

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

**REGULAR MEETING
December 6, 2017 at 1:30 PM
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's centers and family child care homes in Pinellas County.

I. Call to Order

- A. Announcements – Welcome Faith Bornoff
- B. Approve Agenda

II. Consent Agenda

- A. Approval of Minutes from September 27, 2017 and October 20, 2017

III. Action Items

- A. Approve Licenses for 2 New Children's Centers
- B. Approve Licenses for 8 New Family Child Care Homes
- C. Accept New State Regulations for Children's Centers Regulations
- D. Accept New State Regulations for Family Day Care Homes and Large Family Day Care Homes Regulations

IV. Information Items

- A. Statistical Report Regarding Licensing Activities
- B. 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
- C. 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 March 28, 2018 @ 6:30 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.

I. Call to Order

- A. Announcements
- B. Approve Agenda

II. Consent Agenda

- A. Approval of Minutes from September 27, 2017 and Special Board meeting of October 20, 2017

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

**REGULAR MEETING
September 27, 2017 at 1:30 pm
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL**

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.

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, September 27, 2017, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 PM.

Board Members Present: Commissioner Patricia Gerard; Dorothy Duvé; Pam Gebler; Barbara Backus

Board Members Absent: Celeste Fernandez; Dr. Shana Rafalski; Susan Rolston

Ex-Officio Member Present: Charles Minor

Advisory Members Present: Lynn Bittner; Ann Hofmeister; Elizabeth Krakowski; Richard French

Advisory Members Absent: DaVee Henderlong; Nina Meyers

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; Lisa Zacharia, Administrative Secretary

I. Call to Order

The PCLB Board meeting was called to order at 1:33 pm.

- A. Announcements – No announcements were made. All in attendance introduced themselves.
- B. Approve Agenda

Motion: Ms. Gebler made a motion to approve the agenda. Ms. Duvé seconded the motion and it passed unanimously.

II. Consent Agenda

Approval of Minutes from July 27, 2017 as amended.

Motion: Ms. Duvé made a motion to approve the minutes from July 27, 2017 as amended. Ms. Gebler seconded the motion and it passed unanimously. Ms. Duvé

stated that she found an error of omission on page 5 of the minutes from July 26th and Ms. Buker stated we would correct that.

III. Action Items

A. Approve Licenses for 3 new Children's Centers

Ms. Massarsky asked for approval of 3 licenses for Child Care Centers.

Motion: Ms. Gebler made a motion to approve the 3 licenses. Ms. Duvé seconded the motion and it passed unanimously.

B. Approve Licenses for 1 new Family Child Day Care Home

Ms. Oliver described new provider and asked for approval of 1 new Family Child Care Home.

Motion: Ms. Backus made a motion to approve the new license. Ms. Duvé seconded the motion and it was approved unanimously.

C. Approve Board Meeting Dates for 2018

Ms. Buker asked for approval of Board meeting dates for 2018. Ms. Buker talked about how the Board meets some days and some evenings and that we should stick with that rotation. Ms. Hofmeister asked if we had complaints from people unable to get here at 6:30 pm from work and Ms. Buker said no.

Motion: Ms. Backus made a motion to approve the dates for 2018. Ms. Gebler seconded the motion and the Board meeting dates for 2018 and it passed unanimously.

IV. Information Items

A. Search Committee Update by John Geisler

John Geisler provided an update on the progress of the Search Committee for the new Executive Director. We had 106 applicants and 50 passed the qualifying survey. Ms. Buker and Mr. Geisler put together a ranking sheet and the applicants were narrowed to 6 finalists. Search Committee members met on September 18th to review the applications and discuss possible interview questions. All 6 finalists have been contacted and have accepted an interview. Ms. Buker and Mr. Geisler worked on interview questions. Mr. Geisler asked if anyone had any questions. Ms. Duvé stated she was glad there was so much interest in the position. Ms. Buker stated people are welcome to observe the interviews on October 13th.

B. Board Training by Colleen Flynn

Ms. Flynn presented the Annual Board Training for 2017 by PowerPoint presentation and passed out 2017 Board Training packets to all. Whomever was not present, was sent their training packet by mail.

C. Statistical Report Regarding Licensing Activities

Ms. Buker explained the statistical report and that there is a reduction in family day care homes which is a statewide phenomenon. With centers, some closed and some opened. Total capacity at 41,000. Ms. Buker asked if anyone had

questions.

D. Compliance Reports

1. Children's Centers Fine Report

Ms. Massarsky explained the situation with Leap of Faith and that someone was arrested. They closed and will re-open under another name. Ms. Duvé said we have a positive approach and asked how providers fared with Hurricane Irma. Ms. Buker explained we contacted all providers.

2. Family Child Care Homes Fine Report

Ms. Hofmeister asked if people without power continued providing child care and Ms. Buker said no. Ms. Gebler stated that due to Ms. Buker's positive influence and open door policy that she feels providers have no fear. Ms. Buker said that the staff wants to provide support. Ms. Hofmeister stated it's our obligation to let providers know we are working for them and not against them. Ms. Buker stated that our success is based on the success of providers. Ms. Buker talked about the 30-day overlap there would be with herself and the new Executive Director.

3. 100 Percent Compliant Inspections in Children's Centers

4. 100 Percent Compliant Inspections in Family Child Care Homes

Ms. Oliver stated that Ms. Gebler is 100% compliant and it's not the first time.

5. Closed Centers and Homes

E. Monthly Financial Report

Ms. Buker asked if there was anything of interest in the Board report. Ms. Gilley said salaries and fringe are a little bit higher because of the extra pay period but it will "wash out in the end." Ms. Duvé asked how we are doing with educational expenses. Ms. Buker responded that at this time, due to the hurricane, all travel is suspended but before that we had been planning to send people to Orlando.

Ms. Duvé asked about the raises and Ms. Buker said that the raises will show in October, which Ms. Gilley confirmed.

Commissioner Gerard asked if anyone wanted to address the Board. Ms. Gebler stated she had an association meeting and was asked about training we have available and that training was stopped a long time ago and she assumed it was financial. She asked if the staff would be willing to train. Ms. Buker said we are always willing to provide training but due to budget cut, no longer can. Ms. Massarsky stated we were co-sponsoring the Infant/Toddler Conference in January that ELC has taken the lead on. Ms. Backus stated that providers have to go to the website for training.

Ms. Gebler invited everyone to Ms. Buker's farewell on October 22 at the Pinellas Park Auditorium.

V. Public Comment

VI. Next Meeting: Wednesday December 6, 2017 @ 1:30 PM
Mid County Conference Center
8751 Ulmerton Road
Largo, FL 33771

VII. Adjournment
The meeting was adjourned at 2:40 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

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

**SPECIAL BOARD MEETING
October 20, 2017 at 1:00 PM
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, FL**

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.

The Special Board meeting for the selection of the new Executive Director of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Friday, October 20, 2017, at 1:00 pm at 8751 Ulmerton Road, Largo, FL.

Board Members Present: Commissioner Patricia Gerard, Board Chair; Celeste Fernandez, Secretary; Pam Gebler; Susan Rolston.

Board Members Absent: Dr. Shana Rafalski; Dorothy Duve; Barbara Backus

Ex-Officio Member Absent: Charles Minor

Advisory Members Present: Ann Hofmeister; Lynn Bittner; Richard French

Advisory Members Absent: DaVee Henderlong; Elizabeth Krakowski; Nina Meyers

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: John Geisler, Environmental Health Administrator; Patsy Buker, Executive Director; Lisa Zacharia, Administrative Secretary

I. Call to Order

The PCLB Special Board Meeting was called to order at 1:03 pm.

A. Commissioner Gerard stated we had only one order of business.

Ms. Flynn stated that this was a bittersweet meeting to appoint Ms. Buker's successor and that we appointed a Search Committee in accordance with our bylaws. We have a quorum and can conduct business. We need 4 votes to approve a new Executive Director. Ms. Flynn asked if anyone had questions on the bylaws. Ms. Flynn turned the meeting over to Mr. Geisler.

Mr. Geisler stated the Executive Director position was posted on People First for 3 weeks. We got 109 applicants. There were qualifying questions and everyone that did not get 100% on the qualifying questions was eliminated. After that, there were 50 applicants left. From there, Mr. Geisler and Ms. Buker created the applicant ranking sheet. Items to be scored were: education, management experience, years in budget and finance, years in child care, and bilingual and each was assigned points.

The Search Committee met to review the applicants and looked at the top 6 to be interviewed. The Committee agreed on the questions to be asked and the date of October 13th for the interviews. 2 out of the 6 applicants decided not to interview, which left 4. The interviewers scored the candidates and when tallied, it was determined that Faith Bornoff had the top score.

Ms. Rolston stated she was part of the Search Committee and has known Ms. Buker for a long time. She acknowledged that you can't replace a beloved Executive Director and that Ms. Buker was the right person at the right time. We won't have another Patsy but PCLB is in a good place. Ms. Rolston commented that they felt that looking at the resume, Ms. Bornoff had opened a child care home, has been a director and teacher, has excellent leadership and management experience, and has 7 years of experience overseeing sites, hiring, training, supervising site directors, leading NAYCE, and maintaining QA protocol. Ms. Bornoff is also a trained Trainer of Steven Covey's *Seven Habits of Successful People*. Ms. Bornoff is also very concerned with involving parents and has organized a non-profit advisory board. She is warm, personable, authentic and confident.

II. Action Items

A. Selection of new Executive Director

Motion: Ms. Rolston made a motion to appoint Faith Bornoff as our new Executive Director. Ms. Gebler seconded the motion and it passed unanimously.

Ms. Gebler commented that she is happy with the decision but felt that the hiring process was rushed.

Ms. Bittner asked about the interview questions and was provided the set of questions the candidates were asked and how they were scored.

Mr. Geisler stated that Ms. Bornoff's employers spoke highly of her. He also said that we had a timeline to meet with hiring.

Ms. Buker stated now is the time to capture ideas and asked for people to provide questions for future needs.

Ms. Rolston stated she was pleased with the diversity of the Search Committee. Each person comes from a different background but they all came together and got it done as a group.

Ms. Fernandez commented that she is hearing clearly that this is the individual that will lead us and we will move forward.

III. Public Comment

IV. Next meeting

Wednesday December 6, 2017 @ 1:30 PM
Mid County Health Department
8751 Ulmerton Road, Largo, FL 33771

V. Adjournment: The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

A. Approve Licenses for 2 new Children’s Centers

Recommendation: Approve

Center Name	Address	Owner	Category	Capacity	Age
Little People's Place	1911 Atlantis Drive Clearwater 33763	Debbie's Little Angel's, Inc.	Day Nursery	70	2 Years through 6 Years and School Age
YMCA of Greater St. Petersburg-Central Campus	5175 45th Street North St. Petersburg 33714	The Young Men's Christian Association of Greater St. Petersburg, Florida, Inc.	School Age Center	200	School Age

B. Approve licenses for 8 new Family Child Care Homes

Recommendation: Approve

Provider Name	Address	Capacity
Althea Chin-Neath	431 74 th Ave. N. St. Petersburg 33702	6
Melissa Brewer	1617 Foxcroft Dr. East Palm Harbor 34683	8
Tanya Ann Hyde	3200 38 th St. N. St.Petersburg 33713	8
Vanessa J. Lawson	2501 Kingston St. S. St.Petersburg 33711	8
Jody L. Stover	6340 23 rd Terrace N. St.Petersburg 33710	8
Yolanda K. Johnson	3744 21 st . Ave. S. St.Petersburg 33711	8
Shrieka Hollis	112 38 th Ave. SE. St.Petersburg 33705	8
Sabrina Cromartie	2751 3 rd Ave. S. St.Petersburg 33713	8

C. Accept New State Regulations for Children’s Centers Regulations

Recommended Action: Accept Updated Licensing Regulations Governing Pinellas County Children’s Centers

The State made changes to Chapter 65C-22 of the Administrative Code for Child Care Standards. These changes went into effect on October 25, 2017. Certain sections of 65C-22 have been repealed and a Child Care Facility Handbook and a School Age Child Care Licensing Handbook have been created and are incorporated by reference into 65C-22. As a Local Licensing Agency, we are required by law to follow all State standards and regulations. Staff will be attending DCF workshops and have participated in public comment sessions and webinars regarding the new changes, and we have incorporated the new regulations into PCLB regulations for Pinellas County, as required by law.

The updated version of Regulations Governing Pinellas County Children’s Centers with the changes will be available to the public on our website after Board approval and will go into effect on April 2, 2018.

D. Accept New State Regulations for Family Day Care Homes and Large Family Day Care Homes Regulations

Recommended Action: Accept New State Regulations for Family Day Care Homes

Recommended action: Approve Updated Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Family Child Care Homes

The State made changes to Chapter 65C-20 of the Administrative Code for Child Care Standards. These changes went into effect on October 25, 2017. Certain sections of 65C-20 have been repealed and a Family Day Care Home/Large Family Child Care Home Handbook has been created and is incorporated by reference into 65C-20. As a Local Licensing Agency, we are required by law to follow all State standards and regulations. Staff will be attending DCF workshops and have participated in public comment sessions and webinars regarding the new changes, and we have incorporated the new regulations into PCLB regulations for Pinellas County, as required by law.

The updated version of Regulations Governing Pinellas County Governing Family Child Care Homes and Large Family Child Care Homes with the changes will be available to the public on our website after Board approval and will go into effect on April 2, 2018.

IV. Information Items
A. Statistical Report Regarding Licensing Activities

Statistical Report October 2017

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	Capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	305	2133	21	251	245	21756	115	17941	4	272	21	1039
1. Temporary Permits 1st Time TP	0	0	1	12	1	29						
2. Capacity Change - current licenses New capacity began	0	0	0	0		66						
3. Closed - # with capacity	-3	-22	-1	-12			-1	-26				
4. Corrections - from previous reports Explain below*												
Total Capacity	302	2111	21	251	246	21851	114	17915	4	272	21	1039

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	323	302	21	385	133
Total Capacity	2361	2111	251	41077	3082

1. Licensing					
a. Pre-licensing inspections	2			1	
b. - e. Inspections/ Re-checks	85			161	
f. TA/Consultation	8			14	
g. Unlicensed care investigations	3			1	
h. Children's Records (only)				3	
i. Renewal licenses issued	20			36	
2. Enforcement					
a. Complaints	7			16	
b. Fines administered	1			5	
c. Conferences	1			1	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	0			1	
b. Number of hours	0			4.5	
4. Training Taken					
a. Number of trainings	0			2	
b. Number of hours	0			2.5	
5. Health Inspections					
a. Food				80	

B. Compliance Reports**1. Children's Centers Fine Report**

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Westchester Academy	2	Attendance-transitions not accurately documented	10/6/2017	\$50.00	\$50.00	10/23/2017
Mt. Zion Children's Center	1S	Discipline that was severe, humiliating or frightening	10/16/2017	\$500.00	\$500.00	10/31/2017
Camelot School	2	Daily Attendance-closing log not completed	10/13/2017	\$50.00	\$50.00	10/20/2017
Main Street ELC	2	Transportation-Driver's log not complete - no second person sweep	10/19/2017	\$50.00	\$50.00	11/2/2017
The Learning Experience-CLW	2	Daily Attendance-inaccurate recording	10/23/2017	\$50.00	\$50.00	10/30/2017

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Peña, Andrea	2	Personnel: Current Level II screening was not on file for the provider and household members.	9/26/2017	\$50	\$50	10/19/2017
Martinez, Kristen	1	Enforcement: Licensing staff observed 10 children in care, Ms. Martinez confirmed that she was caring for 10 children without a license.	10/25/2017	\$500		

3. 100 Percent Compliant Inspections in Children's Centers

September	October
Washburn Academy	R'Club Community Pride-Breeden
The Rainbow Garden	ABC Kids
Argonauta	R'Club Community Pride-Gateway
YMCA-Baypoint	Cornerstone Preschool
St. John Vianney	R'Club Eisenhower
St. Jerome ECC	The Growing Place
Riviera Day School	Delphi Academy
City of Dunedin-Garrison	LSF Good Sam
Young Achievers	Sacred Heart School
The Robin's Nest	Kids Zone
St. Luke's ECC	Alegria Lakewood
R'Club Paul B. Stephens	Barlow
Calvary Kids Care	R'Club Sutherland
First United Methodist P/S	Plato Academy North
	The Learning Experience-PH
	Child Develop. & Fam. Guidan.
	Guiding Inspirations
	Admiral Farragut
	LSF High Point
	R'Club High Point
	R'Club Seminole
	Aldersgate
	Little Lambs
	R'Club Ridgecrest
	Feathersound Christian
	Our Lady of Lourdes
	LSF Dunedin
	Highland Rec Center

4. 100 Percent Compliant Inspections in Family Child Care Homes

September		October
Debra Alexander		Kathy Schmitt
Barbara Johnson		Veronica Mack
Cheyenne Melton		Doreen Baker
Ellen Myers		Ginger Boger
Catherine Bishop		Denise Vann
Carol Ann Fowler		Theresa Cutting
Eunice Matuknauth		Melissa Collie
Darlene Mosley		Natalie Vormwald
Dianne Day		Heather Legare
Barbara Underwood		Melissa Brewer
Linda Tobin		Filma Wallace
Kimberly Kinnecom		Veronica Shook
Laurie Gallant		Dawn Porecelli
Diane Koenigsaecker		Stacie Johnson
Barbara McNeill		Sabrina Cromartie
Celeste Froid		Jody Stover
Mitzi Webb		Jackie Morris
Patty Gavornik		Irene Wilson
Sandy Garcia		Rosa Levy
Patricia Frisch		Anita Seay
Barbara Cook		Tanya Ann Hyde
Susan Rothe		Cynthia Poust
Althea Chin-Neath		Stephanie Meacham
Dorothy Harry		Tamsen Baker
Shanoah Washington-Davis		Iona Green
Patreese Reynolds		Sharleen Gamble
Annette Megherfi		Kathleen Buckins
Darlyn Smith		Evie Cole
Olga Gaymore		Diane Dela Cruz
Lynn Gibson		Victoria Talbot
Kellie Smith		Claire Burns
Kenya Collins		

5. Closed Centers and Homes

Closed Centers

September:

Here We Grow
Reason: Moved to new location

City of Largo Southwest Preschool
Reason: Low Enrollment

October:

Mt. Olive Future Leaders ELC
Reason: Loss of director and low enrollment

Closed Homes

Name	Date Closed	Reason
Mary Roberts	9/1/17	Retired
Odile Despointes	9/1/17	Personal Reasons
Faith Hess	9/15/17	Working outside the home
Talisha Ghansiam	9/21/17	Regular Home to a Large Home
Leah Robertson	9/27/17	No children in care
Tobey Cline	9/29/17	Retired
Name	Date Closed	Reason
Shakeista Brown	10/4/17	Personal Reasons
Beatriz Reye	10/19/17	Regular Home to a Large Home
Colleen Days	10/30/17	Disqualified
Teena Batten	10/30/17	Moved out of county

C. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/17 - 09/30/18 (FY1718)

ALL FUND SUMMARY

<u>ACCOUNT</u>	<u>ANNUAL BUDGET</u>	<u>OCTOBER ACTUAL</u>	<u>ALL FUNDS SPENT 10/31/2017</u>	<u>AVAILABLE BALANCE</u>	<u>% SPENT</u>
TOTAL SALARIES	569,255	28,950.32	28,950.32	540,304.68	5.09%
FICA/MEDICARE	43,608	2,217.91	2,217.91	41,390.07	5.09%
RETIREMENT	42,808	2,316.07	2,316.07	40,491.98	5.41%
HEALTH/LIFE/DIS	259,148	14,301.90	14,301.90	244,846.10	5.52%
TOTAL FRINGE BENEFITS	345,564	18,835.91	18,835.88	326,728.15	5.45%
TOTAL SALARY AND BENEFITS	914,819	47,786.23	47,786.20	867,032.83	5.22%
TELEPHONE	816	0.00	0.00	816.00	0.00%
CELLULAR PHONES	575	70.68	70.68	504.32	12.29%
AIR CARDS	4,326	0.00	0.00	4,326.00	0.00%
POSTAGE	3,950	0.00	0.00	3,950.00	0.00%
PRINTING	3,000	0.00	0.00	3,000.00	0.00%
TRAVEL	17,362	355.10	355.10	17,006.90	2.05%
EDUCATIONAL MATERIALS	200	0.00	0.00	200.00	0.00%
OFFICE SUPPLIES	5,776	773.14	773.14	5,002.86	13.39%
INFO. TECHNOLOGY	300	25.00	25.00	275.00	8.33%
RENT- EQUIPMENT (COPIER)	1,862	87.87	87.87	1,774.13	4.72%
SUBSCRIPTIONS/DUES	175	175.00	175.00	0.00	100.00%
EQUIPMENT	0	0.00	0.00	0.00	#DIV/0!
CONTRACTUAL- Audit	31,100	0.00	0.00	31,100.00	0.00%
CONTRACTUAL- Legal Fees	23,257	0.00	0.00	23,257.00	0.00%
CONTRACTUAL- Advertising	650	375.75	375.75	274.25	57.81%
CONTRACTUAL-Janitorial	5,029	0.00	0.00	5,029.00	0.00%
UTILITIES	12,075	1,074.97	1,074.97	11,000.03	8.90%
FINGERPRINT	288	0.00	0.00	288.00	0.00%
HR ASSESSMENT FEE	4,124	0.00	0.00	4,124.00	0.00%
MISCELLANEOUS	0	0.00	0.00	0.00	#DIV/0!
TOTAL OPERATING	114,865	2,937.51	2,937.51	111,927.49	2.56%
ADMIN. COST- FDOH In-Kind	156,456	7,433.70	7,433.70	149,022.30	4.75%
ADMIN. COST JWB 17%	81,996	4,445.96	4,445.96	77,550.04	5.42%
TOTAL ADMIN. COST	238,452	11,879.66	11,879.66	226,572.34	5.22%
ALL FUND TOTAL EXPENSES	1,268,136	62,603.40	62,603.37	1,205,532.67	4.98%
REVENUE SOURCES (Received)					
JWB	613,145	33,199.24	33,199.24	579,945.76	5.41%
DCF	282,122	23,510.16	23,510.16	258,611.84	8.33%
FDOH	115,487	3,198.32	3,198.32	112,288.68	2.77%
FDOH In-Kind	156,487	7,433.70	7,433.70	149,053.30	4.75%
LB FEES & FINES	104,776	7,700.00	7,700.00	97,076.00	7.35%
FUND BALANCE	23,139	0.00	0.00	23,139.00	0.00%
ALL FUND TOTAL REVENUE	1,295,156	75,041.43	75,041.43	1,220,114.57	5.79%

6. Public Comment

7. Next Meeting: Wednesday, March 28th, 2018 @ 6:30 pm
Mid County DOH
8751 Ulmerton Road, Largo, FL 33771

8. Adjournment