

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

**REGULAR MEETING
March 24, 2021 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 Board Meeting on November 18, 2020

III. Action Items

A. Increases/Additions to Regulations (Attachment)

1. Increase fee for Children's Center License.
2. To add a new regulation providing for a fee for a non-mandatory preliminary inspection of a possible location for a Children's Center.
3. To add a new regulation providing for a fee for filing a petition for a variance or waiver for Children's Centers.
4. To add a new regulation requiring a Children's Center Director who has not been a Director in Pinellas County within the previous 12 months, to attend the License Board's "Pinellas Director Basics" training within 90 days of hire as a Director in Pinellas County.
5. To increase the fee for Family Child Care License.
6. To increase fee for Large Family Child Care License.
7. To add a new regulation requiring attendance at the License Board's "Prospective Provider Training," if the applicant has not been a licensed Family Child Care Home Operator in Pinellas County in the past two years.
8. To add a new regulation providing for a fee for filing a petition for a variance or waiver for Family Child Care Homes.
9. To add a new regulation providing for a fee to add overnight care at any time other than initial license or a renewal license for a Family Child Care Home.

B. Accept & Approve Audit Presentation by Dana Powell, Thomas Howell Ferguson (by Phone)

C. Approve Licenses for 2 New Children's Centers

D. Approve Licenses for 4 New Family Child Care Homes (No New Large 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 3.

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 Board Meeting on November 18, 2020

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

REGULAR BOARD MEETING FOR BOARD MEMBERS VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE AND PUBLIC November 18, 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 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, November 18, 2020, at 8751 Ulmerton Road, Largo, Florida, to begin at 1:30 pm.

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

Board Members Absent: Celeste Fernandez

Ex-Officio Member Present: Brandy Downing

Advisory Committee Members Present Virtually: Lynn Bittner; Richard French; Shelia Haugabook; Elizabeth Krakowski; Nancy McGreevy

Advisory Committee Members Absent: Ann Martinelli; Cynthia Sumter

Attorney Present: Colleen Flynn, Esq.

Staff Members Present: Faith Bornoff, Executive Director; Julie Oliver, Supervisor, Family Child Care Homes

Staff Members Attending Virtually: Jorie Massarsky, Supervisor, Children's Centers; Lisa Zacharia, Administrative Secretary; Victoria Gilley, General Services Manager; Ivy Than Huynh, Contract Administrator

I. Call to Order

Mr. Mikurak called the meeting to order at 1:38 pm. He stated that we have a quorum and asked if we have any announcements. There were none.

II. Consent Agenda

A. Minutes from Virtual Board Meeting on August 26, 2020

Motion: Ms. Duvé made a motion to approve the minutes from the Virtual Board Meeting on August 26, 2020. Ms. Gibson seconded the motion it passed unanimously.

III. Action Items

A. Approve Proposed Amendment I

Ms. Gilley stated the reason for the Amendment is that JWB will no longer cover audit costs for their funded programs. Ms. Bornoff reported that we had to submit our budget to DOH prior to the JWB budget year since both are on different funding calendars. Ms. Gilley added that the audit amount that was covered under JWB is now covered under DCF and in doing so, we had to rearrange some of the other expenses, but the total is the

same. Cell phones and office supplies have been moved to the JWB portion of the budget. Mr. Mikurak asked if there were any comments from Advisory Board or public but there were none.

Motion: Ms. Duvé made a motion to approve Proposed Amendment 1. Commissioner Peters seconded the motion and it passed unanimously.

B. Approve Licenses for 2 New Children’s Centers

Ms. Massarsky stated that we are presenting 2 centers for full licensure and both are brand new. One of them resulted from an unlicensed care investigation, which is a win for the good guys. Both centers are doing very well and we feel confident recommending them for full licensure. Mr. Mikurak asked if the Advisory Committee or public had any questions or comments but there were none.

Motion: Ms. Ralston made a motion to approve licenses for 2 the new Children’s Centers. Mr. Feeney seconded the motion and it passed unanimously.

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

Ms. Oliver stated that the 3 homes are all doing excellent and have had almost all 100% inspections. We feel confident recommending them for full licensure.

Motion: Ms. Gibson made a motion to approve licenses for 3 new Family Child Care Homes. Commissioner Peters seconded the motion and it passed unanimously. Mr. Mikurak asked for comments from Board and Advisory and public. There were none.

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

Ms. Bornoff explained we have two evening meetings per year to accommodate providers. Some meetings may be a little closer together or further apart, which is due to license expiration dates being dates approved by our Board. Mr. Mikurak asked for a motion and comments from Advisory Committee and public. There were none.

Motion: Mr. Feeney made a motion to approve and set Board dates for 2021. Ms. Gibson seconded the motion and it passed unanimously.

IV. Executive Director’s Report

Ms. Bornoff stated that our staff has returned to all on-site inspections unless the center or home is closed but needs a remote inspection to keep the license current. We did have some centers on provisional licenses because they were closed at the time of the inspection. Also, the Fire Marshall has been behind on inspections, so some centers had to receive a provisional license until the fire inspection could be completed. These are special circumstances, and due to the pandemic, have been approved by DCF. Our field staff is primarily working from home and coming into the office one day per week so that we don’t have everyone in the office at the same time. Priscilla, our Homes Clerk that supports Julie Oliver, has been working since May in the Contact Tracing Department of DOH. Everybody has been pitching in but Julie is still carrying most of the burden related to Priscilla’s absence. We may be hiring a temporary person until Priscilla is able to come back. Our other Clerk and Administrative Secretary are still in the office every day so that all clerical and customer service needs are met.

The Classification Summaries are the platform used by our inspectors that allows them to assign a number to a violation. When the last round of regulations was approved, the Classification Summaries were in the process of going to DCF. Due to COVID-19, the expected rollout scheduled for October 2020 was delayed. The appropriate information has been sent to DCF and we anticipate working with the central office soon to get these released and ready for use.

Ms. Lillie Williams-Banks has retired and we had a wonderful drive-through send-off for her. We are in the hiring process for her replacement and have identified a potential candidate who we have sent to HR. We are hoping that person can start on November 30th. The CCLP staff members have been team players since Lillie's departure, ensuring her caseload is taken care of.

Our field staff has noticed providers in Pinellas County going above and beyond during these trying times. The emotional toll is difficult for people entrusted with caring for children and adults. I have seen lots of partnerships forming and it's nice to know when times are tough, our early learning community comes together. Ms. Duvé thanked Ms. Bornoff for 'keeping the ship running,' and Mr. Mikurak stated, "we all thank you."

V. Information Items

Mr. Mikurak asked if anyone had questions regarding the Information Items. Ms. Ralston asked if we require Centers to report a COVID case if an inspector was on site and what would happen if an inspector tested positive. Ms. Bornoff stated Centers and Homes are required to call Epidemiology to report a COVID-19 case. If an inspector were to test positive, Epidemiology would utilize the contact tracing protocol to trace any potential risks to those centers/homes the inspector had visited. Any Center or Home found to have experienced the potential for a high-risk exposure would be notified directly. Mr. Mikurak asked if the Board or Advisory Committee or public had any comments and there were none.

VI. Public Comment

There was no Public Comment.

VII. Staff Anniversaries

Ms. Bornoff reported that we have a few staff anniversaries in the 4th quarter. Mary Jane Elder had her 14th anniversary in October; Ms. Bornoff has been here for three years; Jorie Massarsky had her 16-year anniversary; and Paula Boardman will have her 2nd anniversary in December.

Mr. Mikurak asked if there was any other business. Ms. Duvé asked to have her home phone number removed from the Board roster, which was done the day after the Board meeting.

VIII. Upcoming Meeting Dates

No comments were made since 2021 Board meeting dates were approved during Action Items.

IX. Adjournment

Meeting was adjourned at 1:57 pm.

Respectfully submitted,

Celeste Fernandez, Secretary

III. Action Items (Attachment)

A. Increases/Additions to Regulations

1. To increase fee for Children’s Center License
2. To add a new regulation providing for a fee for a non-mandatory preliminary inspection of a possible location for a Children’s Center.
3. To add a new regulation providing for a fee for filing a Petition for a Variance or Waiver for Children’s Centers.
4. To add a new regulation requiring a Children’s Center Director who has not been a Director in Pinellas County within the previous 12 months, to attend the License Board’s “Pinellas Director Basics” training within 90 days of hire as a Director in Pinellas County.
5. To increase the fee for Family Child Care License.
6. To increase fee for Large Family Child Care License.
7. To add a new regulation requiring attendance at the License Board “Prospective Provider” training if the applicant has not been a licensed Family Child Care Home Operator in Pinellas County in the past two years.
8. To add a new regulation providing for a fee for filing a Petition for a Variance or Waiver for Family Child Care Homes.
9. To add a new regulation providing for a fee to add overnight care at any time other than initial license or a renewal license for a Family Child Care Home.

B. Accept & Approve Audit Presentation by Dana Powell, Thomas Howell Ferguson (by Phone)

C. Approve Licenses for 2 New Children’s Centers

Recommended Action: Approve

Center Name	Address	Owner	Category	Capacity	Age
Jump Start Preschool, Inc.	1901 62nd Avenue South St. Petersburg 33712	Jump Start Preschool, Inc.	Day Nursery	59 including 5 Infants	1 Year through 6 Years and School Age
Southwest Preschool	13120 Vonn Road Largo 33774	City of Largo	Day Nursery	15	3 Years through 6 Years

D. Approve Licenses for 4 New Family Child Care Homes (No New Large Homes)

Recommended Action: Approve

Provider Name	Address	Capacity
Jacqueline Hilton	1112 Kingsley St., Clearwater, FL 33756	5
Mary Cabarris	4671 21 st Ave. S., St. Petersburg, FL 33711	8
Carrie Roundtree-Sanders	629 51 st Ave. S., St. Petersburg, FL 33705	8
Asha Hiten Parmar	4200 14 th Lane NE, St. Petersburg, FL 33703	8

IV. Executive Director’s Report - To Be Presented

V. Information Items
A. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET
REPORT 10/01/20 - 09/30/21 (FY2021)

ALL FUND SUMMARY

ACCOUNT	ANNUAL	Amendment 1	Amendment 2	Amended BUDGET	OCTOBER	NOVEMBER	DECEMBER	3 Pay Periods JANUARY	FEBRUARY	MARCH	APRIL	MAY	3 Pay periods JUNE
	BUDGET				ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
TOTAL SALARIES	631,731	0	(53)	631,678	24,458.63	43,219.70	65,274.11	43,711.80	43,845.97	43,711.80	43,711.80	43,711.80	43,711.80
FICA/MEDICARE	48,327	0	(0)	48,327	1,871.09	3,306.31	4,993.47	3,343.95	3,354.22	3,343.95	3,343.95	3,343.95	3,343.95
RETIREMENT	63,173	0	0	63,173	2,445.86	4,321.97	6,527.41	4,371.18	4,384.60	4,371.18	4,371.18	4,371.18	4,371.18
HEALTH/LIFE/DIS	339,751	0	1	339,752	12,883.77	21,789.05	23,498.08	24,818.26	24,818.23	21,789.05	21,789.05	21,789.05	21,789.05
TOTAL FRINGE BENEFITS	451,251	0	1	451,252	17,200.72	29,417.33	35,018.96	32,533.39	32,557.04	29,504.18	29,504.18	29,504.18	29,504.18
TOTAL SALARY AND BENEFITS	1,082,982	0	(52)	1,082,931	41,659.35	72,637.03	100,293.07	76,245.19	76,403.01	73,215.98	73,215.98	73,215.98	73,215.98
TELEPHONE	4,634	0	0	4,634	0.16	369.72	369.72	282.60	0.00	0.00	0.00	0.00	0.00
CELLULAR PHONES	6,930	0	0	6,930	0.00	0.00	0.00	0.00	3,462.74	0.00	0.00	0.00	0.00
AIR CARDS	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POSTAGE	1,000	0	0	1,000	0.00	0.00	67.83	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING	2,000	0	0	2,000	0.00	0.00	876.10	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	18,372	0	0	18,372	49.39	875.74	901.10	1,004.34	761.82	0.00	0.00	0.00	0.00
EDUCATIONAL MATERIALS	200	0	0	200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES	6,847	0	0	6,847	806.93	401.22	635.98	605.96	338.67	0.00	0.00	0.00	0.00
INFO. TECHNOLOGY	300	0	0	300	0.00	25.00	25.00	112.12	25.00	0.00	0.00	0.00	0.00
RENT- EQUIPMENT (COPIER)	2,100	0	0	2,100	0.00	134.16	0.00	252.75	131.42	0.00	0.00	0.00	0.00
SUBSCRIPTIONS/DUES	175	0	0	175	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT - COMPUTERS	3,000	0	0	3,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Audit	22,000	0	0	22,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Legal Fees	20,737	0	0	20,737	0.00	336.00	1,995.00	777.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Advertising	800	0	0	800	0.00	0.00	108.25	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Janitorial	4,733	0	0	4,733	0.00	394.38	394.38	394.38	394.38	0.00	0.00	0.00	0.00
UTILITIES	12,011	0	0	12,011	0.76	1,061.78	825.45	1,059.39	816.80	0.00	0.00	0.00	0.00
FINGERPRINT	149	0	0	149	0.00	0.00	0.00	37.25	0.00	0.00	0.00	0.00	0.00
HR ASSESSMENT FEE	3,984	12	53	4,049	0.00	1,021.03	0.00	0.00	1,021.03	0.00	0.00	0.00	0.00
Misc/Conference	1,507	0	0	1,507	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING	111,479	12	53	111,544	1,032.24	4,619.03	6,198.81	4,525.79	6,951.86	0.00	0.00	0.00	0.00
ADMIN. COST- FDOH In- Kind	170,102	0	0	170,102	8,329.14	14,201.32	19,581.03	15,140.83	15,161.19	14,374.42	14,374.42	14,374.42	14,374.42
ADMIN. COST JWB 17%	91,721	0	0	91,721	4,127.01	7,517.16	10,406.60	7,656.48	7,683.31	7,517.16	7,517.16	7,517.16	7,517.16
TOTAL ADMIN. COST	238,452	0	0	261,823	12,456.15	21,718.47	29,987.63	22,797.31	22,844.50	21,891.58	21,891.58	21,891.58	21,891.58
ALL FUND TOTAL EXPENSES	1,432,913	12	1	1,456,297	55,147.73	98,974.53	136,479.50	103,568.29	106,199.37	95,107.56	95,107.56	95,107.56	95,107.56
REVENUE SOURCES (Received)													
JWB	767,817			767,817	29,044.40	53,778.53	74,602.03	55,162.63	58,517.30	51,735.72	51,735.72	51,735.72	51,735.72
DCF	282,121			282,121	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FDOH	122,139			122,139	5,193.42	10,004.23	13,317.06	10,168.28	10,066.06	9,457.82	9,457.82	9,457.82	9,457.82
FDOH In-Kind	170,102			170,102	8,329.14	14,201.32	19,581.03	15,140.83	15,161.19	14,374.42	14,374.42	14,374.42	14,374.42
LB FEES & FINES	111,669			111,669	9,125.00	5,475.00	11,030.00	6,566.00	0.00	0.00	0.00	0.00	0.00
FUND BALANCE	22,927			22,927	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALL FUND TOTAL REVENUE	1,476,775			1,476,775	51,691.96	83,459.08	118,530.12	87,037.74	83,744.56	75,567.97	75,567.97	75,567.97	75,567.97

**JULY-SEPTEMBER
CONTINUES ON NEXT PAGE**

ALL FUND SUMMARY

ACCOUNT	JULY ACTUAL	AUGUST ACTUAL	SEPTEMBER ACTUAL	SEPTEMBER Acruel	ALL FUNDS SPENT 3/31/2020	AVAILABLE BALANCE	% SPENT	PROJECTED and SPENT BALANCE	Lapse Factor as of 9/30/19
TOTAL SALARIES	65,567.70	43,711.80	43,711.80	21,855.90	570,204.61	61,473.49	90.27%	570,204.61	<u>61,473.49</u>
FICA/MEDICARE	5,015.93	3,343.95	3,343.95	1,671.98	43,620.65	4,706.68	90.26%	43,620.65	4,706.68
RETIREMENT	6,556.77	4,371.18	4,371.18	2,185.59	57,020.46	6,152.68	90.26%	57,020.46	6,152.68
HEALTH/LIFE/DIS	23,498.08	21,789.05	21,789.05	10,894.53	272,934.28	66,817.68	80.33%	272,934.28	66,817.68
TOTAL FRINGE BENEFITS	35,070.77	29,504.18	29,504.18	14,752.09	373,575.40	77,677.04	82.79%	373,575.40	<u>77,677.04</u>
TOTAL SALARY AND BENEFITS	100,638.47	73,215.98	73,215.98	36,607.99	943,780.01	139,150.53	87.15%	943,780.01	<u>139,150.53</u>
TELEPHONE	0.00	0.00	0.00	0.00	1,022.20	3,611.80	22.06%	1,022.20	3,611.80
CELLULAR PHONES	0.00	0.00	0.00	0.00	3,462.74	3,467.26	49.97%	3,462.74	3,467.26
AIR CARDS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
POSTAGE	0.00	0.00	0.00	0.00	67.83	932.17	6.78%	67.83	932.17
PRINTING	0.00	0.00	0.00	0.00	876.10	1,123.90	43.81%	876.10	1,123.90
TRAVEL	0.00	0.00	0.00	0.00	3,592.39	14,779.61	19.55%	3,592.39	14,779.61
EDUCATIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	200.00	0.00%	0.00	200.00
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	2,788.76	4,058.24	40.73%	2,788.76	4,058.24
INFO. TECHNOLOGY	0.00	0.00	0.00	0.00	187.12	112.88	62.37%	187.12	112.88
RENT- EQUIPMENT (COPIER)	0.00	0.00	0.00	0.00	518.33	1,581.67	24.68%	518.33	1,581.67
SUBSCRIPTIONS/DUES	0.00	0.00	0.00	0.00	175.00	0.00	100.00%	175.00	0.00
EQUIPMENT - COMPUTERS	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00%	0.00	3,000.00
CONTRACTUAL- Audit	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00%	0.00	22,000.00
CONTRACTUAL- Legal Fees	0.00	0.00	0.00	0.00	3,108.00	17,629.00	14.99%	3,108.00	17,629.00
CONTRACTUAL- Advertising	0.00	0.00	0.00	0.00	108.25	691.75	13.53%	108.25	691.75
CONTRACTUAL-Janitorial	0.00	0.00	0.00	0.00	1,577.52	3,155.48	33.33%	1,577.52	3,155.48
UTILITIES	0.00	0.00	0.00	0.00	3,764.18	8,246.83	31.34%	3,764.18	8,246.83
FINGERPRINT	0.00	0.00	0.00	0.00	37.25	111.75	25.00%	37.25	111.75
HR ASSESSMENT FEE	0.00	0.00	0.00	0.00	2,042.06	2,006.51	50.44%	2,042.06	2,006.51
Misc/Conference	0.00	0.00	0.00	0.00	0.00	1,507.00	0.00%	0.00	1,507.00
TOTAL OPERATING	0.00	0.00	0.00	0.00	23,327.73	88,215.85	20.91%	23,327.73	<u>88,215.85</u>
ADMIN. COST- FDOH In-Kind	19,684.30	14,374.42	14,352.46	7,187.21	185,509.59	(15,407.59)	109.06%	185,509.59	(15,407.59)
ADMIN. COST JWB 17%	10,406.60	7,517.16	7,517.16	3,758.58	96,658.67	(4,937.67)	105.38%	96,658.67	(4,937.67)
TOTAL ADMIN. COST	30,090.90	21,891.58	21,869.61	10,945.79	282,168.26	(20,345.26)	107.77%	282,168.26	<u>(20,345.26)</u>
ALL FUND TOTAL EXPENSES	130,729.38	95,107.56	95,085.60	47,553.78	1,249,275.99	207,021.11	85.78%	1,249,275.99	<u>207,021.11</u>
REVENUE SOURCES (Received)									
JWB	71,621.90	51,735.72	51,735.72	25,867.86	679,008.96	88,808.04	88.43%	679,008.96	88,808.04
DCF	0.00	0.00	0.00	0.00	0.00	282,121.00	0.00%	0.00	282,121.00
FDOH	12,867.30	9,457.82	9,457.82	4,728.91	123,092.22	(953.22)	100.78%	123,092.22	(953.22)
FDOH In-Kind	19,684.30	14,374.42	14,352.46	7,187.21	185,509.59	(15,407.59)	109.06%	185,509.59	(15,407.59)
LB FEES & FINES	0.00	0.00	0.00	50.00	32,246.00	79,423.00	28.88%	32,246.00	79,423.00
FUND BALANCE	0.00	0.00	0.00	0.00	0.00	22,927.00	0.00%	0.00	22,927.00
ALL FUND TOTAL REVENUE	104,173.50	75,567.97	75,546.00	37,833.98	1,019,856.77	456,918.23	69.06%	1,019,856.77	<u>456,918.23</u>

B. Statistical Report Regarding Licensing Activities

Statistical Report - February 2021

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	245	1740	22	262	250	22321	117	18785	3	213	10	417
1. Temporary Permits 1st Time TP	4	32					2	126				
2. Capacity Change - current licenses New capacity began						29						
3. Closed - # with capacity	-2	-16										
4. Corrections - from previous reports Explain below*												
Total Capacity	247	1756	22	262	250	22350	119	18911	3	213	10	417
Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers							
Total Number	269	247	22	382	131							
Total Capacity	2018	1756	262	41891	2493							
1. Licensing												
a. Pre-licensing inspections	2			3								
b. - e. Inspections/ Re-checks	66			119	including 8	Middle Schools						
f. TA/Consultation	5			10								
g. Unlicensed care investigations	3			1								
h. Children's Records (only)				2								
i. Renewal licenses issued	21			39								
2. Enforcement												
a. Complaints	5			12								
b. Fines administered	4			10								
c. Conferences	1			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			1								
b. Number of hours	0			2								
5. Health Inspections												
a. Food				96								

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

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
YMCA Lake St. George	1S	Allegation not reported to Abuse Hotline timely	11/4/2020	\$100.00	\$100.00	11/9/2020
TLE-CLW	3	CHR-incomplete information	11/6/2020	\$25.00	\$25.00	12/1/2020
Young Achievers	1S	Child transported without age appropriate restraint	11/16/2020	\$500.00	\$500.00	11/19/2020
Young Achievers	2	Daily Attendance-inaccurate recording	11/16/2020	\$50.00	\$50.00	11/19/2020
Young Achievers	2	Daily Attendance-accuracy of attendance not verified at transition	11/16/2020	\$50.00	\$50.00	11/19/2020
Young Achievers	2	Daily Attendance-closing not completed	11/16/2020	\$50.00	\$50.00	11/19/2020
Young Achievers	3	Personnel- incomplete 5-year employment history check	11/16/2020	\$25.00	\$25.00	11/19/2020
Kinder Care 216	3	Staff has not started DCF 40 clock hours within 90 days	11/23/2020	\$25.00	\$25.00	12/14/2020
Walsingham Wee	3	CHR-Emergency Medical Release incomplete	11/23/2020	\$25.00	\$25.00	12/11/2020
Walsingham Wee	3	CHR-incomplete enrollment forms	11/23/2020	\$25.00	\$25.00	12/11/2020
Walsingham Wee	3	CHR-expired immunizations	11/23/2020	\$25.00	\$25.00	12/11/2020
Walsingham Wee	3	Outdoor play space-ant piles	11/23/2020	\$25.00	\$25.00	12/11/2020
The Nicholas Vosotos Kimberly Home	3	Personnel-expired Acknowledgement Forms	11/30/2020	\$25.00	\$25.00	12/17/2020
Ascension	3	CHR- expired Immunization Records	12/7/2020	\$25.00	\$25.00	12/14/2020
Discovery LC	2	Expired Fire Inspection	12/7/2020	\$50.00	\$50.00	12/16/2020
Dunedin Kinder Academy	1S	Disqualified Individual on premises while children were in care	12/8/2020	\$500.00	Center Closed	
Dunedin Kinder Academy	2	Unscreened individual on the premises while children were in care	12/8/2020	\$50.00	Center Closed	
Artz 4 Life	2	Driver did not have CPR course with correct type of assessment	12/9/2020	\$50.00	\$50.00	1/6/2021
Kidz World	2	Daily Attendance: Attendance accuracy was not verified during transition	12/11/2020	\$60.00	\$60.00	12/17/2020

Children's Centers Fine Report-Continued

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Belleair Montessori Academy	3	CHR-incomplete Child Enrollment Form	1/21/2021	\$25.00	25.00	1/21/2021
Camelot School	2	Fencing was not 4 feet in height in all places	1/22/2021	\$50.00	50.00	1/22/2021
Lealman YMCA Preschool	3	Required Infant/Toddler training was not begun within 90 days of being in an infant classroom	1/27/2021	\$25.00	25.00	2/8/2021
YMCA - Lynch	2	Daily Attendance: Transitions were not documented	2/1/2021	\$50.00	50.00	2/1/2021
Romper Room	2	Outdoor play space was not maintained safe	2/9/2020	\$50.00	50.00	2/9/2021
Kinder Care 531	3	Personnel: Expired Acknowledgement Forms	2/11/2021	\$25.00	25.00	2/25/2021
Kinder Care 531	3	CHR-incomplete Child Enrollment Form	2/11/2021	\$25.00	25.00	2/25/2021
Kinder Care 531	3	Exposure Control Plan training not completed timely	2/11/2021	\$25.00	25.00	2/25/2021
Westchester Academy	2	Premises: Outlets not covered	2/10/2021	\$60.00	60.00	3/2/2021
Westchester Academy	2	Standing water in a classroom under a sink posed a moderate safety deficiency	2/10/2021	\$50.00	50.00	3/3/2021
Alpha & Omega LC	2	Hot water above 110 degrees in diapering area of 1's classroom	2/11/2021	\$50.00	50.00	2/19/2021
A Circle of Children	3	CHR-incomplete Child Enrollment Form	2/22/2021	\$25.00		
R'Club Lealman	3	CHR-expired Immunization Records	2/24/2021	\$25.00		

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Duke, Diana	2	Daily Attendance: A child was not marked out as having left the home day care on 1/14/21.	1/19/2021	\$50	\$50	1/21/2021
Tamayo, Odalis	1	Supervision: A 22-month old child was able to get out of the yard through a broken gate latch. The child was found by bystanders in the street.	2/5/2021	\$500	Payment Plan \$200	2/12/2021
Slettvet, Ashlie	1	Supervision: An unscreened individual was left alone with children.	2/16/2021	\$500	Payment Plan \$100	2/19/2020
Slettvet, Ashlie	2	Safety, Health & Sanitation: There was no safety plug in an unused electrical outlet.	2/16/2021	\$50		
Ibtisam Issa	2	Facility Records: Daily attendance was not maintained to account for all the children in care.	2/22/2021	\$50	\$50	2/22/2021

3. 100 Percent Compliant Inspections in Children's Centers

November	December	January	February
Plato Clearwater	Faith Community Preschool	Tot Tenders	Oakhurst LC
Plato Largo	R'Club Nina Harris	Learning Empowered McCabe	Southwest Preschool
The Learning Center	YMCA Belleair	YMCA Melrose	Green Acres
Belcher Academy	Growing Room Enrichment	YMCA Westgate	Happy Days
R'Club Bardmoor	Espiritu Santo	Walter Fuller Rec Center	R'Club New Heights
LSF Clearwater	R'Club ASI	Plato Tarpon	R'Club Sandy Lane
LSF Heidi Greenslade	St. Pete Prep	Union Academy NFC	Allendale
LSF Los Caminos	The Experiential School	Ms. Susie's LC	Rosie's I
Kids Connection	Academy of Learning	R'Club 74th	R'Club Skyview
R'Club Shore Acres	City of Gulfport Rec	Gingerbread Carillon	Youth Enrichment Skyview
St. Paul (NP)	Sunshine Preschool		R'Club Walsingham
YMCA North Shore	YMCA Northwest		Jump Start Preschool
PCC Christian Playgroup	YMCA Curlew Creek		YMCA Perkins
Pasadena Church Preschool	YMCA Tarpon Fundamental		Boys and Girls Northside
R'Club Gulfport	The Sprout Montessori		JW Cate Rec Center
R'Club Madeira Beach	Dunedin Montessori		Divine Academy
R'Club James Sanderlin	Curlew Learning Center		Stars and Comets
R'Club Whitney	The Sprout St. Petersburg		The Robin's Nest
Starling #1	R'Club Blanton		Cops N Kids
Little Pals	The Growing Place		Oldsmar Christian
St. Patrick's Catholic School			Bright Beginnings ELC
Campbell Park Rec			Mattie Williams NFC
St. Jude ECC			The Rainbow Garden
YMCA Azalea			YMCA Safety Harbor
Child's Park Rec			A Child's Place
Precious Angels			Northside Christian
Elisa Nelson R'Club			
The Growing Tree			
Young Days			
LSF Tarpon Center			
YMCA Plumb			
Kiddie City			

4. 100 Percent Compliant Inspections in Family Child Care Homes

November	December	January	February
Cathleen Schmidt	Lisa Gable	Maria De La Torre	Cindy Barnes
Karen Eidys	Kimberly Ryder	Christine Lawson	Teresa Piper
LaQuetta Roberts	Tamika Elias	Andrea Gast	Asha Parmar
Lynda Johnson	Michelle Amons	Heidi Buck	Karen Trepanier
Filma Wallace	Mary Cabarris	Ronda Shults	Debra Alexander*
Yvonne Martin	Felicia Mills	Ariana Poloska	Sandy Garcia
Christine F. Phillips	Donna Johnson	Kay Chinkan	Melissa Jones
Mary Kelley	Dorothy Jenkins	Carrie Gonzalez	Cheryl Smith
Lisa Marie Cristoph	Kimberly Jackson	Tabree Fort	Grisel Mireand-Vasquez
Diane Pinta	Betty Butler	Lori Gavitt	Tammy Desaulniers
Teresa Koppie	Anna Denise Precourt	Penny Naples	Linda Bingham
Geneva Humphrey	June Moody*	Kathleen Sullivan	Darlyn Smith
Jacqueline Hunter*	Mimoza Naci	Shoneka Byrd	Robin Vasil
Kimberly Suthard	Dario Barcenas	Sharon Hart	Barbara McNeil
Bonnie Adams	Lori Wells	Josette Matos	Mitzi Webb
Irma Maxwell	Deborah Hamilton	Lisa Taddeo	Barbara Smith
Darlene Madden	DaVee Henderlong	Claudia Cuervo	Linda Hoskinson
Merlita Jones	Laurie Murphy	Christine Phillips	Laurae Evans
Tamara Beard-Ball	Imaani Bilial	Sheronica Stubbs	Maria Isabel Leon
Candy Merrell	Laura Karlhofer		Staci Colborn
Isabel Vera	Waleska Jimenez		Beverly Grant
Carmelita Tio	Donna Lindsey		Kristina Booker-Deveny
Julie Diersing	Theresa Falzone		Davina Collins
R. Rosengren	Katrina Asima		Gwendolyn Roberts
Vanessa Young	Zoraya Pacheco		Kimberly Boykins
Peggy Robinson	Aida Diaz		Shendoria Middlebrooks
Jessica Gannon	Odalys Cintra		Barbara Edwards
Susan Miller	Shirley Williams		Sheila Haugabook
	Karen Cuatt		Jannie Small
	Donna Owens		Sekinah Bethune
*Inactive Status	Lucile Jerger		
	Neshia Cohen		
	Judy Drayton		
	Monica Pittman*		

5. Closed Centers and Homes
Closed Centers

November	
Center Name	Reason
Dunedin Kinder Academy	Operator decision due to complaint investigation
December	
Center Name	Reason
Next Level Nation	Lease loss
January	
Center Name	Reason
Nonnie's Lil' Preschool	Change of Ownership
Ms. Susie's Learning Center	Low enrollment
Pauline Rivkind ECC	Decision not to re-open after COVID closure
February (N/A)	

Closed Homes

November-December-January-February		
Name	Date Closed	Reason
Shanoah Washington-Davis	11/9/20	Increased to a large home
Samantha Scott	11/24/20	Looking for job outside of home and selling home
Name	Date Closed	Reason
Annie Latimer	12-7-20	personnel
Sharlene Gamble	12/18/20	Moved out of state
Ruby Martin	12/28/20	Personnel reasons
Name	Date Closed	Reason
Donna Wiesner	1/4/21	retired
Christina Jackson	1/8/21	Working outside the home
Emila Massion-Torres	1/8/21	Increase to a large home
Name	Date Closed	Reason
Jessica Gannon	2/22/21	Moving
Sherrie Cousineau	2/25/21	Working outside the home

VI. Public Comment

VII. Staff Anniversaries

2021 Staff Anniversaries (1st Quarter)

January

Cindy Odette – 4 years
Elise Bishop – 4 years

February

Cindy Blakley – 13 years
Jorie Massarsky – 16 years

March

Kathi Merino – 6 years
Julie Oliver – 20 years
Debbie Hunt – 26 years

VIII. Upcoming Meeting Dates

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

IX. Adjournment