

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

**REGULAR MEETING  
December 12, 2018 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 Michael Feeney, Executive Director of Elementary Education, Pinellas County Schools – Attachment: Bio
  - B. Welcome Shelia Haugabook and Cynthia Sumter, New Advisory Committee Members**
  - C. Approve Agenda**
  
- II. Consent Agenda**
  - A. Approval of Minutes from September 26, 2018**
  
- III. Action Items**
  - A. Accept 2017-2018 Audit Presentation by Dana Powell of Thomas Howell Ferguson**
  - B. Approve JWB Contract Amendment for 2017-2018**
  - C. Approve JWB Budget Amendment for 2017-2018 as result of Contract Amendment**
  - D. Approve JWB Budget Amendment for First Quarter of 2018-2019**
  - E. Approve Licenses for 4 New Children's Centers**
  - F. Approve Licenses for 6 New Family Child Care Homes**
  - G. Approve Updated Emergency Regulations - Attachment**
  
- IV. Receive Recommendations to Explore from Nancy McGreevy, Chair, Solutions for Infant Care Availability Committee**
  
- V. Executive Director's Report**
  
- VI. Information Items**
  - A. Monthly Financial Report**
  - B. Statistical Report Regarding Licensing Activities**
  - C. Compliance Reports**
    - 1. Children's Centers Fine Report
    - 2. Family Child Care Homes Fine Report
    - 3. 100 Percent Compliant Inspections in Children's Centers
    - 4. 100 Percent Compliant Inspections in Family Child Care Homes
    - 5. Closed Centers and Homes
  
- VII. 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.

**VIII. 2019 Meeting Dates**

- March 20<sup>th</sup> at 6:30pm
- May 15<sup>th</sup> at 1:30pm
- September 11<sup>th</sup> at 6:30pm
- December 11 at 1:30pm

**IX. Staff Anniversaries**

**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 September 26, 2018**

**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**

**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, September 26, 2018, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

**Board Members Present:** Commissioner Patricia Gerard; Celeste Fernandez, Secretary; Dorothy Duvé; Pam Gebler; Susan Rolston

**Board Members Absent:** Barbara Backus; Dr. Shana Rafalski

**Ex-Officio Member Present:** Brandy Downing

**Advisory Members Present:** Lynn Bittner; Richard French; DaVee Henderlong; Ann Martinelli; Nancy McGreevy

**Advisory Members Absent:** Elizabeth Krakowski

**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; Kathleen Merino, Public Comment Volunteer; Victoria Gilley, Finance and Accounting, DOH

**I. Call to Order**

The PCLB Board meeting was called to order at 6:40 pm.

**A. Announcements** – Commissioner Pat Gerard welcomed new Advisory Committee members Nancy McGreevy and Ann Martinelli and new Ex-Officio member, Brandy Downing. Ms. Downing introduced herself to the group and described her experience.

**B. Approve Agenda**

Ms. Bornoff asked to move annual Board training to the end of the meeting.

**Motion:** The agenda was approved unanimously with one change.

**II. Consent Agenda**

Approval of Minutes from May 23, 2018

**Motion:** Ms. Rolston made a motion to approve the minutes from May 23, 2018. Ms. Fernandez seconded the motion and it passed unanimously with no corrections.

**III. Action Items**

**A. Approve Contract with JWB**

Commissioner Gerard asked if anything changed and to approve the contract with JWB for next year. Ms. Bornoff stated there is a small increase in funding, from \$613,145 this year to \$631,539 next year.

**Motion:** Ms. Rolston made a motion to approve the contract with JWB. Ms. Fernandez seconded the motion and it was approved unanimously.

**B. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns**

Ms. Flynn said they have not increased their rates and have been our legal representation since 2008.

**Motion:** Ms. Fernandez made a motion to approve the renewal agreement. Ms. Rolston seconded the motion and it was approved unanimously.

**C. Approve Interlocal Agreement**

Ms. Flynn said the Interlocal Agreement has not substantively changed since 2007.

**Motion:** Ms. Rolston made a motion to approve Interlocal Agreement. Ms. Duvé seconded the motion and it was approved unanimously.

**D. Selection of Auditor for FY 2017-18**

Ms. Rolston asked if it is to select the auditor or to contract with the auditor. Ms. Flynn replied that Thomas Howell Ferguson was the only firm to respond to the bid. Ms. Gilley stated we have used THF about seven years.

**Motion:** Ms. Rolston made a motion to approve the auditor. Ms. Duvé seconded the motion and it was approved unanimously.

**E. Approve Program Budget for FY 2018-2019**

Ms. Gilley reported that there are slight changes that JWB asked for but the total budget is the same. Ms. Duve said she was glad our staff got new phones.

**Motion:** Ms. Rolston made a motion to approve the 2018-19 program budget. Ms. Duvé seconded the motion and it was approved unanimously.

**F. Approve Proposed Budget Amendment for FY 2017-2018**

Ms. Gilley said this budget realigns items and there are no overspent categories. Once completed the budget amended will be posted on PCLB's web page. Ms. Rolston suggested in the future highlighting changes to show categories being amended.

**Motion:** Ms. Fernandez made a motion to approve the proposed budget amendment for FY 2017-2018. Ms. Gebler seconded and it was approved unanimously.

**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**

After presentation from staff of the action item, public comment was heard: Lynn Gibson stated this is an old version of the emergency regulations. Ms. Massarsky said proposed changes are reduced at the state level, and this is most up to date version that is currently posted on the PCLB website. Ms. Gibson said standards should not be waived regarding pools and outdoor play space. Anne Brooks asked that pool and fence regulations not be waived during emergencies. Ms. Gebler said she and other providers feel they should not stay open without a fence up. Ms. Oliver stated that last year after hurricane Irma, we called all the providers and told them not to take children out without their fence being up. Ms. Flynn suggested that Board direct staff to review and if needed update emergency regulations.

**Motion:** Ms. Rolston motioned to correct the emergency regulations on the website and directed staff to review and update the emergency regulations with counsel. Ms. Gebler seconded the motion and it was approved unanimously.

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

Ms. Oliver briefly talked about nominees and thanked DaVee Henderlong for her longtime service on the Advisory Committee.

**Motion:** Ms. Rolston motioned to approve the two new Advisory Committee members. Ms. Duvé seconded the motion and it was approved unanimously.

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

A group from Eckerd, R'Club, and ELC spoke about their pilot program. Participants were Laurallyn Segur, Carrie Culbertson, Jess Sternthal, and Jenn Dean. They presented to PCLB a proposed emergency child care program that allows children who have been removed from their home and in foster care to be kept together in the same room with their siblings in the day care at R'Club on a short-term basis regardless of their ages. R'Club has the staff, training and space available at their location on US 19 and Ulmerton Rd. It would be much less traumatic for siblings to stay in the same room and they can expand up to

20 in that class. However, R'Club would need an exception to the PCLB regulation that prohibits mixing infants with other age children. Ms. Flynn stated that the motion needs to cover that the exception to the regulation that prohibits mixing infants with other children is only for R'Club at US 19 and Ulmerton and only for one room with up to six children, and that R'Club in that room must meet the staff to infant ratio (3 children to 1 staff member) at all times. The exception would be only for a one-year pilot program. Commissioner Gerard said she is grateful for this creative solution. Ms. Bornoff asked to be informed of how it's working at our Board meeting in six months.

**Motion:** Ms. Rolston motioned to approve the pilot program. Ms. Duvé seconded the motion and it was resoundingly approved as a one-year pilot program with a required report back after 6 months regarding utilization and success.

**J. Approve Licenses for 2 new Children's Centers**

Ms. Massarsky reported that Here We Grow moved and Little Learners is new. She recommended full licensure for both centers.

**Motion:** Ms. Rolston motioned to approve licenses for the two new centers. Ms. Duvé seconded the motion and it was approved unanimously.

**K. Approve Licenses for 3 New Family Child Care Homes**

Ms. Oliver reported that Angelina Bethune is reopening. She recommended full licensure for all 3 new family child care homes. Ms. Gebler asked why a seasoned provider that moves has to be on a temporary permit. Ms. Oliver replied it's because the home is licensed, not the provider.

**Motion:** Ms. Fernandez made a motion to approve 3 new family child care homes. Ms. Gebler seconded the motion and they were approved unanimously.

**L. Review and Approve Dates for Board Meetings in 2019**

The dates presented for approval for 2019 are:

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

**Motion:** Ms. Fernandez motioned to approve the 2019 Board meeting dates. Ms. Duvé seconded the motion and the dates were approved unanimously.

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

Committee Chair, Nancy McGreevy, reported we received only 39 completed surveys which showed there are not enough infant slots in Pinellas and more family child care homes are needed. About 900 homes have closed over time. Concerns are blending of ages, ratio, training and funding for supplies and equipment. The Committee talked a lot about a community advertising blast.



Regarding training, different tracks such as orientation, training, business management and equipment were discussed. An idea from public comment about ratio was to create a higher tier level for providers based on a proven record. For example, if a provider had five years of experience and had no non-compliances and had met the educational requirements, then perhaps they could take another infant or more children. Pam Gebler added that due to lack of technical ability, a lot of people were unable to use the survey properly and the lack of true anonymity was an issue. She mentioned the importance of letting prospective providers know this is a career. If there were a training track in high school and tour with a provider, it would be a springboard to working in a center and to having a home. Ms. McGreevy said she will go into the subject more at the next meeting on October 17, 2018.

**V. Executive Director's Report**

Ms. Bornoff reported that new iPhones were purchased for Licensing Specialists and supervisors which replaced outdated items of equipment. Next on the list for replacement/purchase are Windows 10 compatible laptops. PCLB may have to dip into the fund balance for laptops, but it is still unclear at this time. Ms. Oliver attended the DCF One Goal Conference. Several staff attended the FFCCHA Conference. The state and local COOP Plan is being worked on and some regulations have already changed. Licensing staff are required to work in special needs shelters and ELC will partner with licensing during states of emergency. An email blast prior to emergencies with information for providers and emergency regulations attached will be sent.

**VI. Public Comment (*Out of Agenda Order*)**

Lynn Gibson stated that many providers in the past completed training requirements to become Large Home providers and PCLB just approved eight Large Home licenses that did not. Ms. Gibson was speaking for a group that wants another tier for providers who have many years in the field and meet certain educational requirements; which she believes will keep people in the childcare business.

Pam Gebler, Board member, said that seasoned providers being told they have to have a CDA is not what they want.

DaVee Henderlong was thanked for her years of service on the Advisory Committee. She commented that PCLB needs more funding and help.

**VII. Annual Board Training - PowerPoint Presentation and Handout**

Attorney Colleen Flynn presented the annual training to the Board on issues including, ethics applicable to public officers, Sunshine requirements for public meetings, public records, and PCLB procedures regarding appeals.

**VIII. 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

**IX. Upcoming Meeting Dates:**

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

**XI. Adjournment**

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

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Celeste Fernandez, Secretary

III. Action Items

A. Accept 2017-2018 Audit Presentation by Dana Powell of Thomas Howell Ferguson

B. Approve JWB Contract Amendment for 2017-2018



BOARD MEMBERS

- Brian J. Aungst, Jr., Chair  
Gubernatorial Appointee
- Susan Rolston, Vice Chair  
Gubernatorial Appointee
- The Honorable Rick Butler,  
Secretary  
Gubernatorial Appointee
- The Honorable Bob Dillinger  
Public Defender
- Dr. Michael A. Grego  
Pinellas County Schools  
Superintendent
- The Honorable Bernie McCabe  
State Attorney
- Michael G. Mikurak  
Gubernatorial Appointee
- Division Chief Jim Milican  
Gubernatorial Appointee
- The Honorable Patrice Moore  
Sixth Judicial Circuit Court
- The Honorable Karen Seel  
Pinellas County Commissioner
- Dr. James Sewell  
Gubernatorial Appointee

Date: October 12, 2018


Ulyee Choe, D.O., County Health Department Director  
Florida Department of Health, Pinellas County Health Department  
205 Dr. M L K Jr Blvd N  
St. Petersburg, Florida 33701

Dear Provider:

This letter serves to amend the FY18 Agreement between the Florida Department of Health, Pinellas County Health Department (PCLB) and Juvenile Welfare Board of Pinellas County (JWB). On October 10, 2018, a one-time allocation increase was approved to reimburse up to one month of training for the new Public Health Service Manager.

This is Amendment #1 to the FY18 Agreement and increases the allocation from \$613,145 to \$621,285. Upon full execution of this document, a budget amendment may be submitted in GEMS to reflect the allocation increase. All other terms and conditions of the FY18 Agreement shall remain the same.

Sincerely,

  
Felicia Pizana,  
Senior Program Consultant



10/22/18

Dr. Marcie A. Biddleman  
Chief Executive Officer

Dr. Marcie A. Biddleman, Chief Executive Officer  
Juvenile Welfare Board of Pinellas County

Date



10/18/18

Juvenile Welfare Board  
of Pinellas County

Ulyee Choe, D.O., County Health Department Director Date  
Florida Department of Health, Pinellas  
County Health Department

1455 58th St. N. Ste 100  
Clearwater, FL 33760  
P: 727.453.5600  
F: 727.453.5070  
JWB@pinellas.org  
@JWB@pinellas

**C. Approve JWB Budget Amendment for 2017-2018 as a result of the Contract Amendment**

PINELLAS COUNTY LICENSE BOARD				
REVENUE & EXPENSE BUDGET REPORT				
10/01/17 - 09/30/18 (FY1718)				
<b>ALL FUND SUMMARY</b>				
		<b>ANNUAL</b>		
<b>ACCOUNT</b>		<b>BUDGET</b>	<b>Proposed Amendment 3</b>	<b>Amended BUDGET</b>
<b>TOTAL SALARIES</b>		<b>603,957</b>	<b>0</b>	<b>603,957</b>
FICA/MEDICARE		45,515	0	46,203
RETIREMENT		44,742	0	45,418
HEALTH/LIFE/DIS		264,965	0	264,258
<b>TOTAL FRINGE BENEFITS</b>		<b>355,222</b>	<b>0</b>	<b>355,879</b>
<b>TOTAL SALARY AND BENEFITS</b>		<b>959,179</b>	<b>0</b>	<b>959,836</b>
TELEPHONE		816	130	946
CELLULAR PHONES		575	39	614
AIR CARDS		4,326	(1,002)	3,324
POSTAGE		3,950	(777)	3,173
PRINTING		3,000	(205)	2,795
TRAVEL		17,362	2,695	20,757
EDUCATIONAL MATERIALS		200	0	200
OFFICE SUPPLIES		5,776	(241)	6,860
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	20,000
CONTRACTUAL- Legal Fees		23,257	116	22,373
CONTRACTUAL- Advertising		650	30	1,180
CONTRACTUAL-Janitorial		5,029	(310)	4,719
UTILITIES		12,075	310	12,385
FINGERPRINT		288	(3)	360
HR ASSESSMENT FEE		4,124	(95)	4,029
MISCELLANEOUS-Furniture		0	(121)	3,379
<b>TOTAL OPERATING</b>		<b>104,865</b>	<b>566</b>	<b>109,431</b>
ADMIN. COST- FDOH In-Kind		156,456	(566)	156,456
ADMIN. COST JWB 17%		81,996	0	81,996
<b>TOTAL ADMIN. COST</b>		<b>238,452</b>	<b>(566)</b>	<b>238,615</b>
<b>ALL FUND TOTAL EXPENSES</b>		<b>1,302,496</b>	<b>0</b>	<b>1,307,882</b>
<b>REVENUE SOURCES (Received)</b>				
JWB		613,144	8,140	621,284
DCF		282,122		282,122
FDOH		115,487		115,487
FDOH In-Kind		156,456	21	156,456
LB FEES & FINES		104,776		104,776
FUND BALANCE		23,139		23,139
<b>ALL FUND TOTAL REVENUE</b>		<b>1,295,124</b>		<b>1,303,264</b>

\* Made changes to individual line items to zero out negative balances. Added telephone, cell phones, travel, legal fees, advertising, and utilities. Subtracted air cards, postage, printing, office supplies, janitorial, fingerprinting, HR assessments, and furniture

\* Added pre-authorized funds from JWB for Executive Director overlap in Revenue section.

\* Corrected FDOH In-kind Revenue typo in previous version of budget.

## D. Approve JWB Budget Amendment for First Quarter of 2018-2019

PINELLAS COUNTY LICENSE BOARD				
REVENUE & EXPENSE BUDGET REPORT				
10/01/18 - 09/30/19 (FY 1819)				
<b>ALL FUND SUMMARY</b>				
ACCOUNT	ANNUAL BUDGET	Amendment 1	Amended BUDGET	
<b>TOTAL SALARIES</b>	<b>588,812</b>	<b>0</b>	<b>588,812</b>	
FICA/MEDICARE	45,044	0	45,044	
RETIREMENT	48,851	0	48,851	
HEALTH/LIFE/DIS	264,112	0	264,112	
<b>TOTAL FRINGE BENEFITS</b>	<b>358,007</b>	<b>0</b>	<b>358,007</b>	
<b>TOTAL SALARY AND BENEFITS</b>	<b>946,819</b>	<b>0</b>	<b>946,819</b>	
TELEPHONE	1,744	0	1,744	
CELLULAR PHONES	6,468	0	6,468	
AIR CARDS	0	0	0	
POSTAGE	2,000	0	2,000	
PRINTING	3,000	0	3,000	
TRAVEL	18,680	0	18,680	
EDUCATIONAL MATERIALS	200	0	200	
OFFICE SUPPLIES	10,750	0	10,750	
INFO. TECHNOLOGY	300	0	300	
RENT- EQUIPMENT (COPIER)	1,862	0	1,862	
SUBSCRIPTIONS/DUES	175	0	175	
EQUIPMENT - COMPUTERS	21,398	0	21,398	
CONTRACTUAL- Audit	21,100	0	21,100	
CONTRACTUAL- Legal Fees	23,237	(88)	23,149	
CONTRACTUAL- Advertising	650	0	650	
CONTRACTUAL- Janitorial	4,768	0	4,768	
UTILITIES	12,834	0	12,834	
FINGERPRINT	72	0	72	
HR ASSESSMENT FEE	4,031	88	4,119	
MISCELLANEOUS	0	0	0	
<b>TOTAL OPERATING</b>	<b>133,269</b>	<b>0</b>	<b>133,269</b>	
ADMIN. COST- FDOH In-Kind	156,456	0	156,456	
ADMIN. COST JWB 17%	81,996	0	81,996	
<b>TOTAL ADMIN. COST</b>	<b>238,452</b>	<b>0</b>	<b>235,379</b>	
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,318,540</b>	<b>0</b>	<b>1,315,467</b>	
<b>REVENUE SOURCES (Received)</b>				
JWB	631,539		631,539	
DCF	282,122		282,122	
FDOH	118,581		118,581	
FDOH In-Kind	182,615		182,615	
LB FEES & FINES	108,841		108,841	
FUND BALANCE	19,177		19,177	
<b>ALL FUND TOTAL REVENUE</b>	<b>1,342,875</b>		<b>1,342,875</b>	

\*\*HR assessment fees are based on an estimate during budget season.

Adjustment has been made to the actual numbers that have since been received.

\$88 subtracted from legal fees and added to HR Assessments.

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

**Recommended Action: Approve**

<b>Center Name</b>	<b>Address</b>	<b>Owner</b>	<b>Category</b>	<b>Capacity</b>	<b>Age</b>
All Children's Academy	5441 9th Avenue North St. Petersburg 33710	All Children's Academy LLC	Day Nursery	50 with 5 infants	1 Year through 6 Years and School Age*
Christian Way Academy	431 East Spruce Street Tarpon Springs 34689	Christian Way Academy LLC	Day Nursery	33	2 Years through 6 Years
LSF, Inc. - Midtown Academy	1710 10th Street South St. Petersburg 33705	Lutheran Services Florida, Inc.	Day Nursery	55	3 Years through 5 Years
The Ohana Preschool	31938 US Highway 19 N. Palm Harbor 34684	The Ohana School, Inc.	Day Nursery	79 with 10 Infants	1 Year through 6 Years and School Age*

**F. Approve Licenses for 6 New Family Child Care Homes**

**Recommended Action: Approve**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Shutonda Smith	5067 80 <sup>th</sup> St. N. St. Petersburg 33709	8
Victoria Edwards	5310 6 <sup>th</sup> St. N. St. Petersburg 33705	8
Isabel Vera	5149 30 <sup>th</sup> Ave. N. St. Petersburg 33710	6
Julia Mercedes Blythe	3200 66 <sup>th</sup> Way N. St. Petersburg 33710	6
Beverly Anderson	1313 Woodbine St. Clearwater 33755	8
Sonya Anderson	245 38 <sup>th</sup> Ave. S.E. St. Petersburg 33705	5

**G. Approve Updated Emergency Regulations – Attachments**

- IV. Receive Recommendations to Explore from Nancy McGreevy, Chair, Solutions for Infant Care Availability Committee.**
- V. Executive Director’s Report**
- VI. Information Items**
  - A. Monthly Financial Report**

PINELLAS COUNTY LICENSE BOARD  
 REVENUE & EXPENSE BUDGET REPORT  
 10/01/18 - 09/30/19 (FY1819)

**ALL FUND SUMMARY**

<u>ACCOUNT</u>	<u>ANNUAL BUDGET</u>	<u>OCTOBER ACTUAL</u>	<u>ALL FUNDS SPENT 10/31/2018</u>	<u>AVAILABLE BALANCE</u>	<u>% SPENT</u>
<b>TOTAL SALARIES</b>	<b>588,812</b>	<b>30,563.86</b>	<b>30,563.86</b>	<b>558,248.14</b>	<b>5.19%</b>
FICA/MEDICARE	45,044	2,338.14	2,338.14	42,705.98	5.19%
RETIREMENT	48,851	2,524.57	2,524.57	46,325.98	5.17%
HEALTH/LIFE/DIS	264,112	15,576.42	15,576.42	248,535.58	5.90%
<b>TOTAL FRINGE BENEFITS</b>	<b>358,007</b>	<b>20,439.13</b>	<b>20,439.13</b>	<b>337,567.54</b>	<b>5.71%</b>
<b>TOTAL SALARY AND BENEFITS</b>	<b>946,819</b>	<b>51,002.99</b>	<b>51,002.99</b>	<b>895,815.68</b>	<b>5.39%</b>
TELEPHONE	1,744	150.46	150.46	1,593.54	8.63%
CELLULAR PHONES	6,468	851.65	851.65	5,616.35	13.17%
AIR CARDS	0	0.00	0.00	0.00	#DIV/0!
POSTAGE	2,000	0.00	0.00	2,000.00	0.00%
PRINTING	3,000	0.00	0.00	3,000.00	0.00%
TRAVEL	18,680	137.94	137.94	18,542.06	0.74%
EDUCATIONAL MATERIALS	200	0.00	0.00	200.00	0.00%
OFFICE SUPPLIES	10,750	1,570.56	1,570.56	9,179.44	14.61%
INFO. TECHNOLOGY	300	25.00	25.00	275.00	8.33%
RENT- EQUIPMENT (COPIER)	1,862	248.14	248.14	1,613.86	13.33%
SUBSCRIPTIONS/DUES	175	175.00	175.00	0.00	100.00%
EQUIPMENT - COMPUTERS	21,398	0.00	0.00	40,375.00	0.00%
CONTRACTUAL- Audit	21,100	0.00	0.00	21,100.00	0.00%
CONTRACTUAL- Legal Fees	23,237	0.00	0.00	23,237.00	0.00%
CONTRACTUAL- Advertising	650	110.50	110.50	539.50	17.00%
CONTRACTUAL-Janitorial	4,768	0.00	0.00	4,768.00	0.00%
UTILITIES	12,834	177.03	177.03	12,656.97	1.38%
FINGERPRINT	72	0.00	0.00	72.00	0.00%
HR ASSESSMENT FEE	4,031	0.00	0.00	4,031.00	0.00%
MISCELLANEOUS	0	0.00	0.00	0.00	#DIV/0!
<b>TOTAL OPERATING</b>	<b>133,269</b>	<b>3,446.28</b>	<b>3,446.28</b>	<b>148,799.72</b>	<b>2.26%</b>
ADMIN. COST- FDOH In-Kind	156,456	9,769.27	183,378.06	(26,922.06)	117.21%
ADMIN. COST JWB 17%	81,996	4,455.46	81,299.41	696.59	99.15%
<b>TOTAL ADMIN. COST</b>	<b>238,452</b>	<b>14,224.73</b>	<b>264,677.47</b>	<b>(26,225.47)</b>	<b>112.45%</b>
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,318,540</b>	<b>68,674.00</b>	<b>319,126.74</b>	<b>1,018,389.93</b>	<b>23.91%</b>
<b>REVENUE SOURCES (Received)</b>					
JWB	631,539		0.00	631,539.00	0.00%
DCF	282,122		0.00	282,122.00	0.00%
FDOH	118,581		0.00	118,581.00	0.00%
FDOH In-Kind	182,615		0.00	182,615.00	0.00%
LB FEES & FINES	108,841		0.00	108,841.00	0.00%
FUND BALANCE	19,177		0.00	19,177.00	0.00%
<b>ALL FUND TOTAL REVENUE</b>	<b>1,342,875</b>	<b>-</b>	<b>0.00</b>	<b>1,342,875.00</b>	<b>0.00%</b>



**B. Statistical Report Regarding Licensing Activities**

**Statistical Report for October 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>293</b>	<b>2059</b>	<b>22</b>	<b>263</b>	<b>247</b>	<b>21136</b>	<b>115</b>	<b>17865</b>	<b>3</b>	<b>207</b>	<b>18</b>	<b>1051</b>
<b>1. Temporary Permits</b> 1st Time TP	0	0	0	0	2	105					1	15
<b>2. Capacity Change - current licenses</b> <b>New capacity began</b>	1	2				135						
<b>3. Closed - # with capacity</b>	1	-7	0	0			-1	-25			-4	-233
<b>4. Corrections - from previous reports</b> Explain below*												
<b>Total Capacity</b>	292	2054	22	263	<b>249</b>	<b>21276</b>	<b>114</b>	<b>17840</b>	<b>3</b>	<b>207</b>	<b>15</b>	<b>833</b>
<b>Monthly Tally Sheet Summary</b>	<b>Homes</b>	<b>FDCH</b>	<b>LFDCH</b>	<b>CC</b>	<b>Infant Centers</b>							
<b>Total Number</b>	<b>314</b>	<b>292</b>	<b>22</b>	<b>381</b>	<b>129</b>							
<b>Total Capacity</b>	<b>2317</b>	<b>2054</b>	<b>263</b>	<b>40156</b>	<b>2256</b>							
<b>1. Licensing</b>												
a. Pre-licensing inspections	2			<b>12</b>								
b. - e. Inspections/ Re-checks	78			<b>137</b>								
f. TA/Consultation	0			<b>5</b>								
g. Unlicensed care investigations	1			<b>0</b>								
h. Children's Records (only)				<b>1</b>								
i. Renewal licenses issued	18			<b>36</b>								
<b>2. Enforcement</b>												
a. Complaints	4			<b>17</b>								
b. Fines administered	1			<b>4</b>								
c. Conferences	0			<b>2</b>								
d. Intent to deny/suspend/revoke	0			<b>0</b>								
e. - f. Hearings	0			<b>0</b>								
<b>3. Training Presented</b>												
a. Number of trainings	0			<b>1</b>								
b. Number of hours	0			<b>4</b>								
<b>4. Training Taken</b>												
a. Number of trainings	0											
b. Number of hours	0											
<b>5. Health Inspections</b>												
a. Food				<b>71</b>								

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

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date
Romper Room	2	No current fire inspection	8/3/2018	\$50.00	\$50.00	8/13/2018
Celebrity Kids Club Too	2	Inadequate fencing-gaps that could allow children to exit play area	8/14/2018	\$50.00	\$50.00	8/28/2018
Calvary Kids Care	2	Failed to provide direct supervision child left on playground	8/23/2018	\$50.00	\$50.00	8/28/2018
Calvary Kids Care	2	Daily Attendance-transitions not documented	8/23/2018	\$50.00	\$50.00	8/28/2018
Country Day School IRB	2	Closing Log not signed	8/24/2018	\$50.00	\$50.00	9/10/2018
Celebrity Kids Club Too	2	Outdoor Equipment not maintained safely	8/16/2018	\$50.00	\$50.00	8/28/2018
Celebrity Kids Club Too	2	Premises free of health and safety hazards	8/16/2018	\$50.00	\$50.00	8/28/2018
Boys and Girls Northside	2	Daily Attendance-inaccurate recording	8/22/2018	\$50.00	\$50.00	8/22/2018
Palm Harbor Montessori	2	Personnel: 5 year employment history check not completed	8/30/2018	\$50.00	\$50.00	8/30/2018
Palm Harbor Montessori	3	Personnel: Acknowledgement Forms expired	8/30/2018	\$25.00	\$25.00	8/30/2018
Country Day School IRB	2	Adult Child Ratio not maintained in 1's room	9/6/2018	\$50.00	\$50.00	9/10/2018
Boys & Girls Club Royal	2	Personnel: 5 year employment history check not completed	9/7/2018	\$50.00	\$50.00	9/7/2018
YMCA-Westgate	2	Daily Attendance-inaccurate recording	9/17/2018	\$100.00	\$100.00	9/17/2018
Our Savior Lutheran	2	Personnel:5 year employment history check not completed	9/14/2018	\$50.00	\$50.00	9/24/2018
Saint Petersburg Christian School	3	Personnel-expired Acknowledgement Forms	10/5/2018	\$25.00	\$25.00	10/31/2018
LSF Rainbow Village	2	Supervision -a child was left outside of the cafeteria for less than a minute	10/4/2018	\$50.00	\$50.00	10/18/2018
Precious Angels	2	Attendance-transitions not documented	10/9/2018	\$50.00	\$50.00	10/9/2018
First Presbyterian Day School	2	Attendance-transitions not documented	10/29/2018	\$50.00	\$50.00	11/7/2018

**2. Family Child Care Homes 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>
<b>Pena, Andrea</b>	2	<b>Operable Telephone:</b> The operable telephone was not working.	8/13/2018	\$50	\$50	8/27/2018
<b>Hoch, Meagan</b>	2	<b>Daily Attendance:</b> Daily attendance was not taken on the day of the inspection.	8/20/2018	\$50	\$50	9/1/1918
<b>Wright, Pamela</b>	2	<b>Daily Attendance:</b> The daily attendance was incorrect in that there were 4 children in care and 3 were marked in.	9/12/2018	\$50	\$50	9/25/2018
<b>Motta, Carmelita</b>	1	<b>Screening:</b> A disqualified person was living in the home.	9/18/2018	\$500	Payment plan: \$100 9-26-18 \$100 10-30-18	
<b>Hunter-Davis, LaFonte</b>	2	<b>Daily Attendance:</b> Daily attendance on 10/16/18 was not maintained to account for all children in care.	10/19/2018	\$50	\$50	10/19/2018

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

<b>August</b>	<b>September</b>	<b>October</b>
First Step	Ponce de Leon R'Club	ABC Kids
TPP PTEC	R'Club McMullen Booth	R'Club Gateway
Write Start	R'Club Paul B. Stephens	R'Club Eisenhower
Willis S. Johns Rec Center	Safety Harbor Community Center	Little Lambs
Allendale	Cornerstone Preschool	Plato Academy Seminole
Shore Acres Rec Center	Northside	Rosie's III
R'Club Southern Oak	YMCA Baypoint	R'Club Pinellas Park
Roberts Rec Center	YMCA Maximo	Sacred Heart
R'Club Walshingham	YMCA Melrose	KinderCare 885
Leap Forward	Bayfront CDC	Childs Park Rec Center
Plato Academy Tarpon Springs	First UMC	Guardian Angels
Frist Friends	Frank Pierce Rec Center	R'Club Sutherland
Kiddin Around	All Children's Academy	YMCA Cypress Woods
Starts & Comets	St. Albans	Child Guidance & Family Dev.
R'Club Lealman	YMCA Starkey	LSF Fillmore
YMCA Sexton	YMCA Ridgecrest	Plato Academy St. Petersburg
Acres of Fun	Riviera Day School	LSF High Point
The Sprout Academy Pinellas Park	The Experiential School	R'Club Highpoint
R'Club Rawlings	Northeast Park Preschool	YMCA Bear Creek
R'Club Skyview	Mildred Helms R'Club	Blessed Sacrament
Youth Enrichment Skyview	Magnolia Day School Feather Sound	LSF Rainbow Village
Rosie's I	YMCA Brooke Creek	YMCA Woodlawn
	City of Dunedin-Garrison Jones	Feathersound Christian
	YMCA Forest Lakes	Lake Tarpon Learning Center
	Precious People LC	LSF Tarpon Center
	YMCA Highland Lakes	LSF Dunedin
	R'Club New Heights	Main Street LC
	First Baptist Preschool	Tampa Bay Turners
	Kids Christian Care	
	St. Luke ECC	
	YMCA Mt. Vernon	

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

August	September	October
Gwendolyn Roberts	Barbara Johnson	Yolanda Johnson
Victoria Edwards	Darlene Mosley	Vanessa Lawson
Beverly Grant	Patreese Reynolds	Cynthia Sumter
Velma Mondy	Kimberly Kinnecom	Dorene Baker
Gloria Starling	Linda Tobin	Denise Vann
Irish Smith	Barbara Underwood	Stephanie Singletary
Sharon Hart	Dianne Day	Theresa Falzone
Teresa Piper	Laurie Gallant	Susan Livi
Kenya Collins	Diane Koenigsaecker	Sherrie Cousineau
Davina Collis	Jessica Gannon	Natalie Szawranskly
Susan Barron	Andrea Bloomfield	Melissa Collie
Donna Wiesner	Kelly Ogle	Veronica Mack
Molly Whitfield	Celest Froid	Sharleen Gamble
Linda Bingham	Catherine Bishop	Felicia Harris
Linda Hoskinson	Amber Britner	Irene Wilson-Giroir
Kristin Young	Carol Ann Fowler	Kathleen Schmitt
Kristen Baust	Vanessa Robertson	Anne Brooks
Jenny Rockey	Sebrenna Walker	Stephanie Meacham
Laurae Evans	Sandy Garcia	Wanda Maddox
Barbara McNeill	Patricia Frisch	Kristen Martinez
Robin Vasil	Michelle Pugh	Tanya Ann Hyde
Christine Sciandra	Susan Roth	Rosa Levy
Karen Holloway	Denise Redner	Dawn Porcelli
Cheryl Smith	Carol Brooks	Victoria Shook
Pam Gebler	Patty Gavnornik	Filma Wallace
Brittany Fobbs	Althea Chin-Neath	Christina Benincasa
Christine Lawson	Barbara Cook	Anita Seay
Stacey Colborn	Melissa Jones	Tamsen Baker
Gina Replogle	Christian Lake	Dario Barcenas
Kristina Booker-Deveny	Joy Wright	Kathleen Buchins
Karen Trepanier	Lenora Alexander	Iona Green
Mara De La Torre	Jannie Small	Tunisia Clark
Deneatha Niblack	Judy Young	Carolyn Johnson
Betty Brown	Judy Jones	Corneathea Chance
Clarissa High	Bernice Sanders	Delores Smith
Barbara Smith	Dorothy Harry	Marcia Stewart
Tammy Desauliners	Shelia Haugabook	Claire Burns
Kathleen Sullivan	Darlyn Smith	Victoria Talbot
	Lynn Gibson	
*Inactive Status	Annette Megherfi	
	Olga Gaymore	
	Gerdine Parker	
	Kristi Harris	
	Deb Mimault	

## 5. Closed Centers and Homes

### Closed Centers

<b>August</b>	
<b>Center Name</b>	<b>Reason</b>
LSF Woodlawn	Operator Decision
LSF Reconciler	Operator Decision
LSF Sanderlin	Operator Decision
YMCA Dunedin	Only Opened for Summer Bridge
Blessed Sacrament	Closed Non-Public Program to become fully licensed
Admiral Farragut	Closed Non-Public Program to become fully licensed
<b>September</b>	
<b>Center Name</b>	<b>Reason</b>
Kids First Christian	Property Sold
<b>October</b>	
<b>Center Name</b>	<b>Reason</b>
Kids World of Learning	Operator Decision
Espiritu Santo	Closed Non-Public Program to become fully licensed
St. Patrick	Closed Non-Public Program to become fully licensed
St. Jude	Closed Non-Public Program to become fully licensed
First Lutheran	Closed Non-Public Program to become fully licensed

### Closed Homes

<b>Name</b>	<b>Date Closed</b>	<b>Reason</b>
Carolyn Johnson	8/9/18	Reg home to Large Home
Maria Piatt	8/9/18	Reg home to Large Home
Lois Metz	8/10/18	Retired
Diana Fleming	8/21/18	Not making enough money
Carmen Figueroa	8/21/18	Not enough children
<b>Name</b>	<b>Date Closed</b>	<b>Reason</b>
Sandra Ryan	9/4/18	moved
Christine Lawson	9/20/18	Moved-re-opened
<b>Name</b>	<b>Date Closed</b>	<b>Reason</b>
Kendra Alexandra	10/29/18	Moved-will re-open

**VII. Public Comment**

**VIII. 2019 Upcoming Meeting Dates**

**March 20<sup>th</sup> at 6:30pm**  
Mid County DOH office  
8751 Ulmerton Road, Largo 33771

- May 15<sup>th</sup> at 1:30pm
- September 11<sup>th</sup> at 6:30pm
- December 11 at 1:30pm

**IX. Staff Anniversaries**

<p><b>2018 Staff Anniversaries (4th Quarter)</b></p> <p><b><u>October</u></b> Mary Jane Elder – 12 years</p> <p><b><u>November</u></b> Faith Bornoff – 1 year Jorie Massarsky – 14 years</p> <p><b><u>December</u></b> None</p>
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**X. Adjournment**