

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

**REGULAR MEETING
June 21, 2023, at 1:30 PM**

VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE

**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 March 22, 2023

III. Action Items

- A. Board Sitting as Audit Selection Committee per F.S. 218.391 - Approval of Factors for Evaluation of Audit Services Request for Proposal (RFP) and Authorize Public Announcement for RFP for Audit of FY 2022-2023**
- B. Approval of Budget Amendment FY 2022-2023**
- C. Approval of FY 2023-2024 Budget**
- D. Approval of renewed Johnson, Pope, Bokor Ruppel & Burns, LLP representation agreement for FY 2023-2024**
- E. Approval of the 16th Interlocal Agreement between DOH and PCLB**
- F. Approve Licenses for 3 Child Care Centers**
- G. Approve Licenses for 4 Family Child Care Homes and 1 Large Family Child Care Home**

IV. Executive Director's Report – To Be Presented

V. Information Items

- A. Update on Unlicensed Care – Verbal Update**
- B. Monthly Financial Report**
- C. Annual Financial Report**
- D. Statistical Report Regarding Licensing Activities**
- E. 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 2023 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 March 22, 2023

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

**March 22, 2023, at 6:30 PM
VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE**

**Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, Florida**

Unapproved Minutes

Our mission is to protect and promote the health, safety and mental development of children cared for in Children's Centers and Family Child Care Homes in Pinellas County.

The regular board meeting of the Pinellas County Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday March 22, 2023, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm

Board members present: Michael Mikurak, Dorothy Duvé, Commissioner Chris Latvala, Lynn Gibson, Jennifer Mekler, Dr. Susan Weber

Board Members absent:

Ex-Officio Member attending virtually: Brandy Downing

Advisory Committee Members present: Lynn Bittner, Cynthia Sumter

Advisory Committee Members attending virtually: Dan Berman, Shelia Haugabook,

Advisory Committee Members absent: Nancy McGreevy, Elizabeth Krak

Attorney Present:

Staff Members present: Faith Bornoff, Executive Director; Tammy Sharpe, Centers Supervisor; Julie Oliver, Homes Supervisor; Karen Kirouac, Administrative Secretary; Maria Villarreal, CCLP Specialist; Chris Grybauskas, CCLP Specialist; Michelle Leland, CCLP Specialist

Staff Members attending virtually: Kathi Merino, CCLP Specialist; Thanh Huynh (DOH); Deija Nevins, CCLP Specialist

Virtual Attendees: Dana Powell, phone number 727-642-9002, Yvonne Martin, Michelle Amons, Clarisse High, Kathleen Pero

I. Call to Order

A. Announcements & Welcome new Board Member Chris Latvala, Pinellas County Commissioner

Mr. Mikurak called the board meeting to order at 6:31pm, and welcomed Chris Latvala

II. Consent Agenda

A. Mr. Mikurak asked for a motion to accept the minutes from the Board Meeting on October 26, 2022

Motion: Commissioner Chris Latvala made a motion to accept the minutes from the board meeting on October 26, 2022

Second: Lynn Gibson seconded the motion

Opposed: none

Motion Carried: unanimously

III. Action Items

A. Approve FY22 Audit – Presented by Dana Powell with Thomason Howell & Ferguson

Ms. Powell thanked the board for having her. The audit went well, and they appreciate the responsiveness from management to their request of being provided timely and accurate information.

They issued an unmodified opinion on the financial statements this year. They did not note any deficiencies with internal control, or instances of non-compliance to rules, laws, contracts, or any grant agreements.

PCLB's total net position increased by \$89,142 (or 76%). Governmental activities revenue increased by \$96,353 (or 7%) and expenses increased by \$55,567 (4%) from the prior fiscal year.

Motion: Lynn Gibson made a motion to accept the FY21 Audit.

Second: Dorothy Duvé

Opposed: none

Motion Carried: unanimously

B. Approve Licenses for 9 child care centers

Ms. Sharpe stated that there are 9 new child care centers and all received good inspections. Note: Kiddin' Around Child Care changed their name to Bright Beginnings Early Learning Center – Michigan Boulevard. Ms. Sharpe says she is confident in recommending all these centers for licensure.

Motion: Dr. Susan Weber made a motion to approve these centers

Second: Lynn Gibson

Opposed: none

Motion Carried: unanimously

C. Approve Licenses for 3 Family Child Care Homes and 1 Large Family Child Care Home

Ms. Oliver stated that the homes have received good inspections and that she recommends the 3 Family Child Care Homes and 1 Large Home for full licensure.

Motion: Lynn Gibson made a motion to approve these homes

Second: Dr. Susan Weber

Opposed: none

Motion Carried: unanimously

Motion: Dr. Susan Weber made a motion to approve these centers

Second: Lynn Gibson

Opposed: none

Motion Carried: unanimously

IV. Executive Director's Report

Ms. Bornoff announced the retirement of Lisa Zacharia, and the hire of Karen Kirouac for that position. We will be posting the opening for the Senior Clerks for Homes. There are two positions open for inspectors/specialists. Interviews are currently underway.

The topic of infant ratios was brought up at the last board meeting, and staff was asked to respond to a public comment made. Staff still firmly believes the infant ratio should stay at 3 infants for every 1 adult for the safety of children and is the best practice for our county.

V. Informational Items

A. Financial Report

no comments

B. Update on Unlicensed Care

no comments

C. Monthly Financial Report

no comments

D. Statistical Report Regarding Licensing Activities

no comments

E. Compliance Reports

1. Children's Centers Fine Reports
2. Family Child Care Homes Fines Reports
3. 100% compliant inspections in Children's Centers
4. 100% compliant inspections in Family Child Care Homes
5. Closed Centers and Homes

Several comments and questions were asked about high dollar fines, why they happen and the process.

Mr. Latvala questioned if there is a way to know how many preliminaries are being done to see what is coming down the pipeline? Also questioned how many other homes and centers will be coming to board soon.

VI. Public Comment

Esther Santa Cordero gave a public comment stating that she would like to see Family Child Care Homes be able to watch 4 infants instead of 3. She would like to see the ratio increase.

Jennifer Hughes with Pinellas Early Educators United Association gave a public comment saying that since the pandemic the world has changed and that there is a child care crisis in Florida and nationwide. She said maybe we need a temporary fix to help people get back out into the workforce. Parents are either not re-entering the workforce or are using unlicensed care because of the shortage.

VII. Staff Anniversaries

Ms. Kirouac shared the 1st quarter anniversaries for CCLP

VIII. Upcoming 2023 meetings

Next board meeting is Wednesday June 21, 2023, at 1:30pm

IX. Adjournment

Mr. Mikurak adjured the meeting at 7:04pm

Respectfully Submitted,

Celeste M. Fernandez, Secretary

III. Action Items

A. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2022-2023

The Department of Health
Pinellas County License Board
Statement of Work
Annual Financial Audit

Section 1: Purpose

This statement of work (SOW) is for the Annual Financial Audit for the Pinellas County License Board (PCLB).

Section 2: Term

The term of this SOW shall begin on July 21, 2023, or on the date which the order is issued, whichever is later. It shall end June 30, 2024. The audit report must be completed and ready to present at the first scheduled Board meeting that occurs the first quarter (January-March) of 2024, to ensure all deadlines regarding audit reporting are met. The State of Florida's performance and obligation to pay and any subsequent renewal is contingent upon annual appropriation by the Legislature and satisfactory performance of the Contractor.

Section 3: Contractor Responsibilities

The Pinellas County License Board is required to undergo an audit every year as an Independent Special District per F.S. 189. We are also required to have an audit conducted each year pursuant to our Department of Children and Families (DCF) funding agreement and our Juvenile Welfare Board (JWB) funding agreement. The audit will cover fiscal year October 1, 2022 through September 30, 2023. The audit has to be completed within nine months of the end of the fiscal year for Special Districts. DCF & JWB require that we submit our audit to them within 180 days of the end of the fiscal year or within 30 days of our receipt of the audit report, whichever occurs first. A meeting is scheduled for the Board of Directors during the first quarter (January – March) each year and the auditors are expected to attend that meeting, either in-person or virtually, to give a verbal presentation and provide hard copies of the reports for distribution. The PCLB is an Independent Special District, but all of the financial dealings are conducted through the Department of Health.

The Contractor must provide, at a minimum, the audit requirements pertaining to Independent Special Districts and as described in the attachment.

Section 4: Method of Payment

A purchase order will be issued to the Contractor.

The Contractor shall submit an invoice that provides a detailed accounting of the deliverable(s) performed during the invoice period for which payment is being requested.

The Contractor is responsible for the performance of all tasks and deliverables contained in this SOW.

Section 7: Controlling Terms and Conditions

The Department's Purchase Order, DOH terms and conditions, and SOW are the sole terms of this agreement.

revised 5/18/23 kk

A. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2022-2023 - (CONTINUED)

ATTACHMENT III

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised, the department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by department staff, limited scope audits as defined by OMB Circular A-133, as revised, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the department. In the event the department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the department's inspector general, the state's Chief Financial Officer or the Auditor General.

AUDITS

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Single Audit Information for Recipients of Recovery Act Funds:

(a) To maximize the transparency and accountability of funds authorized under the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (Recovery Act) as required by Congress and in accordance with 2 CFR 215.21 "Uniform Administrative Requirements for Grants and Agreements" and OMB Circular A-

A. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2022-2023 (CONTINUED)

102 Common Rules provisions, recipients agree to maintain records that identify adequately the source and application of Recovery Act funds. OMB Circular A-102 is available at <http://www.whitehouse.gov/omb/circulars/a102/a102.html>.

(b) For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. OMB Circular A-133 is available at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) Recipients agree to separately identify to each subrecipient, and document at the time of subaward and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of Recovery Act funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental Recovery Act funds from regular subawards under the existing program.

(d) Recipients agree to require their subrecipients to include on their SEFA information to specifically identify Recovery Act funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

A. Approve Factors for Evaluation of Audit Services Request for Proposal (RFP) & Authorize Public Announcement for RFP for Audit of FY 2022-2023 - (CONTINUED)

PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

- A. Contract manager for this contract (1 copy)
- B. Department of Children & Families (1 electronic copy and management letter, if issued)

Office of the Inspector General
Single Audit Unit
Building 5, Room 237
1317 Winewood Boulevard
Tallahassee, FL 32399-0700

Email address: single_audit@dcf.state.fl.us

- C. Reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this agreement shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at:
<http://harvester.census.gov/fac/collect/ddeindex.html>
and other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised.
- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Email address: flaudgen_localgovt@aud.state.fl.us

Providers, when submitting audit report packages to the department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

PART IV: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the department.

B. Approval of Amendment FY 2022-2023

Pinellas County Health Department
Pinellas County Licensing Board
October 1, 2022- September 30, 2023

4/18/2023

Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget
a. Personnel Salaries											
Classification	Incumbent	FTE	PS #								
Accountant III	Chang, Olga	0.25	045669					\$ 9,945		\$9,945	
Administrative Secretary	Zacharia, Lisa/ Karen Kirouac	1.00	041839	\$ 31,320						\$31,320	
Environmental Health Specialist	Grybauskas, Christine	1.00	003883			\$ 37,666				\$37,666	
Environmental Specialist I	Blakely, Cynthia	1.00	003886			\$ 36,816				\$36,816	
Environmental Health Specialist	Elder, Mary Jane	1.00	003885	\$ 38,020						\$38,020	
Environmental Health Specialist	Villarreal, Maria	1.00	003882	\$ 37,464						\$37,464	
Environmental Health Specialist	Williams, Hope	1.00	031045	\$ 40,591						\$40,591	
Environmental Health Specialist	Hunt, Debbie	1.00	003887	\$ 41,409						\$41,409	
Environmental Health Specialist	Nevins (Previous Tammy)	1.00	031035	\$ 31,320				\$2,699		\$34,019	
Environmental Health Specialist	Merino, Kathleen	1.00	041089	\$ 33,084				\$1,882		\$34,966	
Environmental Health Specialist	Leland, Michelle	1.00	003884	\$ 33,084				\$1,882		\$34,966	
Environmental Health Specialist	Bishop, Ilise	1.00	029187	\$ 33,084				\$1,882		\$34,966	
Environmental Health Specialist	Odette, Cynthia	1.00	029177	\$ 33,084						\$33,084	
Environmental Supervisor I	Oliver, Julie	1.00	054610	\$ 47,065						\$47,065	
Environmental Supervisor II	Sharper, Tammy	1.00	029090	\$ 43,317						\$43,317	
Public Health Services Manager	Bornoff, Faith	1.00	003031	\$ 66,465						\$66,465	
Senior Clerk	Boardman, Paula	1.00	030724	\$ 31,320						\$31,320	
Senior Clerk	Kirouac, Karen/ Vacant	1.00	041833					\$31,320		\$31,320	
OPS Clerk (Unlicensed Care)	vacant	1.00	952554	\$21,012						\$21,012	
										\$0	
Odette, Cinthia's Payout (AL & SL)								3,682		\$3,682	
a. Total Personnel				18.25	\$431,067	\$130,572	\$74,482	\$0	\$ 53,291	\$0	\$689,412 45.39%
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 11.91%.											
FICA		7.65%		\$32,977	\$9,989	\$5,698	\$0	\$3,795	\$0	\$52,458	
RETIREMENT		11.91%		\$51,340	\$15,551	\$8,871	\$0	\$5,908	\$0	\$81,670	
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods		VAR		\$182,567	\$80,339	\$40,245		\$25,188	\$0	\$328,338	
b. Total Fringe Benefits				\$266,884	\$105,879	\$54,813	\$0	\$34,891	\$0	\$462,467 30.45%	
Total Salary & Fringe				\$697,951	\$236,451	\$129,295	\$0	\$88,182	\$0	\$1,151,879 75.84%	
c. Direct Costs											
CONTRACTUAL- AUDIT	131100			\$0	\$22,000	\$0		\$0	\$0	\$22,000	
CONTRACTUAL- LEGAL FEES	131600			\$0	\$15,918	\$2,500		\$2,500	\$0	\$20,918	
JANITORIAL	132100			\$3,209	\$1,413	\$530		\$530	\$0	\$5,682	
LEGAL ADVERTISING	133500			\$0	\$0	\$400		\$400	\$0	\$800	
INFO. TECH Records Mgmt	134216			\$0	\$0	\$150		\$150	\$0	\$300	
FINGER-PRINT EXPENSE	290000			\$0	\$0	\$160		\$160	\$0	\$320	
POSTAGE & FREIGHT	210000			\$0	\$0	\$250		\$250	\$0	\$500	
TELEPHONE	221000			\$3,422	\$1,245	\$467		\$467	\$0	\$5,601	
CELLULAR PHONES	221100			\$3,408	\$0	\$5,700		\$2,292	\$0	\$11,400	
PRINTING	230000			\$0	\$0	\$500		\$500	\$0	\$1,000	
TRAVEL (includes conf mileage and parking)	261300			\$6,900	\$0	\$6,800		\$0	\$0	\$13,700	
CONFERENCES/TRAINING (reg fees only)				\$0	\$0	\$850		\$850	\$0	\$1,700	
UTILITIES	271000			\$5,333	\$2,348	\$880		\$881	\$0	\$9,442	
OFFICE SUPPLIES	341018			\$0	\$1,742	\$500		\$3,500	\$0	\$5,742	
EDUCATIONAL MATERIALS	341039			\$340	\$0	\$0		\$0	\$0	\$340	
SUBSCRIPTIONS/DUES (LICENSE)	461009			\$0	\$0	\$87		\$88	\$0	\$175	
RENT- EQUIPMENT (COPIER)	442000			\$0	\$0	\$1,070		\$1,070	\$0	\$2,140	
HR ASSESSMENT FEE (Per FTE)				\$2,766	\$1,005	\$502		\$503	\$0	\$4,776	
c. Total Direct Cost				\$25,378	\$45,671	\$21,346	\$0	\$14,141	\$0	\$106,536 7.01%	
d. Indirect Cost											
Indirect cost will offset purchasing, finance, information											
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$120,404						\$120,404	
Indirect Cost - In Kind							\$139,921			\$139,921	
d. Total Indirect Cost - 22.60%				\$120,404	\$0	\$0	\$139,921	\$0	\$0	\$260,325 17.14%	
Project Total:				\$843,733	\$282,122	\$150,641	\$139,921	\$102,323	\$0	\$1,518,740 100.00%	
22/23 budget				\$843,733	\$282,122	\$153,691	\$219,805	\$102,605	\$0	\$1,601,957	
Notes:				Pgm %	Pgm %	Pgm %	Pgm %	Pgm %	Pgm %		
				\$0							
				56%	19%	10%	9%	7%	0%		

CHANGE IN TOTALS

FICA

FICA is 7.65% of salaries.

Retirement

Retirement is 11.91% of salaries

Life and Health Insurance

Health Insurance varies by employee and classification. Projected health, life and disability costs are calculated by position for each employee. The Department of Management Services negotiates the health and life insurance for all employees of the state of Florida.

Workers Compensation

DOH is not self-insured. The Department of Management Services negotiates the contract for the entire state of Florida and pays all expenses.

C. Approval of FY 2023-2024 Budget

Pinellas County Health Department
Pinellas County Licensing Board
October 1, 2023- September 30, 2024

5/3/2023

Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget	
a. Personnel Salaries												
Classification		Budget										
Accountant III	Chang, Olga	0.25	045669					\$ 10,433		\$10,433		
Administrative Secretary	Kirouac, Karen	1.00	041839	\$ 36,175						\$36,175		
Environmental Health Specialist	Grybauskas, Christine	1.00	003883			\$ 39,550				\$39,550		
Environmental Specialist I	Blakely, Cynthia	1.00	003886			\$ 40,950				\$40,950		
Environmental Health Specialist	Elder, Mary Jane	1.00	003885	\$ 39,921						\$39,921		
Environmental Health Specialist	Villarreal, Maria	1.00	003882	\$ 39,338						\$39,338		
Environmental Health Specialist	Williams, Hope	1.00	031045	\$ 42,621						\$42,621		
Environmental Health Specialist	VACANT D.H	1.00	003887	\$ 39,000						\$39,000		
Environmental Health Specialist	Nevins, Deija	1.00	031035		\$ 38,850					\$38,850		
Environmental Health Specialist	Merino, Kathleen	1.00	041089		\$ 38,850					\$38,850		
Environmental Health Specialist	Leland, Michelle	1.00	003884		\$ 38,850					\$38,850		
Environmental Health Specialist	Bishop, Ilise	1.00	029187		\$ 38,850					\$38,850		
Environmental Health Specialist	VACANT- C.O.	1.00	029177	\$ 39,000						\$39,000		
Environmental Supervisor I	Oliver, Julie	1.00	054610	\$ 49,418						\$49,418		
Environmental Supervisor II	Sharper, Tammy	1.00	029090	\$ 45,483						\$45,483		
Public Health Services Manager	Bornoff, Faith	1.00	003031	\$ 69,788						\$69,788		
Senior Clerk	Boardman, Paula	1.00	030724	\$ 32,886						\$32,886		
Senior Clerk	VACANT- K.K.	1.00	041833					\$ 32,886		\$32,886		
		0.00	952554							\$0		
		0.00	952446							\$0		
										\$0		
a. Total Personnel				17.25	\$433,628	\$155,400	\$80,499	\$0	\$ 43,319	\$0	\$712,846	43.12%

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 11.91%.

C. Approval of FY 2023-2024 Budget (continued)

Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget
a. Personnel Salaries											
<u>Classification</u>		<u>Budget</u>									
FICA		7.65%		\$33,173	\$11,888	\$6,158	\$0	\$3,314	\$0	\$54,533	
RETIREMENT		11.91%		\$51,645	\$18,508	\$9,587	\$0	\$5,159	\$0	\$84,900	
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods		VAR		\$193,369	\$79,423	\$39,712		\$24,820	\$0	\$337,323	
b. Total Fringe Benefits				\$278,186	\$109,819	\$55,457	\$0	\$33,293	\$0	\$476,756	28.84%
Total Salary & Fringe				\$711,814	\$265,219	\$135,957	\$0	\$76,612	\$0	\$1,189,601	71.95%
c. Direct Costs	Notes	Obj. Code									
CONTRACTUAL- AUDIT		131100		\$0	\$0	\$0		\$22,000	\$0	\$22,000	
CONTRACTUAL- LEGAL FEES		131100		\$0	\$9,637	\$0		\$10,363	\$0	\$20,000	
JANITORIAL		132100	****	\$4,512	\$1,986	\$0		\$1,490	\$0	\$7,988	
LEGAL ADVERTISING		133500		\$0	\$0	\$0		\$800	\$0	\$800	
INFO. TECH Records Mgmt		134216		\$0	\$0	\$0		\$300	\$0	\$300	
FINGER-PRINT EXPENSE		290000		\$190	\$0	\$0		\$0	\$0	\$190	
POSTAGE & FREIGHT	Postage 21000 & Freight 210001	210000		\$0	\$0	\$0		\$1,000	\$0	\$1,000	
TELEPHONE		221000	****	\$2,196	\$799	\$0		\$599	\$0	\$3,593	
CELLULAR PHONES		221100		\$6,635	\$0	\$0		\$4,735	\$0	\$11,370	
PRINTING		230000		\$0	\$0	\$0		\$1,000	\$0	\$1,000	
TRAVEL	includes conf mileage & parking	261300		\$10,600	\$0	\$2,400		\$0	\$0	\$13,000	
CONFERENCES/TRAINING	reg fees only	461601		\$900	\$0	\$0		\$0	\$0	\$900	
UTILITIES	Water 273000 & Electric 271000	271000	****	\$7,910	\$3,482	\$0		\$2,613	\$0	\$14,005	
OFFICE SUPPLIES	Audio Visual 341029 - \$400	341018		\$6,000	\$0	\$0		\$0	\$0	\$6,000	
EDUCATIONAL MATERIALS		341039		\$200	\$0	\$0		\$0	\$0	\$200	
SUBSCRIPTIONS/DUES	DEO	492000		\$0	\$0	\$0		\$175	\$0	\$175	
RENT- EQUIPMENT	Copier	442000		\$0	\$0	\$0		\$2,140	\$0	\$2,140	
HR ASSESSMENT FEE	Per FTE		****	\$2,499	\$1,000	\$0		\$1,000	\$0	\$4,499	
c. Total Direct Cost				\$41,642	\$16,904	\$2,400	\$0	\$48,215	\$0	\$109,160	6.60%
d. Indirect Cost											
Indirect cost will offset purchasing, finance, information											

C. Approval of FY 2023-2024 Budget (continued)

Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget
a. Personnel Salaries											
<u>Classification</u>		<u>Budget</u>									
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$121,008						\$121,008	
Indirect Cost - In Kind							\$233,493			\$233,493	
d. Total Indirect Cost - 29.80%				\$121,008	\$0	\$0	\$233,493	\$0	\$0	\$354,501	21.44%
Proposed Budget				\$874,464	\$282,122	\$138,357	\$233,493	\$124,827	\$0	\$1,653,263	100.00%
23/24 Projected Revenue				\$874,464	\$282,122			\$124,827	\$0	\$1,281,412	

Notes:

Pgm %

Pgm %

Pgm %

Pgm %

Pgm %

53%

17%

8%

14%

8%

0%

CHANGE IN TOTALS

FICA

FICA is 7.65% of salaries.

\$0

-1

Retirement

Retirement is 11.91% of salaries

Life and Health Insurance

Health Insurance varies by employee and classification. Projected health, life and disability costs are calculated by position for each employee.
The Department of Management Services negotiates the health and life insurance for all employees of the state of Florida.

Workers Compensation

DOH is not self-insured. The Department of Management Services negotiates the contract for the entire state of Florida and pays all expenses.

D. Approval of new Johnson Pope Contract



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

COUNSELORS AT LAW

TAMPA ■ CLEARWATER ■ ST. PETERSBURG

Colleen M. Flynn

311 PARK PLACE BOULEVARD, SUITE 300

CLEARWATER, FLORIDA 33759

POST OFFICE BOX 1368

CLEARWATER, FLORIDA 33757-1368

TELEPHONE: (727) 461-1818

FILE NO. 050234.123191

June 7, 2023

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 \$400 per hour, our fees will be based upon the discounted hourly rate for attorney time of \$250 per hour effective July 1, 2023. 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.

D. Approval of new Johnson Pope Contract (continued)



June 7, 2023
Page 2

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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 Flynn
Colleen M. Flynn

CMF:klu

Accepted and Agreed To:

Pinellas County License Board

Date: _____

By: _____
Its: _____

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E. Approval of the 16th Interlocal Agreement between DOH and PCLB

SIXTEENTH AMENDMENT TO INTERLOCAL AGREEMENT

This Amendment is made and entered into this _____ day of _____, 2023, 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, 2023;

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, 2024.
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.

E. Approval of the 16th Interlocal Agreement between DOH and PCLB (continued)

IN WITNESS WHEREOF the parties herein have executed this FIFTEENTH Amendment to the
INTERLOCAL AGREEMENT this _____ day of _____, 2023, by:

Pinellas County License Board

Florida Department of Health

Michael G. Mikurak
PCLB Board Chairperson

Ulyee Choe, DO
Pinellas County Health Department Director

Dated: _____

Dated: _____

Approved as to form:

Colleen M. Flynn, Esq.
Counsel for the PCLB

F. Approve Licenses for 3 Child Care Center**Recommended Action: Approve**

Center Name	Address	Owner	Category	Capacity	Age
Infinite Potential Learning Academy	1900 12 th Street S St Petersburg, FL 33705	Potential Place, Inc	Day Nursery	139	2 years through 6 years
Kids Zone Academy 2 LLC	4500 38 th Avenue N St Petersburg, FL 33713	Kids Zone Academy 2, LLC	Day Nursery	64	2 years through 6 years
YMCA – St Jude	600 58 th Street N St Petersburg, FL 33710	YMCA of Greater St Petersburg	School Age	75	5 years and up

G. Approve Licenses for 4 Family Child Care Homes**Recommended Action: Approve**

Provider Name	Address	Capacity
Samiya Watson	2836 8 th Street S St Petersburg, FL 33705	6
Barbara Grigsby	6025 109 th Avenue N Pinellas Park, FL 33782	6
Carolyn Costello	1314 Moreland Drive Clearwater, FL 33764	8
Madison Wolff	5531 9 th Avenue N St Petersburg, FL 33710	8

Approve Licenses for 1 Large Family Child Care Homes**Recommended Action: Approve**

Provider Name	Address	Capacity
Michelle Amons	4150 12 th Avenue S St Petersburg, FL 33711	12

IV. Executive Director's Report – To Be Presented**V. Information Items****A. Update on Unlicensed Care – Verbal Update**

B. Monthly Financial Report

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET REPORT
10/01/22-09/30/23 (FY2223)
ALL FUND SUMMARY

ALL FUND SUMMARY	ANNUAL BUDGET		Amended BUDGET	OCTOBER ACTUAL	3 Pay Periods NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	3 Pay periods MAY ACTUAL	JUNE PROJECTED	JULY PROJECTED	AUGUST PROJECTED	SEPTEMBER PROJECTED	SEPTEMBER Acruar	ALL FUNDS SPENT 9/30/2023	
ACCOUNT		Amendment 1																
TOTAL SALARIES	691,375	(1,964)	689,411	21,083.57	70,132.55	48,992.84	48,544.16	46,915.95	42,926.29	42,568.52	64,828.93	0.00	0.00	0.00	0.00	0.00	385,992.81	
FICA/MEDICARE	52,608	638	53,246	1,612.89	5,365.14	3,724.34	3,713.63	3,589.07	3,298.58	3,256.49	4,959.41	0.00	0.00	0.00	0.00	0.00	29,519.56	
RETIREMENT	81,904	627	82,532	2,511.05	8,352.79	5,798.28	5,781.61	5,587.69	5,135.44	4,787.02	7,296.78	0.00	0.00	0.00	0.00	0.00	45,250.67	
HEALTH/LIFE/DIS	326,324	367	326,691	11,200.08	39,523.91	13,558.97	26,107.87	25,996.37	23,228.60	23,505.68	34,949.67	0.00	0.00	0.00	0.00	0.00	198,071.15	
TOTAL FRINGE BENEFITS	460,836	1,633	462,469	15,324.03	53,241.83	23,081.59	35,603.11	35,173.13	31,662.62	31,549.19	47,205.87	0.00	0.00	0.00	0.00	0.00	272,841.37	
TOTAL SALARY AND BENEFITS	1,152,211	(331)	1,151,880	36,407.60	123,374.38	72,074.43	84,147.27	82,089.08	74,588.91	74,117.71	112,034.80	0.00	0.00	0.00	0.00	0.00	658,834.18	
TELEPHONE	5,601	0	5,601	409.32	0.20	179.73	804.48	408.66	396.44	0.10	38.26	0.00	0.00	0.00	0.00	0.00	2,237.19	
CELLULAR PHONES	11,400	0	11,400	0.00	0.00	1,876.41	629.20	629.20	629.20	628.78	628.78	0.00	0.00	0.00	0.00	0.00	5,021.57	
AIR CARDS	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	500	0	500	9.00	1.05	0.00	137.79	517.56	14.38	108.93	4.95	0.00	0.00	0.00	0.00	0.00	793.66	
PRINTING	1,000	0	1,000	190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.00	
TRAVEL	13,700	0	13,700	0.00	153.52	638.57	1,713.20	870.84	1,812.78	893.12	712.44	0.00	0.00	0.00	0.00	0.00	6,794.47	
EDUCATIONAL MATERIALS	340	0	340	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	5,742	0	5,742	131.36	860.98	0.00	779.71	19.70	122.68	267.04	148.00	0.00	0.00	0.00	0.00	0.00	2,329.47	
INFO. TECHNOLOGY	300	0	300	0.00	0.00	50.00	0.00	25.00	75.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	175.00	
RENT- EQUIPMENT (COPIER)	2,140	0	2,140	116.43	104.46	111.10	121.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	453.21	
SUBSCRIPTIONS/DUES	175	0	175	174.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	174.00	
EQUIPMENT - COMPUTERS	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	22,000	0	22,000	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00	
CONTRACTUAL- Legal Fees	20,918	0	20,918	0.00	3,071.78	211.50	0.00	0.00	755.50	1,974.00	1,809.50	0.00	0.00	0.00	0.00	0.00	7,822.28	
CONTRACTUAL- Advertising	800	0	800	156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.00	
CONTRACTUAL-Janitorial	5,682	0	5,682	791.33	791.33	791.33	791.33	791.33	791.33	791.33	0.00	0.00	0.00	0.00	0.00	0.00	5,539.31	
UTILITIES	9,442	0	9,442	1,063.57	896.33	1,255.78	1,469.98	1,419.28	1,232.85	1,291.94	1,479.15	0.00	0.00	0.00	0.00	0.00	10,108.88	
FINGERPRINT	320	0	320	0.00	0.00	37.25	0.00	0.00	37.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.49	
HR ASSESSMENT FEE	4,775	0	4,775	0.00	1,190.00	0.00	1,190.00	0.00	0.00	0.00	1,189.99	0.00	0.00	0.00	0.00	0.00	3,569.99	
Misc/Conference	1,700	0	1,700	148.26	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	173.26	
TOTAL OPERATING	106,535	0	106,535	3,189.27	7,069.65	5,151.67	7,636.91	4,681.57	5,867.40	15,955.24	18,061.07	0.00	0.00	0.00	0.00	0.00	67,612.78	
ADMIN. COST/ FDOH In-Kind	139,921	0	139,921	4,479.53	15,670.73	9,044.19	10,775.44	10,542.08	9,801.34	9,298.68	14,141.96	0.00	0.00	0.00	0.00	0.00	83,753.94	
ADMIN. COST JWB 17%	120,404	0	120,404	3,748.58	12,211.88	7,244.63	8,241.85	8,010.05	7,055.76	7,451.92	11,177.90	0.00	0.00	0.00	0.00	0.00	65,142.58	
TOTAL ADMIN. COST	260,325	0	260,325	8,228.12	27,882.61	16,288.82	19,017.28	18,552.13	16,857.09	16,750.60	25,319.86	0.00	0.00	0.00	0.00	0.00	148,896.52	
ALL FUND TOTAL EXPENSES	1,519,071	(331)	1,518,740	47,824.98	158,326.65	93,514.92	110,801.46	105,322.78	97,313.40	106,823.55	155,415.73	0.00	0.00	0.00	0.00	0.00	875,343.49	
REVENUE SOURCES (projected Received)																		
JWB	843,733	0	843,733	27,224.74	85,803.17	51,173.04	59,335.10	56,778.69	50,085.36	52,607.09	79,206.84	0.00	0.00	0.00	0.00	0.00	462,214.04	
DCF	282,122	0	282,122	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	23,510.16	0.00	282,121.92	
FDOH	150,691	(50)	150,641	5,708.80	16,016.93	10,012.38	12,193.13	11,371.86	12,858.62	11,245.59	16,208.23	0.00	0.00	0.00	0.00	0.00	95,415.53	
FDOH In-Kind	139,921	0	139,921	4,479.53	15,670.73	9,044.19	10,775.44	10,542.08	9,801.34	9,298.68	14,141.96	0.00	0.00	0.00	0.00	0.00	83,753.94	
LB FEES & FINES	102,605	(282)	102,323	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	
FUND BALANCE	0	0	0	0.00	0.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.35	
ALL FUND TOTAL REVENUE	1,519,072	0	1,518,740	3,037,812	60,923.23	141,001.34	93,739.77	105,813.82	102,202.79	96,055.47	96,661.52	133,067.19	23,510.16	23,510.16	23,510.16	23,510.16	-	923,505.78

AVAILABLE BALANCE	% SPENT	PROJECTED and SPENT BALANCE	ADD EXPENSES TO LAPSE Lapse Factor as of 9/30/23
303,418.19	55.99%	385,992.81	303,418.19
23,726.88	55.44%	29,519.56	23,726.88
37,281.16	54.63%	45,250.67	37,281.16
128,619.57	60.63%	198,071.15	128,619.57
189,627.61	59.00%	272,841.37	189,627.61
493,045.80	57.20%	658,834.18	493,045.80
3,363.81	39.94%	2,237.19	3,363.81
6,378.43	44.05%	5,021.57	6,378.43
0.00	#DIV/0!	0.00	0.00
(293.66)	158.73%	793.66	(293.66)
810.00	19.00%	190.00	810.00
6,905.53	49.69%	6,794.47	6,905.53
340.00	0.00%	0.00	340.00
3,412.53	40.67%	2,329.47	3,412.53
125.00	58.33%	175.00	125.00
1,686.79	21.18%	453.21	1,686.79
1.00	99.43%	174.00	1.00
0.00	#DIV/0!	0.00	0.00
0.00	100.00%	22,000.00	0.00
13,095.72	37.39%	7,822.28	13,095.72
644.00	19.50%	156.00	644.00
142.69	97.49%	5,539.31	142.69
(666.88)	107.06%	10,108.88	(666.88)
245.51	23.28%	74.49	245.51
1,205.01	74.76%	3,569.99	1,205.01
1,526.74	10.19%	173.26	1,526.74
38,922.22	63.47%	67,612.78	38,922.22
56,167.06	59.86%	83,753.94	56,167.06
55,261.42	54.10%	65,142.58	55,261.42
111,428.48	57.20%	148,896.52	111,428.48
643,396.50	57.64%	875,343.49	643,396.50
1,225,251.96	27.39%	462,214.04	1,225,251.96
282,122.08	50.00%	282,121.92	282,122.08
205,916.47	31.66%	95,415.53	205,916.47
196,088.06	29.93%	83,753.94	196,088.06
204,928.00	0.00%	0.00	204,928.00
(0.35)	#DIV/0!	0.35	(0.35)
2,114,306.22	30.40%	923,505.78	2,114,306.22

D. Statistical Report Regarding Licensing Activities

Statistical Report for May 2023

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	226	1619	25	300	249	22177	124	19398	4	242	8	381
1. Temporary Permits 1st Time TP	2	16			2	196	2	125				
2. Capacity Change - current licenses New capacity began						41						
3. Closed - # with capacity	-2	-16			-4	-209	-1	-40				
4. Corrections - from previous reports Explain below*												
Total Capacity	226	1619	25	300	247	22205	125	19483	4	242	8	381

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC		Infant Centers
Total Number	251	226	25	384		134
Total Capacity	1919	1619	300	42311		2609

1. Licensing	Homes			Centers		
a. Pre-licensing inspections	2			4		
b. - e. Inspections/ Re-checks	49			173	including	13 MS
f. TA/Consultation	3			25		
g. Unlicensed care investigations	9			0		
h. Children's Records (only)				0		
i. Renewal licenses issued	21			35		
2. Enforcement						
a. Complaints	3			21		
b. Fines administered	3			12		
c. Conferences	0			0		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	1			2		
b. Number of hours	4			4.5		
4. Training Taken						
a. Number of trainings	2			0		
b. Number of hours	3			0		
5. Health Inspections						
a. Food				91		

E. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
The Stepping Stone Daycare, LLC	2	Closing Log	2/15/2023	\$50.00	\$50.00	3/2/2023
R'Club - Skyview	2	Closing Log	3/2/2023	\$50.00	\$50.00	3/10/2023
Magnolia of Dunedin	3	Enrollment	1/25/2023	\$25.00	\$25.00	3/14/2023
Magnolia of Dunedin	3	Food and Nutrition	1/25/2023	\$25.00	\$25.00	3/14/2023
Celebrity Kids Club Too	3	Indoor Play Space (clean & good repair)	3/6/2023	\$25.00	\$25.00	3/15/2023
Celebrity Kids Club Too	2	Licensed Capacity	3/6/2023	\$50.00	\$50.00	3/15/2023
Celebrity Kids Club Too	2	Daily Attendance(transitions)	3/6/2023	\$50.00	\$50.00	3/15/2023
Celebrity Kids Club Too	1	Discipline	3/15/2023	\$500.00	\$500.00	3/15/2023
Kinder Care 1046	3	Personnel (Acknowledgment Forms)	3/21/2023	\$25.00	\$25.00	3/27/2023
Kinder Care 1046	3	Personnel(training)	3/21/2023	\$30.00	\$30.00	3/27/2023
Kinder Care 1046	3	Personnel(training) (safe sleep)	3/21/2023	\$30.00	\$30.00	3/27/2023
Kinder Care 1046	3	Records(enrollment)	3/21/2023	\$760.00	\$760.00	3/27/2023
Kinder Care 1046	3	Records (student health ex)	3/21/2023	\$25.00	\$25.00	3/27/2023
Kinder Care 1046	3	Records (missing immunization)	3/21/2023	\$25.00	\$25.00	3/27/2023
Kinder Care 1046	3	Records (expired immunization)	3/21/2023	\$1,440.00	\$1,440.00	3/27/2023
Kinder Care 1046	3	Records (food experience)	3/21/2023	\$25.00	\$25.00	3/27/2023
Kinder Care 1046	3	refresher training exposure plan	3/21/2023	\$25.00	\$25.00	3/27/2023
Wonder Kidz Academy LLC	3	Records (incomplete enrollment forms)	3/23/2023	\$25.00	\$25.00	3/27/2023
Bayfront CDC	2	Daily attendance/closing log	3/17/2023	\$50.00	\$50.00	3/31/2023

1. Children's Centers Fine Report-Continued

<u>Provider</u>	<u>Fine Class</u>	<u>Reason</u>	<u>Date of Fine</u>	<u>Fine</u>	<u>Amount Paid</u>	<u>Date Paid</u>
Bayfront CDC	3	Record (expired immunizations)	3/17/2023	\$25.00	\$25.00	3/31/2023
Celebrity Kids Club Too	2	Supervision (general Direct)	4/7/2023	\$50.00	4/22/2023	\$50.00
Celebrity Kids Club Too	2	Daily Attendance (closing Log)	4/7/2023	\$60.00	4/22/2023	\$60.00
Celebrity Kids Club Too	2	Daily Attendance(transitions)	4/7/2023	\$75.00	4/22/2023	\$75.00
Aldersgate	2	Records (Attendance)	4/6/2023	\$60.00	\$60.00	4/21/2023
Elim	2	Records (Daily Attendance)	4/10/2023	\$50.00	\$50.00	4/13/2023
Elim	2	Transition	4/10/2023	\$50.00	\$50.00	4/13/2023
Kindercare 216	2	Food & Nutrition	4/10/2023	\$25.00	\$25.00	4/21/2023
Kindercare 216	2	Records (Immunizations)	4/10/2023	\$30.00	\$30.00	4/21/2023
Kindercare 216	3	Records (Health Exam)	4/10/2023	\$30.00	\$30.00	4/21/2023
Christian Way Academy	2	Daily Attendance/Transitions	4/13/2023	\$50.00	\$50.00	4/13/2023
LaPetite	1	Supervision	4/13/2023	\$300.00	\$300.00	4/17/2023
Bay Pines Lutheran School	2	Physical Environment/ Building-Fire Inspection	4/13/2023	\$50.00	\$50.00	4/19/2023
YMCA- Skycrest	1	Supervision	4/13/2023	\$500.00	\$500.00	5/2/2023
Our Lady Lourdes	2	Personnel, Education, Director Credentials	4/26/2023	\$50.00	\$50.00	4/26/2023
YMCA - Bear Creek	2	Daily Attendance	4/28/2023	\$50.00	\$50.00	5/2/2023
Bright Beginnings ELC	2	Interfere with video	4/25/2023	\$50.00	\$50.00	5/16/2023
The Nicholas Vosotas Kimberly Home CC	2	Behavior Detrimental	5/9/2023	\$50.00	\$50.00	5/31/2023
Saint Paul's School Inc.	3	Personnel Training	5/10/2023	\$25.00	\$25.00	5/15/2023

1. Children's Centers Fine Report-Continued

<u>Provider</u>	<u>Fine Class</u>	<u>Reason</u>	<u>Date of Fine</u>	<u>Fine</u>	<u>Amount Paid</u>	<u>Date Paid</u>
YMCA - Belleair	2	Supervision-Adult Child Ratio	5/15/2023	\$50.00	\$50.00	6/5/2023
Kindercare 885	2	Physical Environment/Fire Inspection	5/3/2023	\$50.00	\$50.00	5/16/2023
Clearwater NFC	3	Records- Facility Records	5/18/2023	\$25.00	\$25.00	5/22/2023
Clearwater NFC	3	Safety Health and Sanitation	5/18/2023	\$25.00	\$25.00	5/22/2023
Clearwater NFC	2	Personnel - Re-Screening	5/18/2023	\$50.00	\$50.00	5/22/2023
Primrose School of Oldsmar	3	Personnel-Proof of Education	5/17/2023	\$25.00	\$25.00	6/5/2023
Primrose School of Oldsmar	3	Personnel-Training	5/17/2023	\$25.00	\$25.00	6/5/2023
Primrose School of Oldsmar	3	Exposure Plan	5/17/2023	\$25.00	\$25.00	6/5/2023
YMCA Madeira Beach	2	Fire inspection	5/15/2023	\$50.00	\$50.00	6/5/2023
YMCA - Oldsmar		No SMIC on premise	5/24/2023	\$50.00	\$50.00	5/26/2023
Primrose School of Oldsmar	2	Supervision	6/5/2023	\$50.00	\$25.00	6/6/2023
Academy of Learning Inc	3	Records – Immunization	6/5/2023	\$25.00	\$25.00	6/6/2023

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine	Amount Paid	Date Paid
Mary Ann Archuleta	2	Fire Drills: During the licensure year, the operator failed to conduct monthly fire drills utilizing the approved fire alarm system or smoke detector at various dates and times when children are in care.	5/12/2023	\$50	\$50	5/18/2023
Gwen Hearn-Brown	3	Enrollment Information: The enrollment form used by the provider did not include all required information.	5/18/2023	\$25	\$25	6/7/2023
Gwen Hearn-Brown	3	Immunizations: The immunizations record was no longer current for one child enrolled.	5/18/2023	\$25	\$25	6/7/2023

3. 100% Compliant Inspections in Children's Centers

March	April	May
Riviera Day School	LSF Head Start Isay M. Gulley Center	Learning Empowered St. Paul
YMCA Ridgecrest	LSF Dr. Heidi J. Greenslade Center	Faith Academy International
Argonauta	Kids Connection	Plato Academy Clearwater
Lew Williams Center for Early Learning	R'Club Community Pride at Gateway	YMCA Skycrest
YMCA Sexton	Delphi Academy	YMCA Pinellas Central
Boys & Girls Club Wood Valley	Pal Landings	Plato Pinellas Park
R'Club Paul B. Stephens	R'Club Cross Bayou	Faith Community Preschool
The Learning Experience CLW	YMCA Fuguitt	PCC Christian Playgroup
YMCA Mount Vernon	Hillside Christian Academy	Pasadena Community Church
Gladden Park Recreation Center	Learning Empowered St. Mark's	R'Club Gulfport
Frank W. Pierce Recreation Center	Child's Park Recreation Center	Madeira Beach Recreation Center
R'Club Lakewood	Barlow Little Palms Preschool	Gingerbread Azaela
YMCA Baypoint	R'Club Sutherland	YMCA Northwest
Alpha & Omega	Lake Tarpon Learning Center West	R'Club Fairmount Park
Safety Harbor Community Center	LSF Head Start Tarpon Springs Center	Elisa Nelson-R'Club
	YMCA Tarpon Springs Elementary	The Growing Tree
	Little Pals Preschool	YMCA Curlew Creek
	Highland Recreation Center	YMCA Lake St. George
	YMCA Woodlawn	Excel Learning Center
	St. Raphael's Preschool Aftercare	Young Days Christian Academy
	St. Raphael's Catholic School Early Childhood Center	Right Track Before & After School Care
	Tampa Bay Turners	The Gospel Train
	LSF Highpoint	R'Club Bardmoor
	R'Club High Point	YMCA Bauder
	Anona Christian CDC	YMCA Tarpon Springs Fundamental
	Plato Seminole	YMCA Leila Davis
	City of Largo SW Recreation Center	R'Club Ridgecrest
	LSF Good Samaritan	Grace Children's Center
	De La Fontaine Trilingual	The Experiential SCH of Tampa Bay
	Guiding Inspiration for Tomorrow	St. Pauls Non-Public
	Lake Vista Recreation Center	Blossom Montessori SCH for the Deaf
	Montessori By The Sea	Gingerbread Bardmoor
	Imagination Station	B & G @ The Salvation Army
	LSF Head Start Jordan Park	Tweety B's
	Speer YMCA Preschool	Camelot
	R'Club Pinellas Park	Sweet Peas Preschool and Elementary
	LSF Rainbow Village	Campbell Park Recreation Center
		R'Club Midtown Academy
		YMCA Campbell Park
		Arqam's Academy
		Infinite Potential Learning Academy
		YMCA Gulf Beaches
		Alegria Montessori

100% Compliant Inspections in Children's Centers (continued)

		Academy for Love & Learning
		Youth Enrichment Program Wildwood
		R'Club Sanderlin
		Thomas Jet Jackson Recreation Center
		YMCA Belcher
		Espiritu Santo
		Safety Harbor Little School

4. 100% Compliant Inspections in Family Child Care Homes

March		April		May
Gwendolyn Watson		Rosa Levy		Mary Kelley
Barbara McNeill		Laura Homzak		Carrie Gonzalez
Katrina Jenkins		Cynthia S. Scott		Patricia Jones
Elysia Huff		Tamsen Baker		Carolyn Costello
Barbara Cook		Cheryl Phillip		Veronica Mack
Meagan Hoch		Darlene Madden		Susan Miller
Patricia Frisch		Susan Livi		Kathleen Schmitt
Michelle Pugh		Theresa Falzone		Kathleen Buchins
Anita Rodrigues*		Victoria Talbot		Deanna Reyome
Susan Rothe		Christine Sciandra		Tamara Beard-Ball
Keionde Thompson		Beverly Anderson		Terri Brown*
Corneatha Chance		Alissa Campbell		Jennette Cheesebrew
Kristen Baust		Jody Stover		Geraldine Parker
Barbara Smith		Stephanie Meacham		Kimberly Suthard
Deb Mimault		Corneatha Chance		Merlita Jones
Vanessa Robertson		Irene Wilson-Giroir		Evelyn Kendrick
Cristy O'Donnell				Yadamilsy Hurtado
Stephanie Singletary				Monica Pittman*
Catherine Bishop				Shrieka Hollis
Lynn Ferry				Dawn Porcelli
Sandy Garcia				Alvern Brown
Melissa Jones				Margaret Pearce
Betty Brown				Leshelia Ware
Colleen Heffern				Shanoah Washington-Davis
Cheryl Smith				Kathleen Pero
Lisa Taddeo				Susan Daniels
Judy Jones		*Inactive Status		DaVee Henderlong
Lenora Alexander				
Diane De La Cruz				
Mitzi Webb				
Bernice Sanders				
Dorothy Harry				

4. 100% Compliant Inspections in Family Child Care Homes (Continued)

Susan Barron				
Barbara Underwood				
Jenny Rockey				
Molly Whitfield				
Ellen Myers				
Kimberly Kinnecom				
Deborah Kawa				
Ronda Shults				

5. Closed Centers and Homes

Centers Closures

Center Name	Date Closed	Reason
Wee Care Preschool	3/10/23	Change of Ownership
Celebrity Kids Club Too	4/14/23	Operator Decision
Camelot	5/4/23	Change of Ownership
Jump Start	5/5/23	Operator Decision
Argonaut Christian School	5/25/23	Operator Decision
Admiral Farragut Academy	5/26/23	Operator Decision
LSF Good Samaritan	5/26/23	Operator Decision

Homes Closures

Name	Date Closed	Reason
Charles Duke	3/21/23	Switched to Wife owning
Nour Otour	3/23/23	Voluntary/Closed
Dorene Baker	3/31/23	Voluntary/Closed
Blush Gorsen	3/30/23	Voluntary/Closed
Katrina Asima	4/7/23	Voluntary/Closed
Grisel Miranda-Vazquez	4/20/23	Voluntary/Closed
Linda Rozo	4/28/23	Opened a center
Dario Barcenias	5/5/23	Moved
Mary Cabarris	5/31/23	Voluntary/Closed

VI. Public Comment

VII. Staff Anniversaries – 2nd Quarter

2023 Staff Anniversaries (2nd Quarter)

April

Karen Kirouac – 1 year

VIII. Upcoming 2022 Meeting Dates

- Wednesday, September 20th at 6:30 p.m.
- Wednesday, December 13th at 1:30 p.m.

IX. Adjournment