

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

**REGULAR MEETING  
FEBRUARY 18, 2025, at 6:30 PM**

**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 November 13, 2024

**III. Action Items**

- A. Approve FY 23-24 Audit – Presented by Dana Powell, Law Redd CPAs & Advisors
- B. Approve Change to Licensing Regulations governing Pinellas County Children's Centers to clarify and comply with state regulation
- C. Approve Licenses for 7 Child Care Centers

**IV. Discussion Items**

- A. Existing Fees and Potential New Fee
- B. House Bill 47

**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 2025 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 November 13, 2024**

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

**REGULAR BOARD MEETING**

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

**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 board meeting of the Pinellas County Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday November 21, 2024, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 1:30pm.

**i. Call to Order**

Mr. Mikurak called the meeting to order at 1:30pm.

**Board members:**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Mikurak	Board Chairperson	Present
Celeste Fernandez	Board Secretary	Present
Dorothy Duvé	Board Member	Present
Commissioner Justice	Pinellas County Commissioner	Absent
Lynn Gibson	Board Member	Present
Jennifer Mekler	Board Member	Present
Dr. Susan Weber	Board Member	Present
Brandy Downing	Ex-Officio Member	Absent

**Attorney**

<b>Attendee Name</b>	<b>Status</b>
Colleen Flynn, Esq.	Present

**Advisory Committee Members:**

<b>Attendee Name</b>	<b>Status</b>
Chris Steurnagel	Present
Dan Berman	Absent
Elizabeth Krakowski	Present
Nancy McGreevy	Present
Pamela Hinson	Present
Rob Lovelace	Absent
Shelia Haugabook	Absent

**Staff Members present:**

<b>Attendee Name</b>	<b>Attendee Title</b>
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor
Thanh (Ivy) Huynh	Contract Administrator Supervisor
Berta Coutin	Accountant III
Karen Kirouac	Administrative Secretary
Carol Ingham	Senior Clerk
Lilliana Gonzalez-Ramos	Licensing Specialist

**A. Announcements**

Faith Bornoff introduced new Child Care Licensing personnel: Carol Ingham - Senior Clerk for Homes, Lilliana Gonzalez-Ramos - Licensing Specialist, and Berta Coutin - Accountant.

**II. Consent Agenda**

**A.** Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on Wednesday August 21, 2024.

No discussion on items from consent agenda.

**Action:** Lynn Gibson made a motion to accept the minutes for the board meeting; Dorothy Duvé seconded the motion; The motion passed unanimously.

**III. Action Items**

**A.** Approve amendment to the FY25 budget.

The budget approved by the Board for FY 25 did not have the increased funding from DCF as we were waiting for execution. Items that were paid out of by the fund balance money will now be paid out of the increased DCF funding and the money will be returned to the fund balance.

**Action:** Celeste Fernandez made a motion to approve the updated budget; Dorothy Duvé seconded the motion; The motion passed unanimously.

**B.** Approve the Financial Report for FY24

Reviewed provided Financial Report, no discussion.

**Action:** Celeste Fernandez made a motion to accept the FY24 Financial Report; Dr. Susan Weber seconded the motion; The motion passed unanimously.

**C.** Final Agency Action Without Hearing

Colleen Flynn, Esq, explained the process of when a child care provider receives a fine and that the provider has 15 days to appeal the fine in front of a Hearing Officer if they disagree with the fine. The Hearing Officer will hear from both parties involved and then will make a recommended ruling. The provider then has the right if they wish to appeal the Hearing Officer's recommendation to the Board. At that point the Board would act as the decisionmaker. After hearing from both parties, the Board would vote on the Hearing Officer's Recommended Order. outcome.

In the matter before the Board, staff gave a fine on July 17, 2024, and the child care provider requested hearing. This went before a Hearing Officer on September 6, 2024. The Hearing

Officer heard from both parties and recommended that the imposition of the Class I fine be upheld. The child care provider did not file any exceptions to the Hearing Officer's Order within the time allowed. Per the applicable Rules of Hearing, the Board must take Final Agency Action accepting the Recommended Order issued by the Hearing Officer without any hearing as no exceptions were filed.

**Action:** Celeste Fernandez made a motion to accept the Final Agency Action;  
Dorothy Duvé seconded the motion;  
The motion passed unanimously.

**D. Approve Licenses for 4 Child Care Centers**

Tammy Sharpe reviewed the 4 child care centers and recommended them to be approved.

**Action:** Dr. Susan Weber made a motion to approve the 4 child care centers for licensure;  
Dorothy Duvé seconded the motion;  
The motion passed unanimously.

**E. Approve Licenses for four (4) Family Child Care Homes and one (1) Large Family Child Care Home**

Julie Oliver reviewed the 4 Family Child Care Homes and 1 Large Family Child Care Homes for licensure and recommended them to be approved.

**Action:** Lynn Gibson made a motion to approve licenses for the 4 Family Child Care Homes and 1 Large Family Child Care Home;  
Dr. Susan Weber seconded the motion;  
The motion passed unanimously.

**IV. Presentation**

**A. Emergency Regulations/State of Emergency/Hurricanes Helene and Milton**

Faith Bornoff gave a presentation covering the recent State of Emergency in Pinellas County. (Please see handouts provided: Power Point Presentation, Emergency Preparedness and Aftermath Planning Guide for Children's Centers and Family Child Care Homes in Pinellas County). Ms. Bornoff explained what Child Care Licensing Staff is required to do during a State of Emergency when shelters for the special needs clients are opened and that we do have 3 staff that are also during storm and post storm and do not work in the shelters.

At the beginning of the Hurricane Season and prior to the arrival of a storm, the emergency packets are sent to the providers as a reminder of the emergency regulations. There is a regulation for both homes and centers that they are to communicate their status with child care licensing post storm. Emergency Regulations are used when there is a State of Emergency in Pinellas County. If there is damage to a center or home and they are not able to use their current location, they may use an extended field trip as a way to have child care elsewhere until they are able to move back into their space. This is a way to make this easiest on parents, ELC, child care licensing, etc.

As of this date, there are 17 total child care centers closed and 7 child care homes closed. There are also multiple providers with damage to their playgrounds. (KAREN – CHECK WITH FAITH- I'M NOT SURE THAT 17 CENTERS AND 7 HOMES ARE CLOSED- I THINK THEY MAY BE UNDER EMERGENCY REGULATIONS OR ON PERMAMENT FIELD TRIPS STILL BUT I DON'T THINK THEY ARE ALL COMPLETELY CLOSED.

There were many lessons learned from this incident. We also see items we need to work to make better and smoother from our end going forward.

**V. Executive Director's Report**

Ms. Bornoff reported an event that happened recently that also was reported by local news. A father was supposed to drop his child at child care. He came back to pick up his child in the evening and was informed his child was not in child care that day. That is when it was realized the child had been in the backseat of the car all day. The child was found deceased in the parking lot of the child care center. The child care center was not at fault.

**VI. Informational 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

No discussion on information Items

**VII. Public Comment**

There was no public comment.

**VIII. Staff Anniversaries**

Ms. Bornoff announced the October, November, and December staff anniversaries.

**IX. Upcoming 2025 meetings**

- Wednesday January 29<sup>th</sup>, 2025, at 6:30pm
- Wednesday June 11<sup>th</sup>, 2025, at 1:30pm
- Wednesday September 17<sup>th</sup>, 2025, at 6:30pm
- Wednesday December 3<sup>rd</sup>, 2025, at 1:30pm

**X. Adjournment**

Mr. Mikurak adjourned the meeting at 2:17pm.

Respectfully Submitted,

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Celeste M. Fernandez, Secretary

### III. Action Items

- A. Approve FY 23-24 Audit – Presented by Dana Powell, Law Redd CPAs & Advisors  
*Please see Audit attachment*
- B. Change to Regulations to clarify and comply with state regulation

PCLB has ability to change its regulations in accordance with applicable law. PCLB must meet or exceed State regulations. PCLB can decrease a regulation (provided it does not go below State Regulations) if it deems it reasonable and can increase a regulation in accordance with the procedure set forth by law. From time to time the local regulations must be updated to comply with the changes/clarifications in State regulations. As set forth below, the Pinellas County regulations need to be revised to comply with Florida law as DCF has changed certain trainings. Previously, one of the training courses was a ten (10 ) hour class. DCF has broken the training into two (2) five (5) hour classes (Infant and Toddler Appropriate Practices and Understanding Developmentally Appropriate Practices) and thus, the regulations must be update to comply with the state. This is neither a decrease nor an increase to the Pinellas regulations but merely a clarification to comply with the state. However, the Board must still take action to effectuate the change to the Pinellas County Regulations.

The legally necessary changes are as follows

#### Licensing Regulations Governing Pinellas County Children’s Centers (current page 34)

I. Personnel

C. Training

Training Requirements

8. Infant Center Training

a. Director Training

*Current Regulation:*

(2) A new director of an existing children’s center providing infant care must attend within ninety (90) days of hire the entire License Board training, Director’s Orientation for Infant Care, or the entire Department of Children and Family Services’ specialized training course, Infant and Toddler Appropriate Practices.

*Proposed Regulation:*

(2) A new director of an existing children’s center providing infant care must attend within ninety (90) days of hire the entire License Board training, Director’s Orientation for Infant Care, or both Department of Children and Family Services’ specialized training courses, Infant and Toddler Appropriate Practices and Understanding Developmentally Appropriate Practices.

b. Child Care Staff Training

*Current Regulation:*

Child care staff caring for infants shall attend the entire Department of Children and Family Services’ specialized training course, Infant and Toddler Appropriate Practices within ninety (90) days of employment; and in addition annual in-service training of ten (10) hours shall include four (4) hours of training specifically related to infant care.

*Proposed Regulation:*

Child care staff caring for infants shall attend both Department of Children and Family Servies’ specialized training courses, Infant and Toddler Appropriate Practices and Understanding Developmentally Appropriate Practices within ninety (90) days of employment; and in addition annual in-service training of ten (10) hours shall include four (4) hours of training specifically related to infant care.

Action: Approve changes to regulations to comply with state regulations/training requirements.

**C. Approve Licenses for 7 Child Care Centers**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Creative Learning Center	Pinellas Park, 33781	120 – 10 of which are infant
Gates and Bridges Learning Academy	Clearwater, 33756	42 – 16 of which are infant
Harbor View Creative Learning Center	St Petersburg, 33705	67 – 32 of which are infant
Retmus Academy of Learning #2	St. Petersburg, 33712	61 – 10 of which are infant
Safety Harbor Montessori Academy	Clearwater, 33761	56
SPPF M.A.S.T.R. Kids Program (JHOP)	St Petersburg, 33705	80
Tomorrow's Child of Pinellas, LLC	Clearwater, 33761	86
	<b>Total:</b>	<b>512 – 68 of which are infant</b>

**IV. Discussion Items**

**A. Existing Fees and Potential New Fees**

**PCLB has the ability to increase regulations above the state guidelines provided that PCLB follows the requirements set forth in the regulations. Specifically, the Regulations state as follows:**

**RULES AND REGULATIONS**

- Ch 61 S.5.* The License Board shall have the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards prescribed in this act. In the event the License Board determines it reasonable to decrease the requirements of any particular standard, it may do so by the action of the Board only. In the event the License Board determines that there is a reasonable necessity to supplement or increase any particular standard, it may do so according to the following procedure:
- Ch 61 S.5.(1)* (1) There shall be a finding of necessity, not merely desirability.
  - Ch 61 S.5.(2)* (2) There must be a notice of the finding, the old standard, the proposed new standard, the reason for the change, and a hearing date mailed to all licensees.
  - Ch 61 S.5.(3)* (3) There must be a hearing at which all affected persons are given an opportunity to present their views.
  - Ch 61 S.5.(4)* (4) The proposed new standard may not be considered again by the Board until a meeting at least ninety (90) days after the hearing, at which time, if approved by five-sevenths (5/7) of the membership of the Board, it shall be adopted.
  - Ch 61 S.5.(5)* (5) Any new standard must provide that it shall not become effective for a particular period of time specified in it, which is reasonable considering the particular standard involved.
  - Ch 61 S.5.(6)* (6) No rule or regulation shall require medical examination or immunization for admission to a children's center of a child whose parent or guardian files a letter with the operator stating that such medical examination and/or immunization is contrary to his or her religious beliefs, or provide for the exclusion of a child from the center because of parent or guardian having filed such a letter; provided however, that whenever there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child may be temporarily excluded from the center until the operator is satisfied that any contagious or infectious disease does not exist.
  - Ch 61 S.5.(7)* (7) After the meeting approving the standard, within thirty (30) days, notice of the new standard and the effective date of it shall be mailed to all members.

**Thus, following the process, the Board first must find there is a finding of necessity, not that it merely prefers to increase a standard or impose a new standard. Second and assuming the board finds necessity, then all providers will receive via mail, a notice of the finding of necessity, the old standard, the proposed new standard and the reason for the change and a hearing date so that providers may be**

given an opportunity to express their views. Thereafter the proposed new standard may not be considered by the Board until a meeting at least ninety days after the hearing at which time, if approved by 5/7 of the Board it can be adopted. There must be an effective date of the new standard. Within thirty days of approval by the Board, it will be mailed to the providers. The same procedure is in place for homes and centers.

At this time, because of the increased costs faced by licensing, staff believes it is necessary to increase fees and implement certain additional fees. PCLB last increased fees November 1, 2021. Prior to that time it had been 14 years since an increase in fees occurred. Costs over this time span have increased in salaries, mileage reimbursements, increases in insurance, audit fees, and all other associated fees.

Attached is a listing of the fees currently charged by PCLB as well as suggested increases to each fee. PCLB does not charge for registering exempt centers despite the work that it requires by staff. Thus, staff believes a fee for processing exempt centers should be added to the fee schedule and is indicated on the attached. Because this is an increase to the regulations, PCLB would have to follow the legally required process to increase.

The proposed steps are as follows:

**Step 1 – at a PCLB Regular Board Meeting: Finding of Necessity by Board**

After Board makes a finding of necessity the notice of finding, old and proposed standards and reason for change and hearing date on the proposed change is mailed to licenses

**Step 2 – at a Public Hearing on Increases/Additions (this would be in addition to the regular Quarterly board meeting)**

**Step 3 - at a PCLB Regular Board Meeting: Consideration by Board for passage of increases/additions and implementation date. Requires 5/7 vote of Board.**

Immediately Thereafter (no later than 30 days) mail notice of new standard and effective date to all licensees

**Implementation Date: As determined by the Board**

**Action Items A.1 to A.4 apply to Centers and Action Items A.5 to A.9 apply to Homes.**

If this is the Board's desire, we can begin the process at the next Board Meeting June 11, 2025. The Board will need to set a Hearing on this as there must be 90 days between the hearing and the meeting for the vote. You could either schedule the hearing at a special meeting in late July/August or you could move the currently scheduled September 17, 2025 regular Board meeting to the end of August or September 1<sup>st</sup> or 2<sup>nd</sup> and have the hearing immediately preceding that meeting so that the Step 3 final consideration meeting would occur at the regular Board Meeting on December 3, 2025 (you need 5 out of 7 votes to pass so it is imperative that all members are present). Remember we need 90 days between Hearing and the Step 3 final vote. The implementation date would be January 15, 2026.

**IV. Discussion Items**

B. House Bill 47

**House Bill 47 proposes some regulation changes as well as some language addressing local child care licensing agencies.**

Attached and link provided below:

<https://www.flsenate.gov/Session/Bill/2025/47/BillText/Filed/PDF>

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

VI. Information Items  
A. Financial Report

PINELLAS COUNTY LICENSE BOARD REVENUE & EXPENSE BUDGET REPORT 10/01/24 - 09/30/25 (FY2425) <a href="#">ALL FUND SUMMARY</a>																	
ACCOUNT	ANNUAL BUDGET	Amendment 1	Amended BUDGET	3 Pay periods			3 Pay periods									SEPTEMBER ACCRUAL	ALL FUNDS SPENT 9/30/2025
				OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUGUST ACTUAL	SEPTEMBER ACTUAL		
TOTAL SALARIES	746,286	0	746,286	58,233.73	25,051.79	64,360.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147,646.05
FICA/MEDICARE	57,091	0	57,091	4,454.88	1,916.46	4,923.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,294.92
RETIREMENT	101,719	0	101,719	7,937.26	3,414.56	8,772.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,124.16
HEALTH/LIFE/DIS	306,849	0	306,849	22,836.75	1,628.54	31,350.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,815.49
TOTAL FRINGE BENEFITS	465,659	0	465,659	35,228.89	6,959.56	45,046.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87,234.57
TOTAL SALARY AND BENEFITS	1,211,945	0	1,211,945	93,462.62	32,011.35	109,406.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	234,880.62
TELEPHONE	5,754	0	5,754	10.00	741.56	32.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	783.64
CELLULAR PHONES	7,560	0	7,560	91.29	636.37	636.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,364.03
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	1,040	0	1,040	268.81	0.26	582.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	851.20
PRINTING	2,000	0	2,000	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
TRAVEL	15,082	0	15,082	75.65	499.95	961.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,537.00
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	6,912	0	6,912	0.00	386.48	2,068.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,455.38
INFO. TECHNOLOGY	300	0	300	0.00	50.00	184.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	234.84
RENT- EQUIPMENT (COPIER)	1,680	0	1,680	129.75	91.41	90.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311.35
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	24,000	0	24,000	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- Legal Fees	20,000	0	20,000	0.00	7,759.69	1,677.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,437.19
CONTRACTUAL- Advertising	800	0	800	165.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.24
CONTRACTUAL- Janitorial	12,039	0	12,039	862.04	1,149.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,011.42
UTILITIES	15,231	0	15,231	1,056.72	1,037.10	1,060.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,153.82
FINGERPRINT	76	0	76	0.00	37.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.25
HR ASSESSMENT FEE	3,367	0	3,367	0.00	992.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	992.10
Misc/Conference	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
TOTAL OPERATING	116,216	0	116,216	2,834.50	13,381.55	7,293.41	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	23,519.46
ADMIN. COST/ FDOH In-Kind	245,785	0	245,785	18,171.92	4,851.07	23,265.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,288.81
ADMIN. COST JWB 17%	123,858	0	123,858	10,334.18	4,912.39	10,103.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,349.78
TOTAL ADMIN. COST 30.50%	369,643	0	369,643	28,506.10	9,763.46	33,369.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,638.59
ALL FUND TOTAL EXPENSES	1,697,803	0	1,697,803	124,803.22	55,156.36	150,069.09	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	330,038.67
<b>REVENUE SOURCES ( projected Received)</b>																	
JWB	874,464	0	874,464	71,199.11	36,932.20	73,584.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181,715.54
DCF	367,731	0	367,731	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	367,731.00
FDOH	129,619	0	129,619	11,281.15	3,108.29	11,551.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,941.27
FDOH In-Kind	245,785	0	245,785	18,171.92	4,851.07	23,265.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,288.81
LB FEES & FINES	80,205	0	80,205	12,407.00	10,643.80	10,728.00	12,429.00	10,975.00	14,949.00	12,674.00	10,042.00	13,004.00	7,463.00	13,031.00	7,982.00	0.00	136,327.80
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	1,697,803	0	1,697,803	143,703.43	86,179.61	149,774.13	43,073.25	41,619.25	45,593.25	43,318.25	40,686.25	43,648.25	38,107.25	43,675.25	38,626.25	-	758,004.42

## B. Statistical Report Regarding Licensing Activities

Statistical Report for January 2025												
Previous Months Totals Monthly Activity	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
1. Temporary Permits 1st Time TP	3	18					1	19				
2. Capacity Change - current licenses New capacity began												
3. Closed - # with capacity	-4	-25	-1	-12	-8	-990						
4. Corrections - from previous reports Explain below*												
<b>Total Capacity</b>	<b>209</b>	<b>1860</b>	<b>27</b>	<b>324</b>	<b>237</b>	<b>20905</b>	<b>125</b>	<b>19458</b>	<b>4</b>	<b>242</b>	<b>7</b>	<b>271</b>
<b>Monthly Tally Sheet Summary</b>												
	<b>Homes</b>	<b>FDCH</b>	<b>LFDCH</b>	<b>CC</b>		<b>Infant Spaces</b>						
<b>Total Number</b>	<b>236</b>	<b>209</b>	<b>27</b>	<b>373</b>		<b>138</b>						
<b>Total Capacity</b>	<b>2219</b>	<b>1860</b>	<b>324</b>	<b>40876</b>		<b>2783</b>						

Service Tasks/Licensing Activities	CENTERS	HOMES	OTHER/FOODS	Inspections
Prelim inspections	2	0	0	0
Initial inspections	1	3	3	0
Routine/Renewal inspections	32	43	43	0
Complaint Investigations Only	8	1	0	0
Reinspection/Recheck Inspections	51	11	2	0
Technical Assistance or Consultation	1	1	0	0
Inspections/Visits for Change	0	0	0	0
Unlicensed Care Visits/Communications	2	0	0	0
Complaint/Intake Reports Taken/Written	12	1	0	0
Fines Given	10	0	0	0
<b>CLASS I FINES GIVEN (all Class 1's for this month)</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
Trainings Given	5	0	0	0
Trainings Attended	1	0	4	0
Fine Hearings/Conferences/Staffings	6	0	0	0
Checklists Completed (turned into Supervisor)	0	0	0	1
DCF Website Lookups	0	0	0	0
Other Activities	8	0	0	0
Number of Regular Licenses Issued (CARES)	24	16		
Temporary Licenses Issued (NEW) (CARES)	1	3		
Provisional Licenses Issued (CARES)	4	0		
Board Licenses Issued (CARES)	0	0		
Probational Licenses Issued (CARES)	1	0		
Licenses Closed (doors closed) (CARES)	8	5		
Number of Regular Inspections and Re-Inspections approved into CARES	143	54		
Number of Complaints Processed and Assigned	8	1		
Number of Complaint Inspections approved into CARES	6	1		
Number of Files Requiring Extra Time and/or Paperwork (Other Category)	0	0		
Number of Complaints Requiring Extra Time and/or Paperwork (Other Category)	0	0		
Ride Along's	1	0		
Number of Renewal Packets Created and Mailed/Sent out	37	17	0	
Number of Incoming Renewal Packets and Payments Received and Processed	23	17	0	
Number of Licenses/Exemption Letters Sent/Mailed out	42	15	0	
Number of Training Attendees Signed Up/Processed	19	9	0	
Number of Training Attendees Prepared (Materials) for	19	9	0	
Number of Trainings Schedules Prepared (and rooms booked)	1	1	0	
Number of Trainings Attended	0	0	0	
Other Activities (board mtgs, field ride along's)	0	0	0	
<b>TOTALS</b>	<b>539</b>	<b>208</b>	<b>52</b>	<b>1</b>

**Total Number of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month**  
609

**Total licensed capacity of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month**  
43095

**Number of Licensed Child Care Entities with Class 1**  
3

**Number of Licenses Issued**  
49

**Number of Licenses Issued within Statutory Time**  
49

**Number of Provisional Licenses Issued**  
4

**Number of Inspections and Re-Inspections Performed**  
203

**Number of Complaints processed**  
9

**Number of Other Licensing Activities**  
483

**Number of Food Licensing Activities**  
52

**Total Activities** 796

Totals Check 799

## C. Compliance Reports

### 1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Date Paid	Amount Paid
R'Club US 19 & Ulmerton	2	Center Closing Log	10/30/2024	\$50.00	11/14/24	\$50.00
R'Club US 19 & Ulmerton	3	Employment History Check	10/30/2024	\$25.00	11/14/24	\$25.00
R'Club US 19 & Ulmerton	3	Exposure Plan	11/1/2024	\$25.00	11/15/24	\$25.00
Our Lady of Lourdes	3	Facility Records-Daily Student Health Examination	11/4/2024	\$25.00	11/19/2024	\$25.00
Our Lady of Lourdes	3	Records/Emergency Medical Release Form	11/4/2024	\$25.00	11/19/2024	\$25.00
Our Lady of Lourdes	3	Facility Records/Enrollment info 4	11/4/2024	\$25.00	11/19/2024	\$25.00
Kinder Care LC 1037	2	Personnel/Background Screening	11/6/2024	\$50.00	11/21/2024	\$50.00
Kinder Care LC 1037	2	Physical Environment Fire Safety	11/6/2024	\$50.00	11/21/2024	\$50.00
Kinder Care LC 1037	3	Facility Record/Enrollment Information	11/6/2024	\$30.00	11/21/2024	\$30.00
YMCA - Azalea	2	Record- Closing Log	11/6/2024	\$50.00	11/21/2024	\$50.00
Our Savior Lutheran	2	Record- Daily Attendance	11/7/2024	\$50.00	11/22/2024	\$50.00
Mattie Williams NFC	3	Records/Enrollment Info.	11/15/2024	\$25.00	11/30/2024	\$25.00
YMCA - Forest Lake	3	Personnel/Background Screening	11/15/2024	\$25.00	11/30/3024	\$25.00
YMCA - Forest Lake	3	Record/Enrollment Information	11/15/2024	\$30.00	11/30/2024	\$30.00
YMCA - Oldsmar	2	Supervision (SMIC)	11/15/2024	\$60.00	11/30/2024	\$60.00
YMCA - Oldsmar	3	Personnel Training	11/15/2024	\$25.00	11/30/2024	\$25.00
YMCA - Oldsmar	3	Personnel /Background Screening	11/15/2024	\$30.00	11/30/2024	\$30.00
Building Blocks	3	Personnel/Education/ Credentials	11/18/2024	\$25.00	12/3/2024	\$25.00
Building Blocks	3	Record/Acknowledgment Form	11/18/2024	\$25.00	12/3/2024	\$25.00
Trinity Presbyterian	2	Records/Closing Log	11/19/2024	\$50.00	12/4/2024	\$50.00
Primrose School of Oldsmar	3	Personnel Training (INF Care)	11/21/2024	\$30.00	12/6/2024	\$30.00
Ascension Day School	2	Records Daily Attendance	12/5/2024	\$50.00	12/20/2024	\$50.00
Ascension Day School	2	Toxics Hand Soap	12/5/2024	\$50.00	12/20/2024	\$50.00
Sprout STP	2	Attendance	12/6/2024	\$50.00	12/21/2024	\$50.00
R'Club - Gateway	1	Supervision	12/6/2024	\$500.00	12/21/2024	\$500.00
Kids Time Preschool	2	Adult/Child Ratios	12/12/2024	\$50.00	12/27/2024	\$50.00
Happy Corner Academy	3	Physical Env. Outdoor Equipment	12/17/2024	\$50.00	1/9/2025	\$50.00
YMCA Safety Harbor	3	Records/Enrollment Info.	12/18/2024	\$25.00	1/9/2025	\$25

## 2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Andrea Pena	1	Water Safety: door to the pool unlocked and open	11/13/2024	\$500	\$500	11/13/2024

## 3. 100% Compliant Inspections in Children's Centers

November		December	
Lew Williams Center for Early Learning	R'Club ELA @ ASI	Childs Park Recreation Center	Brilliant Little Minds Early Childhood Learning Center
YMCA Jamerson Elementary	Faithful Beginnings Preschool	City of Gulfport Recreation Center	Promiseland Preschool at First Baptist Church of St. Petersburg
Gingerbread Azalea	Creative Play Children's Learning Center	R'Club Gulfport	YMCA Oakhurst
Madiera Beach Recreation Center	Tot Tenders	The Experiential School of Tampa Bay	Lutheran Services Florida Inc. Rainbow Village Center
R'Club ELA @ Lemon Street	Faith Community Preschool	YMCA Bear Creek	R'Club Seminole
The Growing Tree	Little Lambs Christian Preschool	Gan Chaya Preschool	Four Seasons Preschool
YMCA Highland Lakes	R'Club Southern Oak	Leap Forward Academy	First United Methodist Church Preschool
YMCA Tarpon Elementary	Oakhurst Learning Center	Stars & Comets B/A School Care	B & G Club @ Royal
Young Days Christian Academy	R'Club Walsingham	YMCA Curlew Creek	Speer YMCA Preschool Academy
O2B Kids Palm Harbor	Academy of Love & Learning	Plato Academy Preschool Tarpon Springs	Canguros
Suncoast Waldorf School	YMCA Bay Point	YMCA Sunset Hills	SPPF M.A.S.T.R. Kids Program (JHOP)
Kids Connection	Happy Workers An R'Club ELA	City of Dunedin – Dunedin	Kid City USA Clearwater
Powell Childcare & Learning Center, Morton Plant Hospital, INC.	Retmus #2	City Of Taron Springs Police Department – Cops 'N' Kids Program	YMCA Campbell Park
Little Learning Preschool	Plato Academy Preschool Largo	Truth & Life Christian Academy	R'Club Bay Vista
Alpha & Omega Center	R'Club Blanton	Lutheran Services Florida Inc., Los Caminos	SPPF M.A.S.T.R. Kids Program @ Friendship Missionary Baptist Church
Espiritu Santo Catholic School	YMCA Mt. Vernon	St. Patrick Catholic	Gladden Park Recreation Center
Little Pals Preschool	YMCA Pinellas Central	Holy Family Early Childhood Center	YMCA Sexton
R'Club McMullen Booth	YMCA Starkey	Liberty Christian School	Gingerbread School Carillon
Mildred Helms – R'Club	Tweety B's	The Sprout Academy Pinellas Park	R'Club Lealman
R'Club Nina Harris	Family Center On Deafness	A Child's Choice	R'Club Skyview
R'Club Shore Acres	St. Paul Catholic School	R'Club Pinellas Park	
PAL Landing		Creative Learning Center	

#### 4. 100% Compliant Inspections in Family Child Care Homes

November		December	
Michelle Amons	Susan Daniels	Carrie Gonzalez	Diana Luna
Laquetta Roberts	Darlene Madden	Lori Wells	Laurie Murphy
Diane Pinta	Irma Maxwell	Betty Butler	DaVee Henderlong
Lisa Marie Christoph	Candy Merrell	Diana Duke	Jennette Cheesebrew
Waleska Jimenez	Bonnie Adams	Odalis Cintra	Felicia Mills
Amber Easterday	Dario Barcenas	Karen Cuatt	Delores Givens
Stephanie Singletary	Melissa Collie	Mimoza Naci	Sonya Anderson
Cheryl Hall	Lynda Johnson	Deborah Fleck	Lishelia Ware
Dawn Porcelli	Donna Owens	Deborah Hamilton	Anna Precourt
Madison Wolff	Alverna Brown	Judy Drayton	Lucile Jerger
Shanoah Washington	Kathleen Buckins	Neshi'a Cohen	
Delores Smith	Nathalie Moise		
Peggy Robinson	Mary Kelley		

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

##### Center Closures

Center Name	Date Closed	Reason	Capacity
Boys & Girls of the Suncoast @ The Salvation Army	11/1/24	Lease Termination	150
Kid Zone Academy	11/11/25	Operator Decision	81 – 10 of which were infant
Kids Park	12/3/24	Operator Decision	60
Plato Academy Preschool – Clearwater	12/23/24	Operator Decision	148
Plato Academy Preschool – Largo	12/23/24	Operator Decision	135
Plato Academy Preschool – North	12/23/24	Operator Decision	125
Plato Academy Preschool – Pinellas Park	12/23/24	Operator Decision	144
Plato Academy Preschool – Seminole	12/23/24	Operator Decision	108
Plato Academy Preschool – St Petersburg	12/23/24	Operator Decision	175
Plato Academy Preschool – Tarpon Springs	12/23/24	Operator Decision	125
		<b>Total:</b>	<b>1251 – 10 of which were infant</b>

##### Closed Homes

Home Provider Name	Date Closed	Reason	Capacity
Denise Redner	10/30/24	Operator Decision	8
Barbara Cook	11/6/24	Operator Decision	6
Laura Homzak	11/18/24	Operator Decision	6
Laurae Evans	11/22/24	Operator Decision	7
Cieria McNair	11/29/24	Moved to another home	8
Cheryl Smith	12/2/24	Moved to another home	6
Terri Brown	12/6/24	Operator Decision	8
		<b>Total:</b>	<b>49</b>

**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**

**2024 Staff Anniversaries (3rd Quarter)**

**January**  
Elise Bishop – 8 years

**February**  
Cindy Blakley – 17 years

**March**  
Julie Oliver – 24 years  
Kathi Merino – 10 years

**IX. Upcoming 2024 Meeting Dates**

- Wednesday June 11, 2025, 1:30pm
- Wednesday, September 17, 2025, 6:30pm
- Wednesday, December 3, 2025, 1:30pm

**X. Adjournment**