

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

**REGULAR MEETING
January 27, 2016 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

II. Consent Agenda

- A. Approval of Minutes from November 18, 2015

III. Action Items

- A. Accept Audit-Presented by Dana Powell of Law, Redd, Crona, & Munroe
- B. Final Agency Action-Family Child Care Home Provider – Lori Gavitt
- C. Approve licenses for 3 new Children's Centers
- D. Approve licenses for 6 new Family Child Care Homes

IV. Information Items

- A. Executive Director's Report
- B. Statistical Report regarding licensing activities
- C. Compliance Reports
 - 1. Children's Centers Fine Report
 - 2. Family Child Care Homes Fine Report
 - 3. 100 Percent Compliant Inspections in Children's Centers
 - 4. 100 Percent Compliant Inspections in Family Child Care Homes
- D. Monthly Financial Report

V. Public Comment

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.

VI. Next Meeting: Wednesday, April 27, 2016 at 1:30

VII. Adjournment

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 three 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.

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

**REGULAR MEETING
November 18, 2015 at 1:30 PM**

UNAPPROVED MINUTES

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-Pam Gebler was introduced to the Board as Francine Williams' replacement. It was announced that Celeste Fernandez, who could not attend, is replacing Peggy Niermann.

Board members, Advisory Committee members, and staff introduced themselves. Patsy Buker introduced two new Child Care Licensing Specialists, Karen Sowada and Michelle Leland, who have been training to take on their own case load at the beginning of the upcoming year.

B. Approve Agenda (addition of new items)
There were no new items to add to the Agenda.

II. Consent Agenda

A. Approval of Minutes from August 19, 2015

Motion: Commissioner Gerard made a motion to approve the minutes, Sandra Downes seconded the motion, and it passed unanimously.

III. Action Items

A. Approve licenses for two new Children's Centers

Jorie Massarsky reported that both centers have done an excellent job during their time on temporary permit, and that there were no concerns with recommending them for full licensure.

Motion: Susan Rolston made a motion to approve the Centers for licensure
Commissioner Gerard seconded the motion, and it passed unanimously.

B. Approve licenses for 10 new Family Child Care Homes

Julie Oliver reported that these homes had their three inspections throughout the year with only minor non-compliances, and that there were several that had 100% compliant inspections. Ms. Oliver told about a provider that had been on the Agenda to go to the Board in August, 2015, but that she had not done very well on her inspections. The provider was moved to the November Board, and was given Technical Assistance resulting in three perfect inspections. Ms. Oliver said there were no concerns or worries about recommending the ten homes for licensure.

Patsy Buker commented that the number of Child Care Homes had been

decreasing over the last several years, so the fact that there are 10 new Homes is very positive.

Motion: Sandra Downes made the motion to approve the Homes for licensure, Commissioner Gerard seconded it, and the motion passed unanimously.

C. Set dates for 2016 PCLB meetings

Patsy Buker noted that the Board must meet quarterly, and, in the past, the meetings have rotated between evenings and afternoons. She explained that when the board meets in certain months, all of the yearly renewals fall on those same months, making some months overly busy for the Specialists, while other months are not as busy. It was stated that they would like to spread out the workload if possible, which is why there is a suggested change in the months of the meetings.

1/27/16 6:30
4/27/16 1:30
7/27/16 6:30
10/26/16 1:30

Vicki Conolly and Dorothy Duve' pointed out that the alternating times for the meetings works very well for them, and Ann Hofmeister and Nina Meyers stated that they like always having the meeting on Wednesdays.

Motion: Commissioner Gerard made the motion to accept the 2016 dates and times for the PCLB Board meetings, Pam Gebler seconded the motion, and it passed unanimously.

IV. Information Items

A. Executive Director's Report

Patsy Buker reported that although she did not have a report to distribute, she has been a part of working on the Financial Audit, a very important activity for October, November, and December. She noted that she will probably invite the Auditor to the January meeting to give a report, and that she will give a Financial Report, including changes in the budget, when she has good, solid numbers to report.

B. Statistical Report regarding licensing activities

--Closed centers

Nina Meyers asked about a particular center closing, and Jorie Massarsky reported that it is still open, but under different ownership. She noted that they have had their first inspection, and that they are doing very well.

Vicki Conolly asked if a center who is being fined is on the verge of closing, and the owners sell it, are they still responsible for the outstanding fine. Ms.

Massarsky replied that they are not responsible for paying the fines, and the center can go on to be very successful on a temporary permit. However, if those owners open another center, they will need to pay those fines. She explained that they are monitored very closely, and that it is much easier to close them on a temporary permit than to revoke a full license.

Susan Rolston questioned if selling day care businesses is a common trend occurring. Ms. Massarsky reported that there are a lot of aggressive business brokers out there who approach the businesses and convince them that it is a good time to sell. Some owners have been providers for a long time, are aging out the business, and are ready to take the money and leave the business.

--Closed homes

Ann Hofmeister questioned if a particular provider on the list was on Temporary Permit. Julie Oliver reported that they had closed her and reopened her as a large family child care home, and that she is now on a Temporary Permit for one year.

Ms. Buker explained about the information that the Statistical Report shows. Pam Gebler asked if the Licensing Board knows ahead of time when Homes are closing. Ms. Buker reported that most of the Homes close because of the provider's health or because they do not have enough children in care for the business to be lucrative. Ms. Gebler said she knows several people who are available for mentoring other providers. Ms. Buker suggested that we put providers in touch with Pam Gebler.

C. Compliance Reports

1. Children's Centers Fine Report

Jorie Massarsky reported on a Center that had received their fifth violation of the same standard within two years. They have been fined \$30 per day and therefore have been given a \$1230 fine. They have not appealed the fine, but are having to deal with their corporate office to get the fine paid. The director has taken full ownership of the situation, admitting being negligent in checking the records on the first day of the school year.

Nina Meyers asked about a fine that was given to another school on the list. Ms. Massarsky explained that they had left a child in their van, and that they were not actually doing a sweep, they were just signing the report. They self-reported the incident.

Dorothy Duve' complemented the Licensing Staff for making providers feel compelled to self-report, and Susan Rolston asked if the fine would be larger if they didn't report it themselves. Ms. Massarsky replied that they do take into account when an incident is a self-report.

2. Family Child Care Homes Fine Report

Ann Hofmeister asked about a Home's fine. Julie Oliver explained that the provider did not document her attendance properly for the food program.

The food program audited her attendance, and discovered the discrepancy. Licensing Staff have worked with her, increased her inspection visits, have been giving her technical assistance, and she hasn't had a problem since.

Vicki Conolly asked about an incident with a provider giving a child Melatonin. Ms. Oliver reported that the parent had asked the provider to do so, but that the provider did not follow medication guidelines and therefore received a fine.

3. 100% Compliant Inspections in Children's Centers

Patsy Buker pointed out that there were a lot of Centers and Homes that had received 100% compliant inspections.

4. 100% Compliant Inspections in Family Child Care Homes

D. Monthly Financial Report

Patsy Buker reported that the Licensing Board's job, with regard to the financial report, is to spend all of the money allotted in our contracts, but to spend it in the right way on things that are appropriate.

Vicki Conolly asked why some areas of the report were highlighted, and Ms. Buker said she would check into that.

Dorothy Duve' asked how we are doing with our staffing situation. Ms. Buker reported that we are losing one more licensing specialist, and that she is going to be working with Environmental Health, using the Science degree with which she recently graduated.

Ms. Duve' asked if there was any chance for changes in the Specialists' salaries. Ms. Buker reported that it would not be possible, but that we do have a new director, Dr. Choe, and that she would like to invite him to our next meeting, and that he could be asked that question at that point.

Nina Meyers expressed concern that more Specialists could leave for better paying jobs, and that the practice of training them is an arduous one.

Dorothy Duve' asked, in light of the terrorism situation, what, if anything was being done about guns in Family Child Care Homes. Patsy Buker explained that we have already asked the providers about guns in their homes, and that nothing else has changed with that. Colleen Flynn added that the language in the statute reads no guns are allowed in schools, and that should include preschools. Ms. Buker noted that there is a statute that reads that cities, counties, and special districts can't make regulations prohibiting guns.

V. Public Comment

Grace Peterson, a Department of Health Senior Health Educator with WIC representing the Florida Breastfeeding Coalition, spoke about furthering education about the importance of breastfeeding. She informed the Board about books in schools aiming to normalize breastfeeding, and a Department of Health website training module that teaches the proper way to handle breast milk.

Child Care providers can get a designation from the Coalition as being trained in the importance of breastfeeding babies. They must provide a policy that helps support breastfeeding.

She reported a lack of knowledge and confusion by the providers on the handling of breast milk.

Patsy Buker told Ms. Peterson that she would follow up with her to make sure to help to get this information out.

VI. Next Meeting: Wednesday, January 27, 2016 @ 6:30 PM
Mid County FDOH offices:
8751 Ulmerton Road, Largo, FL 33771-3832

VII. Adjournment

The meeting was adjourned at 2:28 PM. Commissioner Gerard made a motion for adjournment, Sandra Downes seconded it, and it passed unanimously.

Respectfully submitted by:

Sandra Downes, Secretary

III. Action Items

A. Presentation of the Audit – Presented by Dana Powell of LRMC

Recommended action: Accept

B. Final Agency Action Regarding Family Child Care Home Provider- Lori Gavitt

Final Agency Action Regarding Class I Administrative Fine for \$500 – Lori Gavitt

In preparation for taking Final Agency Action, Evan Frayman, Esq. will provide the Board with an overview of the appeal process and the Board's role in that process.

The Board is asked to review the attached: Notice of Class 1 Administrative Fine; Request for Hearing; Notice of Hearing; Findings of Fact, Conclusions of Law and Recommendations of Hearing Officer; Notice of Service of Hearing Officers Recommended Order and Notice of Right to File Written Exceptions (which includes notice of Board Meeting for Final Agency Action). A notice of the meeting at which the Board will take Final Agency Action was mailed to Ms. Gavitt.

The Hearing Officer upheld staff's imposition of the Class 1 Administrative Fine in the amount of \$500 for violating the supervision requirements. Ms. Gavitt did not file Written Exceptions, and therefore, a transcript from the hearing was not ordered.

The Advisory Committee members may participate in the discussion based on the record, but only Board Members may participate in taking action based on the records submitted and the contents of the Findings of Fact and Recommendations of the Hearing Officer.

Evan Frayman, Esq., will be present to advise the Board of procedures and legal issues related to the Board's Final Agency Action.

Board Action:

- Board may approve or modify the Recommended Order as the Final Agency Action of the PCLB, to wit:
- The Board may accept, reject or modify findings of fact. However, the Board may reject or modify findings of fact only after a review of the entire record, provided that such rejection or modification is based upon and the order states with particularity that the findings of fact were not based upon competent, substantial evidence or that the proceedings on which the findings were based did not comply with the essential requirements of the law.
- The Board may accept, reject, or modify conclusions of law if the conclusion is based upon laws over which it has substantive jurisdiction, provided the Board states with particularity its reasons for rejecting or modifying such conclusion of law and makes a finding that its conclusion of law is as reasonable as or more reasonable than that of the hearing officer.
- The Board may accept the recommended penalty. However, if the Board chooses to increase or decrease the penalty, it must do so only after review of the entire record and the Final Agency Action must state with particularity its reasons therefore by citing to the record in justifying the action.

*** * See Attached items**

C. Approve licenses for 3 new Children’s Centers

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Belcher Academy	1375 South Belcher Road Largo 33771	Belcher Academy, Inc.	Day Nursery	63 with 16 Infants	2 Months - 6 Years and School Age
Madeira Beach Recreation	200 Rex Place Madeira Beach 33708	City of Madeira Beach, Florida	School Age Center	70	School Age
The Nicholas Vosotas Kimberly Home Child Care Center	1194 Grove Street Clearwater 33755	Kimberly Home Inc.	Day Nursery	30 with 22 Infants	2 Months through 3 Years

D. Approve licenses for 6 new Family Child Care Homes

Recommended Action: Approve

Provider Name	City	Capacity
Stacie M. Haggerty	Clearwater	8
Cora Heard	St. Petersburg	6
Shrieka Hollis	St. Petersburg	6
Biljura Gradisic	Clearwater	8
Maria Piatt	Seminole	8
Luisa Collins	Pinellas Park	8

IV. INFORMATION ITEMS

A. Executive Director’s Report- To be distributed

B. Statistical Report for December 2015

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	359	2474	26	311	255	22604	112	17482	4	272	22	1059
1. Temporary Permits 1st Time TP	1	8			3	155						
2. Capacity Change - current licenses New capacity began	2	3										
3. Closed - # with capacity	-5	-34			-3	-210						
4. Corrections - from previous reports Explain below*												
Total Capacity	355	2451	26	311	255	22549	112	17482	4	272	22	1059

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	
Total Number	381	355	26	393	128	
Total Capacity	2762	2451	311	41362	3044	

1. Licensing						
a. Pre-licensing inspections	1			7		
b. - e. Inspections/ Re-checks	70			77		
f. TA/Consultation	8			16		
g. Unlicensed care investigations	1			0		
h. Children's Records (only)				2		
i. Renewal licenses issued	27			27		
2. Enforcement						
a. Complaints	6			16		
b. Fines administered	8			25		
c. Conferences	1			2		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	0			3		
b. Number of hours	0			6		
4. Training Taken						
a. Number of trainings	0			2		
b. Number of hours	0			10		
5. Health Inspections						
a. Food				93		

Closed Centers for November and December 2015

November:

- Faith Academy
- YMCA High Point
- The Learning Experience @ Clearwater-change of ownership, reopened as The Learning Experience-Clearwater

December:

- Happy Days 2-change of ownership, reopened as The Sprout Academy-Pinellas Park
- Educare @ Countryside-change of ownership, reopened as Educare Preschool
- LaChelle's Little Angels Developmental Center

Closed Homes for November and December 2015

November:

- Kristina Martinez
- Jose Matos-Holmes

December:

- Lynn Cruea (deceased)
- Pam Zatvarnicky
- Latosha Williams
- Sondra Harper
- Ronda Jordan

C. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
YMCA of the Suncoast-Curtis	2	Adult/child ratio was not met when 29 children were with one staff member	11/2/2015	\$50.00	\$ 50.00	12/1/2015
R'Club ELA @ US 19	2	Supervision - a child was left in the classroom when the class went outside to the playground	11/5/2015	\$50.00	\$ 50.00	11/20/2015
	2	Daily attendance-Transitions were not done in a 2 year old children's classroom	11/5/2015	\$60.00	\$ 60.00	11/13/2015
Bayfront CDC	3	Chr-expired DH680	11/9/2015	\$25.00	\$25.00	11/9/2015
Celebrity Kids Club of Pinellas	2	Personnel: no local background check conducted	11/6/2015	\$50.00	\$50.00	11/13/2015
Academy for Love and Learning	2	Attendance-inaccurate attendance in 3's classroom	11/10/2015	\$50.00	\$50.00	11/16/2015
	3	Chr-expired DH680	11/10/2015	\$25.00	\$25.00	11/16/2015
Madeira Beach Rec	2	Personnel- no 2 year employment history check	11/13/2015	\$50.00	\$50.00	11/24/2015
	2	Personnel: no local background check conducted	11/13/2015	\$50.00	\$50.00	11/24/2015
	2	Personnel: No AGMC signed on or before date of hire	11/13/2015	\$50.00	\$50.00	11/24/2015
Safety Harbor Montessori	3	Chr-incomplete enrollment forms	11/16/2015	\$25.00	\$25.00	11/17/2015
UMCM @ St. Marks	2	Daily attendance-inaccurate recording in one classroom	11/17/2015	\$50.00	\$ 50.00	12/10/2015
La Petite Academy	3	Chr-incomplete enrollment forms	11/18/2015	\$25.00	\$ 25.00	12/1/2015
Camelot School	2	Personnel: No AGMC signed on or before date of hire	11/18/2015	\$50.00	\$ 50.00	11/24/2015
NorthBay Christian Academy	2	Daily Attendance: inaccurate recording	11/17/2015	\$50.00	\$ 50.00	12/8/2015

Educare at Countryside	1S	Misrepresentation of information or fraudulent information provided to PCLB- a child's birthdate was altered on two forms in the child's file	11/23/2015	\$100.00	\$100.00	12/8/2015
Madeira Beach Rec	2	Transportation- bus driver did not have current first aid	11/20/2015	\$50.00	\$50.00	12/22/2015
North East Park Preschool	2	Transportation- driver's attendance log not completed for one day	11/20/2015	\$50.00	\$ 50.00	12/8/2015
YMCA of the Suncoast- Ozona	2	Fire Inspection expired	11/30/2015	\$50.00	\$ 50.00	12/17/2015
UMCM @ St. Marks	2	No accident report provided on date of accident	12/2/2015	\$50.00	\$ 50.00	12/10/2015
	2	Daily Attendance- attendance accuracy was not documented at transition	12/2/2015	\$50.00	\$ 50.00	12/10/2015
Pauline Rivkind ECC	3	Chr- incomplete information	12/7/2015	\$25.00	\$ 25.00	12/17/2015
St. Nicholas Greek Orthodox Preschool	2	Expired fire inspection	12/9/2015	\$50.00	\$ 50.00	12/14/2015
St. Petersburg Pediatric Day School	2	Supervision- a 3 year old child was left on the playground for less than a minute	12/11/2015	\$50.00	\$ 50.00	1/4/2016
Kids Christian Care of FUMC of PP	1S	Discipline- a staff member poured water on a child who was misbehaving	12/14/2015	\$250.00	\$ 250.00	12/28/2015
Discovery Learning Center	2	Toxics were accessible to children	12/11/2015	\$50.00	\$50.00	1/11/2016
Kinder Care LC 531	2	Attendance- inaccurate attendance one classroom	12/14/2015	\$50.00	\$ 50.00	12/28/2015
	3	Chr-1 expired immunization record	12/14/2015	\$25.00	\$ 25.00	12/28/2015

	3	Chr- 3 incomplete Emergency Medical Release Forms	12/14/2015	\$1,200.00	\$1,200.00	12/28/2015
Educare of Palm Harbor	2	Personnel - 5 year rescreen not done timely	12/11/2015	\$50.00	\$50.00	1/15/2016
	2	Personnel - no local background screening completed	12/11/2015	\$50.00	\$50.00	1/15/2016
Logical Choice	2	Outdoor Equipment was not safe	12/15/2015	\$50.00	\$ 50.00	1/4/2016
	3	Chr-5 expired Immunization Records	12/15/2015	\$25.00	\$ 25.00	1/4/2016
LSF Los Caminos	2	Supervision-child left in bathroom for 1 minute when teacher returned to classroom	12/16/2015	\$60.00	\$60.00	1/12/2016
First Step CC	2	Personnel-no signed AGMC	12/11/2015	\$50.00		
Kidz World	2	Daily Attendance - inaccurate recording of attendance	12/14/2015	\$50.00	\$ 50.00	1/5/2016
	2	Supervision-adult: child ratio not met in one year old children's classroom	12/14/2015	\$50.00	\$ 50.00	1/5/2016
Seminole United Methodist Academy	2	Daily attendance- inaccurate recording in one classroom	12/16/2015	\$50.00	\$ 50.00	1/4/2016
	2	Personnel - no signed AGMC on or before date of hire	12/16/2015	\$50.00	\$ 50.00	1/4/2016
	2	Personnel-no 2 year employment history check	12/16/2015	\$50.00	\$ 50.00	1/4/2016
Prince of Peace	3	Chr-incomplete enrollment forms	12/17/2015	\$25.00	\$ 25.00	12/29/2015
Largo Country School	2	Fencing was not adequate in that there were broken slats	12/21/2015	\$50.00	\$ 50.00	12/28/2015
	2	Playground equipment was broken	12/21/2015	\$50.00	\$ 50.00	12/28/2015
Early Explorations	2	No current fire inspection	12/30/2015	\$50.00	\$ 50.00	1/6/2016

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Powell, Patricia	3	Physical Plant: Unsafe storage of material dangerous to children was observed. Licensing specialist observed chipped plates within reach of children.	11/1/2015	\$50	\$50	11-3-15 paid in full
Dineen, Pennie	3	Immunizations: The DH Form 680 was no longer current for two children.	11/9/2015	\$25	\$25	12-1-15 paid in full
Zephyrin, Lisa	2	Capacity: The provider was over capacity by one child on 10/15/15. The provider is licensed for 6 children and 7 children were in attendance that day.	11/18/2015	\$50	\$50	11-18-15 paid in full
Santiago, Patricia	3	Immunizations: One child had an expired immunization record.	12/8/2015	\$25	\$25.00	12-23-15 paid in full pbi
Williams, Latosha	1s	Unscreened Individual: On 11/18/15 the provider left 3 daycare children at Ms. Carol Washington's home while she went to a meeting. Ms. Washington is an unscreened individual and is not an approved substitute.	12/11/2015	\$500.00		Home Closed
Williams, Latosha	2	Personnel-First Aid: On 11/18/15 the substitute's first Aid was no longer current.	12/11/2015	\$50.00		Home Closed
Williams, Latosha	2	Transportation: On 11/23/15 the provider did not have evidence that a transportation log was maintained for the children being transported.	12/11/2015	\$50		Home Closed
Williams, Latosha	2	Personnel-CPR: On 11/23/15 the substitute, Debra Hope, certification for CPR was no longer current.	12/11/2015	\$50.00		Home Closed

Williams, Latosha	1s	Transportation: On 11/23/15 licensing specialist observed the provider transporting 2 day care children without federally approved child care restraints.	12/11/2015	\$500		Home Closed
Williams, Latosha	1s	Capacity: On 11/23/15 licensing specialist observed 10 preschool children in care. The provider is licensed for 6 preschool children.	12/11/2015	\$300		Home Closed
Williams, Latosha	2	Supervision: On 11/24/15 children were not adequately being supervised in that the provider was changing a diaper inside while the children were outside playing. The provider also walked to her van and left the children inside.	12/11/2015	\$50		Home Closed
Williams, Latosha	1s	Transportation: On 12/1/15 licensing specialist observed the provider transporting a 3 year old child without federally approved child restraint.	12/11/2015	\$500.00		Home Closed

3. 100% Compliant Inspections in Children's Centers

November

New Horizons
Suncoast Waldorf School
Young Days
Cornerstone Christian
My Friends Learning Center
Oldsmar Christian
Holy Family ECC
R'Club Bay Vista
YMCA-Campbell Park
PCC Christian Playgroup
Pasadena Church Preschool
R'Club Gulfport
Alegria Montessori
R'Club Sanderlin
Gingerbread-Azalea
R'Club Pasadena
Belcher Academy
Artz 4 Life
Saint Paul's School
Plato Academy-Clearwater
Lutheran Church of Cross
Childs Park Recreation Center
YMCA-Jamerson
Precious Angels

December

Stars & Comets Before/After School
YMCA-North Shore
City of Gulfport Recreation
Temple Beth-El
R'Club Blanton
R'Club ELA 28th Street
YMCA-Oakhurst
Plato Academy-Pinellas Park
R'Club Nina Harris
Growing Room Enrichment
YMCA-Leila Davis
Grace Children's Center
St. Pete Prep
R'Club Fairmount Park

4. 100% Compliant Inspections in Family Child Care Homes

November	December
Dawn Derhammer-Ayd	Lori Wells
Kelly Ogle	Donna Owens
Karen Eidys	Lucile Jerger
Julie Diersing	Deneathia Smith
Cynthia Rooks	Cathleen Schmidt
Julie Tokotch	Andie McLaren-Bell
Carolyn Johnson	Maxine Williams-Salter
Monica Pittman	Suhvanna Lamar
Peggy Robinson	Betty Butler
Verda Davis	Kimberly Jackson
Judy Drayton	Cora Heard
Delores Givens	Brigitta Groeschen
Shrieka Hollis	Felicia Mills
Trevia Edwards	JoDeen Dulmes
Yvonne Martin	Jacqueline Hilton
Yvonne McTier	Laurie Murphy
LaQuinda Sherrod	Doris Bostick
Diana Ward	Glendora Hunter
Lynda Johnson	Stacie Haggerty
Loretta Wilcoxon	Debra Lewis
Christine Sciandra	Gitjana Gjyshi
Maria Piatt	Patsy McConnell
Norma Bown	Tamara Beard-Ball
Teresa Koppie	Gayla Hicks
Aniko Ilyes	Donna Lindsey
Shelia Jackson-Jones	Candy Merrell
Susan Daniels	Amanda Neuner
Darlene Madden	Carrie Gonzalez
DaeAnn Ryder	Patricia Jones
Bonnie Adams	Luisa Collins
Kimberly Suthard	Jeanie Runkle
June Moody	
Alvern Brown	
Merlita Jones	
Sandra Ryan	
DaVee Henderlong	
Deborah Fleck	
Bonnie Adams	

D. Financial Report

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/15 - 09/30/16 (FY1516)

ALL FUND SUMMARY

<u>ACCOUNT</u>	<u>ANNUAL BUDGET</u>	<u>OCTOBER ACTUAL</u>	<u>NOVEMBER ACTUAL</u>	<u>DECEMBER ACTUAL</u>	<u>ALL FUNDS SPENT 12/31/2015</u>	<u>AVAILABLE BALANCE</u>	<u>% SPENT</u>
TOTAL SALARIES	584,025	35,999.65	44,758.60	43,242.23	124,000.48	460,024.52	0.21
FICA/MEDICARE	44,678	2,753.97	3,424.03	3,308.03	9,486.04	35,191.587	0.21
RETIREMENT	44,935	2,613.57	3,249.47	3,139.39	9,002.43	35,932.764	0.20
HEALTH/LIFE/DIS	235,993	6,289.61	17,864.24	18,399.10	42,552.95	193,440.050	0.18
TOTAL FRINGE BENEFITS	325,606	11,657.16	24,537.75	24,846.52	61,041.42	264,564.401	0.19
TOTAL SALARY AND BENEFITS	909,631	47,656.81	69,296.35	68,088.75	185,041.90	724,588.92	0.20
TELEPHONE	1,633	136.46	136.40	0.00	272.86	1,360.14	0.17
CELLULAR PHONES	612	0.00	13.46	164.67	178.13	433.87	0.29
POSTAGE	3,950	0.00	7.23	0.00	7.23	3,942.77	0.00
PRINTING	4,000	0.00	0.00	151.80	151.80	3,848.20	0.04
TRAVEL	15,000	0.00	1,546.34	1,652.24	3,198.58	11,801.42	0.21
EDUCATIONAL MATERIALS	175	0.00	0.00	0.00	0.00	175.00	0.00
OFFICE SUPPLIES	5,991	631.36	590.95	396.33	1,618.64	4,372.36	0.27
INFO. TECHNOLOGY	4,145	25.00	518.95	917.39	1,461.34	2,683.66	0.35
RENT- OFFICE SPACE	25,056	0.00	0.00	0.00	0.00	25,056.00	0.00
RENT- STORAGE SPACE	0	0.00	0.00	0.00	0.00	0.00	0.00
RENT- EQUIPMENT (COPIER)	1,862	95.12	0.00	299.18	394.30	1,467.70	0.21
SUBSCRIPTIONS/DUES	0	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Audit	19,000	0.00	0.00	0.00	0.00	19,000.00	0.00
CONTRACTUAL- Legal Fees	15,000	0.00	0.00	5,218.67	5,218.67	9,781.33	0.35
CONTRACTUAL- Advertising	770	0.00	82.00	0.00	82.00	688.00	0.11

CONTRACTUAL-Janitorial	3,938	0.00	328.07	328.07	656.14	3,281.86	0.17
UTILITIES	13,473	0.00	1,829.44	1.25	1,830.69	11,642.31	0.14
FINGER-PRINT EXPENSE	0	0.00	0.00	0.00	0.00	0.00	0.00
HR ASSESSMENT FEE	4,615	1,132.09	0.00	0.00	1,132.09	3,482.91	0.25
MISCELLANEOUS	1,588	0.00	0.00	0.00	0.00	1,588.00	0.00
TOTAL OPERATING	120,808	2,020.03	5,052.84	9,129.60	16,202.47	103,017.53	0.13
ADMIN. COST- FDOH In-Kind	165,764	4,775.21	6,943.49	6,822.49	18,541.20	147,222.80	0.11
ADMIN. COST JWB 17%	80,018	4,146.24	6,242.74	5,958.03	16,347.01	63,670.99	0.20
TOTAL ADMIN. COST	245,782	8,921.46	13,186.23	12,780.52	34,888.21	210,893.79	0.14
ALL FUND TOTAL EXPENSES	1,276,221	58,598.29	87,535.42	89,998.87	236,132.58	1,038,500.24	0.19
REVENUE SOURCES (Received)							
JWB	564,643	30,178.46	44,243.89	42,512.19	116,934.53	447,708.47	0.21
DCF	282,122	23,510.16	23,510.16	23,510.16	282,121.92	0.08	1.00
FDOH	129,117	2,670.91	6,163.87	9,575.19	18,409.98	110,707.48	0.14
FDOH - In-Kind	165,764	4,775.21	6,943.49	6,822.49	18,541.20	147,222.80	0.11
LB FEES & FINES	102,719	6,458.25	7,515.86	7,350.71	21,324.83	81,394.44	0.21
FUND BALANCE	31,855	25.00	2,901.67	2,383.27	5,309.94	26,545.06	0.17
ALL FUND TOTAL REVENUE	1,276,221	67,617.99	91,278.95	92,154.01	462,642.39	813,578.32	0.36

V. Public Comment

VI. Next Meeting: Wednesday April 27, 2016 @ 1:30
Mid County DOH offices:
8751 Ulmerton Road
Largo, FL 33771

VII. Adjournment