

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

**REGULAR MEETING
October 26, 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 July 27, 2016

III. Action Items

- A. Approve Budget for new Fiscal year
- B. Approve dates for 2017 PCLB meetings
- C. Approve licenses for 3 new Children's Centers
- D. Approve licenses for 3 new Family Child Care Homes

IV. Information Items

- A. Executive Director's Report – To be distributed
- 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
 - 5. Closed Centers and 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:** (Tentatively) Wednesday, February 22, 2017 at 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road, Largo, FL 33771

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 should 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
AND FAMILY DAY CARE HOMES
Minutes for the Regular Board Meeting
July 27, 2016 1:30 PM
APPROVED MINUTES
AMENDED 10/27/16**

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, July 27, 2016, at 8751 Ulmerton Road, Largo, FL, to begin at 1:30 PM.

Board Members Present: Vicki Conolly, Chairman; Dorothy Duve', Commissioner Gerard, Dr. Shana Rafalski, Susan Rolston

Ex-Officio Member Present: Charles Minor

Board Members Absent: Celeste Fernandez, Pam Gebler

Advisory Members Present: Lynn Bittner

Advisory Members Absent: DaVee Henderlong, Ann Hofmeister, Elizabeth Krakowski, Nina Meyers, Amanda Neuner, Richard French

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 Kathi Merino, Administrative Secretary

I. Call to Order

A. Welcome and Announcements The PCLB Board Meeting was called to order at 1:35 PM. Jorie Massarsky announced the passing of Martha Skelton, who was a tremendous advocate for children, and acknowledged the passing of Home Day Care provider Diana Neuner, mother-in-law of our Advisory Committee member, Amanda Neuner.

B. Approve Agenda

Motion: Susan Rolston made a motion to approve the Agenda, Dorothy Duve' seconded it, and the motion passed unanimously.

II. Consent Agenda –Approval of minutes from April 27, 2016

Motion: Dorothy Duve' made a motion to approve the Minutes from the April 27, 2016 meeting. Susan Rolston seconded the motion, and it passed unanimously.

III. Action Items

- A. Approve continuation of Interlocal Agreement** Colleen Flynn, Esq. explained the history of the Agreement and the partnership between the Department of Health and PCLB. Ms. Flynn explained that nothing had changed in the Agreement, and that we are looking to extend it for another year.

Motion: Commissioner Gerard made a motion to approve the continuation of the Interlocal Agreement, Dorothy Duve' seconded it, and it passed unanimously.

- B. Approve selection of Auditor** Colleen Flynn explained that every year, PCLB is required to have an audit of our financial statements and again this year, we have had only one response for a bid on the job. Patsy Buker shared that Thomas Howell Ferguson is the same Auditor we have used, and it is a positive thing since they are familiar with us.

Motion: Susan Rolston made a motion to approve the selection of the Auditor, Dr. Shana Rafalski seconded the motion, and it passed unanimously.

- C. Approve licenses for 3 new Children's Centers** Jorie Massarsky explained that three new centers are being brought forward for full licensure. My Friends Learning Center, who had a change of ownership, and Campbell Park Recreation Center who had closed for renovations, have had excellent inspection reports. Plato Academy has opened their 7th location, and has done very well with their inspections, as well. Our recommendation is for all three centers to be approved for full licensure.

Motion: Dr. Shana Rafalski motioned to approve the licensure of the three centers, Commissioner Gerard seconded it, and the motion passed unanimously.

- D. Approve licenses for 3 new Family Child Care Homes** Julie Oliver explained that it was necessary to make an amendment because only two homes are ready to be recommended for full licensure. Deneathia Smith received three good inspections, but had to have her five year re-screening done, and the fingerprint vendors are very backed up, so her screening was not completed in time for her Home Day Care to be presented to Board. She will continue to work under a temporary license. Christen Lake and Emilia Massion-Torres both had very good inspections, and are recommended for full licensure.

Motion: Commissioner Gerard made a motion to approve the two Family Child Care Homes for full licensure, Susan Rolston seconded it, and the motion passed unanimously.

- E. Approve license for 1 new Large Family Child Care Home** Deanna Reyome has run a Large Family Child Care Home for a full year, has had very good inspections, and it is recommended that she be approved for full licensure.

Motion: Dr. Shana Rafalski made a motion to approve the Large Family Child Care Home. Commissioner Gerard seconded it, and the motion passed unanimously.

IV. Information Items

A. Board Training by Colleen Flynn See attached

Regarding public records, Ms. Buker explained that there is a man who is contacting different agencies, asking for certain records, and if the agency does not agree to produce the records, he sues them.

Charles Minor asked for his name because he had recently received a request. He was told we would get him the man's name.

B. Executive Director's report

Ms. Flynn gave an update of the appeal by a Home Day Care provider who was issued a Class I fine. The DCF officer recommended upholding our finding, and the final order was issued. She explained that the provider may appeal, but only has 30 days in which to do it. PCLB pays for the hearing officer.

Patsy Buker discussed the background screening in the DCF Clearinghouse, the Child Care Development Block Fund, and the changes being brought forward by DCF. The biggest change is with the screening of child care providers. DCF has put many new requirements onto the providers. They all must be rescreened within a certain amount of time-before May or September of 2017. If the provider has been granted an exemption, they must be re-fingerprinted right away.

A Board member asked if Licensing is notified if there is a disqualification, and Julie Oliver replied that Licensing is not notified.

C. Statistical report regarding licensing activities See report

D. Compliance Reports

▪ Children's Centers Fines Report

Jorie Massarsky described the circumstances of a State Class I fine that was issued- a seven year old registered in an afterschool program told a staff member he was supposed to walk home, and was found trying to cross Ulmerton Road. He had never actually signed into the after school program, and therefore wasn't logged into the attendance. However, they should have verified that he was to walk home that day.

▪ Family Child Care Homes Fines Report

- **100 percent Compliant Inspections in Children’s Centers**
- **100 percent Compliant Inspections in Family Child Care Homes**
- **Closed Centers and Homes**

Vicki Conolly asked if there were any children that were displaced by the Centers and Homes that closed. Patsy Buker explained that ELC has a Child Care Resource and Referral program that helps to place children.

E. Monthly Financial Report

Patsy Buker explained how Child Care Licensing is funded by JWB and DCF. We were able to spend all of the money we were allotted this fiscal year. Because we have had some staff turnover, we do have some lapsing dollars, and JWB has asked for a detailed report. Vicki Conolly asked what we do with the fines, and if we could do more trainings. Ms. Buker replied that the money can be put where it is needed most. She discussed the differences in counties for licensing specialists, and that Pinellas pays about \$5000 less than Pasco County.

The Group agreed that the Specialists should be given raises.

F. Public Comment

VI. Next Meeting: Wednesday, October 26, 2016 @ 6:30

Vicki Conolly reminded the Board that this is a new time for the next meeting.

VII. Adjournment

Vicki Conolly called for the meeting to be adjourned at 3:06 PM.

Respectfully Submitted by:

Celeste Fernandez, Secretary

III. Action Items – A. Approve Budget for new Fiscal Year

prepared by Florida Department of Health - Pinella
Pinellas County Licensing board
October 1, 2016 - September 30, 2017

10/24/2016

PERSONNEL EXPENSES

As of: October 20, 2016

Expenditure Line Item and Explanation	JWB	DCF	DOH-Pin	DOH-In Kind	Fees	Fund Bal.	In-Kind	Revised Total	% Budget
a. Personnel Salaries									
a. Total Personnel	17.35	\$309,925	\$174,718	\$32,513	\$0	\$47,193	\$12,539	\$0	\$576,889 45%
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 7.52%.									
FICA	7.65%	\$23,709	\$13,366	\$2,487		\$3,610	\$959	\$0	\$44,132
RETIREMENT	7.52%	\$23,306	\$13,139	\$2,445		\$3,549	\$943	\$0	\$43,382
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods	VAR	\$119,619	\$63,546	\$15,211		\$24,531	\$5,325	\$0	\$228,231
ANTICIPATED HEALTH INSURANCE/SALARY INCREASES		\$14,759							\$14,759
b. Total Fringe Benefits		\$181,394	\$90,050	\$20,144	\$0	\$31,690	\$7,227	\$0	\$330,504 26%
Total Salary & Fringe		\$491,319	\$264,768	\$52,657	\$0	\$78,883	\$19,766	\$0	\$907,393 71%
c. Direct Costs									
CONTRACTUAL- AUDIT	131100	\$0	\$0	\$13,565		\$2,570	\$2,865		\$19,000
CONTRACTUAL- LEGAL FEES	131600	\$0	\$10,000	\$5,000		\$9,849	\$0		\$24,849
JANITORIAL	132100	\$2,520	\$0	\$2,497		\$0	\$0		\$5,017
RENT - STORAGE SPACE					\$25,056				\$25,056
ADVERTISING	133500	\$0	\$0	\$0		\$650	\$0		\$650
INFO. TECH Records Mgmt	134216	\$0	\$0	\$2,145		\$0	\$2,000		\$4,145
FINGER-PRINT EXPENSE	290000	\$0	\$0	\$0		\$116	\$0		\$116
									\$78,833
POSTAGE	210000	\$0	\$0	\$2,000		\$1,950	\$0		\$3,950
TELEPHONE	221000	\$0	\$0	\$0		\$1,736	\$0		\$1,736
CELLULAR PHONES	221100	\$0	\$0	\$0		\$663	\$0		\$663
Communications - DP Air Cards	223013	\$0	\$0	\$0		\$0	\$4,326		\$4,326
PRINTING	230000	\$1,905	\$0	\$0		\$2,095	\$0		\$4,000
TRAVEL	261300	\$9,000	\$5,000	\$1,000		\$2,120	\$0		\$17,120
UTILITIES	271000	\$1,893	\$0	\$11,320		\$0	\$0		\$13,213
									\$45,008
OFFICE SUPPLIES	341018	\$0	\$668	\$2,761		\$0	\$2,847		\$6,276
EDUCATIONAL MATERIALS	341039	\$1,015	\$0	\$0		\$0	\$0		\$1,015
									\$7,291
SUBSCRIPTIONS/DUES (LICENSE)	461009	\$0	\$0	\$0		\$175	\$0		\$175
TRAVEL / TRAINING / CONFERENCES	461601	\$0	\$0	\$0		\$1,588	\$0		\$1,588
									\$1,763
RENT- EQUIPMENT (COPIER)	442000	\$1,862	\$0	\$0		\$0	\$0		\$1,862
HR ASSESSMENT FEE (\$281 Per FTE)		\$2,248	\$1,686	\$0		\$568	\$0		\$4,502
c. Total Direct Cost		\$20,443	\$17,354	\$40,288	\$25,056	\$24,080	\$12,038	\$0	\$139,259 11%
d. Indirect Cost									
Indirect cost will offset purchasing, finance, information									
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)		\$83,524							\$83,524
Indirect Cost - In Kind (9.16)					\$153,850				\$154,009
d. Total Indirect Cost		\$83,524	\$0	\$0	\$153,850	\$0	\$0		\$237,374 18%
Project Total:		\$595,286	\$282,122	\$92,945	\$178,906	\$102,963	\$31,804		\$1,284,027

FICA

FICA is 7.65% of salaries.

Retirement

Retirement is 7.52% of salaries, \$584,025 x 7.52%

Life and Health Insurance

Health Insurance varies by employee and classification. Projected health, life and disability costs are calculated by position for each employee. The Department of Management Services negotiates the health and life insurance for all employees of the state of Florida.

Workers Compensation

DOH is not self-insured. The Department of Management Services negotiates the contract for the entire state of Florida and pays all expenses.

FINGERPRINTING - \$116 ADDED THIS FY1617

We anticipate hiring new people who will require background checking.

Travel:

Actual travel spent from 10/01/16 - 8/31/16 is \$15,694 (or \$17,120 annualized) and we estimate the same for FY1617.

The annualized amount of \$17,120 translates to 38,472 miles for the year by 11 staff members with an average of 3,497 miles per staff member to conduct inspections and to attend work related (38,472 miles X .445 (State travel rate) = \$17,120.

This calculation is based on the number of Environmental Health Specialists, the FTEs do not include the Administrative Secretary and the 2 Senior Clerks.

A. Approve dates for 2017 PCLB meetings

February 22, 2017 @1:30 PM
 April 26, 2017 @ 6:30 PM
 July 26, 2017 @ 1:30 PM
 September 27, 2017 @ 6:30 PM
 December 6, 2017 @ 1:30 PM

B. Approve licenses for 3 new Children’s Centers

Recommended action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Creative Play Preschool	2624 54 th Street S. Gulfport 33707	Creative Play Preschool, Inc.	Day Nursery	15	3 Years to 6 years
Educare Preschool	3200 North McMullen Booth Rd. Clearwater 33761	Farrel Pisko, Inc.	Day Nursery	70 with 10 Infants	1 Year to 6 Years and School Age*
The Sprout Academy- Pinellas Park	6552 84 th Avenue North Pinellas Park 33781	The Sprout Academy- Pinellas Park, Inc.	Day Nursery	70 with 10 Infants	1 Year to 6 Years

C. Approve licenses for 3 new Family Child Care Homes

Recommended Action: Approve

Provider Name	City	Capacity
Anderson Yearwood	St. Petersburg	8
Deloris Morgan	St. Petersburg	5
Deneathia Smith	St. Petersburg	8

IV. INFORMATION ITEMS

A. Executive Director’s Report- To be distributed

B. Statistical Report for September 2016

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	338	2342	21	251	253	22363	113	17353	4	272	21	999
1. Temporary Permits 1st Time TP	1	6	0	0			1	100				
2. Capacity Change - current licenses New capacity began	1	2	0	0		20						
3. Closed - # with capacity	-5	-34	0	0	-1	-35						
4. Corrections - from previous reports Explain below*												
Total Capacity	334	2316	21	251	252	22348	114	17453	4	272	21	999

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	355	334	21	391	132
Total Capacity	2567	2316	251	41072	3097

1. Licensing					
a. Pre-licensing inspections	1			5	
b. - e. Inspections/ Re-checks	64			93	
f. TA/Consultation	3			10	
g. Unlicensed care investigations	1			0	
h. Children's Records (only)				0	
i. Renewal licenses issued	19			10	
2. Enforcement					
a. Complaints	0			17	
b. Fines administered	0			14	
c. Conferences	0			3	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	1			3	
b. Number of hours	1			5	
4. Training Taken					
a. Number of trainings	3			0	
b. Number of hours	13			0	
5. Health Inspections					
a. Food				100	

includes 12 Middle School inspections

C. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
YWCA-USF Family Village	2	Emergency Evacuation Diagram was not posted in one classroom	7/21/2016	\$50.00	\$50.00	7/29/2016
Mt. Zion	2	Personnel: 2 year employment history check had not been completed	8/1/2016	\$50.00	\$50.00	10/5/2016
Mt. Zion	2	A cleaning supply that should have been out of reach of children was not	8/1/2016	\$50.00	\$50.00	10/5/2016
Rainbow Academy	2	Play equipment was not safe	8/1/2016	\$60.00	\$60.00	8/19/2016
Rainbow Academy	2	Daily Attendance-inaccurate recording	8/1/2016	\$50.00	\$50.00	8/19/2016
Rainbow Academy	2	Outdoor play space unsafe due to tree roots causing tripping hazard	8/1/2016	\$50.00	\$50.00	8/19/2016
Acres of Fun	2	Closing log not completed	8/2/2016	\$50.00	\$50.00	8/16/2016
Bright Beginnings ELC	2	Daily Attendance-inaccurate recording	8/5/2016	\$50.00	\$50.00	8/8/2016
Celebrity Kids Club	2	Outdoor Equipment unsafe	8/9/2016	\$50.00	\$50.00	8/16/2016
Victory	2	Personnel: 5 year local not done timely	8/10/2016	\$50.00	\$50.00	8/16/2016
Happy Corner Academy	3	Chr-incomplete enrollment information	8/16/2016	\$25.00	\$25.00	8/17/2016

Low Williams Center for Early Learning	3	Chr- Emergency Medical Release forms were incomplete	8/17/2016	\$25.00	\$25.00	9/6/2016
Seasons of Care	2	Outdoor Equipment-Maintained/safe	8/23/2016	\$50.00	\$50.00	8/31/2016
Discovery LC	2	Daily Attendance-transitions not documented	8/24/2016	\$50.00	\$50.00	9/13/2016
Discovery LC	2	Scissors were within reach of children in the 2 year old children's classroom	8/24/2016	\$50.00	\$50.00	9/13/2016
Discovery LC	2	Outdoor equipment - tricycle missing handlebars	8/24/2016	\$50.00	\$50.00	9/13/2016
R'Club High Point	1S	Child left the premises without staff awareness	8/30/2016	\$250.00	\$250.00	8/30/2016
McMannis Preschool	2	Personnel: employment history check not completed prior to hire	9/12/2016	\$50.00	\$50.00	9/16/2016
McMannis Preschool	2	Personnel: Local background check not completed prior to hire	9/12/2016	\$50.00	\$50.00	9/16/2016
McMannis Preschool	2	Personnel: AGMC not completed on or before date of hire	9/12/2016	\$60.00	\$60.00	9/16/2016
McMannis Preschool	2	Outdoor equipment not maintained safe	9/12/2016	\$50.00	\$50.00	9/16/2016
McMannis Preschool	2	Transportation-Driver's Attendance Log not completed on several days	9/12/2016	\$50.00	\$50.00	9/16/2016
First United Methodist Church Preschool	2	Daily Attendance-inaccurate recording	9/12/2016	\$50.00	\$50.00	9/20/2016
Leap of Faith	2	Personnel-2 year employment history check not completed prior to employment	9/14/2016	\$50.00	\$50.00	9/15/2016

American Montessori Academy	2	No First Aid and CPR coverage throughout the day	9/19/2016	\$50.00	\$50.00	9/19/2016
American Montessori Academy	2	Low tree limbs on the playground posed a safety hazard	9/19/2016	\$50.00	\$50.00	9/19/2016
KinderCare LC 1046	3	Chr-expired DH 680	9/16/2016	\$30.00	\$30.00	9/23/2016
Wee Care Preschool	2	Personnel-2 year employment history check not completed prior to employment	9/16/2016	\$50.00	\$50.00	9/21/2016
Northeast Park Preschool	2	Daily Attendance-inaccurate recording	9/22/2016	\$50.00	\$50.00	10/4/2016
Kids Christian Care	2	Outdoor play space-no resilient surface	9/29/2016	\$50.00	\$50.00	10/10/2016
Happy Workers	2	Supervision-failure to provide direct supervision when a teacher stood between two classrooms	9/28/2016	\$60.00	\$60.00	10/10/2016

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Williams, Shirley	2	Background Screening: Background screening was not completed every five years after the initial screening for an employee.	7/13/2016	\$50	\$50	7/22/2016
Grenesko, Joanne	3	Training: Ten hours of inservice training was not completed for the 2015/2016 training year.	7/13/2016	\$25	\$25	7/26/2016
Negron, Maria	2	Fire Drill: Fire drills were not being conducted monthly.	7/19/2016	\$50	\$50	7/20/2016
Negron, Maria	3	Staff Training: The provider had not completed the 10 hours of inservice for the 2015/2016 training year	7/19/2016	\$25	\$25	7/20/2016
Piatt, Maria	2	Hazardous Products/Surfaces: Licensing Specialist observed products that were labeled "keep out of reach of children" within reach of children.	7/22/2016	\$50	\$50	8/3/2016
Pham, Trang & Trinh	2	Personnel/Screening: Background screening was not completed 5 years after the initial screening	7/27/2016	\$50	\$50	8/5/2016
Whitfield, Molly	3	Immunizations: One child had an expired immunization record.	8/11/2016	\$25	\$25	8/25/2016
Walton, Janice	2	Daily Attendance: Licensing specialist observed 6 children in care and only 5 children were marked in on the attendance.	8/11/2016	\$50	\$50	8/12/2016
Hearns-Brown, Gwen	3	Student Health Form: The provider did not have a current student health form for each child enrolled.	9/14/2016	\$25	\$25	10/18/2016
Hearns-Brown, Gwen	2	Daily Attendance: The daily attendance record for the day of the inspection did not include all children who were present.	9/14/2016	\$50	\$50	10/18/2016
Wright, Pamela	2	Daily Attendance: The daily attendance record for the day of the inspection did not include all children who were present.	9/16/2016	\$50		

3. 100% Compliant Inspections in Children's Centers

July	August	September
Alpha & Omega	R'Club 74th Street	The Sprout - Clearwater
Ivy Prep	Celebrity Kids Club Too	R'Club McMullen Booth
Learning & Play Pal	YMCA-Melrose	R'Club Paul B. Stephens
Paul R. Hortin	Youth Enrichment - Skyview	Olympians Preschool
Oakhurst LC	Children of the World	The Rainbow Garden
Ocean Park Preschool	Roberts Recreation Center	Argonauta
Light of Christ	Shore Acres Rec Center	Creative Play Preschool
Ms. Susie's LC	R'Club Southern Oak	Divine Academy of Learning
Community P/S	R'Club Walsingham	YMCA-Maximo
Country Learning Academy	Boys & Girls Club Northside	Frank Pierce Rec Center
R'Club ELA 94th	TPP-PTEC	Precious People LC
	Westchester Academy	Here We Grow
	Rosie's I	R'Club New Heights
	R'Club Lealman	Riviera Day School
	YMCA-Sexton	Shorecrest
	Write Start	The Canterbury School
	Indian Rocks Christian School	Krieger ECC
	St. Jerome	YMCA-Brooker Creek
	Willis S John Rec Center	St. Ignatius
	First Friends	
	Leap Forward	
	Plato Academy-Tarpon Springs	
	R'Club Lemon Street	
	Boys & Girls Club Tarpon	

4. 100% Compliant Inspections in Family Child Care Homes

July	August	September
Christine Phillips	Shurrea Daniels	Lenora Alexander
Shirley Bauknight	Laurae Evans	Sheila Haugabook
Tiffany Bell	Mary Roberts	Colleen Heffern
Kimberly Boykins	Beverly Grant	Judy Jones
Camilla Bridgeman	Velma Mondy	Judy Young
Shoneka Byrd	Gwen Roberts	Bernice Sanders
Cora Heard	Irish Smith	Mary Dillard
Claudia Cuervo	Gloria Starling	Jeneen Pruitt
Betty Hale	Debra Alexander	Barbara Johnson
Sheronica Stubbs	Maria & Michael LaGare	Sadie Syffus
Myriam Christianson	Morer Bolds	Beverly Simmons
Vanessa Olden	Talisha Ghansiam	Carol Brooks
Ariana Poloska	Christine Lawson	Susan Rothe
Penny Naples	Andrea Pena	Stacey Sergent
Maria Leon	Mara De La Torre	Patricia Frisch
Lisa Gable	Linda Faye Williams	Mary Kasper
Kimberly Ryder	Kristina Booker-Deveny	Michelle Pugh
Lois Metz	Sonia Mojica	Denise Redner
Tereceta Jones	Pam Gebler	Leah Robertson
Linda Marchica	Tanya Mayak	Sandy Garcia
Ronda Shults	Gina Replogle	Melissa Jones
Aida Diaz	Cheryl Smith	Darlyn Smith
Claudia Craft	Karen Tepanier	Lynn Gibson
Lori Gavitt	Jeanie Runkle	Laurie Gallant
Tracey Wardell	Jenny Rockey	Deborah Kawa
Dorinda Tucker	Linda Hoskinson	Faith Hess
	Belinda Heare	Linda Tobin
	Donna Wiesner	Kimberly Kinnecom
	Teresa Piper	Carol Fowler
	Kristin Young	Catherine Bishop
	Susan Barron	
	Linda Bingham	
	Debbie Kelly	
	Barbara McNeill	
	Robin Vasil	
	Susan Fernandez	
	Kathleen Sullivan	

5. Closed Centers and Homes

Closed Centers for July, August, and September, 2016

July:

Boys & Girls Clubs @ Chi Chi's

August:

YMCA-Dunedin (only licensed for Summer Bridge)

YMCA-San Jose (only licensed for Summer Bridge)

YMCA-Windsor Prep (charter school closed)

Ocean Park VPK (owner decision)

Learning and Play Palace (owner decision)

Saint Paul's Non-Public Program (became a licensed center)

September:

World Changers (moved to another location)

Closed Homes for July, August, and September, 2016

July:

JoDeen Dulmes, Elizabeth Billups, Jacqueline Hunter and Yamisha
Wells

August:

Patricia Ellison, Kim Libertini, Gladys Randle and Diana Ward

September:

Brigitta Groeschen, Lisa Zephyrin, Suzanne Felton, Maribel
Collazo and Katrina Wilson

D. Monthly 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>Amended BUDGET</u>	<u>JULY ACTUAL</u>	<u>AUGUST ACTUAL</u>	<u>SEPTEMBER Actual</u>	<u>ALL FUNDS SPENT 8/31/16</u>
TOTAL SALARIES	584,025	584,025	43,488.10	62,651.08	63,783.64	505,635.27
FICA/MEDICARE	44,678	44,678	3,280.42	4,792.82	5,514.67	38,634.69
RETIREMENT	44,935	44,935	3,189.24	4,711.36	4,366.64	41,253.40
HEALTH/LIFE/DIS	235,993	235,993	18,740.90	28,206.39	14,838.15	214,549.66
TOTAL FRINGE BENEFITS	325,606	325,606	25,190.56	37,710.57	24,719.46	294,437.75
TOTAL SALARY AND BENEFITS	909,631	909,631	68,678.66	100,361.65	88,503.10	800,073.02
TELEPHONE	1,633	1,849	142.83	139.44	281.08	1,678.20
CELLULAR PHONES	612	717	40.57	41.87	43.44	569.95
POSTAGE	3,950	3,050	0.00	7.50	0.00	102.00
PRINTING	4,000	3,060	0.00	0.00	0.00	939.45
TRAVEL	15,000	19,000	1,353.20	1,180.85	2,359.35	18,053.13
EDUCATIONAL MATERIALS	175	175	0.00	0.00	0.00	175.00
OFFICE SUPPLIES	5,991	6,954	1,263.11	280.65	1,007.01	9,190.75
INFO. TECHNOLOGY	4,145	4,145	25.00	806.29	25.00	1,184.79
RENT- OFFICE SPACE	25,056	25,056	0.00	0.00	0.00	0.00
RENT- EQUIPMENT (COPIER)	1,862	1,862	149.46	95.12	215.00	1,799.51
CONTRACTUAL- Audit	19,000	19,000	0.00	0.00	0.00	19,000.00
CONTRACTUAL- Legal Fees	15,000	15,000	231.00	1,680.00	567.00	22,517.04
CONTRACTUAL- Advertising	770	770	85.20	0.00	0.00	331.20
CONTRACTUAL-Janitorial	3,938	4,038	932.29	252.59	475.49	3,956.71
UTILITIES	13,473	13,473	0.00	1,871.96	825.84	10,402.78
FINGERPRINT	0.00	0	0.00	0.00	0.00	38.75
HR ASSESSMENT FEE	4,615	4,615	0.00	0.00	1,028.00	4,424.30
MISCELLANEOUS	1,588	1,588	225.00	0.00	0.00	741.00
TOTAL OPERATING	120,808	124,352	4,447.66	6,356.27	6,827.21	95,104.56
ADMIN. COST- FDOH In-Kind	165,764	165,764	12,351.37	17,809.30	16,758.30	158,757.98
ADMIN. COST JWV 17%	80,018	76,474	6,205.60	9,308.41	7,155.24	76,146.15
TOTAL ADMIN. COST	245,782	242,238	18,556.97	27,117.72	23,913.54	234,904.13
ALL FUND TOTAL EXPENSES	1,276,221	1,276,221	91,683.29	133,835.64	119,243.84	1,130,081.71
REVENUE SOURCES (Received)						ALL FUNDS SPENT 8/31/16
JWB	564,643	564,643	43,412.12	65,241.19	51,360.00	539,205.22
DCF	282,122	282,122	23,510.16	23,510.16	23,510.16	282,121.92
FDOH	129,117	129,117	4,359.07	7,316.35	15,260.34	90,199.21
FDOH In-Kind	165,764	165,764	12,351.37	17,809.30	16,758.30	158,757.98
LB FEES & FINES	102,719	102,719	6,936.55	7,412.90	8,800.00	108,768.60
FUND BALANCE	31,855	31,855	775.15	2,325.44	1,882.28	23,758.49
ALL FUND TOTAL REVENUE	1,276,221	1,276,221	91,344.42	123,615.35	117,571.08	1,202,811.41

V. Public Comment

VI. Next Meeting: (Tentatively) Wednesday February 22, 2017 @ 1:30 PM
Mid County DOH offices:
8751 Ulmerton Road
Largo, FL 33771

VII. Adjournment