

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

**REGULAR MEETING
December 11, 2019 at 1:30 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

- Departure of Commissioner Patricia Gerard, Board Chair
 - New 2020 Board Member, Commissioner Kathleen Peters
- Departure of Barbara Backus
 - New 2020 Board Member, Emily Ralston
- Departure of Pam Gebler
 - New 2020 Board member TBD

B. Approve Agenda

II. Consent Agenda

A. Approval of Minutes from September 11, 2019

III. Action Items

- A. Accept Audit Presentation by Dana Powell of Thomas Howell Ferguson – To be Distributed**
- B. Appoint Nominating Committee to Choose New Board Chair**
- C. Approve Licenses for 10 New Children's Centers**
- D. Approve Licenses for 6 New Family Child Care Homes and No New Large Family Child Care Homes- Approve Proposed Final Amendment 2018-2019**
- E. Approve 2019-2020 Budget**

IV. Executive Director's Report - To be Distributed

V. Information Items

- A. Loss of Funding for Waiver Program for Mixed Age Groups for State-Dependent Children at R'Club Child Care US 19**
- B. Monthly Financial Report**
- 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

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. 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.

**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, 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 11, 2019, at 8751 Ulmerton Road, Largo, Florida, to begin at 6:30 pm.

Board Members Present: Commissioner Patricia Gerard, Board Chair; Barbara Backus; Dorothy Duvé; Michael Feeney; Pam Gebler; Michael Mikurak

Board Members Absent: Celeste Fernandez, Secretary

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present: Lynn Bittner; Shelia Haugabook; Ann Martinelli; Nancy McGreevy; Cynthia Sumter

Advisory Committee Members Absent: Elizabeth Krakowski; 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; Chris Grybauskas, Licensing Specialist (Public Comment Volunteer); Paula Boardman, Senior Clerk, Centers; Victoria Gilley, Contract Administrator, Florida Department of Health in Pinellas County

I. Call to Order

The PCLB Board meeting was called to order at 6:35 pm.

A. Announcements – Ms. Massarsky introduced new employee, Paula Boardman, Senior Clerk for Centers, to the Board and Advisory Committee for the first time.

Ms. Gebler announced that Pinellas Providers will have their last meeting in December due to the fact that their attendance is waning and no one wants to step up as President to lead the group. She stated that as a member of our Board, she needs to be a member of an association but with the change coming, she doesn't know if she can still be on our Board.

B. Approve Agenda

Commissioner Gerard asked for the Board to approve the Agenda.

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

C. Consent Agenda

Approval of Minutes from May 22, 2019

Motion: Mr. Feeney made a motion to approve the minutes from May 22nd. Ms. Gebler seconded the motion and it passed unanimously with no corrections.

II. 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

Ms. Meier thanked the Board for addressing this need in our community and for allowing R'Club to implement the program. She then stated that six slots at the US 19 R'Club are not enough. They have two dedicated staff for the class. The room was formerly a toddler class so it can accommodate the requirement of an outside exit. The closet is filled with equipment for children of mixed ages. They have served approximately 110 children that were there between three days to four weeks. The biggest reason for the exemption is for care of siblings because separating children from their siblings is very traumatic. They had 20 sets of siblings, the majority infants and toddlers. The staff had Trauma Informed Care training and the children are given the comfort they need. They have fulltime and part-time subs and behavior specialists. R'Club wants to keep the waiver in place. Ms. Meier reported that one child that was there for four weeks had a birthday party there. When the child was placed, the supervisor cried. Ms. Duvé thanked Ms. Meier for the report and for their advocacy, then added she wished there were more funding so it could be replicated. Ms. Meier stated they are open to collaboration.

Motion: Mr. Mikurak made a motion to approve the extension of the Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care. Mr. Feeney seconded the motion and it passed unanimously.

B. Approve Program Budget for FY 2019-2020

Ms. Gilley stated things were moved around to different funders this budget year, then asked if there were questions for her but there were none.

Motion: Ms. Gebler made a motion to approve the Program Budget for FY 2019-2020. Ms. Duvé seconded the motion and it passed unanimously.

C. Approve Contract with JWB-Attachment

Ms. Bornoff asked for approval to renew our contract with JWB, our main funder.

Motion: Mr. Mikurak made a motion to approve to approve the renewal of the JWB contract. Ms. Gebler seconded the motion and it passed unanimously.

D. Approve Interlocal Agreement-Attachment

Ms. Bornoff stated we are a special district and therefore we have an Interlocal Agreement every year. Ms. Flynn explained it's the same agreement every year.

Motion: Ms. Backus made a motion to approve to approve the 12th Interlocal Agreement. Ms. Duvé seconded the motion and it passed unanimously.

E. Selection of Auditor for FY 2018-2019 Audit-Attachments

Ms. Bornoff reported that we only received one bid which was from Thomas Howell Ferguson, P.A. The price remained the same as last year and they are familiar with our program.

Motion: Mr. Feeney made a motion to approve the selection of Thomas Howell Ferguson as auditor for the 2018-2019 year. Ms. Backus seconded the motion and it passed unanimously.

F. Approve Licenses for 5 New Children's Centers

Ms. Massarsky stated that that one center is brand new and four are former non-public

programs that have opted to become fully licensed. All the centers had very good inspections and she recommends them for licensure.

Motion: Ms. Backus made a motion to approve all 5 Centers for licensure. Ms. Gebler seconded the motion and it passed unanimously.

G. Approve Licenses for 2 New Family Child Care Homes and 2 New Large Family Child Care Homes

Ms. Oliver stated all 4 Homes had 100% compliance and recommended them all for full licensure.

Motion: Ms. Backus made a motion to approve all 4 Homes for licensure. Ms. Duvé seconded the motion and it passed unanimously.

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

Ms. Massarsky said we are one of two counties that requires a high school diploma to work in School-Age Centers. We are proposing that if a high school student is a candidate for graduation and we put caveats in place including participants being in good standing for graduation, we could possibly have more people that choose child care as their career. The objective is to have high school students, GED recipients, or people with Certificates of Completion able to work in child care. Discussion ensued about what constitutes good standing. Ms. Bittner said it's difficult getting and keeping employees because unemployment is low. Ms. Backus stated, "the term good standing is too subjective." Ms. Flynn said we can change it to "enrolled." Discussion ensued regarding monitoring. Ms. Flynn clarified it's in the regulations that it falls under paperwork for employment.

Motion: Ms. Backus made a motion to approve the decrease with the adjustment made from "good standing" to "enrolled." Mr. Feeny seconded the motion and it passed unanimously.

I. Adopt New State Regulations into Licensing Regulations Governing Pinellas County Children's Centers

Ms. Massarsky stated there are some promulgation changes to Form 65C-22 and updates to school facilities. New regulations only apply to School Age Center licenses. The State closed the loophole that allows centers to hire separate companies for transportation; They added definitions such as Fall Zones, Field Trips, Surfaces, Emergency Care Plans. Indoor/Outdoor Play Spaces have changed; Regulations on vaping were added; Room capacity can be reduced for sedentary activities; Centers do not have to purchase generators; however, if they do, there are requirements for installation. There were handwashing and handwashing documentation changes; They need a written schedule for cleaning toys and equipment, not a checklist. Some School Age Centers with indoor climbing equipment now need padding and resilient surfaces; School age staff utilizing national trainings to satisfy DCF clock hour requirements must upload those course certificates to the Florida Pathway Registry. Ms. Massarsky asked the Board to adopt the new School Age Center Regulations effective October 2, 2019. Ms. Bittner asked several questions about Center Regulations which Ms. Massarsky answered.

Motion: Mr. Mikurak made a motion to adopt new State Regulations into Licensing Regulations Governing Pinellas County Children's Centers. Ms. Backus seconded the motion and it passed unanimously.

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

Ms. Oliver stated that a lot of what Ms. Massarsky went over also applies to Homes. We have a new definition for preparation of food. Regarding addresses, providers must have documentation that shows that the person lives there. They cannot operate another business

out of that home. All providers must have Shaken Baby and Abusive Head Trauma training/documentation. Drivers have to have an annual physical. There must be a visual sweep of vehicles and vehicles must be kept at a comfortable temperature, between 65 and 82 degrees Fahrenheit. Vaping regulations, posting schedules, Continuity of Care, adequate space for infants, and accommodations for children with special needs were added. Ms. Oliver discussed adding household members to the roster and taking them off when they move out. Beginning 6/21/2021, employees in Large Homes must have First Aid/CPR. Providers will have to do visual check during naps every 10-15 minutes; monitors do not replace checks. There will be new swimming ratios. Linens must be washed once per week. Sleep sacks will have to fit according to manufacturers' specifications. Swaddling shall not be used unless authorized by a physician. Equipment must be suitable for age and must allow for water drainage. If provider is serving food, cutting food or touching it, they must use gloves. During fire drills, attendance must accompany provider outside. Providers must include a statement that some children in care may not have proper immunizations. Distribution of the Distracted Driver information is now required. If a child does not arrive in care, provider must contact parent if child is brought to the home from an outside source. Ms. Oliver stated that Licensing Specialists will be asking for documentation that shows daily inspections of indoor/outdoor play areas. The cleaning schedule can be very simple.

Motion: Mr. Feeney made a motion to adopt the new State Regulations Governing Pinellas County Child Care Homes and Large Family Child care Homes. Mr. Mikurak seconded the motion and it passed unanimously.

K. Review and Approve Board Meeting Dates in 2020

Ms. Bornoff stated that the following are the proposed Board dates for 2020:

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

Motion: Ms. Gebler made a motion to approve the proposed Board dates for 2020. Ms. Duvé seconded the motion and it passed unanimously.

III. Executive Director's Report

Ms. Bornoff talked about how the early learning community lost Art O'Hara. People have wonderful memories of his service and we wish his family well. Our provider newsletter has been well received. New Child Care Facility State Regulations are in litigation and at the next Board meeting, we hope to present new Children's Center regulations. We are working on a "crosswalk" with DCF. PCLB is fully staffed but one employee is on extended leave. Licensing Specialists are getting new caseloads at the end of our fiscal year.

IV. Information Items

A. Monthly Financial Report

Ms. Gilley asked if there were any questions. There were none.

B. Statistical Report Regarding Licensing Activities

No Comment

C. Compliance Reports

1. Children's Centers Fine Report – Ms. Duvé asked about LSF Filmore. Ms. Massarsky stated they closed. Ms. Oliver reported we have had no more incidents involving the Dukes.
2. Family Child Care Homes Fines Report – No comment
3. 100% Compliant inspections in Children's Centers – No comment
4. 100% Compliant Inspections in Family Child Care Homes – No comment

5. Closed Centers and Homes – No comment

V. Public Comment

Deb Ballinger thanked everyone for voting in favor of the decrease. She stated some of her best staff were in high school and then went on to junior college.

VI. Upcoming Meeting Dates

Commissioner Gerard stated that the next Board meeting will be on December 11, 2019 at 1:30 pm.

VII. Staff Anniversaries

<p>2019 Staff Anniversaries (3rd Quarter)</p> <p><u>July</u> Michelle Leland – 4 years Chris Grybauskas – 10 years</p> <p><u>August</u> Hope Williams – 13 years Priscilla Brown-Ireson – 5 years Maria Villarreal – 14 years</p> <p><u>September</u> none</p>
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VIII. Annual Board Training-PowerPoint Presentation & Handout to be Distributed

Ms. Flynn presented her annual Board Training.

IX. Adjournment

Commissioner Gerard adjourned the Board meeting at: 8:00 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

A. Accept Audit Presentation by Dana Powell of Thomas Howell Ferguson – To be Distributed

B. Appoint Nominating Committee to Choose New Board Chair

C. Approve Licenses for 10 New Children’s Centers

Center Name	Address	Owner	Category	Capacity	Age
De La Fontaine Trilingual Montessori School	8351 Bayou Boardwalk Seminole 33777	De La Fontaine Trilingual Montessori School, LLC	Day Nursery	40 including 10 Infants	1 Year through 6 Years and School Age
First Lutheran School	1644 Nursery Road Clearwater 33756	First Lutheran Church	Day Nursery	20	3 Years through 6 Years
Hillside Christian Academy, Inc.	5801 9th Avenue South Gulfport 33707	Hillside Christian Academy, Inc.	Day Nursery	10	2 Years through 6 years and School Age*
KidsPark	3130 Tampa Road Suite 3 Oldsmar 34677	NRG2KIDS,LLC	Day Nursery	60	2 Years through 6 years and School Age
My Little Sunshines	1169 Martin Luther King Jr. Avenue Dunedin 34698	My Little Sunshines LLC	Day Nursery	40 including 15 Infants	2 Months through 6 Years and School Age*
Our Lady of Lourdes Early Childhood Program	730 San Salvador Drive Dunedin, 34698	Our Lady of Lourdes Catholic School	Day Nursery	35	3 Years through 6 Years
Pinellas County Sheriff's PAL Landings	6835 54th Avenue North St. Petersburg 33709	Pinellas County Sheriff's Police Athletic League	School Age Center	30	School Age
St. Cecilia School	1350 Court Street Clearwater, 33756	Diocese of St. Petersburg	Day Nursery	60	3 Years through 6 Years
St. Raphael's Preschool Aftercare	1376 Snell Isle Blvd. NE St. Petersburg 33704	Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg	Day Nursery	18	3 Years through 6 Years
The Learning Experience-Clearwater	3090 Sunset Point Road Clearwater, 33759	TLE At Clearwater, LLC	Day Nursery	152 including 42 Infants	2 Months through 6 Years

D. Approve Licenses for 6 New Family Child Care Homes and No New Large Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Valarie Jiles	3625 19th Ave S St. Petersburg 33711	8
Leah Robertson	125 66th St N St. Petersburg 33710	6
Kathleen M. Pero	2660 Knoll St E Palm Harbor 34683	8
Bernice Sanders	2600 Cordova Way S St. Petersburg 33712	8
Kendra Alexander	2217 26th St S St. Petersburg 33712	8
Cheryl Phillip	2475 Brentwood Drive Clearwater 33764	8

E. Approve Proposed Final Amendment for 2018-2019

PINELLAS COUNTY LICENSE BOARD				
REVENUE & EXPENSE BUDGET REPORT				
10/01/18 - 09/30/19 (FY1819)				
ALL FUND SUMMARY				
ACCOUNT	ANNUAL BUDGET	Proposed Amendment 3	Amended BUDGET	
TOTAL SALARIES	588,812	(4,866)	588,497	
FICA/MEDICARE	45,044	(773)	44,619	
RETIREMENT	48,851	(1,112)	48,114	
HEALTH/LIFE/DIS	264,112	20,767	287,424	
TOTAL FRINGE BENEFITS	358,007	18,882	380,158	
TOTAL SALARY AND BENEFITS	946,819	14,016	968,655	
TELEPHONE	1,744	(888)	856	
CELLULAR PHONES	6,468	(60)	6,408	
AIR CARDS	0	738	738	
POSTAGE	2,000	(1,449)	551	
PRINTING	3,000	(1,945)	1,055	
TRAVEL	18,680	(531)	18,149	
EDUCATIONAL MATERIALS	200	0	200	
OFFICE SUPPLIES	10,750	(5,678)	11,160	
INFO. TECHNOLOGY	300	0	300	
RENT- EQUIPMENT (COPIER)	1,862	194	2,056	
SUBSCRIPTIONS/DUES	175	64	239	
EQUIPMENT - COMPUTERS	21,398	0	15,310	
CONTRACTUAL- Audit	21,100	(100)	21,000	
CONTRACTUAL- Legal Fees	23,237	(7,426)	15,723	
CONTRACTUAL- Advertising	650	33	683	
CONTRACTUAL-Janitorial	4,768	11	4,779	
UTILITIES	12,834	(567)	12,267	
FINGERPRINT	72	0	72	
HR ASSESSMENT FEE	4,031	(65)	4,054	
MISCELLANEOUS	0	0	0	
TOTAL OPERATING	133,269	(17,669)	115,600	
ADMIN. COST- FDOH In-Kind	158,279	6,125	195,252	
ADMIN. COST JWB 17%	80,173	(1)	80,830	
TOTAL ADMIN. COST	238,452	6,124	276,082	
ALL FUND TOTAL EXPENSES	1,318,540	2,471	1,360,337	
REVENUE SOURCES (Received)				
JWB	631,539		636,063	
DCF	282,122		282,122	
FDOH	118,581		118,581	
FDOH In-Kind	183,894	6,125	195,252	
LB FEES & FINES	108,841		108,841	
FUND BALANCE	19,177		19,177	
ALL FUND TOTAL REVENUE	1,344,154		1,360,036	
*Correction to DOH In-kind.				
*Moving money within expenses to balance budget.				

F. Approve 2019-2020 Budget

Approved Budget

Pinellas County Health Department
Pinellas County Licensing Board
October 1, 2019- September 30, 2020

12/3/2019

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. 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	\$9,553	\$0		\$13,684	\$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		290000		\$0	\$0	\$0		\$75	\$0	\$75		
											\$51,420	
POSTAGE		210000		\$1,078	\$0	\$0		\$0	\$922	\$2,000		
TELEPHONE		221000		\$2,504	\$1,391	\$0		\$835	\$278	\$5,008		
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				\$609	\$1,279	\$0		\$0	\$294	\$2,182		
UTILITIES		271000		\$6,908	\$4,171	\$0		\$1,655	\$0	\$12,734		
											\$50,464	
OFFICE SUPPLIES		341018		\$0	\$8,928	\$0		\$0	\$0	\$8,928		
EDUCATIONAL MATERIALS		341039		\$200	\$0	\$0		\$2,500	\$0	\$2,700		
											\$11,628	
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)				\$1,932	\$1,207	\$483		\$483	\$0	\$4,105		
				\$0	\$0	\$0		\$0	\$0	\$0		
c. Total Direct Cost				\$28,763	\$58,267	\$6,603	\$0	\$22,764	\$3,494	\$119,892	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							\$170,102			\$170,102		
d. Total Indirect Cost - 26.52%				\$91,721	\$0	\$0	\$170,102	\$0	\$0	\$261,823	19%	
Project Total:				\$660,021	\$282,121	\$122,139	\$170,102	\$111,669	\$22,927	\$1,368,980	101.3%	

IV. Executive Director's Report - To be Distributed

V. Information Items

A. Loss of Funding for Program: Waiver for Mixed Age Groups for State-Dependent Children at R'Club Child Care at US 19

B. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD					
REVENUE & EXPENSE BUDGET REPORT					
10/01/18 - 09/30/19 (FY1819)					
ALL FUND SUMMARY			ALL FUNDS		
ACCOUNT	Amended BUDGET	SPENT 9/30/2019	AVAILABLE BALANCE	% SPENT	
TOTAL SALARIES	588,497	588,496.43	0.73	100.00%	
FICA/MEDICARE	44,619	44,618.41	0.67	100.00%	
RETIREMENT	48,114	48,113.98	0.26	100.00%	
HEALTH/LIFE/DIS	287,424	287,423.77	0.23	100.00%	
TOTAL FRINGE BENEFITS	380,157	380,156.16	1.16	100.00%	
TOTAL SALARY AND BENEFITS	968,654	968,652.59	1.89	100.00%	
TELEPHONE	856	855.84	0.16	99.98%	
CELLULAR PHONES	6,408	6,407.99	0.01	100.00%	
AIR CARDS	738	737.28	0.72	99.90%	
POSTAGE	551	550.19	0.81	99.85%	
PRINTING	1,055	1,054.47	0.53	99.95%	
TRAVEL	18,149	18,148.59	0.41	100.00%	
EDUCATIONAL MATERIALS	200	199.74	0.26	99.87%	
OFFICE SUPPLIES	11,160	11,159.84	0.16	100.00%	
INFO. TECHNOLOGY	300	300.00	0.00	100.00%	
RENT- EQUIPMENT (COPIER)	2,056	2,055.21	0.79	99.96%	
SUBSCRIPTIONS/DUES	239	238.51	0.49	99.79%	
EQUIPMENT - COMPUTERS	15,310	15,309.30	0.70	100.00%	
CONTRACTUAL- Audit	21,000	21,000.00	0.00	100.00%	
CONTRACTUAL- Legal Fees	15,723	15,723.24	0.00	100.00%	
CONTRACTUAL- Advertising	683	682.41	0.59	99.91%	
CONTRACTUAL-Janitorial	4,779	4,778.51	0.49	99.99%	
UTILITIES	12,267	12,266.74	0.26	100.00%	
FINGERPRINT	72	72.00	0.00	100.00%	
HR ASSESSMENT FEE	4,054	4,053.23	0.77	99.98%	
MISCELLANEOUS	0	0.00	0.00	#DIV/0!	
TOTAL OPERATING	115,600	115,593.09	7.15	99.99%	
ADMIN. COST- FDOH In-Kind	195,252	195,236.00	16.00	99.99%	
ADMIN. COST JWB 17%	80,830	80,829.99	0.01	100.00%	
TOTAL ADMIN. COST	276,082	276,065.99	16.01	99.99%	
ALL FUND TOTAL EXPENSES	1,360,337	1,360,311.67	25.05	100.00%	
REVENUE SOURCES (Received)					
JWB	636,063	632,896.89	3,166.11	99.50%	
DCF	282,122	282,121.92	0.08	100.00%	
FDOH	118,581	118,580.60	0.40	100.00%	
FDOH In-Kind	195,252	195,236.00	16.00	99.99%	
LB FEES & FINES	108,841	103,743.25	5,097.75	95.32%	
FUND BALANCE	19,177	10,474.27	8,702.73	54.62%	
ALL FUND TOTAL REVENUE	1,360,036	1,343,052.93	16,983.07	98.75%	

C. Statistical Report Regarding Licensing Activities

Statistical Report for October 2019

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	274	1944	20	238	262	22534	116	18523	3	213	11	432
1. Temporary Permits 1st Time TP	1	8										
2. Capacity Change - current licenses New capacity began						42		17				
3. Closed - # with capacity	-3	-24					-1	-50				
4. Corrections - from previous reports Explain below*												
Total Capacity	272	1928	20	238	262	22576	115	18490	3	213	11	432

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	292	272	20	391	132
Total Capacity	2166	1928	238	41711	2364

1. Licensing					
a. Pre-licensing inspections	1			0	
b. - e. Inspections/ Re-checks	70			151	
f. TA/Consultation	4			8	
g. Unlicensed care investigations	0			1	
h. Children's Records (only)				1	
i. Renewal licenses issued	18			36	
2. Enforcement					
a. Complaints	2			15	
b. Fines administered	1			10	
c. Conferences	0			2	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	2			2	
b. Number of hours	6			6.5	
4. Training Taken					
a. Number of trainings	0			1	
b. Number of hours	0			6	
5. Health Inspections					
a. Food				53	

D. Compliance Reports
1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
YMCA-Oakhurst	3	Personnel: no clock hour training tart	8/20/2019	\$25.00	\$25.00	9/6/2019
McMannis Preschool	3	Personnel: 5 year employment history check not completed	8/20/2019	\$25.00	\$25.00	9/10/2019
Boys & Girls Royal	3	Transportation Log incomplete	8/27/2019	\$25.00	\$25.00	8/28/2019
YMCA Anona	2	No current fire inspection	8/29/2019	\$50.00	\$50.00	9/17/2019
YMCA Anona	3	Chr - incomplete enrollment forms	8/29/2019	\$25.00	\$25.00	9/17/2019
R'Club Walsingham	2	Daily attendance-not recorded accurately	8/27/2019	\$50.00	\$50.00	9/9/2019
New Horizons CDC	3	Personnel: no proof of HS education	8/30/2019	\$25.00	\$25.00	9/26/2019
YMCA Safety Harbor	2	Personnel: Level 2 background screening missing	9/9/2019	\$50.00	\$50.00	9/26/2019
YMCA Safety Harbor	3	Personnel: no proof of HS education	9/9/2019	\$25.00	\$25.00	9/26/2019
YMCA Safety Harbor	3	Chr - incomplete enrollment forms	9/9/2019	\$30.00	\$30.00	9/26/2019
YMCA Safety Harbor	3	Chr - missing Emergency Medical Release Forms	9/9/2019	\$25.00	\$25.00	9/26/2019
Boys & Girls Northside	2	Daily attendance-not accurate	9/10/2019	\$60.00	\$60.00	9/30/2019
Palm Harbor Montessori	3	Personnel-expired Acknowledgement Forms	9/13/2019	\$25.00	\$25.00	10/1/2019
ELIM	2	Daily Attendance-Center Closing Log not completed	9/18/2019	\$60.00	\$60.00	10/10/2019
ELIM	2	Daily Attendance-transitions not documented	9/18/2019	\$50.00	\$50.00	10/10/2019
ELIM	2	Daily Attendance-not with staff	9/18/2019	\$50.00	\$50.00	10/10/2019
Our Savior Lutheran	3	Personnel: Expired Acknowledgement Forms	9/25/2019	\$25.00	\$25.00	10/16/2019
Saint Pauls ELC	1S	Staff supervising children while under the influence of alcohol or a narcotic	10/2/2019	\$300.00	\$300.00	10/9/2019
Magnolia Day School of South St. Pete	2	Behavior Detrimental to the Progress of a Child	10/8/2019	\$50.00	\$50.00	10/16/2016
Stepping Stone Daycare LLC	2	Toxics in reach of children	10/9/2019	\$50.00	\$50.00	10/30/2016
Kids Corner	3	Personnel: no proof of education	10/1/2019	\$25.00	\$25.00	10/16/2019
R'Club Sutherland	2	Daily Attendance-no recorded accurately	10/10/2019	\$50.00	\$50.00	10/30/2019
TLE-Palm Harbor	3	Personnel: Expired Acknowledgement Forms	10/15/2019	\$25.00	\$25.00	10/29/2019
YMCA Frontier	3	Personnel: late 40 clock hour training start	10/22/2018	\$25.00	\$25.00	11/15/2019
Kinder Care 216	3	Personnel: literacy not completed within 12 months	10/23/2019	\$25.00	\$25.00	10/31/2019
Christian Way Academy	2	Toxics in reach of children	10/29/2019	\$50.00	\$50.00	11/18/2019
YMCA-Mt. Vernon Elementary	1S	Supervision: One or more children were not adequately supervised	10/28/2019	\$250.00	\$250.00	10/28/2019

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Whitfield, Molly	2	Daily Attendance: Daily was not maintained to account for all children in care on 8/8/19.	8/13/2019	\$50	\$50	8/30/2019
Cabral, Lenora	2	Hazardous Products: A closet containing medications was not locked during the inspection.	8/15/2019	\$60	Home Closed 9/27/19	
Powell, Patricia	2	Hazardous Products: A toxic material (Cleaning Vinegar) was accessible to children in care.	8/19/2019	\$50	\$50	8/21/2019
Bowman, Martha	2	Cleanliness/Orderliness: The provider did not wash their hands with soap and running water after assisting a child with diapering.	8/27/2019	\$50	\$50	8/27/2019
Cabral, Lenora	2	Hazardous Products: Products that could harm children, toothpaste, hair color, mouthwash, labels stated "keep out of reach of children" in the bathroom accessible to children in care.	9/4/2019	\$75	Home Closed 9/27/19	
Amons, Michelle	1	Unscreened Individual: the provider left an unscreened individual to care for the children.	9/24/2019	\$500	Pay Plan 10/9/17 - \$100	
Phillip, Cheryl	2	Daily Attendance: Daily attendance was not maintained to account for all children in care.	10/15/2019	\$50	\$50	10/30/2019

3. 100 Percent Compliant Inspections in Children’s Centers

August	September	October
Ross Norton Recreation Center	R'Club McMullen Booth	Plato Academy Preschool-Seminole
Boys & Girls Wood Valley	YMCA Starkey	R'Club Ridgecrest
Sunshine Academy	YMCA Ridgecrest	LSF Good Samaritan
YMCA Melrose	Washburn Academy - NonPublic	St. Raphael AfterCare
YMCA Westgate	Next Level Nation	YMCA Bear Creek
Walter Fuller Recreation Center	YMCA Jamerson	Hillside Christian Academy
TPP-PTEC	Frank Pierce Recreation Center	YMCA Fuguitt
Creative Play Preschool	R'Club Lakewood	Youth Enrichment Wildwood
Write Start	Argonauta	LSF High Point
St. Jerome ECC	Liberty Christian	Mildred Helms - R'Club
YMCA-Orange Grove	Northeast Park Preschool	Highland Recreation Center
Willis S. Johns Recreation Center	The Canterbury School-NonPublic	Admiral Farragut
YMCA-Lynch	R'Club New Heights	Lake Tarpon Learning Center
Roberts Recreation Center	Calvary Kids	YMCA Oldsmar
AMA Afterschool Enrichment	Bumble Bee II	Guardian Angel NonPublic
R'Club Southern Oak	City of Dunedin-Garrison Jones	Kids Time
PAR Village	Precious People Learning Center	
Bee's Knees	St. Luke ECC	
Leap Forward	Gladden Park Recreation Center	
Kiddin' Around Child Care	YMCA Mt. Vernon	
R'Club Lealman	The Rainbow Garden	
YMCA Sexton		
Acres of Fun		
Happy Days		
R'Club Skyview		

4. 100 Percent Compliant Inspections in Family Child Care Homes

August		September		October
Martha Bowman		Barbara Johnson		Tamsen Baker
Gwen Roberts		Kristen Baust		Emilia Massion-Torres
Joe Anna Neeley		Barbara Underwood		Natalie Szawranskyj
Sharon Hart		Patreese Reynolds		Vanessa Lawson
Beverly Grant		Darlene Mosley		Cynthia Sumter
Davina Collins		Grisel Miranda-Vazquez		Stephanie Daniel
Kellie Smith		Amber Britner		Irene Wilson-Giroir
Teresa Piper		Catherine Bishop		Victoria Talbot
Tabree Fort		Christine Sciandra		Veronica Mack
Kristin Young		Dianne Day		Kathleen Schmitt
Laurae Evans		Michelle Pugh		Sebrenna Walker
Maria LeGare		Barbara Cook		Sharleen Gamble
Jenny Rockey		Susan Roth		Susan Livi
Cristy O'Donnell		Karen Quackenbush		Jody Stover
Karen Holloway		Christen Lake		Shutonda Smith
Pam Gebler		Patricia Frisch		Dawn Porcelli
Mara De La Torre		Denise Redner		Martha Bowman
Andrea Pena		Ibitisam Rema Issa		Julia Blythe
Brittany Fobbs		Ashley Wade		Shrieka Hollis
Karen Trepanier		Sandy Garcia		Christina Benincasa
Claudia Cuervo		Althea Chin-Neath		Leah Robertson
Kristina Booker-Deveny		Jannie Small		Filma Walker
Gina Replogle		Kendra Alexander		Stephanie Meacham
Donna Wiesner		Judy Drayton		Dorene Baker
Maria Leon		Judy Jones		Diane De La Cruz
Staci Colborn		Maureen Dietz		Isabel Vera
Cheryl Smith		Deborah Mimault		Odalis Cintra
Susan Barron		Darlyn Smith		Stephanie Singletary
Linda Hoskinson		Kristi Harris		Claire Burns
Judy Young		Lynn Gibson		Evelyn Kendrick
Betty Brown		Clarisse High		Marcia Stewart
Tammy Desaulniers				Alissa Campbell
Barbara Smith				Iona Green
				Janice Huntley
				Kathleen Buckins
				Corneathea Chance
*Inactive Status				

5. Closed Centers and Homes

Centers:

August

Center Name	Reason
LSF Fillmore	Operator Decision
Living Love	Property Sold
YMCA Dunedin	Only opened for Summer Bridge
Rosie's II	Operator Decision

September

Center Name	Reason
Bee's Knees	Change of Ownership
First Step Children's Center	Operator Decision

October

Center Name	Reason
Great Explorations	School Age Program folded back into licensed Children's Center

Homes:

August-September-October

Name		Date Closed	Reason
Victoria Edwards		8/2/19	Personal reason
Ashley McFarland		8/1/19	Personal reason
Dario Barcenas		8/23/19	Moved / reopened
Name		Date Closed	Reason
Jessica Gannon		9/24/19	Personal reason
Annette Megherfi		9/27/19	Personal reason
Name		Date Closed	Reason
Sharmila Lal		10/18/19	Personal reason
Theresa Falzone		10/29/19	Personal reason
Judy L. Young		10/31/19	Work outside of home

VI. Public Comment

VII. Upcoming Meeting Dates

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

VIII. Staff Anniversaries

2019 Staff Anniversaries (4th Quarter)

October

Mary Jane Elder – 13 years

November

Faith Bornoff – 2 years
Jorie Massarsky – 15 years

December

Paula Boardman – 1 year

IX. Adjournment