

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

**REGULAR MEETING
November 18, 2020 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

- II. Consent Agenda**
 - A. Minutes from Virtual Board Meeting on August 26, 2020

- III. Action Items**
 - A. Approve Proposed Amendment I
 - B. Approve Licenses for 2 New Children's Centers
 - C. Approve Licenses for 3 New Family Child Care Homes & No New Large Family Child Care Homes
 - D. Approve & Set dates for 2021 PCLB Board Meetings

- IV. Executive Director's Report - To Be Presented**

- 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. Staff Anniversaries**

- VIII. Upcoming Meeting Dates**

- IX. Adjournment**

Notice: This meeting is audio recorded by PCLB

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. Minutes from Virtual Board Meeting on August 26, 2020

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

**VIRTUAL REGULAR BOARD MEETING
VIA ZOOM**

August 26, 2020 at 6:30 PM

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 virtual regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday, August 26, 2020, to begin at 6:30 pm via Zoom.

Board Members Present: Michael Mikurak; Dorothy Duvé; Michael Feeney; Lynn Gibson; Emily Ralston; Commissioner Kathleen Peters

Board Members Absent: Celeste Fernandez

Ex-Officio Member Present: Brandy Downing

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

Advisory Committee Members Absent: None

Attorney Present: Colleen Flynn, Esq.

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

I. Call to Order

A. Ms. Flynn called the meeting to order at 6:30 pm and stated the meeting was being conducted remotely, extended by Executive Order 20-69 by Governor DeSantis due to Covid-19. She performed roll call for the Board and Advisory Committee and then stated we have a quorum; the meeting was publicly noticed; and we will have public comment. Ms. Flynn gave instructions on how to "raise your hand" on Zoom. She then stated that Mr. Mikurak will introduce the agenda items, call for motions on action items, and then he will call for public comment and roll vote.

II. Consent Agenda

A. Mr. Mikurak thanked everyone for participating and asked if there were comments on the items on the Consent Agenda and there were none.

Motion: Commissioner Peters made a motion to approve the items on Consent Agenda. Ms. Ralston seconded the motion the Consent Agenda passed unanimously.

III. Action Items

A. Approve Program Budget for FY21

Ms. Bornoff and Ms. Gilley spoke about the new budget, reporting that it is similar to prior years. PCLB was approved for a new position and the cost of retirement and insurance increased.

Motion: Ms. Ralston made a motion to approve the Program Budget for FY 21. Commissioner Peters seconded the motion. Roll call vote was taken and the motion passed unanimously.

B. Approve Budget Amendment for FY 21

Ms. Bornoff reported that the cost of cell phone service increased due to people teleworking. Another change is travel. The total is zero as budget items were just moved around.

Motion: Mr. Feeney made a motion to approve Budget Amendment for FY21. Commissioner Peters seconded the motion. Roll call vote was taken and the motion passed unanimously.

C. Approve JWB FY 21 (OPROV21) Proposed Performance Measures & Special Conditions and Geography

Ms. Bornoff explained JWB's performance measures and special conditions and that we expect all facilities and homes to have their licenses on time. Mr. Mikurak commented that JWB is reviewing all programs and performance metrics to be in line with their Strategic Plan.-

Motion: Mr. Feeney made a motion to approve JWB FY 21 Performance Measures, Special Conditions and Geography. Commissioner Peters seconded the motion. Roll call vote was taken and it passed unanimously.

D. Approve Thirteenth Interlocal Agreement

Ms. Flynn explained that the Interlocal Agreement began in 2007 when PCLB joined the Department of Health. It is the same agreement year after year and we continue to do amendments.

Motion: Commissioner Peters made a motion to approve the Thirteenth Interlocal Agreement. Mr. Feeney seconded the motion. Roll call vote was taken and it passed unanimously.

E. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for October 1, 2020 – June 30, 2021

Ms. Flynn briefly described her legal representation of PCLB.

Motion: Commissioner Peters made a motion approve continued representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for October 1, 2020 – June 30, 2021. Ms. Gibson seconded the motion. Roll call vote was taken and it passed unanimously.

F. Selection of Auditor for FY 19-20

Ms. Bornoff explained we put the audit out for bid. We thought we would have two bids this year but ultimately had the same auditor we have year after year bid on it, Thomas Howell Ferguson. Mr. Mikurak asked what restrictions there are for auditing firms to bid. Ms. Bornoff explained public notice and having to be a registered vendor on My Florida Marketplace in order to place a bid.

Motion: Commissioner Peters made a motion to approve Thomas Howell Ferguson for the 19-20 audit. Ms. Ralston seconded the motion. Roll call vote was taken and it passed unanimously.

G. Approve Licenses for 5 New Children’s Centers

Ms. Massarsky stated we have 5 Centers to license and 4 of the 5 are brand new. One is a change in ownership. 2 of them were postponed in getting licensed but both now have had excellent inspections. Ms. Massarsky asked the Board to approve these 5 Centers for full licensure.

Motion: Commissioner Peters made a motion to approve the 5 new Children’s Centers. Ms. Gibson seconded the motion. Roll call vote was taken and it passed unanimously.

H. Approve Licenses for 3 New Family Child Care Homes (No New Large Family Child Care Homes)

Ms. Oliver reported 2 of the 3 were previously licensed but moved. They all had great inspections and she asked the Board to approve their licensure.

Motion: Ms. Gibson made a motion to approve the 3 new Family Child Care Homes. Mr. Feeny seconded the motion. Roll call vote was taken and it passed unanimously.

IV. Executive Director’s Report

Ms. Bornoff reported our Licensing Specialists are still working remotely and are at the office one day per week. Ms. Bornoff and Ms. Oliver are teleworking 2 days per week and Ms. Massarsky is teleworking exclusively. Routine inspections are being done remotely and renewal inspections are on site. A number of centers are on a provisional license because they were closed at the time that their renewal inspection was to be completed or they were unable to get an approved fire inspection due to municipality shutdowns. We will be working to move them to a regular license. We are working on Classification Summaries and by October compliance with all new regulations will be monitored. Ms. Bornoff expressed how much our staff and childcare community providers have risen to the occasion during the pandemic.

V. Information Items

Mr. Mikurak asked if anyone had questions or comments; there were none.

VI. Public Comment

Ms. Flynn asked members of the public to press “raise your hand” or press *9 on their phone to make a public comment. Lynn Gibson, Board member, stated there are homes with one or two children but her capacity is still full. She added that the letter to providers from Ms. Bornoff made them happy.

Ms. Ralston thanked the PCLB for their support. She thanked inspectors and Faith because with our leadership and guidance, some of her centers were able to remain open.

VII. Staff Anniversaries

Ms. Bornoff stated that in July, Chris Grybauskas had her 11th anniversary and Michelle Leland had her 5th. In August, Priscilla Brown-Ireson had her 6th anniversary; Hope Williams had her 14th anniversary and Maria Villarreal had her 15th anniversary. There were no September anniversaries.

In October, Lillie Williams-Banks will be retiring after being on our staff for 21 years and with state government for over 30 years. We are sad to see her go but we are working to put something together to celebrate her.

VIII. Upcoming Meeting Dates

November 18, 2020, 1:30 pm

Ms. Flynn stated the Governor’s order will expire on October 1 and we will let everyone know if we will be having changes to our meetings.

IX. Adjournment

Meeting was adjourned at 7:04 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items

A. Approve Proposed Amendment I

- Proposed Amendment due to JWB rejecting covering Audit Fees.
- Switched Audit Fees to DCF. JWB covering cell phone charges & Office Supplies.
- HR Assessment Fees is increased from \$234.37 to 240.24 per 1 FTE (10/01/2020).

Version 3.2

Pinellas County Health Department
Pinellas County Licensing Board
October 1, 2020- September 30, 2021

Expenditure Line Item and Explanation	JWB	DCF	DOH-Pin	DOH-In Kind	Fees	Fund Bal.	Revised Total	% Budget	
a. Total Personnel	18.25 FTE	\$ 386,297	133,201	\$ 70,679	\$ -	\$ 48,981	\$ 10,664	\$ 649,822	43.07%
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 10%.									
FICA	7.65%	\$29,552	\$10,190	\$5,407		\$3,747	\$816	\$49,711	
RETIREMENT	10.00%	\$38,630	\$13,320	\$7,068		\$4,898	\$1,066	\$64,982	
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods	VAR	\$175,478	\$80,536	\$39,193		\$39,193	\$5,350	\$339,750	
b. Total Fringe Benefits		\$243,659	\$104,046	\$51,668	\$0	\$47,838	\$7,232	\$454,444	30.12%
	Total Salary & Fringe	\$629,956	\$237,246	\$122,348	\$0	\$96,820	\$17,896	\$1,104,266	73.20%
c. Direct Costs									
CONTRACTUAL- AUDIT	131100	\$0	\$22,000	\$0	\$0	\$0	\$0	\$22,000	
CONTRACTUAL- LEGAL FEES	131600	\$0	\$13,337	\$0	\$7,400	\$0	\$0	\$20,737	
JANITORIAL	132100	\$2,621	\$1,056	\$528	\$528	\$0	\$0	\$4,733	
ADVERTISING	133100	\$800	\$0	\$0	\$0	\$0	\$0	\$800	
INFO. TECH Records Mgmt	134216	\$300	\$0	\$0	\$0	\$0	\$0	\$300	
FINGER-PRINT EXPENSE	290000	\$0	\$0	\$0	\$149	\$0	\$0	\$149	
POSTAGE	210000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	
TELEPHONE	221000	\$2,454	\$1,090	\$545	\$545	\$0	\$0	\$4,634	
CELLULAR PHONES	221100	\$6,930	\$0	\$0	\$0	\$0	\$0	\$6,930	
PRINTING	230000	\$1,675	\$0	\$0	\$0	\$325	\$0	\$2,000	
TRAVEL	261300	\$9,496	\$5,756	\$3,120	\$0	\$0	\$0	\$18,372	
CONFERENCES		\$903	\$604	\$0	\$0	\$0	\$0	\$1,507	
UTILITIES	271000	\$6,651	\$2,680	\$1,340	\$1,340	\$0	\$0	\$12,011	
OFFICE SUPPLIES	341018	\$4,868	\$1,979	\$0	\$0	\$0	\$0	\$6,847	
EDUCATIONAL MATERIALS	341039	\$200	\$0	\$0	\$0	\$0	\$0	\$200	
SUBSCRIPTIONS/DUES (LICENSE)	461009	\$0	\$0	\$0	\$175	\$0	\$0	\$175	
RENT- EQUIPMENT (COPIER)	442000	\$2,100	\$0	\$0	\$0	\$0	\$0	\$2,100	
HR ASSESSMENT FEE (Per FTE)		\$2,109	\$938	\$469	\$468	\$0	\$0	\$3,984	
COMPUTER	new positon	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000	
c. Total Direct Cost		\$45,107	\$49,440	\$6,002	\$0	\$10,605	\$325	\$111,479	7.39%
d. Indirect Cost									
Indirect cost will offset purchasing, finance, information									
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)		\$107,093						\$107,093	
Indirect Cost - In Kind					\$185,759			\$185,759	
d. Total Indirect Cost - 26.52%		\$107,093	\$0	\$0	\$185,759	\$0	\$0	\$292,851	19.41%
Project Total:		\$782,156	\$286,686	\$128,350	\$185,759	\$107,425	\$18,221	\$1,508,596	100.00%
19/20 budget		\$660,677	\$282,122	\$118,581	\$190,023	\$108,841	\$19,177	\$1,379,422	

B. Approve Licenses for 2 New Children’s Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
After School Kicks	3461 66th Avenue North Pinellas Park 33781	Jalaz Enterprises LLC	School Age Center	100	School Age
LSF Title One Center	2489 25th Street South St. Petersburg 33712	Lutheran Services Florida, Inc.	Day Nursery	80	3 Years through 6 Years

C. Approve Licenses for 3 New Family Child Care Homes and No New Large Family Child Care Homes

Recommended Action: Approve

Provider Name	Address	Capacity
Katrina Jenkins	624 13 th Ave, S St. Petersburg 33701	8
Lynn Ferry	3862 21 st Ave N St. Petersburg 33713	8
Monica Ferraez	4951 94 th Ave N Pinellas Park 33782	8

D. Approve & Set Dates for 2021 PCLB Board Meetings

- **March 24, 2021, 6:30 pm**
- **June 23, 2021, 1:30 pm**
- **September 22, 2021, 6:30 pm**
- **November 17, 2021, 1:30 pm**

IV. Executive Director’s Report - To Be Presented

V. Information Items
A. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET REPORT
10/01/19 - 09/30/20 (FY1920)

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amendment 1	Amendment 2	Amended BUDGET	3 Pay Periods			3 Pay Periods			3 Pay periods			SEPTEMBER Actual	ALL FUNDS SPENT 3/31/2020			
					OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL			JULY ACTUAL	AUGUST ACTUAL	SEPTEMBER ACTUAL
TOTAL SALARIES	600,330	0	733	601,063	29,657.96	46,430.14	45,533.67	67,452.95	44,956.96	44,950.80	43,496.03	43,965.97	64,817.01	43,211.36	43,211.34	43,211.36	19,460.32	580,355.87
FICAMEDICARE	45,925	0	640	46,565	2,268.83	3,544.75	3,483.32	5,160.15	3,439.21	3,438.74	3,327.45	3,363.40	4,958.50	3,305.67	3,305.67	3,305.67	1,488.71	44,390.06
RETIREMENT	49,587	0	1,756	51,344	2,512.03	3,924.71	3,856.71	5,713.26	3,807.85	3,807.33	3,684.11	3,723.92	5,820.58	4,321.14	4,321.14	1,699.00	4,568.17	51,759.95
HEALTHLIFE/DIS	291,424	0	10,292	301,716	15,559.34	24,510.12	25,357.17	25,225.14	24,855.37	24,855.50	24,855.54	25,027.95	35,013.80	12,070.51	23,402.53	23,402.52	10,535.72	294,671.21
TOTAL FRINGE BENEFITS	386,936	0	12,688	399,624	20,340.20	31,979.57	32,697.20	36,098.56	32,102.43	32,101.57	31,867.10	32,115.26	45,792.88	19,697.32	31,029.34	28,407.19	16,592.60	390,821.22
TOTAL SALARY AND BENEFITS	987,266	0	13,421	1,000,687	49,998.16	78,409.71	78,230.87	103,551.51	77,059.39	77,052.37	75,363.13	76,081.23	110,609.89	62,908.68	74,240.68	71,618.55	36,052.91	971,177.08
TELEPHONE	5,008	0	251	5,259	570.48	717.68	397.33	0.00	397.41	(51.28)	397.43	397.35	794.84	0.00	0.00	810.91	1,016.46	5,448.61
CELLULAR PHONES	6,468	(700)	2,000	7,768	526.51	556.44	517.94	521.95	0.00	516.89	1,079.88	0.00	1,477.22	821.81	0.00	872.39	872.39	7,763.42
AIR CARDS	0	0	0	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	0.00	0.00
POSTAGE	2,000	(400)	0	1,600	8.09	12.99	563.09	0.00	0.00	0.00	471.12	427.67	0.00	5.99	0.00	0.00	0.00	1,488.95
PRINTING	3,000	5,950	(4,700)	4,250	153.73	0.00	1,475.00	0.00	463.65	1,857.00	0.00	0.00	0.00	0.00	0.00	229.70	0.00	4,179.08
TRAVEL	21,254	(3,050)	(6,611)	11,593	0.00	838.36	386.25	2,462.15	929.12	1,558.37	1,060.86	248.74	667.90	501.94	368.89	728.89	1,080.41	10,831.88
EDUCATIONAL MATERIALS	2,700	0	(2,700)	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	0.00	0.00
OFFICE SUPPLIES	8,928	(2,000)	(500)	6,428	429.21	737.04	590.45	515.47	96.24	416.73	122.45	585.56	467.84	772.39	451.44	281.90	612.80	6,079.52
INFO. TECHNOLOGY	300	0	0	300	0.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	0.00	25.00	25.00	25.00	25.00	275.00
RENT- EQUIPMENT (COPIER)	2,100	0	0	2,100	155.76	0.00	350.49	150.18	0.00	139.43	419.84	0.00	116.56	273.53	0.00	228.65	145.31	1,979.75
SUBSCRIPTIONS/DUES	175	0	0	175	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
EQUIPMENT - COMPUTERS	0	0	0	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	0.00	0.00
CONTRACTUAL- Audit	21,100	0	(100)	21,000	0.00	0.00	0.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00
CONTRACTUAL- Legal Fees	23,237	0	(3,250)	19,987	4,074.00	504.00	294.00	903.00	525.00	1,890.00	168.00	0.00	3,675.00	1,239.00	819.00	2,898.00	1,470.00	18,459.00
CONTRACTUAL- Advertising	650	325	0	975	144.28	0.00	112.50	0.00	163.50	0.00	222.00	0.00	0.00	0.00	176.25	0.00	0.00	818.53
CONTRACTUAL- Janitorial	6,059	(400)	(250)	5,409	400.18	400.18	400.18	400.18	400.18	400.18	400.18	400.18	400.18	400.18	394.38	394.38	394.38	5,184.94
UTILITIES	12,734	0	(1,300)	11,434	3.24	859.05	791.33	1,002.46	812.65	1,001.72	817.40	1,069.23	764.96	873.01	869.70	1,071.12	1,118.06	11,053.93
FINGERPRINT	75	0	38	113	0.00	37.25	0.00	0.00	0.00	0.00	0.00	74.50	0.00	0.00	0.00	0.00	0.00	111.75
HR ASSESSMENT FEE	4,104	275	492	4,871	1,111.46	0.00	0.00	0.00	0.00	1,086.46	0.00	1,086.46	0.00	0.00	0.00	240.24	780.79	4,305.41
MISCELLANEOUS	0	0	0	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	0.00	0.00
TOTAL OPERATING	119,891	0	(16,630)	103,261	7,751.94	4,687.99	5,903.56	26,980.39	3,812.75	8,840.50	5,184.16	4,314.69	8,364.50	4,912.85	3,104.66	7,781.18	7,515.60	99,154.77
ADMIN. COST- FDOH In-Kind	170,102	0	2,398	172,500	8,580.60	13,603.84	13,434.10	17,561.03	13,163.32	13,161.43	12,713.45	12,903.89	18,384.85	12,447.16	14,823.58	14,486.11	8,612.56	173,875.92
ADMIN. COST JWB 17%	91,721	0	811	92,532	4,678.91	7,190.42	7,312.73	9,900.83	7,272.83	7,272.86	7,272.85	7,272.85	10,948.90	6,343.66	7,352.11	6,906.35	2,156.44	91,881.74
TOTAL ADMIN. COST	238,452	0	3,209	265,032	13,259.51	20,794.26	20,746.83	27,461.86	20,436.15	20,434.29	19,986.30	20,176.74	29,333.74	18,790.82	22,175.69	21,392.46	10,769.01	265,757.66
ALL FUND TOTAL EXPENSES	1,345,609	0	(9)	1,368,980	71,009.62	103,891.96	104,881.26	157,993.75	101,308.29	106,327.16	100,533.59	100,572.67	148,308.13	86,612.35	99,521.03	100,792.19	54,337.52	1,336,089.51
REVENUE SOURCES (Received)																		
JWB	660,021			660,021	33,670.95	50,881.43	52,423.22	70,276.39	51,561.57	51,954.85	52,336.61	52,236.62	76,875.95	44,708.64	51,724.85	49,384.07	117,962.60	755,997.74
DCF	282,121			282,121	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FDOH	122,139			122,139	5,888.62	9,361.56	9,191.74	15,759.63	9,427.55	9,404.43	9,623.85	9,261.55	13,957.30	7,957.16	9,272.18	9,272.17	4,939.64	123,317.37
FDOH In-Kind	170,102			170,102	8,580.60	13,603.84	13,434.10	17,561.03	16,662.90	13,039.10	12,713.45	12,903.89	18,384.85	12,447.16	14,823.58	14,486.11	8,612.56	177,253.17
LB FEES & FINES	111,669			111,669	10,449.00	4,567.00	9,551.00	10,933.00	6,548.00	11,758.00	10,771.00	6,173.00	7,460.00	6,927.00	8,266.00	9,644.00	50.00	103,097.00
FUND BALANCE	22,927			22,927	824.88	2,275.44	1,476.78	144.17	531.27	1,857.00	0.00	547.61	0.00	5.99	0.00	0.00	0.00	7,663.14
ALL FUND TOTAL REVENUE	1,368,979			1,368,979	59,414.06	80,689.27	86,076.84	114,674.21	84,731.28	88,013.38	85,444.91	81,122.67	116,678.09	72,045.94	84,086.61	82,786.35	131,564.79	1,167,328.42

B. Statistical Report Regarding Licensing Activities

**Statistical Report
October 2020**

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	251	1786	21	250	253	22390	115	18669	3	213	10	417
1. Temporary Permits 1st Time TP	2	14			1	41						
2. Capacity Change - current licenses New capacity began	0					103						
3. Closed - # with capacity	-2	-16	-1	-12	-1	-104						
4. Corrections - from previous reports Explain below*												
Total Capacity	251	1784	20	238	253	22430	115	18669	3	213	10	417
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	271	251	20	381	131							
Total Capacity	2022	1784	238	41729	2395							

1. Licensing					
a. Pre-licensing inspections	2			0	
b. - e. Inspections/ Re-checks	73			144	
f. TA/Consultation	2			17	
g. Unlicensed care investigations	1			0	
h. Children's Records (only)				2	
i. Renewal licenses issued	17			33	
2. Enforcement					
a. Complaints	3			10	
b. Fines administered	4			5	
c. Conferences	0			0	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	0			1	
b. Number of hours	0			4	
4. Training Taken					
a. Number of trainings	0			0	
b. Number of hours	0			0	
5. Health Inspections					
a. Food				105	

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

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
A Circle of Children	2	Daily Attendance: attendance accuracy was not documented at transitions	8/11/2020	\$60.00	\$60.00	8/18/2020
Celebrity Kids Club Too	2	Outdoor Equipment not maintained in a safe manner	8/27/2020	\$50.00	\$50.00	9/4/2020
Kids Corner	3	Personnel: Inservice training not completed timely	9/30/2020	\$25.00	\$25.00	10/20/2020
YMCA Frontier	3	No MOD start date within 90 days of employment	10/12/2020	\$25.00	\$25.00	10/29/2020
Kinder Care 216	3	No MOD start date within 90 days of employment	10/15/2020	\$25.00	\$ 25.00	10/30/2020
Kinder Care 216	2	2 staff missing correct documentation of Level 2 screening	10/15/2020	\$50.00	\$50.00	10/30/2020
Montessori by the Sea	2	Medication log did not have complete information	10/21/2020	\$50.00	\$50.00	10/26/2020
YMCA Lealman Preschool	2	Adult-child ratio was not maintained	10/28/2020	\$50.00	\$50.00	10/28/2020

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Amons, Michelle	1	Unauthorized Person left with Children:	7/27/2020	\$500	\$500	8/11/2020
Powell, Patricia	2	Hazardous Products: A toxic substance (spray cleaner) was accessible to children in care.	9/8/2020	\$50	\$50	9/18/2020
Powell, Patricia	2	Outdoor Play Space (Fence): The outdoor play area that required fencing was not safe due to a gap between gate and home, nails protruding, disrepair.	9/8/2020	\$50	\$50	9/18/2020
Hearns-Brown, Gwen	2	Daily Attendance: Daily attendance was not maintained to account for all children in. There was no record for the children listed on the Supplemental Form for 9/18/20.	9/18/2020	\$50	\$50	10/1/2020
Hoch, Meagan	2	Toxic/Hazardous Materials: Toxic substances and/or hazardous materials were accessible to children in care	9/21/2020	\$50	\$50	10/5/2020
Harry, Dorothy	2	Daily Attendance: Daily attendance was not maintained to account for all children in care on 9/21/20.	9/23/2020	\$50	\$50	9/29/2020

3. 100 Percent Compliant Inspections in Children's Centers

August	September	October
Oakhurst Learning Center	Skycrest CDC	R'Club Seminole
The Sprout Academy Pinellas Park	Southwest Preschool	Bay Pines
Happy Days	First Baptist Preschool	Anona CDC
Robert's Rec Center	Boys and Girls Wood Valley	Little Lambs
Rosie's I	St. Pete Beach Rec Center	Plato Seminole
Youth Enrichment Skyview	R'Club Walsingham	R'Club Ridgecrest
Dunedin Academy	Boys and Girls Royal	Boys & Girls Pinellas Park
	Bayfront CDC	R'Club Breeden
	R'Club Lakewood	First Lutheran School
	Boys and Girls Northside	R'Club Cross Bayou
	Palm Harbor Montessori	Tampa Bay Turners
	Precious People	YMCA Bear Creek
	The Ohana Preschool	Happy Workers
	Boys and Girls Tarpon Springs	Imagination Station
	Cops and Kids	Jump Start
	Kinder Care LC 1046	R'Club High Point
		Guiding Inspirations
		Lake Vista Rec Center
		R'Club Bay Vista
		Admiral Farragut
		Southside Parent
		Barlow
		Lake Tarpon Learning Center W
		Little People's Place
		LSF Dunedin
		R'Club Gateway
		LSF High Point
		Highland Rec Center
		Ponce de Leon R'Club

4. 100 Percent Compliant Inspections in Family Child Care Homes

August	September	October
Theresa Falzone	Terri Brown	Cindy Barnes
Mara DeLa Torre	Althea Chin-Neath	Monica Ferraez
Cristy O'Donnell	Michelle Pugh	Deanna Reyome
Linda Bingham	Mary Cabarris	Anita Rodrigues
Tammy Desaulniers	Pamela Hinson	Tamsen Baker
Linda Hoskinson	Beverly Simmons	Katrina Jenkins
Barbara Smith	Hania Lux	Cynthia Sumter
Kristina Booker-Deveny	Shanoah Washington-Davis	Vanessa Lawson
Sharon Hart	Darlyn Smith	LaFonte Hunter-Davis
Gwen Roberts	Kim Kinnecom	Stephanie Singletary
Barbara Streeter	Mitzi Webb	Beverly Anderson
Barbara McNeill	Geraldine Parker	Melissa Collie
Velma Mondy	Dianne Day	Natalie Szawranskyj
Kellie Smith	Ellen Myers	Kathleen Pero
Betty Brown	Lynn Gibson	Claire Burns
	Melissa Jones	Irene Wilson-Giroir
	Barbara Johnson	Kathleen Schmitt
	Lynn Ferry	Victoria Talbot
	Karen Quackenbush	Veronica Mack
	Sonya Anderson	Sharleen Gamble
	Katrina Asima	Julia Mercedes-Blythe
	Lenora Alexander	Dawn Porcelli
	Kendra Alexander	Stephanie Meacham
	Judy Jones	Martha Bowman
	Jannie Small	Shrieka Hollis
		Shutonda Smith
		Diane De La Cruz
		Rosa Levy
		Evelyn Kendrick

5. Closed Centers and Homes

Closed Centers

August

Center Name	Reason
Shore Acres Rec Center	Construction – redistributed participants to other programs
Krieger Early Childhood Center	Low Enrollment – operator decision
First Christian Preschool	Church Board Decision due to COVID 19
HEP	Lost agency that ran program

September

Center Name	Reason
NONE	

October

Center Name	Reason
Community Preschool	Lost funder

Closed Homes

Name	Date Closed	Reason
Mitzi Webb	8/3/20	Reg Home to a Large Home
Kristin Young	8/21/20	Accepted outside employment
Geneva Humphrey	8/27/20	Reg Home to a Large Home
Mattie Morgan	8/28/20	Retired
Name	Date Closed	Reason
Ashley Wade	9/1/20	Moved out of state
Maureen Dietz	9/21/20	personnel
Diane McNair	9/22/20	personnel
Blondell Woods	9/29/20	Moving out of state
Christina Benincasa	9/29/20	Accepted outside employment
Name	Date Closed	Reason
Amber Britner	10/22/20	Opening a center
Yolanda Johnson	10/26/20	Accepted outside employment
Carolyn Johnson	10/29/20	Deceased

V. Public Comment

VII. Staff Anniversaries

2020 Staff Anniversaries (4th Quarter)

October
Mary Jane Elder – 14 years

November
Faith Bornoff – 3 years
Jorie Massarsky – 16 years

December
Paula Boardman -- 2 years

VIII. Upcoming Meeting Dates

- **March 24, 2021, 6:30 pm**
- **June 23, 2021, 1:30 pm**
- **September 22, 2021, 6:30 pm**
- **November 17, 2021, 1:30 pm**

IX. Adjournment