

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

**VIRTUAL REGULAR MEETING
August 26, 2020 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

II. Consent Agenda

- A. Minutes from Virtual Board Meeting on April 22, 2020

III. Action Items

- A. Approve Program Budget for FY 21
- B. Approve Budget Amendment for FY 20
- C. Approve JWB FY 21 (OPROV21) Proposed Performance Measures & Special Conditions and Geography – Attachments
- D. Approve Thirteenth Interlocal Agreement
- E. Approve Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for October 1, 2020 – June 30, 2021
- F. Selection of Auditor for FY 19-20 – Attachments
- G. Approve Licenses for 5 New Children's Centers
- H. Approve Licenses for 3 New Family Child Care Homes & No New Large Family Child Care Homes

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

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. Minutes from Virtual Board Meeting on April 22, 2020

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

**VIRTUAL REGULAR BOARD MEETING
VIA ZOOM**

April 22, 2020 at 1:30 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, April 22, 2020 to begin at 1:30 pm via Zoom.

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

Board Members Absent: None

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present: Lynn Bittner; Nancy McGreevy; Shelia Haugabook

Advisory Committee Members Absent: Richard French; Elizabeth Krakowski; Ann Martinelli; Cynthia Sumter

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 1:30 pm and welcomed everyone. She performed roll call and asked that Board members say "present" when they heard their name. All Board members were present except Commissioner Peters, who arrived a few minutes later. Ms. Flynn stated we have a quorum and can proceed. She then stated that we are meeting remotely due Executive Order 20-69 by Governor DeSantis, which suspends the requirement of the Sunshine Law to have all meetings in a specific public place and to require a quorum to be present in person. Ms. Flynn said that all materials are on the pclb.org website. Ground rules for the meeting are as follows: The Chair introduces each Board Item and will ask each Board member by name to vote. She asked everyone to speak clearly because there is a slight delay and to use *9 by phone or use the Raise Your Hand feature on Zoom to speak. Mr. Mikurak thanked everyone for attending during this time and that people have concerns for their families and children but it's important to continue operating.

II. Consent Agenda

- A. Mr. Mikurak asked if anyone wanted to comment on the items on Consent Agenda. There were no comments.

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

III. Action Items

A. Approve Budget Amendment

Ms. Gilley reported this was the first amendment for this fiscal year. Some items were moved because postage and printing cost more than we budgeted for, due to the fact that PRIDE, our usual print vendor, had a security breach and was not operational. Our postage was more than anticipated due to the mailing of new regulations.

Motion: Mr. Feeney made a motion to approve the Budget Amendment. Ms. Duvé seconded the motion. There were no public comments. The motion was approved unanimously.

B. Renewal Agreement for Continued Representation of PCLB by Johnson Pope Bokor Ruppel & Burns, LLP for July 1 - September 30, 2020

Ms. Flynn clarified that even though her letter states her firm has represented PCLB since 2012, it has actually been since 2008.

Motion: Mr. Mikurak made a motion to approve the Renewal Agreement with Johnson Pope Bokor Ruppel & Burns for July 1-September 30, 2020. Commissioner Peters seconded the motion. There were no public comments. The motion was approved unanimously.

C. Approve Licenses for 4 New Children's Centers

Ms. Massarsky stated we have 4 Centers to license at this time and 3 of them are new. She stated that staff was very proud to license our first karate center.

Motion: Ms. Fernandez made a motion to approve the 4 new Children's Centers. Ms. Gibson seconded the motion. There was no public comment. The motion passed unanimously.

D. Approve Licenses for 2 New Family Child Care Homes (No New Large Family Child Care Homes)

Ms. Oliver reported that both Family Child Care Homes had excellent inspections and we recommend them for licensure.

Motion: Ms. Gibson made a motion to approve the 2 new Family Child Care Homes. Ms. Ralston seconded the motion. There were not public comments. The motion passed unanimously.

IV. Executive Director's Report

Ms. Bornoff reported that the majority of the PCLB staff has been teleworking. This week, DCF approved limiting inspections. Department of Health allows meeting by Skype, which we have already done. Currently, there are 281 open Family Child Care Homes. Out of 387 Child Care Centers, 75% are currently closed. The big topic at the moment is playground closures for Centers. Children can have fresh air by using their outdoor play space but they cannot use playground equipment. Ms. Bornoff asked if anyone had questions.

Ms. Gibson commented that she had two phone calls from providers asking why we are issuing provisional licenses for fire drills. Ms. Bornoff replied, it's not for fire drills, it's for fire inspections because fire marshals in some cities are not currently doing inspections.

Ms. Ralston commented that we still do have centers open and that Child Care Licensing has been spot-on helping all providers and keeping everyone informed.

V. Information Items

A. Monthly Financial Report - No Comment

B. Statistical Report Regarding Licensing Activities - No Comment

C. Compliance Reports - No Comment

1. Children's Centers Fine Report - No Comment

2. Family Child Care Homes Fine Report - No Comment

3. 100 Percent Compliant Inspections in Children's Centers - No Comment

4. 100 Percent Compliant Inspections in Family Child Care Homes - No Comment

5. Closed Centers and Homes - No Comment

VI. Public Comment

No Public Comment

VII. Staff Anniversaries

Lisa Zacharia is having her third anniversary with PCLB in June.

Additional Board Comments Prior to Adjournment:

Ms. Gibson commented that she was excited to see no fines in Homes at this time.

Mr. Mikurak asked how well prepared we are and what we need to do once the pandemic has passed. What do we do so children are safe and we're sure the staff has items like toilet paper and sanitation supplies?

Commissioner Peters stated that ELC is having a drive for food, paper products and cleaning/sanitation supplies for Centers and Homes.

Mr. Mikurak commented that closed Centers in schools concern him the most. Ms. Bornoff explained there are currently 5 emergency Centers open in the County.

Commissioner Peters commented that she serves on the ELC Board. She got Big Storm Brewery to donate sanitizer and advised all to contact her if any providers need more and she will request it from them.

Mr. Mikurak said we need to stay on top of this and that schools need to make sure children are protected from other microorganisms. He asked if there were any more questions. There were none.

VIII. Adjournment

Commissioner Peters made a motion to adjourn. Ms. Ralston seconded the motion and it passed unanimously. Meeting was adjourned at 2:00 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items
 A. Approve Program Budget for FY21

Version 3.2				Pinellas County Health Department Pinellas County Licensing Board October 1, 2020- September 30, 2021				7/22/2020				
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				18.25	\$375,880	\$129,321	\$68,621	\$0	\$47,555	\$10,353	\$631,730	42.64%
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%		\$28,755	\$9,893	\$5,249		\$3,638	\$792	\$48,327		
RETIREMENT		10.00%		\$37,588	\$12,932	\$6,862		\$4,755	\$1,035	\$63,173		
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods		VAR		\$175,478	\$80,536	\$39,193		\$39,193	\$5,350	\$339,750		
b. Total Fringe Benefits				\$241,821	\$103,361	\$51,305	\$0	\$47,586	\$7,177	\$451,250	30.46%	
Total Salary & Fringe				\$617,701	\$232,682	\$119,926	\$0	\$95,141	\$17,531	\$1,082,980	73.09%	
Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fees	Fund Bal.	Revised Total	% Budget	
c. Direct Costs												
CONTRACTUAL- AUDIT		131100		\$6,470	\$15,530	\$0		\$0	\$0	\$22,000		
CONTRACTUAL- LEGAL FEES		131600		\$0	\$13,337	\$0		\$7,400	\$0	\$20,737		
JANITORIAL		132100		\$2,621	\$1,056	\$528		\$528	\$0	\$4,733		
ADVERTISING		133100		\$800	\$0	\$0		\$0	\$0	\$800		
INFO. TECH Records Mgmt		134216		\$300	\$0	\$0		\$0	\$0	\$300		
FINGER-PRINT EXPENSE		290000		\$0	\$0	\$0		\$149	\$0	\$149		
POSTAGE		210000		\$1,000	\$0	\$0		\$0	\$0	\$1,000		
TELEPHONE		221000		\$2,454	\$1,090	\$545		\$545	\$0	\$4,634		
CELLULAR PHONES		221100		\$0	\$6,930	\$0		\$0	\$0	\$6,930		
PRINTING		230000		\$1,675	\$0	\$0		\$0	\$325	\$2,000		
TRAVEL		261300		\$9,496	\$5,756	\$3,120		\$0	\$0	\$18,372		
CONFERENCES				\$903	\$604	\$0		\$0	\$0	\$1,507		
UTILITIES		271000		\$6,651	\$2,680	\$1,340		\$1,340	\$0	\$12,011		
OFFICE SUPPLIES		341018		\$5,328	\$1,519	\$0		\$0	\$0	\$6,847		
EDUCATIONAL MATERIALS		341039		\$200	\$0	\$0		\$0	\$0	\$200		
SUBSCRIPTIONS/DUES (LICENSE)		461009		\$0	\$0	\$0		\$175	\$0	\$175		
RENT- EQUIPMENT (COPIER)		442000		\$2,100	\$0	\$0		\$0	\$0	\$2,100		
HR ASSESSMENT FEE (Per FTE)				\$2,109	\$938	\$469		\$469	\$0	\$3,985		
COMPUTER			new position	\$3,000						\$3,000		
c. Total Direct Cost				\$45,107	\$49,440	\$6,002	\$0	\$10,606	\$325	\$111,480	7.52%	
d. Indirect Cost												
Indirect cost will offset purchasing, finance, information technology.												
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$105,009						\$105,009		
Indirect Cost - In Kind							\$182,197			\$182,197		
d. Total Indirect Cost - 26.52%				\$105,009	\$0	\$0	\$182,197	\$0	\$0	\$287,206	19.38%	
Project Total:				\$767,817	\$282,122	\$125,928	\$182,197	\$105,747	\$17,856	\$1,481,667	100.00%	
19/20 budget				\$660,677	\$282,122	\$118,581	\$190,023	\$108,841	\$19,177	\$1,379,422		

B. Approve Budget Amendment for FY 20

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
TOTAL SALARIES	600,330	0	733	601,063
FICA/MEDICARE	45,925	0	640	46,565
RETIREMENT	49,587	0	1,756	51,344
HEALTH/LIFE/DIS	291,424	0	10,292	301,716
TOTAL FRINGE BENEFITS	386,936	0	12,688	399,624
TOTAL SALARY AND BENEFITS	987,266	0	13,421	1,000,687
TELEPHONE	5,008	0	251	5,259
CELLULAR PHONES	6,468	(700)	2,000	7,768
AIR CARDS	0	0	0	0
POSTAGE	2,000	500	(900)	1,600
PRINTING	3,000	5,000	(3,750)	4,250
TRAVEL	21,254	(3,000)	(6,661)	11,593
EDUCATIONAL MATERIALS	2,700	0	(2,700)	0
OFFICE SUPPLIES	8,928	(2,000)	(500)	6,428
INFO. TECHNOLOGY	300	0	0	300
RENT- EQUIPMENT (COPIER)	2,100	0	0	2,100
SUBSCRIPTIONS/DUES	175	0	0	175
EQUIPMENT - COMPUTERS	0	0	0	0
CONTRACTUAL- Audit	21,100	0	(100)	21,000
CONTRACTUAL- Legal Fees	23,237	0	(3,250)	19,987
CONTRACTUAL- Advertising	650	325	0	975
CONTRACTUAL-Janitorial	6,059	(400)	(250)	5,409
UTILITIES	12,734	0	(1,300)	11,434
FINGERPRINT	75	0	38	113
HR ASSESSMENT FEE	4,104	275	492	4,871
MISCELLANEOUS	0	0	0	0
TOTAL OPERATING	119,891	0	(16,630)	103,261
ADMIN. COST- FDOH In-Kind	170,102	0	2,398	172,500
ADMIN. COST JW B 17%	91,721	0	811	92,532
TOTAL ADMIN. COST	261,823	0	3,209	265,032
ALL FUND TOTAL EXPENSES	1,368,980	0	(0)	1,368,980

*Cost of cell phones has increased during COVID response, due to responding to forwarded calls from desk phones.

*Increase in fingerprinting cost due to timing of completion of 5 year rescreen.

*Increase in HR Assessment Fee due to actual cost increase over estimated costs.

*Multiple expense lines reduced (significantly Travel) due to fluctuation in costs due to COVID response and restrictions.

*Salary and fringe increased to better match actual expenses to estimated costs.

C. Approve JW B FY 21 (OPROV21) Proposed Performance Measures & Special Conditions and Geography – Attachments

D. Approve Thirteenth Interlocal Agreement

THIRTEENTH AMENDMENT TO INTERLOCAL AGREEMENT

This Amendment is made and entered into this _____ day of _____, 2020, by and between THE FLORIDA DEPARTMENT of HEALTH, providing services in Pinellas County, a political subdivision of the State of Florida, hereinafter referred to as "DOH Pinellas" and the PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES, an independent special district, hereinafter referred to as the "BOARD."

WITNESSETH:

WHEREAS, the DOH Pinellas and the BOARD entered into an agreement August 22, 2007, pursuant to Florida Statutes, section 163.01, for the provision of administrative support by DOH Pinellas to the BOARD in furtherance of the BOARD'S responsibility for licensing, regulating, and monitoring child care in Pinellas County. The term of the original agreement was October 1, 2007, through September 30, 2008.

WHEREAS, subsequent Amendments to the Interlocal Agreement were entered into between DOH Pinellas and the BOARD which extended the agreement through September 30, 2020;

WHEREAS, Section 8 of the Agreement permits modification by mutual written agreement by the parties; and

NOW THEREFORE, the parties agree that the Agreement is amended as follows:

1. The agreement shall be extended through September 30, 2021.
2. The BOARD is authorized to negotiate a new or amended Interlocal agreement due to the COUNTY'S withholding consent in October 2008 for the County Attorney to represent the BOARD and the BOARD'S resulting and continuing obligation to retain its own counsel at its own expense.
3. Except as changed or modified herein, all provisions and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties herein have executed this THIRTEENTH Amendment to the INTERLOCAL AGREEMENT this _____ day of _____, 2020, by:

Pinellas County License Board

Florida Department of Health



 Ulyee Choe, DO
 Pinellas County Health Department Director

 Michael G. Mikurak
 PCLB Board Chairperson

Dated: _____

Dated: 8/12/2020

Approved as to form:

 Colleen M. Flynn, Esq.
 Counsel for the PCLB

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



**JOHNSON
POPE
BOKOR
RUPPEL &
BURNS, LLP**

COUNSELORS AT LAW

TAMPA ■ CLEARWATER ■ ST. PETERSBURG

Colleen M. Flynn
911 CHESTNUT STREET
CLEARWATER, FLORIDA 33756
POST OFFICE BOX 1368
CLEARWATER, FLORIDA 33757-1368
TELEPHONE: (727) 461-1818

FILE NO. 050234.123191

April 3, 2020

PERSONAL AND CONFIDENTIAL

Faith Bornoff, Executive Director
Pinellas County License Board
PC Health Department
8751 Ulmerton Road, Suite 2000
Largo, FL 33771-3832

Re: Renewal Agreement for Continued Representation of PCLB

Dear Ms. Bornoff:

This letter will confirm our firm's agreement to continue representing the Pinellas County License Board ("PCLB") under the terms of the initial Representation Agreement dated August 20, 2012, with respect to general matters including representing the Board of Directors and providing representation at the Board of Directors meetings as well as license prosecutions and other general matters for PCLB. Unless you and our firm agree in writing otherwise, our representation will be limited to the matters described in this paragraph. It is our understanding that a Purchase Order will be issued to Johnson Pope to provide legal services to PCLB. This Agreement may be terminated at any time by either party in writing.

Although it is impossible at this time to specify the exact nature, extent, and difficulty of the contemplated services and time involved, we will exert our best efforts at all times to represent your interests and rights.

Although my normal rate is \$355 per hour, our fees will be based upon the discounted hourly rate for attorney time of \$210 per hour. Legal assistants' time is now billed at the hourly rate of \$85 to \$215, depending upon the legal assistant involved. The firm charges for all time expended by professionals, legal and administrative assistants in connection with a client's matter, including intra-office and telephone conferences and time spent out of the office on behalf of a client.

In addition to the payment of the firm's fees, clients are responsible for all out-of-pocket expenses, such as filing fees, publication fees, messenger service, and other costs that we may be required to advance on the client's behalf in connection with the representation. Additionally, if it becomes necessary for us to incur overtime expenses for staff or employ temporary help in the course of our representation in this matter, you will be responsible for such expenses.



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Unless a different payment arrangement is described above, we bill clients for fees and costs on a monthly basis. Invoices will be paid in accordance with F.S. 215.422.


You have the right to terminate our representation at any time, and our firm has the same right, subject to an obligation to give you reasonable notice to arrange alternative representation. Upon conclusion of our representation and after receipt of payment for all billed services and disbursements, we will return to you all documents or other matters furnished to us during the course of our representation. All other materials in our file will be retained by us as our work product.

It is the philosophy of the firm to render our clients prompt, efficient legal services consistent with the highest standards of legal excellence and to keep our clients at all times fully and completely informed as to the status of their matters.

To signify your acceptance of the foregoing terms and conditions of representation, I ask that you sign and date the enclosed copy of this letter in the places indicated, and that you return it to me in the envelope provided. We appreciate your bringing this matter to our attention for representation and look forward to working with you.

Very truly yours,

JOHNSON, POPE, BOKOR,
RUPPEL & BURNS, LLP

By: 
Colleen M. Flynn

CMF:cap

Accepted and Agreed To:

Pinellas County License Board

Date: April 22, 2020

By: 
Its: Board Chair

F. Selection of Auditor for FY 19-20 - Attachments

**G. Approve Licenses for 5 New Children’s Centers
Recommended Action: Approve**

Center Name	Address	Owner	Category	Capacity	Age
Elisa Nelson Elementary - R'Club Child Care, Inc.	415 15th Street Palm Harbor 34683	R'Club Child Care, Inc.	School Age Center	140	School Age
New Horizons Preschool and Learning Center	241 Omaha Street Palm Harbor 34683	Focus Ten Care IV LLC	Day Nursery	75 Including 10 Infants	1 Year through 6 Years and School Age
Next Level Nation Academy Preschool	845 Woodlawn Street Clearwater 33756	Next Level Nation Academy LLC	Day Nursery	35	3 Years through 6 Years and School Age
The French American School of Tampa Bay	2100 62nd Avenue North St. Petersburg 33702	The French American School of Tampa Bay, LLC	Day Nursery	43	3 Years through 6 Years and School Age
The Stepping Stone Daycare #2	1170 Court Street Clearwater 33756	The Stepping Stone Daycare LLC	Day Nursery	10	1 Year through 2 Years

**H. Approve Licenses for 3 New Family Child Care Homes and No New Large Family Child Care Homes
Recommended Action: Approve**

Provider Name	Address	Capacity
Dario Barcenas	1628 Harvard St., Clearwater 33755	8
Stephanie Daniel	311 Cork St., Largo 33770	7
Juleana Francis	8337 Artisan Way, Seminole 33777	8

IV. Executive Director’s Report - To Be Presented

B. Statistical Report Regarding Licensing Activities

Statistical Report for July 2020												
	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	254	1802	19	226	254	22005	115	18695	3	213	10	417
1. Temporary Permits 1st Time TP	6	41			1	86	1	57				
2. Capacity Change - current licenses New capacity began						313						
3. Closed - # with capacity	-4	-26										
4. Corrections - from previous reports Explain below*												
Total Capacity	256	1817	19	226	255	22404	116	18752	3	213	10	417

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	275	256	19	384	128
Total Capacity	2043	1817	226	41786	2325
1. Licensing					
a. Pre-licensing inspections	8			4	
b. - e. Inspections/ Re-checks	52			67	
f. TA/Consultation	3			15	
g. Unlicensed care investigations	2			0	
h. Children's Records (only)				5	
i. Renewal licenses issued	18			29	
2. Enforcement					
a. Complaints	3			12	
b. Fines administered	4			8	
c. Conferences	1			2	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	1			1	
b. Number of hours	3			4	
4. Training Taken					
a. Number of trainings	0				
b. Number of hours	0				
5. Health Inspections					
a. Food				0	

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

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
YMCA Lealman Preschool Academy	1S	Physical Discipline was used that resulted in a child having a dislocated elbow	4/6/2020	\$500.00	\$500.00	4/14/2020
Next Level Nation	3	Personnel: no 40 clock hour training start	4/8/2020	\$25.00	\$25.00	4/15/2020
Next Level Nation	3	Safety Precaution Training not completed	4/8/2020	\$25.00	\$25.00	4/15/2020
Next Level Nation	2	Electrical Outlets not covered	4/8/2020	\$50.00	\$50.00	4/15/2020
Next Level Nation	3	Resilient Surface not maintained	4/8/2020	\$25.00	\$25.00	4/15/2020
Discovery LC	1S	Physical Discipline was used that resulted in bruising to a child's arm	4/21/2020	\$500.00	\$500.00	4/28/2020
Discovery LC	2	Behavior Detrimental to the Progress of a Child	4/21/2020	\$50.00	\$50.00	4/28/2020
The Learning Experience-Clearwater	1S	Physical Discipline was used on a 1 year old when her thigh was slapped	6/2/2020	\$250.00	\$250.00	6/18/2020
Magnolia Day School-South St. Pete	2	Discipline was used that not constructive or age appropriate	6/5/2020	\$50.00	\$50.00	6/23/2020
R'Club ELA @US 19	2	diapering sink in 1s classroom was above 110 degrees	6/8/2020	\$50.00	\$50.00	6/19/2020
Bay Vista LC	2	Medication- there was no medication form with required information	6/9/2020	\$50.00	\$50.00	6/12/2020
Happy Corners	3	Staff was not trained on the exposure control plan	6/15/2020	\$25.00	\$25.00	6/15/2020
Little Ones	2	Refrigerator temperatures were not maintained within acceptable area	6/18/2020	\$50.00	\$50.00	6/30/2020
Little Ones	3	Chr- an expired immunization	6/18/2020	\$25.00	\$25.00	6/30/2020
Kids World	2	Daily Attendance: accuracy of attendance not documented at transition	6/23/2020	\$50.00	\$50.00	6/24/2020
Kiddin' Around	1S	Physical Discipline- a teacher dragged a child across the floor leaving scratch marks under his arms	7/6/2020	\$500.00	\$500.00	7/14/2020
R'Club ASI	2	Supervision -a child wandered into an empty classroom	7/24/2020	\$60.00	\$60.00	8/3/2020
The Learning Tree of Education	1S	Physical Discipline-children were made to touch their toes as a form of discipline	7/29/2020	\$500.00	\$500.00	8/4/2020
North Bay Church Christian Academy	3	Chr: one expired Student Health Exam	7/30/2020	\$25.00		
North Bay Church Christian Academy	3	Transportation Log not completed correctly	7/30/2020	\$25.00		
The Stepping Stone Daycare #2	3	Personnel: 5 year employment check incomplete	7/31/2020	\$25.00	\$25.00	8/4/2020
The Stepping Stone Daycare #2	2	Outdoor Play Space-tripping hazard	7/31/2020	\$50.00	\$50.00	8/4/2020
The Stepping Stone Daycare #2	3	Chr-incomplete Child Enrollment Form	7/31/2020	\$30.00	\$30.00	8/4/2020
Roberts Recreation Center	1S	Supervision - a child was left at a swimming facility for 6 minutes without staff awareness	8/5/2020	\$250.00	\$250.00	8/6/2020
Romper Room	3	Staff did not complete Exposure Control Plan refresher timely	8/6/2020	\$25.00		

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Parmar, Asha	2	Daily Attendance: Licensing Specialist observed the attendance and 2 children were not marked in.	7/7/2020	\$50	\$50	7/7/2020
Parmar, Asha	2	Hazardous Products: Licensing Specialist observed hazardous products in the bathroom drawer.	7/7/2020	\$50	\$50	7/7/2020
Parmar, Asha	2	Pool: The pool was green licensing specialist could not see the bottom of pool.	7/7/2020	\$50	\$50	7/7/2020

3. 100 Percent Compliant Inspections in Children's Centers

April	May	June	July
Plato Seminole	Plato Clearwater	Seminole United Methodist Acad.	Next Level Nation
R'Club ELA Breedon	The Learning Center	The Sprout Academy-Seminole	Brilliant Little Minds
Speer YMCA Preschool	Rosie's III	Bardmoor YMCA Preschool	Little Learning Preschool
Child Guidance and Fam	Cornerstone Preschool	Growing Room Enrichment	Gingerbread Carillon
My Little Sunshines	St. Pete Primary Prep	The Stepping Stone #2	Accelerated Learning
	Plato Pinellas Park	R'Club ELA ASI	The Learning Tree of Education
	PCC Christian Playgroup	St. Pete Prep	Learning Adventures
	My Friends Learning Center	Early Explorations	New Horizons Preschool
	Plato North	Academy of Learning	
	Precious Angels	Angels at Play	
		Jump Start	
		Oak Crest Preschool	
		Curlew Learning Center	
		The Sprout Academy-Montessori	
		Little People's Place	
		The Sprout Academy-St. Pete	
		iDiscover	

4. 100 Percent Compliant Inspections in Family Child Care Homes

April		May		June		July
Leah Robertson		Julie Diersing		Maxine Williams-Salter		Christine Lawson
Christina Benincasa		Patrica Jones		Andi McLaren-Bell		Stephanie Daniels
Doreen Baker		Donna Owens		Felicia Mills		Dario Barcenas
Martha Bowman		Diane Pinta		Christina Jackson		Heidi Buck
Cynthia Sumter		Veronica Mack		Carrie Gonzalez		Deborah Hamilton
Evelyn Kendrick		Kathleen Schmitt		Lori Wells		Kay Chinkan
Victoria Talbot		Irma Maxwell		Mary Cabarris		Lori Gavitt
Darlene Madden		Iona Green		Michelle Amons		Susan Fernandez
Kathleen Pero		Mary Kelley		Annie Latimer		Sheronica Stubbs
Lisa Marie Christoph		Mary Ann Archuleta		Kimberly Jackson		Claudia Cuervo
Stephanie Singletary		Teresa Koppie		Betty Butler		Josette Matos
Beverly Anderson		Melissa Collie		Doris Bostick		Shoneka Byrd
Natalie Szawranskyj		Merlita Jones		Neisha Cohen		Samantha Scott
Alissa Campbell		Emilia Massion-Torres		Tamara Beard-Ball		Aida Diaz
Diane Koenigsaecker				Waleska Jimenez		Christine Phillips
Irene Wilson-Giroir				Donna Lindsey		Kimberly Boykins
Tamsen Baker				Odalys Tamayo		Barbara Edwards
Peggy Robinson				Judy Drayton		Shendoria Middlebrooks
Maribel Collazo				Christine F. Phillips		
				Lucille Jerger		
				June Moody*		
				Imaani Bilal		
				Anna Denise Precourt		
				Mimoza Naci		
				Jeanie Runkle		
				Deanna Reyome		
				Lisa Gable		
				Kimberly Ryder		
				Monica Ferraez		

5. Closed Centers and Homes

Closed Centers

April

Center Name	Reason
Mt. Zion Child Care	Low Enrollment - Operator Decision

May

Center Name	Reason
Lad N Lass	Low Enrollment – Operator Decision
The Learning Experience – Palm Harbor	Low Enrollment – Operator Decision

June

Center Name	Reason
Son Light Learning Center	Low Enrollment -Operator Decision
The French American Non-Public Program	Combined with Licensed program
First Friends	Low Enrollment – Operator Decision

July-None

Closed Homes

Name	Date Closed-April	Reason
Sonya Anderson	4/1/20	Moving, plans to reopen
Eunice Matuknauth	4/1/20	retire
Tanya Knighton	4/3/20	Retire
Terri Brown	4/8/20	Moved, plans to reopen
Yvonne McTier	4/21/20	deceased
Brittney Fobbs	4/24/20	retire
Evie Cole	4/24/20	personal
Melissa Brewer	4/30/20	Moving out of state
Name	Date Closed-May	Reason
Christen Lake	5/26/20	personal
Angelena Bethune	5/29/20	Moving out of county
Kristi Moser	5/29/20	Personal
Name	Date Closed-June	Reason
Jackie Morris	6/5/20	retired
Marcia Stewart	6/11/20	retired
Shirley Bauknight	6/22/20	retired
Maribel Collazo	6/25/20	Moved, plans to reopen
Name	Date Closed-July	Reason
Tiffany Bell	7/9/20	Moved, plans to reopen
Diane Koenigsaecker	7/16/20	Moved out of county
Coretha Kelly	7/20/20	Moved out of county
Sherrie Cousineau	7/27/20	Accepted job outside of home
Shanoah Washington-Davis	7/30/20	Moved, plans to reopen

VI. Public Comment

VII. Staff Anniversaries

2020 Staff Anniversaries (3rd Quarter)

July
Chris Grybauskas – 11 years
Michelle Leland – 5 years

August
Priscilla Brown-Ireson – 6 years
Hope Williams – 14 years
Maria Villarreal – 15 years

September
None

VIII. Upcoming Meeting Dates

- November 18th, 1:30 pm

IX. Adjournment