

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

**REGULAR MEETING
December 6, 2023, at 1:30 PM**

VIRTUAL MEETING ON TEAMS FOR ADVISORY COMMITTEE

**Florida Department of Health in Pinellas
8751 Ulmerton Road, Largo, Florida 33771**

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. Approve minutes from Board Meeting on September 20, 2023

III. Action Items

A. Approve Updated New Retirement Rate FY 2023-2024

B. Approve Licenses for 3 Child Care Centers

C. Approve Licenses for 6 Family Child Care Homes

IV. Discussion

A. Staff Member in Charge (SMIC) Requirements

V. Executive Director's Report

VI. Information Items

A. Annual 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% Compliant Inspections in Children's Centers
4. 100% Compliant Inspections in Family Child Care Homes
5. Closed Child Care Centers and Family Child Care Homes report

VII. 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.

VIII. Staff Anniversaries

IX. Upcoming 2024 Meeting Dates

X. 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 September 20, 2023

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

September 20, 2023, at 6:30pm

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 September 20, 2023, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm

I. Call to Order

Board members:

Attendee Name	Title	Status
Michael Mikurak	Board Chairperson	Present
Celeste Fernandez	Board Secretary	Absent
Dorothy Duve	Board Member	Absent
Chris Latvala	Pinellas County Commissioner	Absent
Lynn Gibson	Board Member	Present
Jennifer Mekler	Board Member	Present
Dr. Susan Weber	Board Member	Present

Attorney Present: Colleen Flynn

Ex-Officio Member present: Brandy Downing

Advisory Committee Members:

Attendee Name	Status
Elizabeth Krakowski	Present
Cynthia Sumter	Present
Shelia Haugabook	Present
Nancy McGreevy	Absent
Dan Berman	Present

Staff Members present:

Attendee Name	Attendee Title
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor

Julie Oliver	Homes Supervisor
Karen Kirouac	Administrative Secretary
Maria Valencia	Homes Clerk
Thanh 'Ivy' Huynh	Accounting Services Supervisor I
Olga Chang	Accountant III

Mr. Mikurak called the board meeting to order at 6:30pm

A. Announcements

Faith Bornoff introduced the new employee present, Maria Valencia, and advised of Maranielly Vazquez joining the team as a specialist this week.

II. Consent Agenda

A. Mr. Mikurak called for a motion to accept the minutes from the Board Meeting on June 21,

2023

Action: Lynn Gibson made a motion to accept the minutes from the board meeting on October 26, 2022; Jennifer Mekler seconded the motion; The motion passed unanimously.

III. Action Items

A. Review & Approve Budget Amendment for FY 2022-2023

The amendment moves money within the budget from the vacant position to cover the 5% staff increase and increased cost for janitorial services and utilities.

Action: Jennifer Mekler made a motion to accept the amendment; Dr. Susan Weber seconded the motion; The motion passed unanimously.

B. Review response to RFP for Auditor, Select Auditor for FY 22-23 and approve cost

The RFP for an auditor to perform the FY 22-23 audit was put out to 15 companies, only one responded. The one responsive bid was from Thomas Howell Ferguson P.A. who has audited PCLB previously. The cost of the audit is \$23,500.

Action: Jennifer Mekler made a motion to accept this proposal; Lynn Gibson seconded the motion; The motion passed unanimously.

C. Review & Approve Proposed 2024 Board Meeting Dates

Proposed dates are:

Wednesday, February 21st, 2024, at 6:30pm

Wednesday, May 22nd, 2024, at 1:30pm

Wednesday, August 21st, 2024, at 6:30pm

Wednesday, November 13th, 2024, at 1:30pm

Action: Lynn Gibson made a motion to accept the proposed meeting dates; Dr. Susan Weber seconded the motion; The motion passed unanimously.

D. Review & Approve Licenses for 6 Child Care Centers

Tammy Sharpe presented 6 child care centers and recommended them for approval for licensure. Only O2B Kids is a change of ownership.

Action: Dr. Susan Weber made a motion to approve these centers for licensure; Lynn Gibson seconded the motion; The motion passed unanimously.

E. Review & Approve Licenses for 2 Family Child Care Homes

Julie Oliver recommended two (2) family child care homes for approval for licensure.

Action: Lynn Gibson made a motion to approve these homes for licensure; Jennifer Mekler seconded the motion; The motion passed unanimously.

IV. Executive Director's Report

Ms. Bornoff discussed the following points:

- a. ELC will soon be releasing a preliminary report it is conducting to measure the number of infant, preschool, and VPK slots, versus staff shortages pre and post COVID.
- b. As explained in the June meeting, Child Care Licensing under the umbrella of DOH is called upon to assist with the special needs shelters when they open during a hurricane. With this last storm that came through, Idalia, the shelters were open, and the following Child Care Licensing employees worked in one of three shelters (all in schools): Maria Villarreal, Elise Bishop, Paula Boardman, Karen Kirouac, Deija Nevins, Hope Williams & Faith Bornoff. The job of working in a shelter rotates with storms and seasons.
For every storm Julie Oliver works the DCF hotline for our county, receiving calls from providers about closures and damages. Mary Jane Elder is available after every storm to go out into the field and assist with inspections to get providers back open.
- c. The Child Protection Investigators (CPIs) in Pinellas County have moved out from the umbrella of the Sheriff's office to DCF. This is now uniform in the state of Florida. It has been a shaky handoff from licensing staff's perspective, but staff is working to make the relationship more solid and hope to have these relationships running smooth shortly.

V. Informational Items

A. Update on Unlicensed Care

Licensing staff is still working to finish up with the last 9 after school vendors who have not completed the background checks and documentation required to pick up at a Pinellas County public school. The next step is to have all vendors answer a questionnaire to determine if they could be exempt from licensure or if their program requires licensure. Licensing staff have just begun to work through this process, and it will take a significant amount of time to complete.

B. Monthly Financial Report

no comments

C. Annual 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

VI. Public Comment

no public comments

VII. Staff Anniversaries

Ms. Bornoff shared the 3rd quarter anniversaries for CCLP

VIII. Upcoming 2023 meetings

Next board meeting is Wednesday December 13th, 2023, at 1:30pm

IX. Adjournment

Mr. Mikurak adjured the meeting at 6:50pm

Respectfully Submitted,

Celeste M. Fernandez, Secretary

III. Action Items

A. Approve Updated New Retirement Rate FY 2023-2024

Pinellas County Health Department Pinellas County Licensing Board October 1, 2023- September 30, 2024									
11/20/2023									
Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.
a. Personnel Salaries									
a. Total Personnel				17.25	\$433,628	\$155,400	\$80,499	\$0	\$43,319
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 13.57%.									
FICA			7.65%	\$33,173	\$11,888	\$6,158	\$0	\$3,314	\$0
RETIREMENT			13.57%	\$58,843	\$21,088	\$10,924	\$0	\$5,878	\$0
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods			VAR	\$186,170	\$76,843	\$39,712		\$24,820	\$0
b. Total Fringe Benefits				\$278,185	\$109,819	\$56,794	\$0	\$34,012	\$0
Total Salary & Fringe				\$711,813	\$265,218	\$137,293	\$0	\$77,331	\$0
Expenditure Line Item and Explanation				JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.
c. Direct Costs									
CONTRACTUAL- AUDIT	Notes	Obj. Code		\$0	\$0	\$0		\$22,000	\$0
CONTRACTUAL- LEGAL FEES		131100		\$0	\$9,637	\$0		\$10,363	\$0
JANITORIAL		132100	****	\$4,512	\$1,986	\$0		\$1,490	\$0
LEGAL ADVERTISING		133500		\$0	\$0	\$0		\$800	\$0
INFO. TECH Records Mgmt		134216		\$0	\$0	\$0		\$300	\$0
FINGER-PRINT EXPENSE		290000		\$190	\$0	\$0		\$0	\$0
POSTAGE & FREIGHT	Postage 21000 & Freight 210001	210000		\$0	\$0	\$0		\$1,000	\$0
TELEPHONE		221000	****	\$2,196	\$799	\$0		\$599	\$0
CELLULAR PHONES		221100		\$6,635	\$0	\$0		\$4,735	\$0
PRINTING		230000		\$0	\$0	\$0		\$1,000	\$0
TRAVEL	includes conf mileage & parking	261300		\$10,600	\$0	\$2,400		\$0	\$0
CONFERENCES/TRAINING	reg fees only	461601		\$900	\$0	\$0		\$0	\$0
UTILITIES	Water 273000 & Electric 271000	271000	****	\$7,910	\$3,482	\$0		\$2,613	\$0
OFFICE SUPPLIES	Audio Visual 341029 - \$400	341018		\$6,000	\$0	\$0		\$0	\$0
EDUCATIONAL MATERIALS		341039		\$200	\$0	\$0		\$0	\$0
SUBSCRIPTIONS/DUES	DEO	492000		\$0	\$0	\$0		\$175	\$0
RENT- EQUIPMENT	Copier	442000		\$0	\$0	\$0		\$2,140	\$0
HR ASSESSMENT FEE	Per FTE		****	\$2,499	\$1,000	\$0		\$1,000	\$0
c. Total Direct Cost				\$41,642	\$16,904	\$2,400	\$0	\$48,215	\$0
d. Indirect Cost									
Indirect cost will offset purchasing, finance, information technology.									
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)				\$121,008					\$121,008
Indirect Cost - In Kind							\$234,105		\$234,105
d. Total Indirect Cost - 29.80%				\$121,008	\$0	\$0	\$234,105	\$0	\$355,113
Proposed Budget				\$874,464	\$282,122	\$139,693	\$234,105	\$125,546	\$0
23/24 Projected Revenue				\$874,464	\$282,122			\$125,546	\$0
Notes:				Pgm %	Pgm %	Pgm %	Pgm %	Pgm %	
				53%	17%	8%	14%	8%	0%

B. Approve Licenses for 3 Child Care Centers

Center Name	Address	Owner	Category	Capacity	Ages
Faith Academy International	915 Drew Street Clearwater, 33755	All Children Christian Academy Inc	Day Nursery	45	2 yrs - 6 yrs
Harbor View Creative Learning Center	3245 Executive Drive Clearwater 33762	Harbor View Creative Learning Center Clearwater LLC	Day Nursery	81 – 48 of which are infants	2 mon - 6 yrs
James B Sanderlin Family Service Center	2335 22 nd Avenue S St Petersburg 33712	James B Sanderlin Family Service Center Inc	School Age	71	Kindergarten and up
			Total:	197 – which 48 are infant	

C. Approve Licenses for 6 Family Child Care Homes

Provider Name	Address	Capacity
Brittney Patillo	2451 14 th Avenue S, St. Petersburg 33712	8
Gwendolyn Watson	4611 14 th Avenue S, St. Petersburg 33711	6
Amber Easterday	1408 Lynn Avenue, Clearwater 33755	8
Elysia Huff	4051 Haines Road N, St. Petersburg 33703	8
Ronda Shults	605 Tangerine Drive, Oldsmar 34677	8
Laura Homzak	7951 25 th Avenue N, St. Petersburg 33710	6
	Total:	44

IV. Discussion Item

A. Staff Member in Charge (SMIC) Requirements

Current definitions in regulations:

Staff Member In Charge of Day Nursery. *The staff member in charge (SMIC) of the staff and program of a day nursery shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades.*

Staff Member In Charge of School Age Center. *The staff member in charge (SMIC) of the staff and program of a school age center shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations I.B. 1.f.3.*

Regulation pertaining to Staff Member in Charge:

c. Staff Member In Charge of Day Nursery. The staff member in charge (SMIC) of the staff and program of a day nursery shall be a high school graduate or have the equivalent of a high school diploma and have

completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades.

d. Staff Member In Charge of School Age Center. The staff member in charge (SMIC) of the staff and program of a school age center shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations I.B.1.f.3.

g. Credit to meet the educational requirement for staff member in charge, teacher, teacher in charge, and teacher in process will be accepted from a college or university accredited by the Regional Institutional Accrediting Associations as listed in the Directory of Postsecondary Institutions.

(1) The License Board accepts all licensed institutions listed in the Report of the Florida Board of Independent Colleges and Universities, as acceptable for credit if they offer the appropriate courses that are accepted by the License Board. The License Board accepts all institutions licensed or approved by the Board of Education or appropriate Board of the state where the institution is located; the applicant would have the burden of proof to show that the institution meets this requirement.

(2) Evidence of credit shall be in the form of a transcript (official or unofficial), grade card, college printout, or verification by an instructor of successful course completion. An authentic diploma from a college or university listed in the Directory of Postsecondary Institutions showing a major in kindergarten, elementary education, early childhood education, child development, family and consumer sciences (formerly home economics/child development), or full Florida certification in early childhood or elementary education, is acceptable in lieu of a transcript for 12 credits in early childhood education.

(3) Course work in the following eight content areas will be acceptable for early childhood education and/or school age credit:

- (a) Planning a safe, healthy environment to invite learning for children
- (b) Steps to advance children's physical and intellectual development
- (c) Positive ways to support children's social and emotional development
- (d) Strategies to establish productive relationships with families
- (e) Maintaining a commitment to professionalism
- (f) Observing and recording children's behavior
- (g) Principles of child growth and development
- (h) Strategies to manage an effective children's program operation

(4) In lieu of completion of six (6) semester hours of college credits in the eight content areas, a staff member in charge of a day nursery, school age center or nonpublic school may satisfactorily complete a CDA credential, a state approved equivalent, or a Florida School-Age Certification. This may be documented on a transcript, diploma, or certificate.

V. Executive Director's Report – to be presented verbally.

VI. Information Items

A. Financial Report

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET REPORT
10/01/23 - 09/30/24 (FY2324)
ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Amendment 1	Amended BUDGET	3 Pay periods OCTOBER ACTUAL	NOVEMBER PROJECTED	DECEMBER PROJECTED	JANUARY PROJECTED	FEBRUARY PROJECTED	MARCH PROJECTED	3 Pay periods APRIL PROJECTED	MAY PROJECTED	JUNE PROJECTED	JULY PROJECTED	AUGUST PROJECTED	SEPTEMBER PROJECTED	SEPTEMBER Actual	ALL FUNDS SPENT 9/30/2024
TOTAL SALARIES	712,848	0	712,848	48,283.66	51,896.88	51,856.88	52,889.48	51,821.29	51,881.36	77,139.28	56,044.89	51,207.88	51,755.54	51,237.58	51,260.68	30,750.36	677,093.18
FICA/MEDICARE	54,533	0	54,533	3,693.69	3,761.94	3,774.19	4,006.27	3,954.33	3,645.18	5,901.15	4,094.66	3,917.39	3,756.52	3,919.67	3,920.67	2,352.40	50,718.06
RETIREMENT	86,733	0	86,733	6,552.08	7,015.10	7,036.84	7,106.54	7,032.15	7,013.16	10,467.80	7,334.00	6,703.02	7,023.23	6,952.94	6,954.70	4,172.82	91,384.38
HEALTH/LIFE/OIS	327,544	0	327,544	22,548.06	34,403.39	9,879.91	22,586.29	22,474.76	21,549.55	16,929.93	36,750.89	11,093.65	15,266.58	23,146.05	20,728.84	10,504.35	287,882.34
TOTAL FRINGE BENEFITS	478,810	0	478,810	32,793.83	46,180.43	20,890.94	33,899.10	33,471.24	32,207.88	33,298.89	48,179.66	21,714.06	26,068.32	34,018.86	31,804.21	17,029.67	409,944.67
TOTAL SALARY AND BENEFITS	1,191,658	0	1,191,658	81,077.38	96,878.09	72,648.80	86,088.69	85,292.63	83,889.23	110,438.17	104,224.64	72,921.72	77,811.88	85,256.22	82,864.79	47,779.92	1,087,037.83
TELEPHONE	3,593	0	3,593	346.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	346.40
CELLULAR PHONES	11,370	0	11,370	630.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	830.46
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	1,000	0	1,000	12.50	0.00	0.00	0.00	0.00	0.00	0.00	4.95	0.00	0.00	0.00	0.00	0.00	17.45
PRINTING	1,000	0	1,000	28.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00
TRAVEL	13,000	0	13,000	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
EDUCATIONAL MATERIALS	200	0	200	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	6,000	0	6,000	1,261.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,261.14
INFO. TECHNOLOGY	300	0	300	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
RENT- EQUIPMENT (COPIER)	2,140	0	2,140	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
SUBSCRIPTIONS/DUES	175	0	175	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
EQUIPMENT - COMPUTERS	0	0	0	0.00	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	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00
CONTRACTUAL- Legal Fees	20,000	0	20,000	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- Advertising	800	0	800	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-Janitorial	7,888	0	7,888	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
UTILITIES	14,005	0	14,005	549.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	549.87
FINGERPRINT	190	0	190	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
HR ASSESSMENT FEE	4,499	0	4,499	0.00	0.00	0.00	0.00	0.00	0.00	0.00	253.06	(0.01)	0.00	0.00	0.00	0.00	263.06
Misc/Conference	900	0	900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING	109,180	0	109,180	3,093.37	0.00	0.00	0.00	0.00	0.00	0.00	12,268.01	(0.01)	0.00	0.00	0.00	0.00	16,261.37
ADMIN. COST/ FDOH In-Kind	234,106	0	234,106	10,176.45	12,735.81	9,328.97	11,169.03	11,005.93	10,815.85	14,049.91	13,748.81	9,296.73	9,088.70	10,822.47	10,593.16	5,694.83	138,628.67
ADMIN. COST JWS 17%	121,008	0	121,008	8,147.03	9,158.19	7,066.60	8,282.47	8,270.18	8,143.12	10,909.11	9,805.93	7,183.58	8,496.78	8,445.44	8,132.02	5,103.43	107,148.88
TOTAL ADMIN. COST	355,113	0	355,113	18,323.48	21,894.00	16,395.68	19,451.60	19,276.11	18,958.97	24,959.03	23,554.76	16,480.31	17,585.48	19,267.90	18,725.18	10,798.26	245,770.55
ALL FUND TOTAL EXPENSES	1,655,930	0	1,655,930	102,404.24	118,770.09	88,942.38	105,520.09	104,568.84	102,848.20	135,397.19	140,037.30	89,402.02	95,397.34	104,524.12	101,578.88	68,678.18	1,347,969.75
REVENUE SOURCES (projected Received)																	
JWS	874,464	0	874,464	57,935.30	63,029.86	48,634.85	57,002.86	56,918.30	56,043.82	75,080.35	67,487.90	49,439.91	58,477.81	58,124.49	55,967.44	35,123.62	739,286.62
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	282,121.82
FDOH	139,693	0	139,693	10,247.48	12,603.34	9,132.17	10,786.79	10,786.82	10,745.93	13,678.49	12,848.00	9,132.17	2,226.02	10,754.86	10,818.76	4,486.50	128,247.36
FDOH In-Kind	234,106	0	234,106	10,176.45	12,735.81	9,328.97	11,169.03	11,005.93	10,815.85	14,049.91	13,748.81	9,296.73	9,088.70	10,822.47	10,593.16	5,694.83	138,628.67
LB FEES & FINES	125,648	0	125,648	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALL FUND TOTAL REVENUE	1,655,930	0	1,655,930	101,869.40	111,878.17	90,606.18	102,488.86	102,221.21	101,115.78	126,318.81	117,594.88	91,378.97	93,302.70	103,211.98	100,889.62	46,304.96	1,288,182.48

B. Statistical Report Regarding Licensing Activities

Statistical Report for October 2023

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	224	1604	24	288	244	21733	122	19196	4	242	8	291
1. Temporary Permits 1st Time TP	2	12	1	12	2	168						
2. Capacity Change - current licenses New capacity began						-29						
3. Closed - # with capacity	-3	-22			-2	-187						
4. Corrections - from previous reports Explain below*												
Total Capacity	223	1954	25	300	244	21714	122	19196	4	242	8	291

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC		Infant Centers
Total Number	248	223	25	378		133
Total Capacity	2254	1954	300	41443		2583

1. Licensing						
a. Pre-licensing inspections	7			3		
b. - e. Inspections/ Re-checks	64			107	including	0 MS
f. TA/Consultation	3			8		
g. Unlicensed care investigations	10			0		
h. Children's Records (only)				0		
i. Renewal licenses issued	22			31		
2. Enforcement						
a. Complaints	2			15		
b. Fines administered	5			14		
c. Conferences	0			4		
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			3		
4. Training Taken						
a. Number of trainings	6			0		
b. Number of hours	12.5			0		
5. Health Inspections						
a. Food				68		

C. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
YMCA - Anona	2	No Smic on Premise with credentials	9/11/2023	\$75.00	\$75.00	9/18/2023
Indian Rocks Toddler Montessori	2	Safety Health and Sanitation	9/11/2023	\$50.00	\$50.00	10/4/2023
Indian Rocks Toddler Montessori	3	Personnel Records	9/11/2023	\$25.00	\$25.00	10/4/2023
B&G Tarpon Springs	1	Bus Sweep /Not Recorded	9/12/2023	\$500.00	\$500.00	9/15/2023
B&G Tarpon Springs	2	Driver Physical not current	9/12/2023	\$50.00	\$50.00	9/15/2023
AMA Afterschool Largo	2	Driver Physical not current	9/19/2023	\$50.00	\$50.00	10/3/2023
Elim Child Dev.	2	Daily Attendance	9/19/2023	\$60.00	\$60.00	9/25/2023
After School Kicks	1	Seat Belts /Child Restraint	10/3/2023	\$250.00	\$250.00	10/3/2023
After School Kicks	2	Emergency Person N/A	10/3/2023	\$50.00	\$50.00	10/3/2023
KinderCare 1037	2	General/Direct Supervision	10/4/2023	\$60.00	\$60.00	10/19/2023
First Lutheran Church	2	Personnel Re-screening	10/4/2023	\$50.00	\$50.00	10/19/2023
First Lutheran Church	3	Expired Immunization Records	10/4/2023	\$25.00	\$25.00	10/19/2023
LSF - Connie Marmaro	1	Reporting Child Abuse/Neglect	10/12/2023	\$500.00	\$500.00	10/20/2023
LSF - Connie Marmaro	1	Supervision	10/12/2023	\$500.00	\$500.00	10/20/2023
LSF - Jordan Park	1	Reporting Child Abuse/Neglect	10/12/2023	\$500.00	\$500.00	10/20/2023
LSF - Jordan Park	2	Supervision	10/12/2023	\$50.00	\$50.00	10/20/2023
Harbor View Creative Learning Center	2	Records/Closing Log	10/24/2023	\$50.00	\$50.00	11/8/2023
Aldersgate UMC Inc	3	Personnel/Education	10/26/2023	\$25.00	\$25.00	10/26/2023
First Baptist Preschool	1	Safety/Health/Sanitation	10/30/2023	\$250.00	\$250.00	10/30/2023
Keswick Kids	2	Records	10/24/2023	\$50.00	\$50.00	10/31/2023
Keswick Kids	2	Safety/Health/Sanitation	10/24/2023	\$50.00	\$50.00	10/31/2023
Clearwater NFC	3	Personnel/Employment History Check	11/7/2023	\$25.00	\$25.00	11/17/2023
Ascension Day School	2	Toxics	11/9/2023	\$50.00	\$50.00	11/13/2023
Ascension Day School	3	Student Health exam	11/9/2023	\$25.00	\$25.00	11/13/2023
Artz 4Life	3	Personnel/5yr history check	11/13/2023	\$25.00	\$25.00	11/14/2023
Elim CDC	2	Supervision	11/16/2023	\$50.00	\$50.00	11/27/2023

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Beverly Anderson	2	Personnel: The Central Abuse Hotline Record Search was not submitted for a new household member.	10/5/2023	\$50	\$50	10/5/2023
Beverly Anderson	2	Personnel: There was an unscreened individual living in the child care family home.	10/5/2023	\$50	\$50	10/5/2023
Julia Bernal	3	Daily Attendance: Daily attendance was not maintained to account for all children in care. Two children were not signed out of care on Friday, Oct. 6, 2023.	10/9/2023	\$25	\$25	10/17/2023
Dario Barcenas	3	Annual In-Service Training: The 10 hours of annual in-service training had not been completed by the Provider between July 1-June 30.	10/17/2023	\$25	\$25	11/16/23
Marisol Lopez Diez	2	Toxic/Hazardous Materials: Toxic substances and/or hazardous materials including cleaning supplies, flammable products and poisonous items were accessible to children in care.	10/23/2023	\$50		

3. 100% Compliant Inspections in Children's Centers

September	October
R'Club Lealman Elementary	Hillside Christian Academy, Inc.
R'Club New Heights Elementary	Plato Academy St. Petersburg
Westchester Academy	Tampa Bay Turners
Sweet Peas Preschool and Elementary	YMCA Woodlawn Elementary
The Sprout Academy Clearwater	Bay Pines Lutheran School
YMCA Starkey Elementary	R'Club High Point Elementary
The Ohana Preschool	City of Largo Southwest Rec. Complex
Safety Harbor Community Center	Delphi Academy of Florida
The Learning Experience	O2B Kids Belleair
Bright Beginnings Early Learning Center	The Learning Experience Clearwater
YMCA Orange Grove Elementary	Cornerstone Preschool
R'Club Southern Oak Elementary	Highland Recreation Center
R'Club Paul B Stephens	R'Club Eisenhower Elementary
City of Dunedin-Garrison Jones	Main Street Early Learning Center
Sweet Peas Preschool	Retmus Academy of Learning LLC
R'Club Rawlings Elementary	Speer YMCA Preschool Academy
YMCA Maximo Elementary	R'Club Happy Workers Early Learning Academy
YMCA Baypoint Elementary	Lake Vista Rec. Center
Frank W Pierce Rec.	R'Club Bay Vista Elementary
Boys & Girls Club Northside/Royal	Christian Way Academy
Magnolia Dayschool St. Pete	Ridgecrest Boys & Girls Club
First Baptist Preschool	Little Lambs Christian Preschool
Oakhurst Learning Center	Lake Tarpon Learning Center West
St. John Vianney Catholic School	
O2B Kids Palm Harbor	
The Robin's Nest	
R'Club Walsingham Elementary	
YMCA Oakhurst Elementary	
Palm Harbor Montessori	
St. Ignatius Early Childhood Center	

4. 100% Compliant Inspections in Family Child Care Homes

September	October
Angelita Troupe	Samiya Watson
Barbara McNeill	Gwendolyn Watson
Shelia Haugabook	Michelle Amons
Barbara Johnson	Kathleen Buckins
Tatumn Anderson	Elysia Huff
Katrina Jenkins	Tamsen Baker
Denise Redner	Carolyn Costello
Patty Gavornik	Kathleen Schmitt
Andrea Bloomfield	Veronica Mack
Barbara Cook	Celeste Froid
Patricia Frisch	Theresa Falzone
Barbara Underwood	Victoria Talbot
Kamielyn Jordan	Stephanie Singletary
Olga Gaymore	Carmen Figueroa
Kristi Harris	Peggy Robinson
Geraldine Parker	Stephanie Meacham
Lynn Gibson	Jody Stover
Catherine Bishop	Shrieka Hollis
Carol Ann Fowler	Irene Wilson-Giroir
Cheryl Smith	Claire Burns
Lynn Ferry	Alissa Campbell
Sandy Garcia	Ronda Shultz
Melissa Jones	Diana Duke
Colleen Heffern	
Johana Bravo	
Clarisse High	
Bernice Sanders	
Kendra Alexander	
Dorothy Harry	
Lisa Taddeo	
Darlyn Smith	
Mitzi Webb	
Deborah Kawa	
Ellen Myers	
Susan Barron	
Kimberly Kinnecom	

5. Closed Child Care Centers and Family Child Care Homes report

Center Closures

Center Name	Date Closed	Reason	Capacity
Guiding Inspirations	8/30/23	Operator Decision	35
New Beginnings Preschool LLC	9/14/23	Never Opened	
Kindercare 1046	9/22/23	Operator Decision	121
St Paul's Catholic Sch Ext Day Prog	9/22/23	Operator Decision	45
The Canterbury School of Florida	9/27/23	Operator Decision	78
LSF, Inc High Point Center	9/28/23	Operator Decision	63
Westchester Academy	10/3/23	Change of Ownership	90
Magnolia Day School Palm Harbor	10/27/23	Operator Decision	97
		Total:	529

Homes Closed

Name	Date Closed	Reason	Capacity
Pugh,Michelle	9/8/2023	voluntary/closed	8
Ghansiam, Talisha (LFCCH) (DBA) T's Future Stars Early Learning Childcare	9/8/2023	Changed to regular home	12
Hoch, Meagan (<i>inactive</i>)	9/11/2023	voluntary/closed	8
Reynolds, Patreese (<i>inactive</i>)	9/19/2023	voluntary/ closed	8
Barnes, Cindy	9/21/2023	voluntary/ closed	4
Bostick,Doris	9/29/2023	voluntary/ closed	6
Martinez,Kristen	10/6/2023	voluntary/ closed	6
Alexander,Debra (<i>inactive</i>)	11/3/2023	voluntary/closed	8
Lawson,Vanessa J (DBA) Precious Jewels Day Care	11/16/2023	voluntary/closed	8
Anderson,Beverly	11/17/2023	Voluntary/closed	8
Lopez Diez, Marisol (DBA) Besitos Clubhouse LLC	11/9/23	Voluntary/closed	8
		Total:	84

VII. 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 – 3rd Quarter

2023 Staff Anniversaries (4th Quarter)

October

Mary Jane Elder – 17 years

Deija Nevins – 1 year

November

Faith Bornoff – 6 years

Tammy Sharpe – 3 years

Karen Kirouac – 2 years

December

Paula Boardman – 5 years

IX. Upcoming 2024 Meeting Dates

- Wednesday, February 21st at 6:30pm
- Wednesday, May 22nd at 1:30pm
- Wednesday August 21st at 6:30pm
- Wednesday November 13th at 1:30pm

X. Adjournment