

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

**REGULAR MEETING
September 11, 2019 at 6:30 PM
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, Florida**

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 May 22, 2019

III. Action Items

- A. Approve Extension of Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care Following Report on 1-Year Anniversary of Pilot Program by Sonia Meier, Early Childhood Education Services Director
- B. Approve Program Budget for FY 2019-2020
- C. Approve Contract with JWB-Attachment
- D. Approve Interlocal Agreement-Attachment
- E. Selection of Auditor for FY 2018-2019 Audit-Attachments
- F. Approve Licenses for 5 New Children's Centers
- G. Approve Licenses for 2 New Family Child Care Homes and 2 New Large Family Child Care Homes
- H. Approve Decrease in Licensing Regulation Governing Pinellas County Children's Centers
- I. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Children's Centers
- J. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Child Care Homes and Large Family Child Care Homes.
- K. Review and Approve Board Meeting Dates in 2020

IV. Executive Director's Report - To be Distributed

V. 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

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 2.

VII. Upcoming Meeting Dates

VIII. Staff Anniversaries

IX. Annual Board Training-PowerPoint Presentation & Handout to be Distributed

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 22, 2019

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

REGULAR MEETING
MAY 22, 2019 at 1:30 PM
Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, Florida

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 22, 2019, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

Board Members Present: Commissioner Patricia Gerard; Celeste Fernandez, Secretary; Barbara Backus; Michael Feeney; Pam Gebler; Michael Mikurak

Board Members Absent: Dorothy Duvé

Ex-Officio Member Present: Brandy Downing

Advisory Members Present: Elizabeth Krakowski

Advisory Members Absent: Lynn Bittner; Shelia Haugabook; Ann Martinelli; Nancy McGreevy, Cynthia Sumter; 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; Michelle Leland, Licensing Specialist (Public Comment Volunteer)

I. Call to Order

The PCLB Board meeting was called to order at 1:30 pm.

A. Announcements – Commissioner Gerard welcomed Michael Mikurak, new Board member.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

Motion: Ms. Fernandez made a motion to approve the agenda. Ms. Gebler seconded the motion and the agenda was approved unanimously with no changes.

II. Consent Agenda

Approval of Minutes from March 20, 2019

Motion: Ms. Gebler made a motion to approve the minutes from March 20th. Mr. Feeny seconded the motion and it passed unanimously with no corrections.

III. Action Items

A. Approve FY 19 PCLB Amendment #2 with JWB

Ms. Bornoff explained this budget amendment was to increase the salary of our Administrative Secretary.

Motion: Ms. Fernandez made a motion to accept the budget amendment. Ms. Gebler seconded the motion and it passed unanimously.

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

Motion: Ms. Fernandez made a motion to approve the renewal agreement. Mr. Mikurak seconded the motion and it passed unanimously.

C. Approve Licenses for 4 new Children's Centers

Ms. Massarsky stated that all 4 had excellent inspections and she feels confident they are ready for full licensure.

Motion: Ms. Fernandez made a motion to approve these 4 new Children's Centers. Ms. Backus seconded the motion and it passed unanimously.

D. Approve Licenses for 8 new Family Child Care Homes

Ms. Oliver requested that 8 regular homes be approved for full licensure and 1 large home be approved for full licensure. 2 were previous providers and the rest are new.

Motion: Ms. Gebler made a motion to approve the licenses for 9 Family Child Care Homes. Ms. Backus seconded the motion and it passed unanimously.

IV. Executive Director's Report

The Emergency Preparedness booklets that PCLB sent to all Center and Home providers were shared with the Board and Advisory members and Ms. Bornoff described them as well as explaining the status of the state of emergency phone line for providers. She also explained how all DOH employees are responsible for emergency duty and that Mary Jane Elder will be responsible for reopening Centers and Homes after the storm or disaster. Ms. Bornoff then stated that Licensing Specialist, Michelle Leland, conducted the first successful paperless inspection as part of our paperless pilot program. Ms. Massarsky explained that attendance and other items can be taken electronically and as long as they can be accessed when needed. Ms. Bornoff then talked about the DCF Conference in Orlando. There will be language clean-up to regulations but nothing new as a result of this Legislative session. Ms. Bornoff, Ms. Massarsky and Ms. Oliver attended emergency preparedness classes and learned a lot about monitoring. Ms. Bornoff reported that we have had two Prospective Provider Orientation classes so far and out of those, two have become licensed. Five more have signed up for the class, so we're seeing traction regarding more people wanting to become family child care home providers.

V. Information Items

A. Presentation by Angela Loring with Early Learning Coalition (ELC): Infant Capacity Building Grant

Ms. Loring reported that ELC got approval from their Board for \$80,000 in funding to help

centers and homes create infant slots. Six centers could receive up to \$10,000 each and four homes could receive up to \$5,000 as an incentive to open more slots. Part of the award package includes the requirement of professional development and the recipients have to agree to participate in that right from the start. That requirement is intended to increase the quality of slots that open. ELC hoped it would go perfectly but two homes didn't work out or were not eligible. Six centers applied and two said they will open a second infant room. JMAC and another center are opening slots and each was awarded \$15,000. The funds can be used for a door, a sink, cribs or toys. All have to open the slots by June 30. Funding will increase infant slots by 44.

B. Monthly Financial Report

Ms. Bornoff reported that there are no surprises. The air card charges were high because the process with the state turning them off was delayed.

C. DCF Monthly Report

Ms. Massarsky reported that staff far exceeded the contractual requirements set by DCF.

D. Statistical Report Regarding Licensing Activities

Ms. Massarsky explained the statistical report for new Board member, Michael Mikurak, and explained that the report is a snapshot of what licensing activities staff have completed.

E. Compliance Reports

1. Children's Centers Fine Report – Ms. Massarsky explained that the fine report consists of three DCF state-mandated fines: Class 1, Class 2, and Class 3. Class 1 is for the most serious infractions that could cause harm to a child. Class 2 is for less serious infractions that could eventually cause harm if not fixed. Class 3 is for least serious, for example, something missing from the first aid kit. On the report there were a number of Class 1 fines in centers. A teacher dropped a child, causing a broken leg, and was arrested. In another center, a child was bitten repeatedly. At another children's center, a child was humiliated by being forced to put on a tutu-like girl's bathing suit because he was crying.
2. Family Child Care Homes Fines Report – Ms. Oliver stated there was a Class 1 fine due to a child not being restrained in the proper car seat during a field trip. DCF is strict regarding transportation.
3. 100% Compliant inspections in Children's Centers – In response to a question regarding the large number of violations having to do with attendance, Ms. Massarsky explained PCLB exceeds the state in two aspects; transition and center closing log. These two forms were put into use because children were being left in classrooms or on the playground, as well as in the center at the end of the day. These forms are designed help with accountability and awareness. PCLB offers Record Keeping for Children's Centers to center providers every other month as well to help them understand documenting requirements.
4. 100% Compliant Inspections in Family Child Care Homes – No discussion.
5. Closed Centers and Homes – No discussion.

VI. Public Comment

No public comment.

VII. Upcoming Meeting Dates

Commissioner Gerard stated that the next Board meeting will be on September 11, 2019 at 6:30 pm.

VIII. Staff Anniversaries

Ms. Bornoff announced staff anniversaries for 2nd quarter, Lisa Zacharia will be with PCLB for 2 years on June 30th.

IX. Adjournment

Commissioner Gerard adjourned the Board meeting at 2:09 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

- A.** Approve Extension of Waiver for Mixed Age Groups for State-Dependent Children at R’Club Child Care Following Report on 1-Year Anniversary of Pilot Program by Sonia Meier, Early Childhood Education Services Director
- B.** Approve Program Budget for FY 2019-2020

Preliminary BUDGET Version 4		Pinellas County Health Department Pinellas County Licensing Board October 1, 2019- September 30, 2020							8/5/2019			
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				17.25	\$343,500	\$129,817	\$68,884	\$0	\$47,737	\$10,393	\$600,330	44%
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%		\$26,278	\$9,931	\$5,270		\$3,652	\$795	\$45,925		
RETIREMENT		8.26%		\$28,373	\$10,723	\$5,690		\$3,943	\$858	\$49,587		
INSURANCE (HEALTH, LIFE, DISABILITY)	24 pay periods	VAR		\$141,386	\$73,384	\$35,693		\$33,573	\$7,387	\$291,423		
b. Total Fringe Benefits				\$196,037	\$94,038	\$46,653	\$0	\$41,168	\$9,040	\$386,936	29%	
Total Salary & Fringe				\$539,537	\$223,854	\$115,537	\$0	\$88,905	\$19,433	\$987,266	73%	
c. Direct Costs												
CONTRACTUAL- AUDIT		131100		\$0	\$15,530	\$3,000		\$2,570	\$0	\$21,100		
CONTRACTUAL- LEGAL FEES		131600		\$0	\$8,117	\$0		\$15,120	\$0	\$23,237		
JANITORIAL		132100		\$3,287	\$1,984	\$0		\$788	\$0	\$6,059		
ADVERTISING		133500		\$650	\$0	\$0		\$0	\$0	\$650		
INFO. TECH Records Mgmt		134216		\$300	\$0	\$0		\$0	\$0	\$300		
FINGER-PRINT EXPENSE		230000		\$0	\$0	\$0		\$75	\$0	\$75		
											\$51,420	
POSTAGE		210000		\$800	\$0	\$0		\$0	\$1,200	\$2,000		
TELEPHONE		221000		\$1,020	\$1,391	\$1,763		\$1,113	\$0	\$5,287		
CELLULAR PHONES		221100		\$0	\$6,468	\$0		\$0	\$0	\$6,468		
PRINTING		230000		\$0	\$1,000	\$0		\$0	\$2,000	\$3,000		
TRAVEL		261300		\$9,196	\$6,756	\$3,120		\$0	\$0	\$19,072		
CONFERENCES				\$2,320	\$862	\$0		\$0	\$293	\$3,475		
UTILITIES		271000		\$6,908	\$4,171	\$0		\$1,655	\$0	\$12,734		
											\$52,036	
OFFICE SUPPLIES		341018		\$0	\$10,750	\$0		\$0	\$0	\$10,750		
EDUCATIONAL MATERIALS		341039		\$200	\$0	\$0		\$0	\$2,500	\$2,700		
											\$13,450	
SUBSCRIPTIONS/DUES (LICENSE)		461009		\$0	\$0	\$0		\$175	\$0	\$175		
											\$175	
RENT- EQUIPMENT (COPIER)		442000		\$2,100	\$0	\$0		\$0	\$0	\$2,100		
HR ASSESSMENT FEE (Per FTE)				\$1,983	\$1,239	\$496		\$496	\$0	\$4,213		
				\$0	\$0	\$0		\$0	\$0	\$0		
c. Total Direct Cost				\$28,763	\$58,268	\$8,379	\$0	\$21,991	\$5,993	\$123,394	9%	
d. Indirect Cost												
Indirect cost will offset purchasing finance.												
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$91,721						\$91,721		
Indirect Cost - In Kind							\$189,649			\$189,649		
d. Total Indirect Cost - 28.50%				\$91,721	\$0	\$0	\$189,649	\$0	\$0	\$281,371	21%	
Project Total:				\$660,022	\$282,122	\$123,915	\$189,649	\$110,896	\$25,426	\$1,392,031	103.0%	
18/19 budget				\$631,539	\$282,122	\$118,592	\$190,023	\$110,082	\$19,177	\$1,351,536		

- C. Approve Contract with JWB – Attachment
- D. Approve Interlocal Agreement – Attachment
- E. Selection of Auditor for FY 2018-2019 Audit – Attachment
- F. Approve Licenses for 5 New Children’s Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Accelerated Learning Centers of America	1100 62nd Avenue South St. Petersburg 33705	Accelerated Learning Centers of America, LLC	Day Nursery	32 including 10 Infants	1 Year through 6 Years and School Age
Admiral Farragut Academy	501 Park Street North St. Petersburg 33710	Admiral Farragut Academy, Inc.	Day Nursery	60	3 Years through 6 Years and School Age
Blessed Sacrament Catholic School	11501 66th Avenue North Seminole 33772	Diocese of St. Petersburg	Day Nursery	43	2 Years through 6 Years
Espiritu Santo Catholic School	2405 Phillippe Parkway Safety Harbor 34695	Espiritu Santo Catholic Church	Day Nursery	70	3 Years through 6 Years and School Age
St. Patrick Catholic School	1501 Trotter Road Largo 33770	Diocese of St. Petersburg	Day Nursery	35	3 Years through 6 Years

- G. Approve Licenses for 2 New Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Josette Matos	5517 11 th St. S. St. Petersburg 33705	8
Christine Lawson	5276 Venetian Blvd. NE St. Petersburg 33703	8

Approve License for 2 new Large Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Maria Piatt	11346 102nd Ct. Seminole 33778	12
Carolyn Johnson	2134 Union St. S. St. Petersburg 33712	12

H. Approve Decrease in Licensing Regulations Governing Pinellas County Children's Centers

RECOMMENDATION FOR DECREASES IN CHILDREN'S CENTER REGULATIONS

In order to decrease any standard in Pinellas County the procedure outlined in Section 5, Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida (printed below) must be followed:

Section 5. **Rules and Regulations.** The license board shall have the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards prescribed in this act. In the event the license board determines it reasonable to decrease the requirements of any particular standard, it may do so by the action of the board only. In the event the license board determines that there is a reasonable necessity to supplement or increase any standard, it may do so according to the following procedure:

Staff recommends the following decrease in regulation to allow for the hiring of qualified child care staff:

I. Personnel

B. Educational Credentials

1. Educational Qualifications

a. Day Nursery Workers. Day Nursery workers (DNW) caring directly for children in any day nursery shall be high school graduates or in good standing for high school graduation, enrolled in and attending GED classes for no more than two years, or in possession of a Certificate of Completion.

b. School Age Center Workers. School age center workers (SACW) caring directly for children in any school age center shall be high school graduates or in good standing for high school graduation, enrolled in and attending GED classes for no more than two years, or in possession of a Certificate of Completion.

Rationale: There are many students who turn 18 years of age while still attending high school, seeking their GED or who finished high school but did not pass required end of course tests and who are potentially excellent candidates to work in the child care field. While it is certainly important for those who are working with our youth to be literate, and able to pass the 40 clock hour DCF Child Care courses, we believe that the above named group of people will have the same success rate in passing these exams as what we have seen since 2005, when the high school diploma became a requirement. Workers will have to show continued progress through high school or in obtaining a GED and of course, all will have to show mastery of the 40 Clock hour requirement within 15 months of start in a licensed child care program. We also believe that by allowing high school students exposure to the child care industry, they may realize that this is a career path that they wish to follow and could potentially enroll in higher education courses to work toward obtaining their Associate or Bachelor degree.

Implementation Date: September 11, 2019

Board Action: To approve, modify or deny staff recommendation

I. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Children’s Centers-Attachment

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

The State Made changes to 65C-22 of the Administrative Code for Child Care Standards. These changes went into effect on May 1, 2019. Certain sections of the 65C-22 have been changed and the School Age Child Care Handbook has been updated. As a Local Licensing Agency, we are required by law to follow all state standards and regulations. Staff have participated in webinars regarding the new changes, and we have incorporated the new regulations into PCLB regulations for Pinellas County, as required by law.

The updated version of Regulations Governing Pinellas County Children’s Centers with the changes will be available to the public on our website after the Board approval and will go into effect on October 2, 2019.

J. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Family Child Care Homes-Attachment

Recommended Action: Accept Updated Licensing Regulations Governing Pinellas County Family Child Care Homes and Large Family Child Care Homes-Attachment

The State made changes to Chapter 65C-22 of the Administrative Code for Child Care Standards. These changes went into effect on May 1, 2019. Certain sections of the 65C-22 have been changed and the Family Day Care Home/Large Family Child Care Home Handbook has been updated. As a Local Licensing Agency, we are required by law to follow all state standards and regulations. Staff have participated in webinars regarding the new changes, and we have incorporated the new regulations into PCLB regulations for Pinellas County, as required by law.

The updated version of Regulations Governing Pinellas County Children’s Centers with the changes will be available to the public on our website after the Board approval and will go into effect on October 2, 2019.

K. Review and Approve Board Meeting Dates in 2020

- February 26, 6:30 pm
- April 22, 1:30 pm
- August 26, 6:30 pm
- November 18, 1:30 pm

IV. Executive Director’s Report – To be Distributed

V. Information Items

A. Monthly Financial Report

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

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	3 Pay Periods			3 Pay periods			ALL FUNDS SPENT 7/31/2019	AVAILABLE BALANCE	% SPENT	
					JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL				JULY ACTUAL
TOTAL SALARIES	588,812	30,626.88	43,725.13	45,507.96	69,535.19	45,242.01	47,084.31	45,684.78	44,444.52	44,530.02	66,762.25	281,721.48	311,641.60	47.48%
FICAMEDICARE	45,044	2,338.14	3,344.96	3,481.35	5,298.24	3,460.98	3,601.94	3,395.03	3,349.27	3,369.86	5,091.62	21,525.61	23,866.66	47.42%
RETIREMENT	48,851	2,524.57	3,611.72	3,758.99	5,714.39	3,624.01	3,772.42	3,640.58	3,603.58	3,646.89	5,514.59	23,006.10	26,210.13	46.74%
HEALTH/LIFE/DIS	264,112	15,576.42	22,423.12	22,621.54	37,043.04	24,990.63	11,984.70	23,841.06	23,847.39	23,862.18	36,029.78	134,639.45	134,217.55	50.08%
TOTAL FRINGE BENEFITS	358,007	20,439.13	29,379.80	29,861.88	48,055.67	32,075.62	19,359.06	30,876.67	30,800.24	30,878.93	46,635.99	179,171.16	184,294.35	49.30%
TOTAL SALARY AND BENEFITS	946,819	51,066.01	73,104.93	75,369.84	117,590.86	77,317.63	66,443.37	76,561.45	75,244.76	75,408.95	113,398.24	460,892.64	495,935.95	48.17%
TELEPHONE	1,744	150.46	0.00	281.51	150.87	32.83	66.27	0.00	266.02	(179.42)	(2.20)	681.94	1,062.06	39.10%
CELLULAR PHONES	6,468	851.65	328.27	524.27	526.08	522.47	519.43	521.68	518.63	522.27	525.88	3,272.17	3,145.83	50.98%
AIR CARDS	0	0.00	72.10	72.10	539.08	0.00	0.00	0.00	0.00	0.00	0.00	683.28	(683.28)	#DIV/0!
POSTAGE	2,000	0.00	0.00	109.07	0.00	25.77	271.95	0.00	0.00	109.40	0.00	406.79	1,593.21	20.34%
PRINTING	3,000	0.00	342.57	0.00	0.00	331.50	0.00	70.40	0.00	0.00	0.00	674.07	2,325.93	22.47%
TRAVEL	18,680	137.94	1,647.79	1,172.55	1,689.19	1,316.28	2,122.15	889.99	1,169.43	1,478.27	2,270.45	8,085.90	8,544.10	48.62%
EDUCATIONAL MATERIALS	200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00%
OFFICE SUPPLIES	10,750	1,570.56	1,568.06	361.40	85.81	249.81	2,069.27	349.27	0.00	(630.45)	1,649.00	5,904.91	6,012.09	49.55%
INFO. TECHNOLOGY	300	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	50.00	25.00	150.00	150.00	50.00%
RENT- EQUIPMENT (COPIER)	1,862	248.14	170.27	136.00	147.76	138.57	195.10	160.02	168.53	171.95	137.51	1,035.84	1,176.16	46.83%
SUBSCRIPTIONS/DUES	175	175.00	0.00	0.00	0.00	0.00	63.51	0.00	0.00	0.00	0.00	238.51	(63.51)	136.29%
EQUIPMENT - COMPUTERS	21,398	0.00	15,309.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,309.30	2,421.70	86.34%
CONTRACTUAL- Audit	21,100	0.00	0.00	0.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00	100.00	99.53%
CONTRACTUAL- Legal Fees	23,237	0.00	2,289.00	3,465.00	939.24	588.00	1,365.00	3,612.00	525.00	1,218.00	1,386.00	8,646.24	14,502.76	37.35%
CONTRACTUAL- Advertising	650	110.50	116.75	0.00	0.00	0.00	108.25	116.75	0.00	150.50	79.66	335.50	314.50	51.62%
CONTRACTUAL-Janitorial	4,768	177.22	397.06	0.00	397.06	682.17	514.61	441.32	441.32	441.32	441.32	2,168.12	2,799.88	43.64%
UTILITIES	12,834	177.03	2.95	1,171.38	867.60	893.89	1,024.65	1,091.38	1,007.42	1,221.48	994.66	4,137.50	8,196.50	33.55%
FINGERPRINT	72	0.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.00	0.00	100.00%
HR ASSESSMENT FEE	4,031	0.00	908.23	0.00	0.00	1,029.26	0.00	1,029.28	0.00	0.00	0.00	1,937.49	2,181.51	47.04%
MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL OPERATING	133,269	3,623.50	23,177.35	7,390.28	26,367.69	5,835.55	8,345.19	8,307.09	4,096.35	4,553.32	7,507.28	74,739.56	53,979.44	58.06%
ADMIN. COST- FDOH In-Kind	156,456	9,789.27	14,469.96	15,115.45	23,691.94	(2,696.24)	13,334.41	15,309.30	14,934.05	14,933.67	22,435.37	73,684.78	82,771.22	47.10%
ADMIN. COST JWB 17%	81,996	4,455.46	6,364.95	6,364.96	9,821.45	24,731.77	5,601.95	6,510.71	6,510.71	6,557.88	9,883.13	57,340.54	24,655.46	69.93%
TOTAL ADMIN. COST	238,452	14,553.81	20,834.91	21,480.40	33,513.39	22,035.53	18,936.36	21,820.01	21,444.76	21,491.55	32,318.50	131,025.32	107,426.68	55.08%
ALL FUND TOTAL EXPENSES	1,318,540	69,243.32	117,117.19	104,240.52	177,471.94	105,188.71	93,724.92	106,688.55	100,785.87	101,453.82	153,224.02	666,657.52	657,342.06	50.37%

B. Statistical Report Regarding Licensing Activities

Statistical Report for July 2019

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	278	1971	20	238	261	22770	115	18248	3	213	11	432
1. Temporary Permits 1st Time TP	1	8	0	0	4	91	1	100				
2. Capacity Change - current licenses New capacity began	1	2				21						
3. Closed - # with capacity	-2	-13	0	0	1	-70						
4. Corrections - from previous reports Explain below*												
Total Capacity	277	1968	20	238	265	22812	116	18348	3	213	11	432
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	297	277	20	395	134							
Total Capacity	2206	1968	238	41805	2329							
1. Licensing												
a. Pre-licensing inspections	4			10								
b. - e. Inspections/ Re-checks	74			43								
f. TA/Consultation	3			40								
g. Unlicensed care investigations	0			0								
h. Children's Records (only)				0								
i. Renewal licenses issued	26			30								
2. Enforcement												
a. Complaints	4			21								
b. Fines administered	2			6								
c. Conferences	0			1								
d. Intent to deny/suspend/revoke	0			0								
e. - f. Hearings	0			0								
3. Training Presented												
a. Number of trainings	2			1								
b. Number of hours	8			4								
4. Training Taken												
a. Number of trainings	1			1								
b. Number of hours	16			16								
5. Health Inspections												
a. Food				48								

C. Compliance Reports

1. Children's Centers Fine Report

St. Pete Christian School	1S	Supervision-A child left the child care area and wandered the campus until being spotted by an employee	5/1/2019	\$500.00	\$500.00	5/8/2019
Faith Community Preschool	2	Daily Attendance-accuracy of attendance was not verified at transition	5/13/2019	\$50.00	\$50.00	5/17/2019
Academy for Love and Learning	2	Daily Attendance-closing log not completed	5/15/2019	\$50.00	\$50.00	6/4/2019
R'Club High Point	2	Daily attendance-inaccurate recording	5/17/2019	\$50.00	\$50.00	6/7/2019
Kiddie City	1S	Supervision-A child left the building and was found in the parking lot by a parent.	5/21/2019	\$500.00	\$500.00	5/21/2019
Celebrity Kids Club of Pinellas	2	Daily Attendance-inaccurate recording	5/20/2019	\$50.00	\$50.00	5/23/2019
R'Club Blanton	2	Daily Attendance-accuracy of attendance was not verified at transition	5/20/2019	\$50.00	\$50.00	6/3/2019
R'Club High Point	2	Daily Attendance-inaccurate recording	5/21/2019	\$60.00	\$60.00	6/7/2019
Price of Peace Preschool	2	Daily Attendance-closing log not completed	5/28/2019	\$50.00	\$50.00	6/4/2019
LSF Fillmore	1S	Physical discipline was used causing an abrasion on a child's face	5/30/2019	\$500.00	\$500.00	6/7/2019
YMCA-Frontier	3	Personnel: 2 staff did not complete their 40 clock hour training within 15 months	6/5/2019	\$30.00	\$30.00	6/13/2019
Magnolia Day School of South St. Pete	2	Discipline-discipline used was not constructive or age appropriate	6/4/2019	\$50.00	\$50.00	7/10/2019
The Nicholas Vosotos Kimberly Home Child Care Center	3	Personnel: late signing of Acknowledgement Form	6/10/2019	\$25.00	\$25.00	6/19/2019
First Step Children's Center Inc.	3	Children's Records - missing immunization record	6/12/2019	\$25.00	\$25.00	7/15/2019
First Step Children's Center Inc.	2	No operable corded telephone	6/12/2019	\$50.00	\$50.00	7/15/2019

1. Children's Centers Fine Report-Continued

Happy Corners Academy	3	Personnel-five staff had expired Acknowledgement Forms	6/17/2019	\$25.00	\$25.00	6/17/2019
The Learning Experience-PH	2	Supervision- a child was left alone in his classroom when the class moved to another classroom	6/19/2019	\$50.00	\$50.00	6/21/2019
The Learning Experience-PH	2	Daily Attendance-staff failed to verify accuracy of attendance at transition	6/19/2019	\$60.00	\$60.00	6/21/2019
Discovery Learning Center	3	Personnel: 5 year employment history check was incomplete	6/21/2019	\$25.00	\$25.00	7/11/2019
Bayfront Child Development Center	2	Daily Attendance was inaccurate	6/28/2019	\$50.00	\$50.00	7/11/2019
Victory CDC	2	Supervision-children were not adequately supervised in the bathroom	7/3/2019	\$50.00	\$50.00	7/11/2019
The Learning Experience	2	Discipline-staff did not follow center's stated discipline policy	7/17/2019	\$50.00	\$50.00	7/25/2019
Camelot School	3	Personnel: Acknowledgement Form	7/16/2019	\$25.00	\$25.00	8/1/2019
Kids Zone Academy	3	Personnel: no HS diploma	7/23/2019	\$25.00	\$25.00	7/23/2019
The Learning Experience-Palm Harbor	2	Daily Attendance-transitions not documented	7/25/2019	\$75.00	\$75.00	7/31/2019
A Child's Place	2	no current fire inspection	7/26/2019	\$50.00	\$50.00	8/22/2019

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Diana & Charles Duke	1s	Supervision: A child was not adequately supervised and left the premises of the home without staff supervision. A three year old child left the home going out the front door at 9:30pm and was found approximately 23 minutes later, two blocks away.	5/23/2019	\$500	Payment Plan: \$50 6-6-19 \$75 6-25-19 \$75 7-22-19	
Bowman, Martha	2	Hazardous Products: Licensing Specialist observed nail polish remover within reach of children.	5/29/2019	\$60	\$60	5/29/2019
Davis, Verda	2	Hazardous Products: Licensing Specialist observed toxics within reach of children.	5/29/2019	\$50	\$50	5/29/2019
Cabral, Lenora	2	Locks: Doors to the outside/off-limits area had no inaccessible lock. Door to the outside back play yard was unlocked.	6/5/2019	\$60		
Cabral, Lenora	2	Hazardous Products: A lighter was observed on a wooden decoration on the kitchen counter that was within reach of children.	6/5/2019	\$50		
Cabral, Lenora	2	Sleeping and Napping Space: The bedding available was not safe and posed a threat to the health, safety, or well-being of a child in care. A 4 month old infant was observed asleep in a Rock N Play.	6/5/2019	\$60		
Latimer, Annie	2	Daily Attendance: Licensing Specialist observed 3 children in care and only 2 children were marked in on the roster.	6/11/2019	\$75	\$75	7/3/2019
Martin, Ruby	3	Enrollment Form: On 6/11/19 the provider failed to have a complete enrollment record for each child in care.	6/13/2019	\$25	\$25	7/1/2019
Lane, Catherine	2	Nutrition Practices: A freezer was observed showing a temperature reading greater than 0 degrees.	7/24/2019			
Lane, Catherine	2	Nutrition Practices: A refrigerator was observed showing a temperature reading greater than 41 degrees.	7/24/2019			

3. 100 Percent Compliant Inspections in Children’s Centers

May	June	July
R'Club Kings Hwy.	Bumble Bee Club	Powell
YMCA Belleair	Truth and Life	La Petite Academy
First Lutheran School	Pauline Rivkind	Kid a Rama
Gingerbread Bardmoor	Rosie's II	Ivy Prep
St. Cecilia School	Temple Beth El	De La Fontaine Trilingual School
R'Club Fairmount Park	Tot Tenders	Paul R. Hortin
Alegria Montessori	St. Pete Prep	Leap of Faith II
R'Club James Sanderlin	Early Explorations	Academy of Learning
Thomas Jet Jackson Rec	Largo Country School	Community Preschool
Safety Harbor Montessori	Lutheran Church of Cross	Ms. Susie's Learning Center
Tomorrow's Child	R'Club Nina Harris	Hillside Christian
R'Club Midtown		Brilliant Little Minds
Campbell Park Rec Center		Creative Learning
YMCA-Campbell Park		R'Club ELA 94th Avenue
R'Club Pasadena		
YMCA Westgate		
YMCA Northwest		
Blossom Montessori		
R'Club ELA Whitney		
YMCA Gulf Beaches		
PCC Playgroup		
R'Club Gulfport		
YMCA Madeira Beach		
Holy Family ECC		
R'Club Shore Acres		
YMCA North Shore		
St. Raphael School		
St. Patrick Catholic School		
Genesis		
Plato Academy Largo		
Suncoast Waldorf School		
YMCA Lake St. George		
Excel Learning Center		
Young Days		
YMCA Sunset Hills		
City of Dunedin-Dunedin		
City of Dunedin-San Jose		
Kiddie City		
My Friends Learning Center		
JMAC		
Trinity Presbyterian		
YMCA Skycrest		
Plato Academy Clearwater		
Magnolia Day School-PP		
Plato Academy-Pinellas Park		

4. 100 Percent Compliant Inspections in Family Child Care Homes

May	June	July
Monica Pittman*	Lucile Jerger	Kristi Moser
Kathleen Buckins	Neshia Cohen	Veronica Ross
Veronica Mack	Angela Pettit	Shirley Williams
Irma Maxwell	Bernice Sanders	Maria Piatt
Kathleen Schmitt	Laurie Murphy	Penny Naples
Jody Stover	Patricia Jones	Joanne Grenesko
Lynda Johnson	Donna Owens	Lisa Gable
Christine Perkins	Karen Cuatt	Kimberly Ryder
Leah Robertson	Terri Brown	Ariana Poloska
Julie Diersling	Donna Johnson	Kay Chinkan
Shonoah Washington-Davis	Carrie Gonzalez	Susan Fernandez
Alvern Brown	Margaret Pearce	Lori Gavitt
June Moody*	Deborah Fleck	Mattie Morgan
Zoraya Pacheco	Maria Ojeda	Miriam Christianson
Susan Daniels	Cathleen Schmidt	Jeanie Runkle
DaVee Henderlong	Waleska Jimenez	Christine Lawson
Karen Eidys	Tamara Beard-Ball	Asha Hiten Parmar
Diane Pinta	Jeannette Cheesebrew	Talisha Ghansiam
Tanya Knighton	Donna Lindsey	Stephanie Martin
Teresa Koppie	Candy Merrell	Kimberly Boykins
Beverly Anderson	Doris Bostick	Christine Phillips
Melissa Collie	Dijana Memic	Dorinda Tucker
Norma Bown		Evie Cole
Deanna Reyome		Heidi Buck
Emilia Massion		
*Inactive Status		

5. Closed Centers and Homes

Closed Centers

May

Center Name	Reason
Alegria Lakewood	Consolidation of one classroom to other location
ABC Kids	Low enrollment

June

Center Name	Reason
NONE	

July

Center Name	Reason
Country Learning Academy	Low enrollment

Closed Homes

Name	May - Date Closed	Reason
Angelena Bethune	5/8/19	Moved and reopened
Pamela Walker	5/9/19	Disqualified
Stacie Johnson	5/13/19	Personal reason
Luisa Collins	5/17/19	Moved out of county
Kristen Martinez	5/17/19	Moved
Mimoza Mano	5/29/19	Personal reason
Name	June - Date Closed	Reason
Gitjana Gjyshi	6/1/19	Retired
Felicia Harris	6/14/19	Opened a center
Paraskevi Kolovos	6/25/19	Personal reason
Vanessa Olden	6/25/19	Personal reason
Name	July - Date Closed	Reason
Juleana Francis	7/26/19	Moving
Courtney Collins	7/31/19	Moving out of county

VI. Public Comment

VII. 2019 Upcoming Meeting Dates

- December 11th at 1:30pm

VIII. Staff Anniversaries

2019 Staff Anniversaries (3rd Quarter)

July
Michelle Leland – 4 years
Chris Grybauskas – 10 years

August
Hope Williams – 13 years
Priscilla Brown-Ireson – 5 years
Maria Villarreal – 14 years

September
none

IX. Annual Board Training-PowerPoint Presentation & Handout to be Distributed

X. Adjournment