL FRINGE BENEFITS	296,319	304,116	25,218.97	248,259.55	55,856.62	35,056.31	20,800.30	81.63%
TOTAL SALARY AND BENEFITS	891,183	899,440	70,367.81	760,951.24	138,488.81	110,775.12	27,713.69	84.60%
TELEPHONE	1,515	1,515	124.60	1,362.99	152.01	124.57	27.44	89.97%
CELLULAR PHONES	720	720	0.00	442.51	277.49	48.58	228.91	61.46%
POSTAGE	7,424	5,324	449.48	3,667.32	1,656.68	0.00	1,656.68	68.88%
PRINTING	5,000	3,400	0.00	1,797.20	1,602.80	0.00	1,602.80	52.86%
TRAVEL	19,581	19,581	1,576.98	13,864.81	5,716.19	1,297.14	4,419.05	70.81%
EDUCATIONAL MATERIALS	500	500	0.00	194.12	305.88	0.00	305.88	38.82%
OFFICE SUPPLIES	9,640	8,140	332.63	5,965.43	2,174.57	450.00	1,724.57	73.29%
INFO. TECHNOLOGY	2,700	2,700	878.40	1,965.10	734.90	1,086.70	(351.80)	72.78%
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)	2,100	2,100	139.22	2,083.78	16.22	321.26	(305.04)	99.23%
SUBSCRIPTIONS/DUES	200	200	0.00	200.00	0.00	0.00	0.00	100.00%
EQUIPMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00%
CONTRACTUAL- Audit	15,000	15,000	0.00	15,000.00	0.00	0.00	0.00	100.00%
CONTRACTUAL- Legal Fees	29,926	27,126	0.00	15,330.00	11,796.00	1,696.80	10,099.20	56.51%
CONTRACTUAL- Advertising	1,908	1,651	0.00	621.20	1,029.80	0.00	1,029.80	37.63%
CONTRACTUAL-Janitorial	3,830	3,830	328.07	3,237.32	592.68	0.00	592.68	84.53%
UTILITIES	9,797	9,797	0.00	7,422.41	2,374.59	901.65	1,472.94	75.76%
FINGER-PRINT EXPENSE	38,500	38,500	145.50	25,566.00	12,934.00	4,327.00	8,607.00	66.41%
HR ASSESSMENT FEE	4,790	4,790	0.00	3,316.59	1,473.41	0.00	1,473.41	69.24%
MISCELLANEOUS	2,700	8,700	0.00	3,465.00	5,235.00	0.00	5,235.00	39.83%
TOTAL OPERATING	155,831	153,574	3,974.88	105,501.78	42,837.22	10,253.70	32,583.52	68.70%
ADMIN. COST- FDOH In-Kind	97,225	97,225	7,676.85	83,016.74	14,208.26	12,085.12	2,123.14	85.39%
ADMIN. COST- FDOH & JWB	48,573	48,573	3,835.33	41,474.89	7,098.11	6,037.69	1,060.43	85.39%
TOTAL ADMIN. COST	145,798	145,798	11,512.17	124,491.62	21,306.38	18,122.81	3,183.57	85.39%
ALL FUND TOTAL EXPENSES	1,192,812	1,198,812	85,854.87	990,944.64	202,632.41	139,151.63	63,480.78	82.66%
REVENUE SOURCES:								
JWB	564,643	564,643	86,730.19	443,541.32	121,101.68	113,878.92	7,222.76	78.55%
DCF	282,122	288,122	29,510.16	241,101.60	47,020.40	47,020.32	0.08	83.68%
FDOH	70,828	70,828	5,619.28	63,669.38	7,158.62	8,286.53	(1,127.91)	89.89%
FDOH - In-Kind	97,225	97,225	7,676.85	83,016.74	14,208.26	12,085.12	2,123.14	85.39%
LB FEES & FINES	115,895	115,895	9,636.00	94,496.90	21,398.10	9,650.00	11,748.10	81.54%
LB FINGER PRINT FEES	38,500	38,500	0.00	24,892.00	13,608.00	0.00	13,608.00	64.65%
FUND BALANCE	23,599	23,599	3,551.27	19,680.06	3,918.94	3,197.27	721.67	83.39%
ALL FUND TOTAL REVENUE	1,192,812	1,198,812	142,723.75	970,397.99	228,414.01	194,118.17	34,295.84	80.95%

TELEPHONE	758	758	62.30	681.49	76.51	62.29	14.23	89.91%
CELLULAR PHONES	410	410	0.00	252.23	157.77	27.69	130.08	61.52%
POSTAGE	3,712	1,612	0.00	1,608.92	3.08	0.00	3.08	99.81%
PRINTING	2,500	900	0.00	898.60	1.40	0.00	1.40	99.84%
TRAVEL	3,705	3,705	299.63	2,634.31	1,070.69	246.46	824.23	71.10%
EDUCATIONAL MATERIALS	0	0	0.00	0.00	0.00	0.00	0.00	0.00%

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V. Public Comment

VI. Next Meeting: Wednesday, December 10, 2014, 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment