

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

**REGULAR MEETING
September 26, 2018 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:**
Welcome Nancy McGreevy and Anne Martinelli, New Advisory Committee Members and Brandy Downing, New Ex-Officio Board Member
 - B. Approve Agenda**

- II. Consent Agenda**
 - A. Approval of Minutes from May 23, 2018**

- III. Action Items**
 - A. Approve Contract with JWB - Attachment**
 - B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP - Attachment**
 - C. Approve Interlocal Agreement - Attachment**
 - D. Selection of Auditor for FY 2017-18 - Attachment**
 - E. Approve Program Budget FY 2018-2019**
 - F. Approve Proposed Budget Amendment FY 2017-2018**
 - G. Approve Corrected Version of State-Approved Reduced Regulations for Children's Centers During Emergencies and Emergency Regulations for Pinellas County Family Child Care Homes and Large Family Child Care Homes – Attachments**
 - H. Approve Two New Advisory Committee Members: Shelia Haugabook and Cynthia Sumter**
 - I. Approve Proposed Exception for State-Dependent Children Regarding Mixed Age Groups as a Pilot Program at R' Club Early Learning Academy at U.S. 19**
 - J. Approve Licenses for 2 New Children's Centers**
 - K. Approve Licenses for 3 New Family Child Care Homes and 3 Large Family Child Care Homes**
 - L. Review and Approve Dates for Board Meetings in 2019**

- IV. Receive Status Report from Solutions for Infant Care Availability Committee**

- V. Executive Director's Report**

- VI. Annual Board Training – PowerPoint Presentation and Handout**

- VII. Information Items**
 - A. Discuss Emergency Child Care Contract for First Responders**

- B. DCF and Pinellas County Health Department Continuity of Operations Plan (COOP) in Emergency Situations
- C. Statistical Report Regarding Licensing Activities
- D. 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
- E. Monthly Financial Report

VIII. 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.

IX. 2018 Upcoming Meeting Dates:

Wednesday December 12, 2018 @ 1:30 PM
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771

X. Adjournment

Notice: This meeting is audio recorded by PCLB

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.

- II. **Consent Agenda**
 - A. Approval of Minutes from May 23, 2018

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

**REGULAR MEETING
May 23, 2018 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, May 23, 2018 at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

Board Members Present: Commissioner Patricia Gerard; Barbara Backus; Dorothy Duvé; Pam Gebler; Dr. Shana Rafalski; Susan Rolston

Board Members Absent: Celeste Fernandez

Ex-Officio Member Absent: Charles Minor

Advisory Members Present: Elizabeth Krakowski

Advisory Members Absent: Lynn Bittner; DaVee Henderlong; Richard French

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Lisa Zacharia, Administrative Secretary; Victoria Gilley, Finance and Accounting, DOH

- I. **Call to Order**

- The PCLB Board meeting was called to order at 1:40 pm.

- A. Announcements** – No announcements were made.

- B. Approve Agenda**

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

- II. **Consent Agenda**

- Approval of Minutes from March 21, 2018.

Motion: Ms. Gebler made a motion to approve the minutes from March 21, 2018. Dr. Rafalski seconded the motion and it passed unanimously with no corrections.

III. **Action Items**

A. Announce New Advisory Committee Nominees

Ms. Massarsky stated we have two people we recommend as new Advisory Committee members because Nina Myers has retired and we need a faith-based advisory member and Ann Hofmeister has retired and we need someone with a background in early childhood education. Ann Martinelli is the Director at Robin's Nest and Nancy McGreevy wears many hats so we ask that you approve them as new Advisory Committee members.

Motion: Ms. Rolston made a motion to approve the two new Advisory Committee members. Ms. Backus seconded the motion and it was approved unanimously.

B. Proposed Changes to Bylaws

Ms. Flynn spoke about the proposed changes to the Bylaws. Most changes were made to clean up items such as the financial disclosure form to include the Executive Director, and some additional minor changes on pages 6 and 7.

Motion: Ms. Gebler made a motion to accept the proposed changes to the Bylaws. Dr. Rafalski seconded the motion and it was approved unanimously.

C. Proposed Changes to Policies

The Board members looked over the changes to the Policies and the staff members discussed what's still working. Dr. Rafalski asked that Ms. Flynn give highlights on what the changes are. Ms. Flynn stated that there were changes to the date, cleanup and reorganization so the document makes more sense, the MOU, policies and procedures and authorization to sign agreements. These were all very minor changes. The biggest change was on page 18. The section about minutes was from 1977 so we got rid of that because it's not how we operate and that HIPAA is now a factor. Ms. Duvé asked for an explanation on the letter to Governor Rick Scott. Ms. Flynn stated that Faith Bornoff updated it as the new Executive Director, so it's more of an acknowledgement of that. Ms. Gebler asked if anyone answers from the Governor's Office. Ms. Bornoff said no and that we have not had follow-up on that in the past. Ms. Flynn stated that the letter is for when the Governor declares a disaster, and childcare operations in the County or State are affected.

Motion: Ms. Rolston made a motion to approve the new policies. Ms. Gebler seconded the motion and it was approved unanimously.

Approve Licenses for 3 New Children's Centers

Ms. Massarsky recommended that Bay Pines, Guiding Inspirations and Happy Workers receive full licensure.

Motion: Dr. Rafalski made a motion to approve the licenses for the 3 new Children's Centers. Ms. Backus seconded the motion and it was approved

unanimously. Ms. Rolston stated that we have added a few new infant slots.

D. Approve Licenses for 4 New Family Child Care Homes and 1 Large Family Child Care Home

Ms. Oliver reported that there were a number of 100% compliant inspections and she feels confident in the approval of their full licensure.

Motion: Ms. Backus made a motion to approve the licenses for the 4 new Family Child Care Homes and 1 Large Family Child Care Home. Ms. Gebler seconded the motion and it was approved unanimously. Ms. Rolston asked what the number of children is that distinguishes a Large Home from a regular Home. Ms. Oliver stated that it's 12. Ms. Gebler stated that depending on the ages of the children, the capacity fluctuates and that you can have between 6-12 or 8-12 children.

IV. Executive Director's Report

Ms. Bornoff shared the Infant Survey PowerPoint presentation. Ms. Gebler pointed out that a provider does not have to be in the ELC "School Readiness" program to have their children ready for school. Ms. Duvé asked Ms. Bornoff to define School Readiness. Ms. Bornoff responded that it means a provider is contracted with The Early Learning Coalition (ELC), and agree to abide by the "School Readiness" standards in addition to the regular Licensing Standards. Families can also receive subsidizes tuition from ELC, but must attend a "School Readiness" provider. Ms. Flynn stated that it was a pretty good response rate for a survey, 80%. Ms. Rolston said that if it were a time of emergency, this would be a good method to get information out. Ms. Gebler said that some people will not respond to the Board unless it's mandatory. Ms. Bornoff reported that the maps show providers that have space available for infants but in other zip codes they have waiting lists. Ms. Gebler stated that providers all do things differently with regard to how they manage their Family Child Care Home slots and waitlists. Ms. Massarsky said that in some cases, "open slots" remain open because they are not affordable. Rates can be as high as \$300 per week. Dr. Rafalski asked a question about enough slots and that due to the sheer numbers, there has to be unlicensed care going on and grandmas taking care of children. After the Infant Survey Results were presented, Dr. Rafalski asked what happens next. Ms. Bornoff responded that we can use the data to show where infant slots are needed. Ms. Massarsky said that we are trying to encourage providers to open more infant and one year old slots. In the Lealman area, the YMCA is opening 2 infant rooms and there are 2 centers that are now taking one year olds. Ms. Massarsky stated that this map is very telling. Ms. Gebler reported that she has had providers ask if they can have special licenses to have 4 infants and if there is a way to create that type of license so that they can market themselves as in-home providers for infants. Ms. Bornoff said we would have to weigh the pros and cons. Dr. Rafalski asked who initiates something like that, and if the staff would do the research and bring it to the Board? Ms. Bornoff said that at this time, staff feel that raising the adult to infant ratio may not solve the infant availability problem. Staff did the survey as a result of the public comment regarding the need for more infant care that was brought to the Board at our last meeting. It was an effort to understand the bigger picture. We need to know what the needs are, why they are there, and how to fix them before we propose a

solution. When there are more slots available, the price also goes down making infant care more affordable. Ms. Bornoff stated that if the Board wants to look at this further, a committee should be formed that can look at the entire infant availability situation and use their findings to make a recommendation to the Board. Ms. Gebler stated that on a past committee, they looked county by county at accidents, and added that our ratio is smaller in this county than statewide and she asked if this is something that could be investigated or looked at. Then Ms. Gebler said, you have to be willing to have a committee that delivers. Dr. Rafalski asked who would make up the committee and that it should be professional staff because having the Board on the committee would not work. Ms. Gebler said that they have had Advisory Committee members attend their Association meetings. Ms. Lynn Gibson, a Large Child Care Home provider, stated that they have had staff attend, but not the staff that attends Board meetings. Dr. Rafalski stated that Advisory Committee members do not vote so that could be appropriate and that information has been shared, that there are not enough slots and that's why it has been brought to the forefront. Commissioner Gerard then asked for a vote for our Executive Director to form a committee.

Motion: Dr. Rafalski made a motion to have a committee formed to study infant care availability. Ms. Gebler seconded the motion and it was approved unanimously.

Public Comment (taken out of order as requested by Lynn Gibson)

Ms. Lynn Gibson, Large Family Child Care Home provider, said she felt she had to be proactive because some cities have cracked down on homes. She stated that she knows child care laws and statutes and that we can't get our community to understand and get the word out. She recommended advertising and fliers to get people who want to stay home with their kids to help. She said she has parents call the License Board and added that she will help get the answer. She added that the rest of the state allows 4 infants but Pinellas allows 3. Ms. Gibson stated we've asked for a button on the PCLB web page that shows how to find child care inspections. Mrs. Bornoff answered stating that the button is already in place and is active on the website. The website was then pulled up for the Board to view. Ms. Gibson also asked for a button to be included that would help families search for child care. Ms. Massarsky stated that Child Care Resource and Referral is the party responsible for that list. Ms. Bornoff said she would look at having a link to that website added to assist providers in finding care. (Since that time, PCLB's web page has an added button that directs families to Child Care Resource and Referral by asking, "Are You Looking for Child Care?")

V. Information Items

A. Letter to Request Executive Order from Governor Scott for Decreased Regulatory Standards During Hurricane Season and Tables with Standards

This was discussed earlier in the meeting during Proposed Changes to Policies during Action Items.

B. CCLP Infant Survey Results

Presented during the Executive Director's Report

C. Statistical Report Regarding Licensing Activities

Commissioner Gerard asked if anyone had questions on the Statistical Report- no questions.

D. Compliance Reports

1. Children's Centers Fine Report

Ms. Rolston asked a question about Here We Grow as it seemed to her like a serious infraction that unscreened personnel was left alone with children and that other \$500.00 fines don't seem to be at the same level. Ms. Massarsky responded that our licensing specialist witnessed an unscreened volunteer left alone by screened staff for a very short time. Different levels of class I fines between \$100 and \$500 and the actual injury of a child or the potential danger to a child influences the amount of the fine. In this case, an unscreened individual, who's background was unknown posed a significant threat.

2. Family Child Care Homes Fine Report

Carmen Figueroa, home provider, had several fines regarding paperwork, attendance and capacity. Ms. Gebler said that her concern is, that if one continually cannot put together a paperwork file, one cannot provide safe care. Consistency, follow-up and to have files for 6 kids that are correct is necessary. Without that, you cannot keep kids safe. Ms. Gebler stated that if your attendance is not accurate, you won't know what to be looking for and that is scary. In response, Ms. Bornoff stated that this fine report is for April and does not reflect further actions that may have been taken with these providers in May. Ms. Flynn stated that we have to follow the statutes and that we have a program description. Ms. Gebler then stated that she likes to look at the report highlighting the providers that met 100% compliance.

3. 100 Percent Compliant Inspections in Children's Centers

No Comment **100 Percent Compliant Inspections in Family Child Care Homes**

No Comment

4. Closed Centers and Homes

Ms. Bornoff brought up Rainbow Academy. Ms. Massarsky said they are selling the building and a French school is opening up there. The others are change of ownerships. Ms. Gebler-commented that Ms. Loretta gave a lot of years to children in this county and that she's a dear lady whose care will be missed and gave kudos to her.

E. Monthly Financial Report

Ms. Bornoff reported that she attended a budget meeting this morning because this is new budget season. Ms. Duvé asked if there would be raises. Ms. Bornoff stated that we have to replace laptops this year and that she had to put a lot of money into the budget for that this year. After the technology upgrades, we should be able to use it for staff if it's allowable by DOH. DOH policy is that if someone in a particular job gets a raise that others doing the same job are entitled to the same raise in pay. This year everyone in DOH received a

\$1,400.00 raise if they earn under \$40,000.00 and \$1,000.00 raise if they earn over \$40,000.00. In addition, our accountant, Victoria Gilley is not using all of the hours allotted to her in our budget, so that will save us some money this upcoming budget year. We do need to purchase shelving for our storage room to make it a storage and resource space for our staff to utilize materials for providers. Commissioner Gerard asked if we are eligible for JWB Capital funding and Ms. Bornoff stated that we are not. Ms. Flynn stated that it's for non-profits and government is excluded. Ms. Gilley stated that we spoke with our contract manager and we are not eligible because we are a state agency. Ms. Bornoff said she hopes our laptops hold on until we can purchase new ones in October. DCF may also open the Rule again this year, so we had to set aside money for postage and printing. Ms. Bornoff asked if we wait until the budget is confirmed and Ms. Gilley replied that in the past we have waited. Ms. Flynn asked if we need conditional approval and Dr. Rafalski said it's in the line item. Ms. Gilley said that it's preliminary and that that budget would begin right after next Board meeting. Ms. Flynn asked if anybody had issues with this budget and it being presented to JWB. Ms. Flynn stated that if the Board does not approve the budget at this meeting, we will need to ensure everyone is present at the next Board meeting because we have to pass the budget before October 1, 2018. Ms. Backus stated she would not be in town. Commissioner Gerard stated she has to be at another meeting. Ms. Flynn said we have to have 4 Board members available for a quorum so we should stay on top of it a month ahead.

VI. Public Comment

Lynn Gibson, Large Family Child Care Home provider, talked about the issue of needing 2 phones for emergencies and that she wants to look into going to 1 cell phone. Ms. Flynn said that we'll look into it but we won't change the regulations at this meeting. Ms. Gebler stated that at the Association meeting, there were providers that said they were coming to the Board meeting today to address implementation of regulations. Ms. Gebler said she feels bad addressing it at a Board meeting and that she told a provider to talk to staff about it and not the Board.

VII. 2018 Meeting Dates

No Comment

Ms. Bornoff stated that we have 2 staff anniversaries in June, Kathy Lombardo, 4 years; and Lisa Zacharia, 1 year.

Adjournment

The meeting was adjourned at 3:02 pm.

Next Meeting: Wednesday September 26, 2018 at 6:30 PM
Mid County Conference Center
8751 Ulmerton Road, Largo, FL 33771

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

A. Approve Contract with JWB – Attachment

B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP – Attachment

C. Approve Interlocal Agreement – Attachment

D. Selection of Auditor for FY 2017-2018 – Attachment

E. Approve Program Budget FY 2018-2019

E. Program Budget FY 2018-2019

Preliminary BUDGET										
Pinellas County Health Department Pinellas County Licensing board October 1, 2018- September 30, 2019										9/14/2018
										As of: May 23, 2018
Expenditure Line Item and Explanation	JWB	DCF	DOH-Pin	DOH-In Kind	Fees	Fund Bal.	Revised Total	% Budget		
a. Personnel Salaries										
Classification	Incumbent	FTE	PS #							
a. Total Personnel		17.24		\$300,065	\$158,567	\$68,621	\$0	\$51,620	\$9,939	\$584,225 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 8.26%.										
FICA		7.65%		\$22,955	\$12,130	\$5,249		\$3,949	\$760	\$45,044
RETIREMENT		8.26%		\$24,785	\$13,098	\$5,668		\$4,264	\$821	\$48,636
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods		VAR		\$123,801	\$76,617	\$33,449		\$26,003	\$4,456	\$264,326
b. Total Fringe Benefits				\$171,541	\$101,845	\$44,367	\$0	\$34,216	\$6,037	\$358,006 28%
Total Salary & Fringe				\$471,607	\$260,412	\$112,987	\$0	\$85,835	\$15,977	\$942,231 73%
c. Direct Costs										
CONTRACTUAL- AUDIT		131100		\$9,917	\$5,613	\$3,000		\$2,570	\$0	\$21,100
CONTRACTUAL- LEGAL FEES		131600		\$5,613	\$2,504	\$0		\$15,120	\$0	\$23,237
JANITORIAL		132100		\$2,640	\$1,596	\$0		\$532	\$0	\$4,768
ADVERTISING		133500		\$650	\$0	\$0		\$0	\$0	\$650
INFO. TECH Records Mgmt		134216		\$300	\$0	\$0		\$0	\$0	\$300
FINGER-PRINT EXPENSE		290000		\$0	\$0	\$0		\$72	\$0	\$72
										\$50,127
POSTAGE		210000		\$800	\$0	\$0		\$0	\$1,200	\$2,000
TELEPHONE		221000		\$1,020	\$516	\$0		\$208	\$0	\$1,744
CELLULAR PHONES		221100		\$6,468	\$0	\$0		\$0	\$0	\$6,468
PRINTING		230000		\$1,000	\$0	\$0		\$0	\$2,000	\$3,000
TRAVEL		261300		\$8,240	\$6,000	\$2,120		\$0	\$0	\$16,360
CONFERENCES				\$2,320	\$0	\$0		\$0	\$0	\$2,320
UTILITIES		271000		\$7,104	\$4,296	\$0		\$1,434	\$0	\$12,834
										\$44,726
OFFICE SUPPLIES		341018		\$10,750	\$0	\$0		\$0	\$0	\$10,750
EDUCATIONAL MATERIALS		341039		\$200	\$0	\$0		\$0	\$0	\$200
										\$10,950
SUBSCRIPTIONS/DUES (LICENSE)		461009		\$0	\$0	\$0		\$175	\$0	\$175
										\$175
RENT- EQUIPMENT (COPIER)		442000		\$1,862	\$0	\$0		\$0	\$0	\$1,862
HR ASSESSMENT FEE (Per FTE)				\$1,898	\$1,185	\$474		\$474	\$0	\$4,031
Computers				\$18,977	\$0	\$0		\$2,421	\$0	\$21,398
c. Total Direct Cost				\$79,759	\$21,710	\$5,594	\$0	\$23,006	\$3,200	\$133,269 10%
d. Indirect Cost										
Indirect cost will offset purchasing, finance, information technology.										
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$80,173						\$80,173
Indirect Cost - In Kind							\$182,615			\$182,615
d. Total Indirect Cost - 27.89%				\$80,173	\$0	\$0	\$182,615	\$0	\$0	\$262,788 20%
Project Total:				\$631,539	\$282,122	\$118,581	\$182,615	\$108,841	\$19,177	\$1,338,288 103.9%
17/18 budget				\$613,145	\$282,122	\$115,487	\$155,967	\$98,689	\$23,139	\$1,288,550

F. Approve Proposed Budget Amendment

PINELLA S COUNTY LICENSE BOARD							
REVENUE & EXPENSE BUDGET REPORT							
10/01/17 - 09/30/18 (FY1718)							
ALL FUND SUMMARY							
ACCOUNT	ANNUAL BUDGET	Amendment 2	Amended BUDGET	ALL FUNDS SPENT 8/31/2018	AVAILABLE BALANCE	% SPENT	
TOTAL SALARIES	603,957	0	603,957	528,960.06	74,996.94	87.58%	
FICA/MEDICARE	46,203	0	46,203	40,265.34	5,937.44	87.15%	
RETIREMENT	45,418	0	45,418	39,777.70	5,639.95	87.58%	
HEALTH/LIFE/DIS	275,746	0	275,746	240,046.34	35,699.66	87.05%	
TOTAL FRINGE BENEFITS	367,366	0	367,366	320,089.38	47,277.05	87.13%	
TOTAL SALARY AND BENEFIT	971,323	0	971,323	849,049.44	122,273.99	87.41%	
TELEPHONE	816	0	816	798.48	17.52	97.85%	
CELLULAR PHONES	575	0	575	467.37	107.63	81.28%	
AIR CARDS	4,326	0	4,326	2,205.27	2,120.73	50.98%	
POSTAGE	3,950	0	3,950	2,774.47	1,175.53	70.24%	
PRINTING	3,000	0	3,000	2,794.84	205.16	93.16%	
TRAVEL	17,362	500	18,362	16,906.91	1,455.09	92.08%	
EDUCATIONAL MATERIALS	200	0	200	200.00	0.00	100.00%	
OFFICE SUPPLIES	5,776	1,325	7,101	6,928.16	172.84	97.57%	
INFO. TECHNOLOGY	300	0	300	275.00	25.00	91.67%	
RENT- EQUIPMENT (COPIER)	1,862	0	1,862	1,613.03	248.97	86.63%	
SUBSCRIPTIONS/DUES	175	0	175	175.00	0.00	100.00%	
EQUIPMENT	0	0	0	0.00	0.00	#DIV/0!	
CONTRACTUAL- Audit	21,100	(1,100)	20,000	20,000.00	0.00	100.00%	
CONTRACTUAL- Legal Fees	23,257	(1,000)	22,257	18,131.00	4,126.00	81.46%	
CONTRACTUAL- Advertising	650	500	1,150	1,062.65	87.35	92.40%	
CONTRACTUAL-Janitorial	5,029	(300)	4,729	3,846.31	882.69	81.33%	
UTILITIES	12,075	0	12,075	10,398.54	1,676.46	86.12%	
FINGERPRINT	288	75	363	360.00	3.00	99.17%	
HR ASSESSMENT FEE	4,124	0	4,124	2,999.12	1,124.88	72.72%	
MISCELLANEOUS	0	0	3,500	3,378.89	121.11	96.54%	
TOTAL OPERATING	104,865	0	108,865	95,315.04	13,549.96	87.55%	
ADMIN. COST- FDOH In-Kind	156,456	0	156,456	163,153.80	(6,697.80)	104.28%	
ADMIN. COST JWB 17%	81,996	0	81,996	73,646.10	8,349.90	89.82%	
TOTAL ADMIN COST	238,452	0	241,471	236,799.90	1,652.10	98.07%	
ALL FUND TOTAL EXPENSES	1,314,640	0	1,321,659	1,181,164.38	137,476.05	89.37%	
REVENUE SOURCES (Received)							
JWB	613,145		613,145	558,242.22	54,902.78	91.05%	
DCF	282,122		282,122	258,611.76	23,510.24	91.67%	
FDOH	115,487		115,487	103,902.05	11,584.95	89.97%	
FDOH In-Kind	156,487		156,487	163,153.80	(6,666.80)	104.26%	
LB FEES & FINES	104,776		104,776	98,636.00	6,140.00	94.14%	
FUND BALANCE	23,139		23,139	14,306.36	8,832.64	61.83%	
ALL FUND TOTAL REVENUE	1,295,156		1,295,156	1,196,852.19	98,303.81	92.41%	

G. Approve Corrected Version of State-Approved Reduced Regulations for Children’s Centers During Emergencies and Emergency Regulations for Pinellas County Family Child Care Homes and Large Family Child Care Homes - Attachments

H. Approve Two New Advisory Committee Members: Shelia Haugabook and Cynthia Sumter

My name is Shelia Haugabook and I have been providing care for children in my home for over 19 years. I’ve been happily married to my supportive husband, Chris Haugabook, for the past 27 years. We have three beautiful children: Chris II (2014 UF graduate), Joy (upcoming 2019 Vanderbilt graduate), and Keenan (10th grader and honor student/athlete). We also have a wonderful daughter-in-law, Brandi Haugabook (2014 UF grad), who is pregnant with our first grandchild due in January 2019.

My mother (now deceased) and former daycare provider, encouraged me to start my daycare in our home since she was retiring from the business. She knew this would allow me to be home and take care of Chris II and Joy.

Throughout my career in child care, I have obtained my CDAE, Director’s Credential, and my NAFCC Gold Seal. I am currently enrolled in SPC working toward my AS degree in Early Childhood.

I continue my love for children by working alongside my husband with the Children’s Choir, Worship Arts Ministry, and Culinary Ministry at our church. Being a daycare provider has allowed me to be an instrument for my own family and as well as children and families in my community.

Thank you for your consideration and the opportunity to possibly serve in another way.

Sincerely,

Shelia Haugabook

My name is Cynthia Sumter. I have been providing daycare for almost 16 years and I’m the mother of one, however, I raised two other children, my niece and my sister. When my kids were growing up, I always had other children in my home and this inspired me to go into daycare once they were older.

I love being a daycare provider and I don’t see myself stopping anytime soon.

I. Approve Proposed Exception for State-Dependent Children Regarding Mixed Age Groups as a Pilot Program at R' Club Early Learning Academy at U.S. 19

**J. Approve Licenses for 2 New Children's Centers
Recommended Action: Approve**

Center Name	Address	Owner	Category	Capacity	Age
Here We Grow Learning Center, Inc.	1301 N. Highland Avenue Clearwater 33755	Here We Grow Learning Center, Inc.	Day Nursery	79 with 16 Infants	2 Months through 6 Years and School Age
Little Learning Preschool, Inc.	1611 N. Fort Harrison Avenue Clearwater 33755	Little Learning Preschool, Inc.	Day Nursery	29	2 Years through 6 and School Age*

**K. Approve Licenses for 3 New Family Child Care Homes and 3 New Large Family Child Care Homes
Recommended Action: Approve**

Provider Name	Address	Capacity
Kristi Moser	5090 39 th St. S. St. Petersburg 33711	8
Angelena Bethune	1497 62 nd Place S. St. Petersburg 33705	8
Shanoah Washington-Davis	1523 Preston St. S. St. Petersburg 33712	8

**Approve Licenses for 3 New Large Family Child Care Homes
Recommended Action: Approve**

Provider Name	Address	Capacity
Mary Kasper	4589 Carson St. NE St. Petersburg 33703	12
Talisha Ghansiam	6311 16 th St. N. St. Petersburg 33702	12
Beatriz Reyes	8840 51 st St. N. Pinellas Park 33782	12

L. Review and Approve Dates for Board Meetings in 2019

- March 20th at 6:30pm
- May 15th at 1:30pm
- September 11th at 6:30pm
- December 11 at 1:30pm

IV. Receive Status Report on Solutions for Infant Care Availability Committee

V. Executive Director's Report

VI. Annual Board Training by Colleen Flynn – PowerPoint Presentation and Handout

VII. Information Items

A. Discuss Emergency Child Care Contract for First Responders

B. DCF and Pinellas County Health Department Continuity of Operations Plan (COOP)

C. Statistical Report Regarding Licensing Activities

C. Statistical Report for July 2018

Previous Months Totals	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	290	2029	21	251	246	20861	115	17940	4	272	20	1096
1. Temporary Permits 1st Time TP	6	44			1	41						
2. Capacity Change - current licenses New capacity began						134						
3. Closed - # with capacity	-2	-14										
4. Corrections - from previous reports Explain below*												
Total Capacity	294	2059	21	251	247	21036	115	17940	4	272	20	1096

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	315	294	21	386	127
Total Capacity	2309	2059	251	40344	2212

1. Licensing					
a. Pre-licensing inspections	5			6	
b. - e. Inspections/ Re-checks	69			85	
f. TA/Consultation	3			12	
g. Unlicensed care investigations	3			0	
h. Children's Records (only)				0	
i. Renewal licenses issued	26			30	
2. Enforcement					
a. Complaints	3			15	
b. Fines administered	1			5	
c. Conferences	0			2	
d. Intent to deny/suspend/revoke	0			1	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	0			1	
b. Number of hours	0			3	
4. Training Taken					
a. Number of trainings	0			0	
b. Number of hours	0			0	
5. Health Inspections					
a. Food				43	

D. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
YMCA-Azalea	2	Daily Attendance: inaccurate recording	5/9/2018	\$50.00	\$50.00	5/29/2018
YMCA-Northwest	2	Personnel: 5 year employment history check not completed	5/10/2018	\$50.00	\$50.00	5/22/2018
YMCA-Bauder	2	Supervision - a child was running and ran into someone	5/15/2018	\$50.00	\$50.00	6/4/2018
Gingerbread Azalea	2	Daily Attendance-Closing log not completed	5/15/2018	\$50.00	\$50.00	5/15/2018
Celebrity Kids Club of Pinellas	3	Personnel: Acknowledgement Form not completed on or before first day of employment	5/15/2018	\$25.00	\$25.00	5/29/2018
YMCA - Curtis	2	Adult/Child Ratio not maintained	5/22/2018	\$50.00	\$50.00	6/21/2018
YMCA-Lake St. George	2	Daily Attendance-Closing log not completed	5/23/2018	\$50.00	\$50.00	6/8/2018
YMCA-Belleair	2	Fire inspection expired	5/25/2018	\$50.00	\$50.00	6/21/2018
Bumble Bee Club	3	Personnel-expired Acknowledgement Form	6/13/2018	\$25.00	\$25.00	6/13/2018
Gingerbread Azalea	2	Daily Attendance-inaccurate recording	6/13/2018	\$50.00	\$50.00	7/18/2018
Little Peoples Place	2	Attendance: Closing Log not completed	6/21/2018	\$50.00	\$50.00	7/3/2018
First Step Children's Center	2	Attendance: Closing Log not completed	6/21/2018	\$50.00	\$50.00	7/3/2018
Thomas "Jet" Jackson Rec Center	1S	Supervision: A child left the premises without staff awareness	6/28/2018	\$500.00	\$500.00	6/18/2018
Pauline Rivkind ECC	1	Medication given without Dr. dosing instructions	7/2/2018	\$300.00	\$300.00	7/2/2018
Pauline Rivkind ECC	2	Personnel: Employment History Check not completed correctly	7/2/2018	\$50.00	\$50.00	7/2/2018
First Step CC	2	Outdoor Equipment not maintained safely	7/20/2018	\$100.00	\$100.00	7/20/2018
Son Kissed Preschool	2	Daily Attendance-transitions not documented	7/27/2018	\$50.00	\$50.00	8/7/2018
Pauline Rivkind ECC	2	Personnel: Employment History Check not completed correctly	7/27/2018	\$60.00	\$60.00	8/3/2018

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Figueroa, Carmen	3	Enrollment Information: The provider failed to have a complete enrollment record for each child in care. This is the 4th noncompliance in this area	5/2/2018	\$30	\$30	5/21/2018
Figueroa, Carmen	3	Emergency Medical Release: there was no notarized medical release form for one child in care.	5/2/2018	\$25	\$25	5/21/2018
Latimer, Annie	2	Daily Attendance: the daily attendance was incomplete.	5/9/2018	\$50	\$50	6/11/2018
Spalding, Debra	1	Supervision: Children were not being adequately supervised in that on 3/31/18, the provider and a 7 year old male child care child were at the neighbor's home when the male child was sent to the neighbor's bedroom to lay down. While in the bedroom alone, the child found a loaded firearm and picked it up.	5/14/2018	\$500	CLOSED	License Revoked
Spalding, Debra	1s	Physical Plant (Gun Storage): firearms and/or weapons were not stored in a locked container, locked area, or with a secure trigger lock or in a location inaccessible to children.	5/14/2018	\$500	CLOSED	
Spalding, Debra	1s	Supervision: children were not being adequately supervised in that on 4/6/18, a 6 year old child care child was left home alone while the provider went to the neighbor's house.	5/14/2018	\$500	CLOSED	
Figueroa, Carmen	2	Daily Attendance: The daily attendance was not accurate on 5/1/18, the provider had 9 children marked in, but only 6 children were in care.	5/21/2018	\$100	\$100	5/21/2018
Anderson, Sonya	2	Daily Attendance: the daily attendance was not accurate as evidenced by the provider had three children in care and only two children were marked in.	6/8/2018	\$50	\$50	6/26/2018
Anderson, Sonya	2	Transportation Log: The provider did not have evidence that a log was maintained for the children transported on the day of the inspection, 6/5/18.	6/8/2018	\$50	\$50	6/26/2018
Givens, Delores	2	Fire Drills: though fire drills were conducted, a written record of fire drills was not recorded.	6/21/2018	\$50	\$50	8/24/2018
Givens, Delores	3	Immunizations: the DH Form 680 was no longer current for the children as noted on the children's record log.	6/21/2018	\$25	\$25	8/24/2018
Cromartie, Sabina	2	Daily Attendance: Attendance was incomplete in that the provider was not keeping an attendance record.	7/3/2018	\$50	\$50	7/12/2018

3. 100% Compliant Inspections in Children's Centers

May

Artz 4 Life
HEP
UMCM St. Pauls
R'Club Kings Hwy.
Ponce de Leon B/A
North Bay Christian (NP)
Safety Harbor Montessori
The Growing Place
Tomorrows Child (NP)
YMCA Plumb
First Christian Preschool
JMAC
Trinity Preschool
YMCA-Skycrest
YMCA Pinellas Central
Plato - Pinellas Park
City of Gulfport Rec
PCC Christian P/S
Pasadena Church P/S
R'Club Gulfport
Angels at Play
R'Club James Sanderlin
Thomas "Jet" Jackson Rec
Youth Enrichment-Wildwood
Plato-Largo
The Learning Center
Cambell Park Rec
YMCA-Campbell Park
Plato - St Petersburg
R'Club Pasadena
Blossom Montessori
R'Club Whitney
YMCA-Gulf Beaches
YMCA-Madeira Beach
Madeira Beach Rec
Faith Community
Country Day Pre-Primary
R'Club Bardmoor
Young Days CDC
Dunedin Montessori
City of Dunedin-Dunedin
City of Dunedin - San Jose
Cornerstone Christian
R'Club Shore Acres
Lutheran Church of Cross
YMCA-North Shore
Little Pals
Right Track B/A
The Gospel Train
YMCA-Sunset Hills
YMCA-Tarpon Fundamental

June

Kimberly Home
Truth and Life
Growing Room Enrichment
R'Club US 19
The Sprout Academy St. Pete
iDiscover
Belcher Academy
The Ohana Preschool
Tot Tenders
Oak Crest
Curlew Learning Center
KinderCare 1037

July

Little Learning Preschool
Kid A Rama
Light of Christ ECC
Creative Learning
Brilliant Little Minds
The Learning Experience-Oldsmar
Paul Hortin
Leap of Faith II
Academy of Learning
Community Preschool
Country Learning Academy
Learning Adventures
Oakhurst LC
Indian Rocks Toddler Montessori
Gingerbread Carillon
Ms. Susie's LC
Nonnie's Lil Preschool
R'Club Lemon Street

4. 100% Compliant Inspections in Family Child Care Homes

May	June	July
Yvonne Martin	Judy Drayton	Angelena Bethune
Zoraya Pacheco	Diana Fleming	Kristi Moser
Norma Bown	Maria Piatt	Veronica Ross
Teresa Koppie	Doris Bostick	Betty Butler
DaVee Henderlong	Dijana Memic	Shoneka Byrd
Jacqueline Hunter	Cathleen Schmidt	Tamika Elias
Susan Daniels	Waleska Jimenez	Andi McLaren-Bell
Bonnie Adams	Laurie Murphy	Kimberly Ryder
Alvern Brown	Donna Lindsey	Lisa Gable
Merlita Jones	Jeanette Cheesebrew	Shirley Williams
Tanya Knighton	Courtney Collins	Lois Metz
Kimberly Suthard	Amanda Neuner	Ronda Shults
June Moody*	Tamara Beard-Ball	Andrea Gast
Marcia Stewart	Imaani Bilal	Joanne Grenesko
Evelyn Kendrick	Catherine Lane	Heidi Buck
Maribel Collazo	Kathleen Pero	Hanna Lux
Ulrika Rosengren	Mitzi Webb	Ariana Poloska
Karen Eidys	Anna Precourt	Kay Chinkan
Diane Pinta	Deborah Hamilton	Claudia Craft
Mimoza Mano	Gitjana Gjyshi	Charles & Diana Duke
Lynda Johnson	Deborah Johnson	Susan Fernandez
Christine Perkins	Wanda Maddox	Lori Gavitt
Cynthia Rooks	Felicia Mills	Ashley Wilkie
Julie Diersing	Carrie Gonzalez	Claudia Cuervo
Jody Stover	Donna Owens	Jeanie Runkle
Kathleen Buckins	Latashia Flemmings	Juleanna Francis
Mary Kelley	Stacie Johnson	Ibtisam R. Issa
Irma Maxwell	Patricia Jones	Sheronica Stubbs
Susan Miller	terri Brown	Beatriz Reyes
Kathleen Schmitt	Karen Cuatt	Shirley Bauknight
Veronica Mack	Isabel Vera	Barbara Edwards
Jessica Gannon	Carmen Figueroa	Shendoria Middlebrooks
	Juanita Watkins	Christine Phillips
	Lucille Jerger	Stephanie Martin
	Neshia Cohen	Tiffany Bell
	Dorothy Harry	Kimberly Boykins
	Monica Pittman*	Dorinda Tucker
	Angela Pettit	
	Maria Ojeda	
*Inactive Status	Sarah Raiola	
	Margaret Pearce	
	Deborah Fleck	

5. Closed Centers and Homes for May, June, July, 2018

Closed Centers for May, June, July, 2018

May: R'Club ELA @ Pinellas Village Oldsmar Christian (NP)	Low Enrollment No Enrollment for 4 year olds
June: Mildred Helms Before/After Ponce de Leon Before/After	Contract with PCSB terminated Contract with PCSB terminated
July: NONE	

Closed Homes for May, June, July, 2018

Name	Date Closed	Reason
Ibtisam Issa	5/1/18	Moving-will reopen
Ginger Boger	5/1/18	Feels she cannot compete with the unlicensed care
Gina Morel	5/7/18	Moving out of county
Linda Brannan	5/15/18	Personnel reason
Loretta Wilcoxon	5/15/18	Moved
Christine Sciandra	5/18/18	Moved-will re-open
Belinda Dayhoff	5/19/18	Moved out of state
Tracey Wardell	5/25/18	Moved out of county
Lisa McCormick	5/29/18	retired
Debra Spalding	5/30/18	License Revoked
Luzmila Pujols	5/31/18	Retired
Name	Date Closed	Reason
Quetzali Ruiz	6/1/18	moved
Shawn Hoopingarner	6/4/18	deceased
Carmen Figueroa	6/7/18	Large home reduced capacity to regular home
Claudine Cox	6/10/18	moving
Christen Lake	6/27/18	Regular home increased capacity to large home
Name	Date Closed	Reason
Debra Lewis	7/4/18	Retired, not happy with new regs
Lenora Cabral	7/5/18	Moving, will be licensed in new home

E. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD										
REVENUE & EXPENSE BUDGET REPORT										
10/01/17 - 09/30/18 (FY1718)										
ALL FUND SUMMARY										
ACCOUNT	Amended BUDGET	JUNE ACTUAL	JULY ACTUAL	AUGUST ACTUAL	SEPTEMBER ESTIMATE	SEPTEMBER ESTIMATE	ALL FUNDS SPENT 8/31/2018	AVAILABLE BALANCE	% SPENT	
TOTAL SALARIES	603,957	44,969.75	44,777.80	66,043.25	45,501.60	13,650.48	528,960.06	74,996.94	87.58%	
FICA/MEDICARE	46,203	3,240.17	3,425.48	5,052.30	3,480.87	1,044.26	40,265.34	5,937.44	87.15%	
RETIREMENT	45,418	3,381.71	3,367.28	4,966.45	3,421.72	1,026.52	39,777.70	5,639.95	87.58%	
HEALTH/LIFE/DIS	275,746	22,669.54	22,746.42	23,072.86	22,851.73	6,658.22	240,046.34	35,699.66	87.05%	
TOTAL FRINGE BENEFITS	367,366	29,291.42	29,539.18	33,091.61	29,754.32	8,729.00	320,089.38	47,277.05	87.13%	
TOTAL SALARY AND BENEFITS	971,323	74,261.17	74,316.98	99,134.86	75,255.92	22,379.48	849,049.44	122,273.99	87.41%	
TELEPHONE	816	138.35	41.28	149.26	0.00	0.00	798.48	17.52	97.85%	
CELLULAR PHONES	575	47.08	0.00	41.65	0.00	0.00	467.37	107.63	81.28%	
AIR CARDS	4,326	360.50	0.00	360.50	0.00	0.00	2,205.27	2,120.73	50.98%	
POSTAGE	3,950	11.69	0.00	0.00	0.00	0.00	2,774.47	1,175.53	70.24%	
PRINTING	3,000	0.00	0.00	0.00	0.00	0.00	2,794.84	205.16	93.16%	
TRAVEL	17,862	3,985.68	1,026.59	1,176.11	0.00	0.00	16,906.91	955.09	94.65%	
EDUCATIONAL MATERIALS	200	0.00	0.00	0.00	0.00	0.00	200.00	0.00	100.00%	
OFFICE SUPPLIES	5,776	1,248.74	1,080.86	397.45	0.00	0.00	6,928.16	(1,152.16)	119.95%	
INFO. TECHNOLOGY	300	25.00	25.00	25.00	0.00	0.00	275.00	25.00	91.67%	
RENT- EQUIPMENT (COPIER)	1,862	167.70	0.00	160.80	0.00	0.00	1,613.03	248.97	86.63%	
SUBSCRIPTIONS/DUES	175	0.00	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	21,100	0.00	0.00	0.00	0.00	0.00	20,000.00	1,100.00	94.79%	
CONTRACTUAL- Legal Fees	23,257	2,205.00	756.00	1,428.00	0.00	0.00	18,131.00	5,126.00	77.96%	
CONTRACTUAL- Advertising	650	0.00	124.40	216.50	0.00	0.00	1,062.65	(412.65)	163.48%	
CONTRACTUAL-Janitorial	5,029	365.31	365.31	397.06	0.00	0.00	3,846.31	1,182.69	76.48%	
UTILITIES	12,075	1,028.53	910.76	1,255.10	0.00	0.00	10,398.54	1,676.46	86.12%	
FINGERPRINT	288	0.00	324.00	0.00	0.00	0.00	360.00	(72.00)	125.00%	
HR ASSESSMENT FEE	4,124	0.00	0.00	0.00	0.00	0.00	2,999.12	1,124.88	72.72%	
MISCELLANEOUS	3,500	2,837.80	0.00	0.00	0.00	0.00	3,378.89	121.11	96.54%	
TOTAL OPERATING	108,865	12,421.38	4,654.20	5,607.43	0.00	0.00	95,315.04	13,549.96	87.55%	
ADMIN. COST- FDOH In-Kind	156,456	14,364.11	14,362.06	18,955.23	14,608.87	4,339.25	163,153.80	(6,697.80)	104.28%	
ADMIN. COST JWB 17%	81,996	6,347.33	6,364.95	8,693.48	6,380.01	1,902.39	73,646.10	8,349.90	89.82%	
TOTAL ADMIN. COST	241,471	18,461.33	18,475.20	24,644.93	18,708.62	5,563.54	236,799.90	1,652.10	98.07%	
ALL FUND TOTAL EXPENSES	1,321,659	105,143.88	97,446.38	129,387.22	93,964.55	27,943.01	1,181,164.38	137,476.05	89.37%	
REVENUE SOURCES (Received)										
JWB	613,145	48,770.18	45,560.80	63,097.56	43,909.46	13,092.89	558,242.22	54,902.78	91.05%	
DCF	282,122	23,510.16	23,510.16	23,510.16	23,510.16	0.00	258,611.76	23,510.24	91.67%	
FDOH	115,487	8,844.35	8,861.26	11,908.68	8,861.26	2,653.02	103,902.05	11,584.95	89.97%	
FDOH In-Kind	156,487	14,364.11	14,362.06	18,955.23	14,608.87	4,339.25	163,153.80	(6,666.80)	104.26%	
LB FEES & FINES	104,776	11,175.00	6,243.00	9,572.00	0.00	0.00	98,636.00	6,140.00	94.14%	
FUND BALANCE	23,139	3,768.21	1,305.00	289.05	1,549.99	546.23	14,306.36	8,832.64	61.83%	
ALL FUND TOTAL REVENUE	1,295,156	110,432.01	99,842.29	127,332.68	92,439.74	20,631.39	1,196,852.19	98,303.81	92.41%	

VIII. Public Comment

IX. Upcoming Meeting Dates

Wednesday December 12, 2018 @ 1:30 PM
Mid County Conference Center

X. Adjournment

2018 Staff Anniversaries (3rd Quarter)

July

Chris Grybauskas – 9 years
Michelle Leland – 3 years

August

Maria Villarreal – 13 years
Priscilla Brown-Ireson – 4 years
Hope Williams – 12 years

September

None