

# Pinellas County License Board for Children's Centers & Family Child Care Homes

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

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**Faith Bornoff, Executive Director**  
**Commissioner Gerard, Chairperson**



## REGULAR MEETING March 21, 2018 at 6:30 PM Florida Department of Health in Pinellas 8751 Ulmerton Road, Largo, Florida 33771

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 December 6, 2017
  
- III. **Action Items**
  - A. Accept Audit Presentation by Dana Powell of Thomas Howell Ferguson P.A.
  - B. Approval of Budget Amendment
  - C. Approve Licenses for 4 New Children's Centers
  - D. Approve License for 1 New Family Child Care Home
  
- IV. **Executive Director's Report**
  
- V. **Information Items**
  - A. DCF Audit
  - 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



**VI. 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.

**VII. 2018 Meeting Dates: Wednesday May 23, 2018 @ 1:30 PM**

Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771

**Wednesday, September 26, 2018 @ 6:30 PM**

Mid County DOH offices:  
8751 Ulmerton Road, Largo 33771

**Wednesday, December 12, 2018 @ 1:30 PM**

Mid County DOH offices:  
8751 Ulmerton, Road, Largo 33771

**VIII. Adjournment**

**2018 Staff Anniversaries (1<sup>st</sup> Quarter)**

**January**

Lillie Williams-Banks - 21 years  
Cindy Odette - 1 year  
Elise Bishop – 1 year

**February**

Cindy Blakley – 10 years

**March**

Debbie Hunt – 23 years  
Julie Oliver – 17 years  
Kathi Merino 3 years

*Notice: This meeting is audio recorded by PCLB.*

- II. **Consent Agenda**
  - A. Approval of Minutes from December 6, 2017

**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**

**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 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, December 6, 2017, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 PM.

**Board Members Present:** Commissioner Patricia Gerard; Celeste Fernandez; Pam Gebler; Susan Rolston; Barbara Backus

**Board Members Absent:** Dorothy Duvé; Dr. Shana Rafalski

**Ex-Officio Member Present:** Charles Minor

**Advisory Members Present:** Ann Hofmeister; Richard French

**Advisory Members Absent:** Lynn Bittner; DaVee Henderlong; Elizabeth Krakowski; Nina Meyers

**Attorney Present:** Colleen Flynn, Esq.

**Staff Members Present:** Patsy Buker, Executive Director; Faith Bornoff, 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 1:35 pm.

- A. **Announcements** – Welcome Faith Bornoff

Commissioner Gerard introduced our new Executive Director, Faith Bornoff. Ms. Bornoff spoke briefly about how happy she was to have been chosen to be our new Executive Director.

- B. **Approve Agenda**

**Motion:** Ms. Rolston made a motion to approve the agenda. Ms. Fernandez seconded the motion and it passed unanimously.

- II. **Consent Agenda**

Approval of Minutes from September 27, 2017 and October 20, 2017

**Motion:** Ms. Gebler made a motion to approve the minutes from September 27, 2017 and October 20, 2017. Ms. Rolston seconded the motion and it passed unanimously.

- III. **Action Items**

- A. **Approve Licenses for 2 new Children's Centers**

Ms. Massarsky described the providers and asked for approval of 2 new licenses for Child Care Centers.

**Motion:** Ms. Rolston made a motion to approve the 2 licenses. Ms. Gebler seconded the motion and it was approved unanimously.

**Approve Licenses for 8 new Family Child Day Care Home**

Ms. Oliver described the new providers and asked for approval of 8 new Family Child Care Homes. Ms. Rolston asked if they were taking infants and Ms. Oliver said that they are licensed for infants, but may or may not choose to enroll infants. Ms. Oliver stated that these were very good inspections.

**Motion:** Ms. Fernandez made a motion to approve the new licenses. Ms. Gebler seconded the motion and it was approved unanimously.

**B. Accept New State Regulations for Children’s Center Regulations**

Ms. Massarsky explained the new State Regulations for Centers. DCF chose to repeal certain sections of the Florida Administrative Codes, 65C-20 and 65C-22 and developed handbooks with that information instead. There is also a School Age Handbook, with regulations that specifically apply to school age programs. The State went through a very lengthy process and took public comment into consideration. There are revised regulations for Centers and Homes as of October 25, 2017, which are already in effect for DCF regulated counties. Because PCLB is driven by a Board, we ask to approve the regulations. Ms. Massarsky stated that she felt these were all excellent regulations and that many new Homes Regulations mirror Center Regulations. She added that the ELC has providers they contract with that are School Readiness providers. Ms. Massarsky then stated that DCF employees are coming to meet with us on December 15<sup>th</sup> from 9:00-5:00 to train our staff and other people in the Suncoast region on Centers and Homes. CCLP will then train people in North, Central, and South Pinellas County. These regulations will be monitored in our County starting on April 2<sup>nd</sup>. Ms. Flynn explained that the regulations have the same effect as The Florida Administrative Codes. The motion will be to accept the regulations that meet the standards. Ms. Flynn commented that Ms. Massarsky and Ms. Oliver did great jobs. Ms. Flynn stated that certain citations have changed so providers will know where we are getting the information. She also commented that a lot of the work was in changing citations and making sure that everything is updated. Ms. Massarsky stated that a lot of the new language is clarifying and gives examples which will help providers understand what is expected. Ms. Backus stated that separating School Age from Centers is very good. Ms. Massarsky stated we tried to make sure to specify what is school age and what is infant. She added that now, not signing a transportation log is a Class I fine and that every regulation has a story behind it. Ms. Hofmeister asked if the new regulations weaken what we had already and Ms. Massarsky responded that they do not. Ms. Flynn said we are still above state standards and that some of the changes to the regulations came from existing Pinellas County regulations. Ms. Fernandez asked if we will be training all providers and if it will be mandatory. Ms. Massarsky stated that we can highly suggest it but we don’t have the authority to make it mandatory. Ms. Hofmeister asked if there will be one training. Ms. Massarsky stated there will be trainings in January, February and March. Ms. Fernandez commented that Ms. Massarsky had done an excellent job. Ms. Buker stated that we will have the regulations printed by PRIDE and send hard copies to providers, plus put them on our website. Ms. Massarsky explained that compliance will be explained in the trainings. Ms. Massarsky stated we have to vote separately asking to accept the new regulations for Centers and to accept the new regulations for Homes.

**Motion:** Ms. Fernandez made a motion to accept the updated Licensing Regulations Governing Pinellas County Children’s Centers. Ms. Backus seconded the motion and the new regulations were accepted unanimously.

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

Mr. French suggested a sign-off sheet for providers to acknowledge they have received the new regulations. Ms. Buker said that is a good idea because some people will say they didn't get the information. Ms. Oliver stated that people will get special technical assistance. Ms. Gebler stated that nothing was a surprise and that all the changes were expected. Ms. Buker stated that we should be proud that some of the Pinellas regulations were included in the State regulations.

**Motion:** Ms. Gebler made a motion to accept the new State Regulations for Family Day Care Homes and Large Family Day Care Homes. Ms. Backus seconded the motion and it was unanimously accepted.

**IV. Information Items**

**A. Statistical Report Regarding Licensing Activities**

Ms. Buker stated that this is our October report and that there is nothing noteworthy about it.

**B. Compliance Reports**

**1. Children's Centers Fine Report**

**2. Family Child Care Homes Fine Report**

Ms. Buker reviewed the information contained in the Compliance Reports for Centers and Homes. Ms. Gebler stated that she has a problem with attendance not being accurate, whether it's in a Center or a Home. Ms. Buker stated we do address accurate attendance in our regulations. Ms. Flynn reviewed Class I and Class II fines and added that in some cases, we are exceeding state attendance regulations. Ms. Oliver asked Ms. Gebler to look on page 29 of the Regulations regarding daily attendance and added that the State added more regulations and made them stricter. Ms. Massarsky talked about how a visual sweep must be conducted to ensure everyone is out and how there was an incident where a child was left in a crib accidentally when the Center had closed for the weekend, but fortunately, the child was not hurt. Ms. Flynn stated that we can elevate a Class 2 violation to a Class 1 violation if someone is harmed. Ms. Hofmeister asked a question about the Martinez (a home provider) situation. Ms. Oliver explained that she *had* been licensed and that we have checked on her many times.

**3. 100% Compliant Inspections in Children's Centers**

**4. 100% Compliant Inspections in Family Child Care Homes**

**5. Closed Centers and Homes**

Ms. Buker called attention to the 100% compliant inspections and reviewed closed Centers and Homes and the reasons for them. Ms. Rolston asked for an update on the status of the YWCA. Ms. Massarsky replied that they are looking for a new location.

**C. Monthly Financial Report**

Ms. Buker talked about our financial report and stated there is nothing remarkable in it. We monitor our spending, we have enough money to do what we need to do, and we are on track.

**V. Public Comment**

Peggy Comerford commented on what an amazing job Ms. Buker has done.

Ms. Hofmeister talked about retiring from the Advisory Committee and expressed it was a difficult decision after such a long time. She stated it was a real privilege to serve. Ms. Gebler thanked Ms. Hofmeister. Ms. Buker stated that Ms. Hofmeister had been talking

about retiring for a few years and thanked Ms. Hofmeister for her service to the PCLB. Commissioner Gerard asked if we had anyone in mind for a replacement and if we did, to ask them to fill out an application. Ms. Buker stated she would like the Board to take a look at the bylaws about serving on our Advisory Committee. Ms. Backus talked about her Chapter of the Florida AYC and it does not have bylaws.

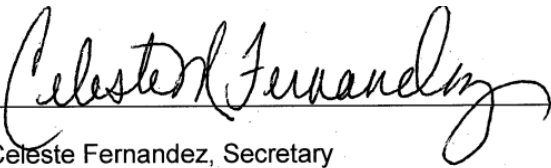
**Next Meeting:** Wednesday March 28, 2018 at 6:30 PM  
**(Changed to March 21, 2018 at 6:30 PM)**  
Mid County Conference Center  
8751 Ulmerton Road, Largo, FL 33771

**VI. Adjournment**

The meeting was adjourned at 2:30 pm.

The members of the Board and Advisory Committee were joined by CCLP staff and community members to celebrate Patsy Buker's retirement after adjournment.

Respectfully submitted,



Celeste Fernandez, Secretary

III. Action Items

A. Accept Audit Presentation by Dana Powell of Thomas Howell Ferguson P.A.

B. Approval of Budget Amendment

PINELLAS COUNTY LICENSE BOARD REVENUE & EXPENSE BUDGET REPORT 10/01/17 - 09/30/18 (FY1718)			
<b><u>ALL FUND SUMMARY</u></b>			
<u>ACCOUNT</u>	<u>ANNUAL BUDGET</u>	<u>Amendment 1</u>	<u>Amended BUDGET</u>
TOTAL SALARIES	603,957	0	603,957
FICA/MEDICARE	46,203	0	46,203
RETIREMENT	45,418	0	45,418
HEALTH/LIFE/DS	275,746	0	275,746
TOTAL FRINGE BENEFITS	367,366	0	367,366
TOTAL SALARY AND BENEFITS	971,323	0	971,323
TELEPHONE	816	0	816
CELLULAR PHONES	575	0	575
AIR CARDS	4,326	0	4,326
POSTAGE	3,950	0	3,950
PRINTING	3,000	0	3,000
TRAVEL	17,362	500	17,862
EDUCATIONAL MATERIALS	200	0	200
OFFICE SUPPLIES	5,776	0	5,776
INFO. TECHNOLOGY	300	0	300
RENT- EQUIPMENT (COPIER)	1,862	0	1,862
SUBSCRIPTIONS/DUES	175	0	175
EQUIPMENT	0	0	0
CONTRACTUAL- Audit	21,100	0	21,100
CONTRACTUAL- Legal Fees	23,257	0	23,257
CONTRACTUAL- Advertising	650	0	650
CONTRACTUAL-Janitorial	5,029	0	5,029
UTILITIES	12,075	0	12,075
FINGERPRINT	288	0	288
HR ASSESSMENT FEE	4,124	0	4,124
OFFICE FURNITURE	0	3,500	3,500
MISCELLANEOUS	0	0	0
<b>TOTAL OPERATING</b>	<b>104,865</b>	<b>4,000</b>	<b>108,865</b>
ADMIN. COST- FDOH In-Kind	156,456	0	156,456
ADMIN. COST JW B 17%	81,996	0	81,996
<b>TOTAL ADMIN. COST</b>	<b>238,452</b>	<b>0</b>	<b>241,471</b>
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,314,640</b>	<b>4,000</b>	<b>1,321,659</b>
PROPOSED CHANGES:			
-Increase travel line by \$500 to increase the travel budget in order to allow all Specialists to attend at least one conference.			
-Add Office Furniture line of \$3500 to replace various pieces of dilapidated furniture.			

**C. Approve Licenses for 4 New Children’s Centers**

**Recommendation: Approve**

Center Name	Address	Owner	Category	Capacity	Age
Camelot School	6751 Ulmerton Road Largo 33771	Celebrity Kids Club of Pinellas, Inc.	Day Nursery	132	2 Years through 6 Years and School Age
Kids Zone Academy	3551 42nd Avenue S. St. Petersburg 33711	Kids Zone Academy, LLC	Day Nursery	56	2 Years through 6 Years and School Age*
Leap of Faith Christian Preschool II	6315 Central Avenue St. Petersburg 33710	Leap of Faith Christian Preschool, Inc.	Day Nursery	60 with 10 Infants	1 Year through 6 Years and School Age*
Palm Harbor Creative Learning Academy	3350 Alternate US 19 Palm Harbor 34683	Palm Harbor Creative Learning Academy LLC	Day Nursery	57 with 10 Infants	1 Year through 6 Years

**D. Approve License for 1 New Family Child Care Home**

**Recommendation: Approve**

Provider Name	Address	Capacity
Evie Cole	10361 Monarch Drive, Largo 33774	8

**IV. Executive Director’s Report**



V. Information Items  
A. DCF Audit



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

March 2, 2018

Jennifer Kuhn  
Interim Regional  
Managing Director

Faith Bornoff M., Executive Director  
Pinellas County License Board  
Child Care Licensing Program  
Florida Department of Health  
8751 Ulmerton Road, Suite 2000  
Largo, FL 33771

Re: DCF Contract QC6B2 Oversight

Dear Ms. Bornoff:

An Oversight Review of contract QC6B2 was conducted on March 1, 2018. The scope of the review focused on the following: administrative policy and procedures, licensing file documentation, invoicing; personnel, reports review and achievement of performance measures. There were no findings as a result of this review.

Hopefully, the results of the oversight review will assist you in continuing your agency's high quality child care licensing. If you have any questions, please call me at (813)337-5843 or email at [Lois.Admire@myflfamilies.com](mailto:Lois.Admire@myflfamilies.com).

Regards,

A handwritten signature in black ink that reads "Lois Admire".

Lois Admire, MA, PMP, CPCM, FCCM, FCCN  
Contract Manager

cc: contract file

9393 North Florida Ave, Tampa, FL 33612

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

## B. Statistical Report Regarding Licensing Activities

Statistical Report for February 2018												
	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
<b>Monthly Activity</b>	<b>302</b>	<b>2112</b>	<b>21</b>	<b>248</b>	<b>247</b>	<b>21015</b>	<b>114</b>	<b>17915</b>	<b>4</b>	<b>272</b>	<b>21</b>	<b>1039</b>
<b>1. Temporary Permits</b>												
1st Time TP	1	7										
<b>2. Capacity Change - current licenses</b>												
<b>New capacity began</b>	0	0				18						
<b>3. Closed - # with capacity</b>	-2	-16			-1	-93						
<b>4. Corrections - from previous reports</b> Explain below*												
<b>Total Capacity</b>	<b>301</b>	<b>2103</b>	<b>21</b>	<b>248</b>	<b>246</b>	<b>20940</b>	<b>114</b>	<b>17915</b>	<b>4</b>	<b>272</b>	<b>21</b>	<b>1039</b>

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
<b>Total Number</b>	<b>322</b>	<b>301</b>	<b>21</b>	<b>387</b>	<b>133</b>
<b>Total Capacity</b>	<b>2351</b>	<b>2103</b>	<b>248</b>	<b>40166</b>	<b>3179</b>

<b>1. Licensing</b>					
a. Pre-licensing inspections	2			<b>1</b>	
b. - e. Inspections/ Re-checks	75			<b>111</b>	
f. TA/Consultation	0			<b>12</b>	
g. Unlicensed care investigations	0			<b>0</b>	
h. Children's Records (only)				<b>2</b>	
i. Renewal licenses issued	28			<b>36</b>	
<b>2. Enforcement</b>					
a. Complaints	4			<b>15</b>	
b. Fines administered	0			<b>8</b>	
c. Conferences	0			<b>3</b>	
d. Intent to deny/suspend/revoke	1			<b>0</b>	
e. - f. Hearings	0			<b>0</b>	
<b>3. Training Presented</b>					
a. Number of trainings	5			<b>4</b>	
b. Number of hours	10			<b>10</b>	
<b>4. Training Taken</b>					
a. Number of trainings	3			<b>0</b>	
b. Number of hours	15			<b>0</b>	
<b>5. Health Inspections</b>					
a. Food				<b>88</b>	

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

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
YMCA - Fuguitt	2	Adult/child ratio not maintained	11/7/2017	\$50.00	\$50.00	12/7/2017
Celebrity Kids Club of Pinellas	2	Personnel: 5 year employment history check not completed	11/21/2017	\$50.00	\$50.00	12/8/2017
Celebrity Kids Club of Pinellas	2	Adult/child ratio not maintained	11/21/2017	\$50.00	\$50.00	12/8/2017
LSF Fillmore	2	Daily Attendance-inaccurate recording	12/1/2017	\$50.00	\$50.00	12/15/2017
YMCA - Fuguitt	2	Daily attendance-not available for 45 minutes after children were in care	12/7/2017	\$50.00	\$50.00	1/16/2018
Pinellas ELA	3	Personnel: 40 clock hours not completed timely	12/21/2017	\$25.00	\$25.00	12/21/2017
Westechester Academy	2	Accident/Incident Report not completed on date of incident	12/27/2017	\$50.00	\$50.00	1/5/2018
Bayfront CDC	1S	Discipline-severe, humiliating or frightening	1/8/2018	\$250.00	\$250.00	1/8/2018
Pauline Rivkind ECC	1	Medication was given without known dosing instructions	1/8/2018	\$250.00	\$250.00	1/8/2018
My Friends LC	2	Infants were not kept separate from children over 2 years of age	1/4/2018	\$50.00	\$50.00	1/11/2018
First Step Children's Center	2	Outdoor play space was not in good repair	1/9/2018	\$50.00	\$50.00	2/22/2018
First Step Children's Center	2	The playground fence had loose boards and holes	1/9/2018	\$50.00	\$50.00	2/22/2018
First Step Children's Center	2	Outdoor play equipment was not safe	1/9/2018	\$50.00	\$50.00	2/22/2018
Little Ones Preschool	3	An accident was not documented on the date of occurrence	1/12/2018	\$25.00	\$25.00	1/17/2018
Little Ones Preschool	2	Play equipment was not safe as it was incorrectly installed	1/12/2018	\$50.00	\$50.00	1/17/2018
YMCA-Fuguitt	2	Toxics were observed within reach of children	1/16/2018	\$50.00	\$50.00	2/22/2018
YMCA-Fuguitt	2	Daily Attendance-inaccurate recording	1/16/2018	\$60.00	\$60.00	2/22/2018
YMCA-Fuguitt	2	Personnel: Level 2 screening missing	1/16/2018	\$50.00	\$50.00	2/22/2018
YMCA-Fuguitt	2	Adult/child ratio not maintained	1/16/2018	\$60.00	\$60.00	2/22/2018
YMCA-Fuguitt	2	Supervision-inadequate when a child was outside of the cafeteria on a walkway without staff awareness	1/16/2018	\$50.00	\$50.00	2/22/2018

### Children's Centers Fine Report-Continued

YMCA-Westgate	2	Daily Attendance-inaccurate recording	1/24/2018	\$60.00	\$60.00	2/7/2018
Little Ones Preschool	1S	Mandatory Reporting-allegation of neglect never reported to abuse hotline	1/30/2018	\$100.00	\$100.00	1/31/2018
Little Ones Preschool	1S	Supervision-inadequate when a two year old child was found on the side of the road by two good samaritans.	1/30/2018	\$500.00	\$500.00	1/31/2018
First Step Children's Center	2	Outdoor Play Space was not free of hazards - low hanging branch	1/29/2018	\$60.00	\$60.00	2/22/2018
First Step Children's Center	2	Adequate Fencing-wooden slats were partially detached	1/29/2018	\$60.00	\$60.00	2/22/2018
First Step Children's Center	2	Outdoor equipment was not in good repair	1/29/2018	\$60.00	\$60.00	2/22/2018
SonKissed Preschool	2	Toxics were observed within reach of children	1/30/2018	\$50.00	\$50.00	2/20/2018
YMCA-Westgate	2	Daily Attendance-inaccurate recording	2/9/2018	\$75.00	\$50.00	2/23/2018
Country Day IRB	2	Personnel: AGMC not completed on or before date of hire	2/9/2018	\$50.00	\$50.00	2/9/2018
Country Day IRB	2	Personnel: 5 year employment history not on file	2/9/2018	\$50.00	\$50.00	2/9/2018
St. Pete Beach Community Center	2	Daily Attendance-Closing log not completed	2/2/2018	\$50.00	50.00	3/14/18
Mt. Zion Children's Center	1S	Discipline-severe, humiliating or frightening	2/14/2018	\$500.00	500.00	3/5/18
Westchester Academy	2	Daily Attendance-inaccurate recording	2/27/2018	\$50.00	50.00	3/15/18
Westchester Academy	2	Daily Attendance-accuracy of attendance not verified at transition	2/27/2018	\$60.00	60.00	3/15/18
GreenAcres Childcare	1S	Discipline-severe, humiliating or frightening	2/28/2018	\$500.00	500.00	3/14/18
Children of the World Preschool	2	Daily Attendance-transitions were not documented	1/17/2018	\$50.00	\$50.00	1/23/2018
Ascension Day School	3	Personnel: 40 clock hour training not completed	1/17/2018	\$25.00	\$25.00	2/23/2018

## 2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt. Paid	Date Paid
Ellis, Loretta	2	Supervision: Children were not being adequately supervised in that 2 children were sitting outside by the porch and the provider went around the corner by the garage to get tools.	11-3-17	\$50	\$50	11-17-17
Kasper, Mary	1s	Discipline: A method of discipline practiced in the home was severe, humiliating and/or frightening in that licensing specialist upon arrival heard the provider yelling and threatening to spank a child and then told the child next time she will give him a whooping.	11-27-17	\$250	\$250	12-1-17 paid in full
Bethune, Angelena	1s	Screening: An unscreened individual was left alone to supervise children in care. Licensing specialist observed 2 children in care with 2 unscreened individuals while the provider was at the park with 2 infants.	12-4-17	\$500	\$50 \$75	12-26-17 1-18-18
Figuroa, Carmen	2	Capacity: The provider may care for 12 children with one employee. The provider had 8 children in care with no employee present.	1-9-18	\$50	\$50	1-9-18
Figuroa, Carmen	2	Fire Drills: Fire drills were not being conducted each month. Fire drills were not conducted in October or November.	1-9-18	\$50	\$50	1-9-18
Figuroa, Carmen	2	Daily Attendance: The daily attendance was not accurate. There were 5 children marked present but 7 children were in care.	1-9-18	\$60	\$60	1-9-18
Ware, Lishelia	2	Daily Attendance: The daily attendance was incomplete in that licensing specialist observed 6 children in care and only 4 were marked in.	1-16-18	\$50	\$50	1-20-18
Latimer, Annie	2	Physical Plant: The provider did not have an operable installed corded phone.	1-12-18	\$50	\$50	1-16-18
Jones, Tereceta	1s	Unscreened Individual: An unscreened individual was left alone to supervise children in care.	1-18-18	\$500	\$500	2-23-18
Jones, Tereceta	1s	No Longer Living at Home: The operator in whose name the license was issued was no longer a resident at the address on the license.	1-18-18	\$500	\$500	2-23-18
Jones, Tereceta	1s	False Information: Provider gave false information concerning her approved substitute caring for children enrolled in her child care home.	1-18-18	\$500	\$500	2-23-18
Ware, Lishelia	2	Daily Attendance: The daily attendance was incomplete in that licensing specialist observed 5 children in care and only 4 were marked in.	1-30-18	\$60	\$60	2-20-18

**3. 100 Percent Compliant Inspections in Children's Centers**

<b>December</b>	<b>January</b>	<b>February</b>
KinderCare 531	Belleair Montessori Academy	R'Club Sandy Lane
YMCA-Leila Davis	Powell Children's Center	Romper Room
R'Club ELA US 19	Kids Corner	Sunshine Academy
Temple Beth El	Happy Workers	Rainbow Garden
R'Club Blanton	UMCM McCabe	JW Cate Rec
R'Club Fairmount Park	YMCA-Melrose	R'Club Lemon Street
R'Club Midtown	Paul Hortin CDC	Cops N Kids
First Christian Preschool	TPP-PTEC	Boys & Girls Tarpon
JMAC Kids	Bay Pines	Bright Beginnings
YMCA-Skycrest	Tot Tenders	Dunedin Academy
R'Club Nina Harris	Shore Acres Rec	First Friends
Suncoast Waldorf	All About Learning	Community Preschool
YMCA-Lake St. George	Brilliant Little Minds	Write Start
Rosie's II	R'Club 94th Avenue	Light of Christ
Oak Crest Preschool	Stars and Comets Before/After	Sprout Academy-Pinellas Park
	The Robin's Nest	Happy Days
	Palm Harbor Creative Academy	R'Club Skyview
	Learning Adventures Preschool	Youth Enrichment Skyview
	Gingerbread Carillon	The Experiential School
		R'Club Southern Oak
		R'Club Lealman
		R'Club New Heights

#### 4. 100 Percent Compliant Inspections in Family Child Care Homes

November	December	January	February
LaQuetta Roberts	Maxine Williams-Salter	Sharon Hart	Beverly Grant
Coretha Kelly	Betty Butler	Shoneka Byrd	Velma Mondy
Susan Miller	Maribel Collazo	Doris Bostick	Gwen Roberts
Ulrika Rosengren	Dijana Memic	Gordon Martin	Victoria Edwards
Linda Ryan	Cathleen Schmidt	Kimberly Ryder	Diana Fleming
Deanna Reyome	Tamara Beard-Ball	Lisa Gable	Gloria Starling
Gina Morel	Jeanette Cheesebrew	Joanne Grenesko	Barbara Streeter
Teresa Koppie	Waleska Jimenez	Kathleen Pero	Davina Collins
Susan Daniels	Imanni Bilal	Andrea Gast	Teresa Piper
Ashely McFarland	DeVee Henderlong	Beverly Anderson	Kellie Smith
Christine Sciandra	Candy Merrell	Heidi Buck	Lisa McCormick
Stephanie Singletary	Donna Lindsey	Linda Marchica	Ashley McFarland
Amber Britner	Amanda Neuner	Hania Lux	Kristin Young
Julie Diersing	Biljura Gradisic	Deborah Hamilton	Kathleen Sullivan
Talisha Ghansiam	Dorothy Jenkins	Vanessa Olden	Belinda Dayhoff
Lynda Johnson	Diane Pinta	Arianna Poloska	Linda Hoskinson
Cynthia Rooks	Lori Wells	Maria & Michael LeGare	Barbara McNeill
Loretta Wilcoxon	Terri Brown	Claudia Craft	Karen Holloway
Quetzali Ruiz	Patricia Jones	Lori Gavitt	Julia Blythe
Dario Barcenas	Donna Owens	Mattie Morgan	Kristina Booker-Deveny
Carolyn Johnson	Donna Johnson	Claudia Cuervo	Staci Colborn
Mary Kelley	Mary Kasper	Juleana Francis	Mara DeLaTorre
Peggy Robinson	Christian Lake	Mary Kasper	Brittany Fobbs
Monica Pittman*	Felicia Mills	Ibtisam Issa	Pam Gebler
Tanya Knighton	Jeanie Runkle	Stacie Johnson	Sheronica Stubbs
Bonnie Adams	Karen Cuatt	Aida Diaz	Karen Trepanier
Alvern Brown	Gitjana Gjyshi	Deneathia Smith	Mary Kasper
June Moody*	Christina Jackson	Christine Phillips	Christine Lawson
	Debra Lewis	Dorinda Tucker	Susan Rother
	Loretta Ellis	Tracey Wardell	Kimberly Boykins
	Lucille Jerger		Sheila Haugabook
	Angela Pettit		Isabel Vera
	Deborah Fleck		Evie Cole
			Barbara Smith
			Darlene Smith
*Inactive Status			

## 5. Closed Centers and Homes

### Centers:

<b>December</b>	
Pinellas Early Learning Academy	Change of Ownership
<b>January</b>	
None	
<b>February</b>	
YWCA-USF Family Village	Lease not renewed

### Homes:

Name	Date Closed	Reason
Betty Hale	11/1/17	Retired
Loretta Davis	10/27/17	Retired
Deborah Varr	11/17/17	Retired
Melissa Taylor	11/17/17	Moved out of state
Name	Date Closed	Reason
Ilyes, Aniko	1/5/18	Looking for other employment
Name	Date Closed	Reason
Tereceta Jones	2/13/18	License Revoked
Heather Legere	2/15/18	Personal reason



## D. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD										
REVENUE & EXPENSE BUDGET REPORT										
10/01/17 - 09/30/18 (FY1718)										
<b>ALL FUND SUMMARY</b>								ALL FUNDS		
ACCOUNT	ANNUAL BUDGET	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	SPENT 2/28/2018	AVAILABLE BALANCE	% SPENT	
<b>TOTAL SALARIES</b>	<b>603,957</b>	<b>30,876.22</b>	<b>48,150.48</b>	<b>49,051.42</b>	<b>69,670.55</b>	<b>45,368.86</b>	<b>243,117.53</b>	<b>360,839.47</b>	<b>40.25%</b>	
FICA/MEDICARE	46,203	2,362.03	3,683.50	3,752.42	5,329.80	3,470.70	18,598.46	27,604.33	40.25%	
RETIREMENT	45,418	2,321.89	3,620.91	3,688.65	5,239.23	3,411.72	18,282.40	27,135.24	40.25%	
HEALTH/LIFE/DIS	275,746	15,415.99	22,701.33	21,402.20	33,873.66	23,524.17	116,917.35	158,828.65	42.40%	
<b>TOTAL FRINGE BENEFITS</b>	<b>367,366</b>	<b>20,099.94</b>	<b>30,005.74</b>	<b>28,843.27</b>	<b>44,442.66</b>	<b>30,406.59</b>	<b>153,798.21</b>	<b>213,568.22</b>	<b>41.87%</b>	
<b>TOTAL SALARY AND BENEFIT</b>	<b>971,323</b>	<b>50,976.17</b>	<b>78,156.22</b>	<b>77,894.69</b>	<b>114,113.21</b>	<b>75,775.45</b>	<b>396,915.74</b>	<b>574,407.69</b>	<b>40.86%</b>	
TELEPHONE	816	0.00	66.30	0.00	66.48	66.44	199.22	616.78	24.41%	
CELLULAR PHONES	575	70.68	42.36	42.68	42.43	47.09	245.24	329.76	42.65%	
AIR CARDS	4,326	0.00	(233.33)	0.00	0.00	275.60	42.27	4,283.73	0.98%	
POSTAGE	3,950	0.00	52.50	0.00	360.50	558.32	971.32	2,978.68	24.59%	
PRINTING	3,000	0.00	0.00	174.84	0.00	0.00	174.84	2,825.16	5.83%	
TRAVEL	17,362	355.10	1,123.17	1,892.98	1,008.35	1,592.18	5,971.78	11,390.22	34.40%	
EDUCATIONAL MATERIALS	200	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00%	
OFFICE SUPPLIES	5,776	773.14	606.01	583.20	1,015.06	0.00	2,977.41	2,798.59	51.55%	
INFO. TECHNOLOGY	300	25.00	25.00	25.00	25.00	25.00	125.00	175.00	41.67%	
RENT- EQUIPMENT (COPIER)	1,862	87.87	140.99	124.94	175.83	171.08	700.71	1,161.29	37.63%	
SUBSCRIPTIONS/DUES	175	175.00	0.00	0.00	0.00	0.00	175.00	0.00	100.00%	
EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
CONTRACTUAL- Audit	31,100	0.00	0.00	0.00	0.00	0.00	0.00	31,100.00	0.00%	
CONTRACTUAL- Legal Fees	23,257	0.00	1,953.00	1,092.00	3,381.00	3,276.00	9,702.00	13,555.00	41.72%	
CONTRACTUAL- Advertising	650	375.75	112.50	0.00	0.00	0.00	488.25	161.75	75.12%	
CONTRACTUAL- Janitorial	5,029	0.00	419.13	419.13	784.44	0.00	1,622.70	3,406.30	32.27%	
UTILITIES	12,075	1,074.97	1.77	829.96	2,067.71	203.19	4,177.60	7,897.40	34.60%	
FINGERPRINT	288	0.00	0.00	36.00	0.00	0.00	36.00	252.00	12.50%	
HR ASSESSMENT FEE	4,124	0.00	999.70	0.00	999.72	0.00	1,999.42	2,124.58	48.48%	
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
<b>TOTAL OPERATING</b>	<b>114,865</b>	<b>2,937.51</b>	<b>5,309.10</b>	<b>5,220.73</b>	<b>9,926.52</b>	<b>6,214.90</b>	<b>29,608.76</b>	<b>85,256.24</b>	<b>25.78%</b>	
ADMIN. COST- FDOH In-Kind	156,456	8,801.35	12,583.90	12,057.16	18,879.21	12,251.53	64,573.16	91,882.84	41.27%	
ADMIN. COST JWB 17%	81,996	3,827.58	6,845.73	7,307.46	9,489.33	6,586.24	34,056.35	47,939.65	41.53%	
<b>TOTAL ADMIN. COST</b>	<b>238,452</b>	<b>12,672.67</b>	<b>19,429.64</b>	<b>19,364.62</b>	<b>28,368.54</b>	<b>18,837.78</b>	<b>98,629.51</b>	<b>139,822.49</b>	<b>40.85%</b>	
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,324,640</b>	<b>66,586.35</b>	<b>102,894.96</b>	<b>102,480.04</b>	<b>152,408.27</b>	<b>100,828.13</b>	<b>525,154.01</b>	<b>799,486.42</b>	<b>39.55%</b>	
<b>REVENUE SOURCES (Received)</b>										
JWB	613,145	32,404.90	49,447.78	53,498.92	71,042.80	47,686.96	254,081.36	359,063.64	41.44%	
DCF	282,122	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	117,550.80	164,571.20	41.67%	
FDOH	115,487	6,160.47	9,028.52	8,843.42	13,265.12	8,843.35	46,140.88	69,346.12	39.95%	
FDOH In-Kind	156,487	8,801.35	12,583.90	12,057.16	18,879.21	12,251.53	64,573.16	91,913.84	41.26%	
LB FEES & FINES	104,776	10,386.00	6,263.00	9,028.00	6,569.00	6,945.00	39,191.00	65,585.00	37.40%	
FUND BALANCE	23,139	0.00	282.07	723.15	4,680.08	1,141.86	6,827.16	16,311.84	29.50%	
<b>ALL FUND TOTAL REVENUE</b>	<b>1,295,156</b>	<b>81,262.87</b>	<b>101,115.43</b>	<b>107,660.81</b>	<b>137,946.37</b>	<b>100,378.87</b>	<b>528,364.36</b>	<b>766,791.64</b>	<b>40.80%</b>	

**VI. Public Comment**

**VII. 2018 Meeting Dates: Wednesday May 23, 2018 @ 1:30 PM**  
Mid County DOH offices:  
8751 Ulmerton Road, Largo, FL 33771

**Wednesday, September 26, 2018 @ 6:30 PM**  
Mid County DOH offices:  
8751 Ulmerton Road, Largo 33771

**Wednesday, December 12, 2018 @ 1:30 PM**  
Mid County DOH offices:  
8751 Ulmerton, Road, Largo 33771

**VIII. Adjournment**

**2018 Staff Anniversaries (1<sup>st</sup> Quarter)**

**January**

Lillie Williams-Banks - 21 years  
Cindy Odette - 1 year  
Elise Bishop – 1 year

**February**

Cindy Blakley – 10 years

**March**

Debbie Hunt – 23 years  
Julie Oliver – 17 years  
Kathi Merino 3 years

*Notice: This meeting is audio recorded by PCLB.*