

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

**REGULAR MEETING  
May 22, 2024, at 1:30 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 February 21, 2024**

**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 2023-2024**
- B. Approve Fiscal Year 2024-2025 Proposed Budget**
- C. Approve of renewed Johnson, Pope, Bokor Ruppel & Burns, LLP representation agreement for FY 2024-2025**
- D. Approve Change/Decrease to Regulation**
- E. Approve Advisory Board Members**
- F. Approve Licenses for 5 Child Care Centers**
- G. Approve Licenses for 3 Family Child Care Homes and 1 Large Family Child Care Home**

**IV. Discussion**

**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 February 21, 2024**

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

**February 21, 2024, 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 February 21, 2024, at 8751 Ulmerton Road, Largo, FL, 33771, to begin at 6:30pm

**i. Call to Order**

Mr. Mikurak called the meeting to order at 6:29pm.

**Board members:**

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

**Advisory Committee Members:**

<b>Attendee Name</b>	<b>Status</b>
Elizabeth Krakowski	Present
Cynthia Sumter	Present
Shelia Haugabook	Present
Nancy McGreevy	Absent
Dan Berman	Absent

**Staff Members present:**

<b>Attendee Name</b>	<b>Attendee Title</b>
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor
Karen Kirouac	Administrative Secretary
Thanh 'Ivy' Huynh	Accounting Services Supervisor I
Maria Valencia	Homes Clerk
Olga Chang	Accountant III

Colleen M. Flynn, Esq., Board Attorney was present in person at the meeting.

#### **A. Announcements**

Faith Bornoff introduced the newly assigned County Commissioner on the board, Charles Justice.

#### **II. Consent Agenda**

**A.** Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on December 6, 2023.

**Action: Dorthy Duvé made a motion to accept the minutes from the board meeting; Jennifer Mekler seconded the motion; The motion passed unanimously.**

#### **III. Action Items**

##### **A. Approve FY 2022-2023 Audit**

Dana Powell with Thomas Howell Ferguson presented a draft copy of the audit for board approval, stating that there will be no changes between the draft and the final version.

Ms. Powell stated that this was a clean audit, no deficiencies, and no non-compliances to note. This was similar to the prior year's audit.

**Action: Dorthy Duvé made a motion to accept the audit; Charlie Justice seconded the motion; The motion passed unanimously.**

##### **B. Review & Approve Licenses for 5 Child Care Centers**

Tammy Sharpe presented five (5) child care centers and recommended them for approval for licensure.

**Action: Jennifer Mekler made a motion to approve these centers for licensure; Dorthy Duvé seconded the motion; The motion passed unanimously.**

##### **C. Review & Approve Licenses for 1 Family Child Care Home and 2 Large Family Child Care Homes**

Julie Oliver presented one (1) family child care home as well as two (2) large family child care homes, and recommended them for approval for licensure.

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

#### **IV. Discussion**

##### **A. Staff Member in Charge (SMIC)**

- Continuing discussion from last board meeting.

- Child Care Licensing is recommending to add an experience clause to the requirements for being a SMIC. It is suggested that 3 years of child care experience in the same age group of children would be acceptable. This would provide 2 ways for child care centers to have a SMIC. They could either have the 6 college credit hours OR the 3 years of experience with the same age group.

- this would not be a decrease

- this would not include non-public schools

- Child Care Licensing is willing to create documents and/or checklists to help ensure the director picks someone who is qualified for a SMIC.

- A way to verify someone's qualifications is needed. Questions include: have they had continuous

employment without large gaps? Would child care homes experience be accepted towards this qualification if a provider moved into a center after having had a child care home?

### **B. Cost of Interpreters**

Child care licensing now has another child care center for the deaf being licensed. This new school has asked for an ASL interpreter for the May meeting. This prompted staff to investigate the cost of ASL interpreters. It was discovered that night meetings will cost more than daytime meetings. Child Care Licensing does not have a budget item for covering such costs, so this will need to be incorporated into next fiscal year's budget.

Night meetings also impact the staff who are hourly yet attend the evening meetings. This causes regular work time to be missed as to not have overtime. Boards in our same field (JWB, ELC) have all their meetings during the day. Child Care Licensing staff wanted to bring this to the Board's attention. The Board did not make any changes to the scheduled Board meetings.

## **V. Executive Director's Report**

Ms. Bornoff presented her Executive Director's Report as follows:

- a. Child Care Licensing is currently fully staffed. Things are running smoothly, and caseloads are now starting to balance out. Tammy and Julie have been doing field visits with different specialists.
- b. Child Care Licensing is actively working to have a better relationship with the Child Protective Investigators (CPIs). Since CPI moved from the Sherriff's office to the new DCF building there has been a lot of changes and frustrations. The CPIs will be attending a Child Care Licensing staff meeting to talk to staff, and Tammy, Julie, and Faith will reciprocate.
- c. Recently ELC put on the Early Learning Conference. Child Care Licensing Specialists and Julie Oliver staffed this event to help ELC.
- d. Baby Talk was another recent event Child Care Licensing assisted with. This prompted Child Care Licensing to translate a few brochures into Spanish. Staff hopes to continue translating more documents into Spanish, including the regulations. Child Care Licensing has 3 fluent Spanish speakers on staff: Maranielly Vazquez, Maria Villarreal, and Maria Valencia.
- e. Staff is continuing to go through questionnaires for the after school programs attempting to determine who can be exempt from licensure and who may need to start the licensing process.

## **VI. Informational Items**

### **A. Annual Financial Report**

no comments

### **B. Statistical Report Regarding Licensing Activities**

no comments

### **C. Compliance Reports**

#### **1. Children's Centers Fine Reports**

Discussion happened around the multiple offenses resulting in fines for the same centers. What can Child Care Licensing do to ensure these centers get on the correct path of doing things the right way instead of having the same violations over and over again resulting in fines.

#### **2. Family Child Care Homes Fines Reports**

The large balance owed by a provider who closed was noted. That provider has not paid that fine, but would not be allowed to open as a licensed family child care

home until it was paid.

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**

no public comments

**VIII. Staff Anniversaries**

Ms. Bornoff shared the 1st quarter anniversaries for CCLP.

**IX. Upcoming 2024 meetings**

Next board meeting is Wednesday May 22nd, 2024, at 1:30pm.

**X. Adjournment**

Mr. Mikurak adjourned the meeting at 7:28pm.

Respectfully Submitted,

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Celeste M. Fernandez, Secretary

### 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 2023-2024

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 31, 2024, or on the date which the order is issued, whichever is later. It shall end January 1, 2025. 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, 2023 through September 30, 2024. 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.

**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 2023-2024 (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. 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 2023-2024 (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. 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 2023-2024 (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. 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 2023-2024 (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](mailto: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](mailto: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. Approve Fiscal Year 2024-2025 Proposed Budget**

Pinellas County Health Department Pinellas County Licensing Board October 1, 2024- September 30, 2025											
Expenditure Line Item and Explanation		JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget		
<b>a. Personnel Salaries</b>											
Classification	Budget										
<b>a. Total Personnel</b>	<b>17.25</b>	<b>\$457,643</b>	<b>\$160,061</b>	<b>\$82,914</b>	<b>\$0</b>	<b>\$ 45,667</b>	<b>\$0</b>	<b>\$746,286</b>	<b>44.37%</b>		
<b>b. Fringe Benefits</b>											
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 13.63%.											
FICA	7.65%	\$35,010	\$12,245	\$6,343	\$0	\$3,494	\$0	\$57,091			
RETIREMENT	13.63%	\$62,377	\$21,816	\$11,301	\$0	\$6,224	\$0	\$101,719			
INSURANCE (HEALTH, LIFE, DISABILITY) 24 pay periods	VAR	\$173,545	\$79,424	\$29,060		\$24,820	\$0	\$306,849			
<b>b. Total Fringe Benefits</b>		<b>\$270,931</b>	<b>\$113,485</b>	<b>\$46,705</b>	<b>\$0</b>	<b>\$34,538</b>	<b>\$0</b>	<b>\$465,659</b>	<b>27.69%</b>		
<b>Total Salary &amp; Fringe</b>		<b>\$728,574</b>	<b>\$273,547</b>	<b>\$129,619</b>	<b>\$0</b>	<b>\$80,205</b>	<b>\$0</b>	<b>\$1,211,944</b>	<b>72.06%</b>		
<b>c. Direct Costs</b>											
	Notes	Obj. Code									
CONTRACTUAL- AUDIT		131100				\$3,332	\$20,668	\$24,000			
CONTRACTUAL- LEGAL FEES		131100				\$12,366	\$7,634	\$20,000			
JANITORIAL		132100	****			\$12,039		\$12,039			
LEGAL ADVERTISING		133500				\$800		\$800			
INFO. TECH Records Mgmt		134216		\$300				\$300			
FINGER-PRINT EXPENSE		290000		\$76		\$0		\$76			
POSTAGE & FREIGHT	Postage 21000 & Freight 210001	210000		\$1,040		\$0		\$1,040			
TELEPHONE		221000	****	\$4,610				\$4,610			
CELLULAR PHONES		221100		\$7,560				\$7,560			
PRINTING		230000		\$1,000				\$0			
TRAVEL	includes conf mileage & parking	261300		2,090	\$5,581	\$5,321		\$12,992			
CONFERENCES/TRAINING	reg fees only	461601						\$0			
UTILITIES	Water 273000 & Electric 271000	271000	****			\$15,231		\$15,231			
OFFICE SUPPLIES	Audio Visual 341029 - \$400	341018		\$2,878	\$122			\$3,000			
EDUCATIONAL MATERIALS		341039		\$200		\$0		\$200			
SUBSCRIPTIONS/DUES	DEO	492000			\$175	\$0		\$175			
RENT- EQUIPMENT	Copier	442000			\$1,680	\$0		\$1,680			
HR ASSESSMENT FEE	Per FTE		****	2354	\$941	\$706		\$4,001			
<b>c. Total Direct Cost</b>				<b>\$22,032</b>	<b>\$8,575</b>	<b>\$0</b>	<b>\$49,795</b>	<b>\$28,302</b>	<b>\$107,704</b>	<b>6.40%</b>	
<b>d. Indirect Cost</b>											
Indirect cost will offset purchasing, finance, information technology.											
<b>Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)</b>				<b>\$123,858</b>				<b>\$123,858</b>			
<b>Indirect Cost - In Kind</b>						<b>\$237,302</b>		<b>\$237,302</b>			
<b>d. Total Indirect Cost - 29.80%</b>				<b>\$123,858</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,302</b>	<b>\$0</b>	<b>\$361,159</b>	<b>21.47%</b>	
<b>Proposed Expenditure Budget</b>				<b>\$874,464</b>	<b>\$282,122</b>	<b>\$129,619</b>	<b>\$237,302</b>	<b>\$130,000</b>	<b>\$28,302</b>	<b>\$1,681,808</b>	<b>99.94%</b>
<b>Revenue Budget</b>				<b>\$874,464</b>	<b>\$282,122</b>	<b>\$129,619</b>	<b>\$130,000</b>	<b>\$28,302</b>	<b>\$1,444,507</b>		
<i>Notes:</i>											
		<b>\$0</b>	<b>\$0</b>								
		<b>52%</b>	<b>17%</b>	<b>8%</b>	<b>14%</b>	<b>8%</b>	<b>2%</b>				

C. Approval of renewed Johnson, Pope, Bokor Ruppel & Burns, LLP representation agreement for FY 2024-2025



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

COUNSELORS AT LAW

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FILE NO. 050234.123191

May 9, 2024

**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"), with respect to all legal matters including representing the Board of Directors and providing representation at the Board of Directors meetings as well as license/fine prosecutions and all other legal matters for PCLB. 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 \$425 per hour, our fees will be based upon the discounted hourly rate for attorney time of \$275 per hour effective July 1, 2024. Legal assistants' time is now billed at the hourly rate of \$85 to \$215, depending upon the legal assistant involved. The firm charges for all time expended by professionals, legal and administrative assistants in connection with a client's matter, including intra-office and telephone conferences and time spent out of the office on behalf of a client.

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



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

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

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

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

Very truly yours,

JOHNSON, POPE, BOKOR,  
RUPPEL & BURNS, LLP

By: Colleen M. Flynn  
Colleen M. Flynn

CMF:klu

Accepted and Agreed To:

PINELLAS COUNTY LICENSE BOARD

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

## D. Approve Change/Decrease to Regulation

PCLB has ability to change regulations in accordance with applicable law. PCLB can decrease a regulation (provided it does not go below State) if it deems it reasonable. As set forth below, PCLB staff are recommending a change to the Staff Member in Charge Regulation which is a Pinellas County regulation. The recommended change offers an alternate path to being a SMIC.

- I. Personnel
- B. Education/Credentials
- 1. Education Qualifications

### Current Regulation:

- 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.

### Proposed Regulation:

- c. **Staff Member In Charge of Day Nursery.** The staff member in charge (SMIC) of the staff and program of a day nursery must be a high school graduate or have the equivalent of a high school diploma **and** either (1) have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades or (2) have a minimum of three (3) years' experience with the same employer working on average 30 hours per week (or if employer is not open at least 30 hours per week the full time hours of the employer) in a program with children in the same age group(s) as those in the program for which the person would be the SMIC\*Option (2) is not available for non-public centers.

### Current Regulation:

- SA 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.

- SA 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 must be a high school graduate or have the equivalent of a high school diploma **and** either (1) 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 or (2) have a minimum of three (3) years of experience with the same employer working on average 30 hours per week (or if employer is not open at least 30 hours per week the full time hours of the employer) in a program with children in the same age group(s) as those in the program for which the person would be the SMIC. \*Option (2) is not available for non-public centers.

***Staff Recommends the changes as reasonable as certain long-term proven staff may not want or be able to go back to school to earn the required educational credits. This alternative allows for extensive experience at the same employer with the same age group to qualify the employee to be a SMIC.***

## **E. Approve Advisory Members**

Bylaws State as Follows with respect to Advisory Committee:

### **Advisory Committee**

*The License Board shall appoint a committee to serve in a non-voting advisory capacity. Members shall serve a two (2) year term; there is no limitation on the number of terms a person may serve. Such committee shall consist of:*

- (1) Three (3) operators in good standing, representing privately-operated children's centers, school age centers, and faith-based children's centers.*
- (2) Two (2) other persons qualified by education and experience in the field of early childhood education.*
- (3) Two (2) operators in good standing, one (1) representing family child care homes and one (1) representing large family child care homes.*
- (4) One (1) person qualified by experience as a member and chairman of the License Board.*

### **Vacancies:**

*In the event of a vacancy in Advisory Committee positions above, Board shall vote on the replacement from nominations made by staff as follows:*

*For (1), and (3) above, License Board staff shall notify and request nominations from privately-operated children's centers, school age centers, faith-based children's centers, family child care homes, or large family child care homes, as appropriate. In the event nominations are not received in a timely manner from the designated providers, License Board staff shall make a recommendation(s) to Board for the vacant position.*

*For (2) and (4) above, staff shall make a recommendation(s) to Board.*

### **Advisory Committee Member's Duties:**

*Advisory Committee members are expected to attend all Board meetings in person and arrive prior to the scheduled start of the meeting.*

*Advisory Committee members are expected to serve on Board committees.*

*Advisory Committee members will become familiar with Pinellas County regulations governing children's centers and family day care homes and the history of the License Board.*

*Advisory Committee members will communicate and support the mission, goals, and actions of the License Board and bring information from the community to Board meetings.*

*Advisory Committee members will actively participate in improving and enhancing child care in Pinellas County.*

*Advisory Committee members have responsibility for working cooperatively with the Pinellas County Health Department in the hiring, evaluating, and supervising of the Executive Director.*

In accordance with the bylaws, staff requested nominations for the vacant seats. There are currently three vacancies: (1) school aged centers (2) faith based centers and (3) large homes. The spreadsheet of nominations received is provided. Staff received 11 nominations for the school aged seat and 3 for the Faith Based seat. Staff received 1 nomination for large homes (but received several nominations for the same person).

Pursuant to the bylaws, because nominations were received, the Board is to select the people to fill the vacant positions.

Advisory Committee Nominee Information										
Three (3) Operators in good standing, representing privately-operated children's centers, school age centers, and faith-based children's centers.										
	Name	Program Association	Current Title	Years at Current Program	Current type of Program	Current Capacity	# of Non-compliances in the last 2 years	Geographical Location in Pinellas County	Years of Exeperience	Field Staff Choice
<b>School Age Nominees:</b>										
School Age Centers	Kayren Haley	Boys & Girls Clubs (7 locations)	Director of Safety & Compliance	12	School Age	681	83	North/South	34	
School Age Centers	Sonal Kachhi	Cornerstone Preschool	Owner/Director	7	Preschool/School Age	103	11	North	17	
School Age Centers	Jennifer Schreiber	Rosie's Playschool III	Program Director	11	Preschool/School Age	107 w/ 26 inf	12	South	22	
School Age Centers	Jennifer Fawcett	City of Largo (2 locations)	Child Care Manager	20	School Age	516	1	Mid-County	32	
School Age Centers	Jennifer Howard-Black	Starling School#1 & Starcamp	Director	30	Preschool/School Age	83 w/13 inf	6	North	34	
School Age Centers	Dr. Celeste Collins	James B Sanderlin Family Service Center	Executive Director	6	School Age	77	9	South	20	
School Age Centers	Rob Lovelace	St. Pete Rec. (11 locations)	Recreation Programs Manager	27	School Age	2435	33	South	27	√
School Age Centers	Courtney Ballester	New Horizons Country Day School	Director	14	Preschool/School Age	227 w/42 inf	12	North	14	
School Age Centers	Tameka Arnold	High Point Neighborhood Family Center	Program Director for Children's Programs	2.5	School Age	58	9	South	13	
School Age Centers	Jennifer Rottmund	AMA After School Enrichment Program-Largo	Director and Youth Program Coordinator	2.5	School Age	100	27	Mid-County	12	
School Age Centers	Barbara Witt	YMCA Suncoast (27 locations)	Executive Director of Youth Development	25	School Age	3800	360	North	28	
<b>Faith-Based Nominees:</b>										
Faith-based Centers	Jackie Tumelty-Kaller	Young Days Christian Academy	Director	14	Preschool	120	2	North	23	
Faith-based Centers	Lindsey Peek	Faith Community Preschool	Director	4	Preschool	106	2	North	4	
Faith-based Centers	Chris Steurnagel	Stars & Commets Before - After School Care	Director	22	School Age	219	5	North	26	√
Two (2) operators in good standing, one (1) representing family child care homes and one (1) representing large family child care homes.										
<b>Large Family Child Care Home Nominees:</b>										
Large Family Child Care Home	Pamela Hinson	Building Blocks to Learning LLC	Owner	26 (large 2 yrs)	Large Family Child Care Home	12	8	South	26	√

**F. Approve Licenses for 5 Child Care Centers**

<b>Center Name</b>	<b>Address</b>	<b>Owner</b>	<b>Category</b>	<b>Capacity</b>	<b>Ages</b>
Canguros	1901 62nd St. St Petersburg, FL 33712	Canguros Inc	DN/SA	27	2yrs-6yrs S/A
Family Center on Deafness	6886 102nd Ave N. Largo, FL 33773	Family Center on Deafness, Inc.	SA	25	S/A
Four Season's Preschool	13400 Park Blvd Seminole, FL 33776	See Schell's Preschool, LLC	B/DN/SA*	75 – 26 of which are Infant	2 Mos-6yrs S/A*
Safety Harbor Little School - Magnolia Campus	3380 State Rd 580 Safety Harbor, FL 34695	Safety Harbor Little School, Llc	DN/SA*	21	2yrs-6yrs S/A*
Sweet Peas Preschool & Elementary	6751 Ulmerton Rd Largo, FL 33771	EDUexcellence, LLC	B/DN/SA	92 – 16 of which are infants	2 Mos- 6Yrs/SA
			<b>Total:</b>	<b>240 – which 42 are infant</b>	

**G. Approve Licenses for 3 Family Child Care Home and 1 Large Family Child Care Home**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Sheila Beardsley	7238 Hunt Club Lane, Seminole, 33776	8
Athalia Pennington	1368 Tioga Avenue, Clearwater, 33756	8
Dario Barcenas	1018 Pinebrook Drive, Clearwater, 33755	8
<b>Large: Grisel Miranda-Vazquez</b>	<b>2650 8<sup>th</sup> Avenue SW, Largo, 33770</b>	<b>12</b>
	<b>Total:</b>	<b>36</b>

**IV. Discussion Item**

**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			3 Pay periods			MAY PROJECTED	JUNE PROJECTED	JULY PROJECTED	AUGUST PROJECTED	SEPTEMBER PROJECTED	SEPTEMBER Acruel	ALL FUNDS SPENT 9/30/2024	
				OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL								APRIL ACTUAL
<b>TOTAL SALARIES</b>	<b>712,847</b>	<b>0</b>	<b>712,847</b>	<b>48,878.95</b>	<b>51,355.56</b>	<b>53,702.69</b>	<b>54,823.61</b>	<b>54,047.03</b>	<b>54,410.85</b>	<b>75,969.08</b>	<b>59,032.99</b>	<b>54,195.66</b>	<b>54,743.54</b>	<b>54,225.56</b>	<b>54,238.58</b>	<b>32,543.15</b>	<b>702,167.25</b>
FICA/MEDICARE	54,533	0	54,533	3,739.24	3,928.70	4,108.26	4,194.01	4,134.60	4,046.76	5,811.63	4,323.24	4,145.97	3,995.10	4,148.26	4,149.25	2,489.55	53,214.57
RETIREMENT	96,733	0	96,733	6,632.87	6,968.95	7,287.46	7,439.56	7,334.18	7,383.55	10,309.00	7,739.47	7,108.49	7,428.70	7,358.41	7,360.18	4,416.11	94,766.93
HEALTH/LIFE/DIS	327,544	0	327,544	22,878.98	23,829.58	11,839.85	27,203.72	25,263.76	25,666.60	35,772.63	36,750.89	11,093.65	15,266.58	23,146.05	20,728.84	10,504.35	289,945.47
<b>TOTAL FRINGE BENEFITS</b>	<b>478,810</b>	<b>0</b>	<b>478,810</b>	<b>33,251.09</b>	<b>34,727.23</b>	<b>23,235.56</b>	<b>38,837.29</b>	<b>36,732.54</b>	<b>37,096.91</b>	<b>51,893.27</b>	<b>48,813.61</b>	<b>22,348.11</b>	<b>26,690.38</b>	<b>34,652.71</b>	<b>32,238.27</b>	<b>17,410.00</b>	<b>437,926.96</b>
<b>TOTAL SALARY AND BENEFITS</b>	<b>1,191,657</b>	<b>0</b>	<b>1,191,657</b>	<b>82,130.04</b>	<b>86,082.79</b>	<b>76,938.25</b>	<b>93,660.90</b>	<b>90,779.57</b>	<b>91,507.76</b>	<b>127,862.35</b>	<b>107,846.60</b>	<b>76,543.77</b>	<b>81,433.92</b>	<b>88,878.27</b>	<b>86,476.85</b>	<b>49,953.15</b>	<b>1,140,094.21</b>
TELEPHONE	3,593	0	3,593	346.40	340.90	412.32	412.32	412.32	1,002.55	412.21	0.00	0.00	0.00	0.00	0.00	0.00	3,339.02
CELLULAR PHONES	11,370	0	11,370	630.46	630.46	630.46	639.95	635.60	45.40	635.50	0.00	0.00	0.00	0.00	0.00	0.00	3,847.83
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	208.57	161.95	163.45	0.00	285.75	0.00	4.95	0.00	0.00	0.00	0.00	0.00	837.17
PRINTING	1,000	0	1,000	28.00	0.00	0.00	0.00	0.00	575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631.00
TRAVEL	13,000	0	13,000	260.77	963.42	1,080.89	1,213.92	1,302.04	1,211.25	1,281.34	0.00	0.00	0.00	0.00	0.00	0.00	7,313.63
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	1.47	691.98	184.31	453.38	24.96	467.35	0.00	0.00	0.00	0.00	0.00	0.00	3,084.59
INFO. TECHNOLOGY	300	0	300	0.00	25.00	25.00	25.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
RENT. EQUIPMENT (COPIER)	2,140	0	2,140	0.00	0.00	96.33	109.93	118.77	104.06	201.86	0.00	0.00	0.00	0.00	0.00	0.00	630.95
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL- Legal Fees	20,000	0	20,000	0.00	200.00	1,100.00	1,450.00	250.00	2,450.00	2,775.00	0.00	0.00	0.00	0.00	0.00	0.00	8,225.00
CONTRACTUAL- Advertising	800	0	800	0.00	0.00	156.00	0.00	133.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.75
CONTRACTUAL-Janitorial	7,988	0	7,988	0.00	396.99	0.00	0.00	3,252.06	1,084.02	1,084.02	0.00	0.00	0.00	0.00	0.00	0.00	5,817.09
UTILITIES	14,005	0	14,005	549.87	589.77	1,389.10	1,112.44	1,298.56	1,196.79	2,081.91	0.00	0.00	0.00	0.00	0.00	0.00	8,218.44
FINGERPRINT	190	0	190	0.00	0.00	74.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.50
HR ASSESSMENT FEE	4,499	0	4,499	0.00	0.00	0.00	0.00	2,242.02	0.00	1,120.96	253.06	(0.01)	0.00	0.00	0.00	0.00	3,616.03
Misc/Conference	900	0	900	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
<b>TOTAL OPERATING</b>	<b>109,160</b>	<b>0</b>	<b>109,160</b>	<b>3,264.14</b>	<b>3,356.58</b>	<b>5,921.53</b>	<b>5,311.32</b>	<b>10,098.50</b>	<b>8,004.78</b>	<b>10,060.15</b>	<b>258.01</b>	<b>(0.01)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46,275.00</b>
ADMIN. COST/ FDOH In-Kind	234,105	0	234,105	10,414.35	10,963.28	9,486.33	11,548.11	11,233.54	11,359.81	14,933.52	13,951.65	9,499.57	9,291.54	11,025.30	10,796.00	5,816.53	140,319.54
ADMIN. COST JWV 17%	121,008	0	121,008	8,147.03	8,491.43	7,901.72	9,619.25	9,282.64	9,320.94	13,963.37	10,421.68	7,799.33	9,112.53	9,061.19	8,747.77	5,472.88	117,341.75
<b>TOTAL ADMIN. COST</b>	<b>355,113</b>	<b>0</b>	<b>355,113</b>	<b>18,561.39</b>	<b>19,454.71</b>	<b>17,388.04</b>	<b>21,167.36</b>	<b>20,516.18</b>	<b>20,680.75</b>	<b>28,896.89</b>	<b>24,373.33</b>	<b>17,298.89</b>	<b>18,404.06</b>	<b>20,086.49</b>	<b>19,543.77</b>	<b>11,289.41</b>	<b>257,661.29</b>
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,655,931</b>	<b>0</b>	<b>1,655,931</b>	<b>103,955.57</b>	<b>108,894.08</b>	<b>100,247.82</b>	<b>120,139.58</b>	<b>121,394.25</b>	<b>120,193.29</b>	<b>166,819.39</b>	<b>132,477.94</b>	<b>93,842.65</b>	<b>99,837.98</b>	<b>108,964.76</b>	<b>106,020.61</b>	<b>61,242.56</b>	<b>1,444,030.50</b>
<b>REVENUE SOURCES ( projected Received)</b>																	
JWB	874,464	0	874,464	58,196.07	60,070.41	57,976.61	69,172.41	70,649.24	67,635.61	100,889.46	71,725.71	53,677.71	62,715.62	62,362.29	60,205.24	37,666.30	832,942.67
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	139,693	0	139,693	10,247.48	10,343.01	8,688.34	9,899.19	9,899.16	10,050.93	9,899.18	12,848.00	9,132.17	2,226.02	10,754.86	10,818.76	4,486.50	119,293.61
FDOH In-Kind	234,105	0	234,105	10,414.35	10,963.28	9,486.33	11,548.11	11,233.54	11,359.81	14,933.52	13,951.65	9,499.57	9,291.54	11,025.30	10,796.00	5,816.53	140,319.54
LB FEES & FINES	125,546	0	125,546	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
<b>ALL FUND TOTAL REVENUE</b>	<b>1,655,930</b>	<b>0</b>	<b>1,655,930</b>	<b>102,368.07</b>	<b>104,886.86</b>	<b>99,661.43</b>	<b>114,129.87</b>	<b>115,292.10</b>	<b>112,556.51</b>	<b>149,232.32</b>	<b>122,035.51</b>	<b>95,819.61</b>	<b>97,743.34</b>	<b>107,652.61</b>	<b>105,330.16</b>	<b>47,969.33</b>	<b>1,374,677.74</b>

## B. Statistical Report Regarding Licensing Activities

Statistical Report for April 2024

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
<b>Previous Months Totals</b>												
<b>Monthly Activity</b>	218	1919	25	300	243	21545	122	19209	4	242	8	291
<b>1. Temporary Permits</b> 1st Time TP	1	6	1	12	1	70						
<b>2. Capacity Change - current licenses</b> <b>New capacity began</b>						73						
<b>3. Closed - # with capacity</b>	-2	-11			-1	-70						
<b>4. Corrections - from previous reports</b> Explain below*												
<b>Total Capacity</b>	217	1914	26	312	243	21618	122	19209	4	242	8	291

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
<b>Total Number</b>	243	217	26	377	138
<b>Total Capacity</b>	2226	1914	312	41360	2689

Total # of activities:

**294**

<b>1. Licensing</b>					
a. Pre-licensing inspections	2			3	
b. - e. Inspections/ Re-checks	54			144	including 5 MS
f. TA/Consultation	2			20	
g. Unlicensed care investigations	9			0	
h. Children's Records (only)				0	
i. Renewal licenses issued	9			26	
<b>2. Enforcement</b>					
a. Complaints	3			17	
b. Fines administered	0			5	
c. Conferences	0			0	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
<b>3. Training Presented</b>					
a. Number of trainings	0			2	
b. Number of hours	0			5	
<b>4. Training Taken</b>					
a. Number of trainings	3			0	
b. Number of hours	10			0	
<b>5. Health Inspections</b>					
a. Food				59	

## C. Compliance Reports

### 1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Wonder Kidz Academy, LLC	3	Food & Nutrition	2/14/2024	\$25.00	\$25.00	3/5/2024
LSF, Connie Marmaro	2	Records/ Transitions	2/20/2024	\$50.00	\$50.00	3/1/2024
LSF, Connie Marmaro	2	Supervision/Direct	2/20/2024	\$50.00	\$50.00	3/1/2024
Country Day School IRB	2	Daily Attendance	2/21/2024	\$50.00	\$50.00	3/1/2024
Country Day School IRB	2	Indoor Equipment/Safe Sleep	2/21/2024	\$50.00	\$50.00	3/1/2024
Our Savior	2	Daily Attendance	2/12/2024	\$50.00	\$50.00	2/27/2024
Sweet Peas P.S Dunedin	2	Fire Inspection	2/23/2024	\$50.00	\$50.00	3/8/2024
Palm Harbor Mont. Ac.	2	Toxins	3/5/2024	\$50.00	\$50.00	3/5/2024
Palm Harbor Mont. Ac.	2	Attendance	3/5/2024	\$50.00	\$50.00	3/5/2024
LSF Rainbow Village	1	Supervision	3/5/2024	\$500.00	\$500.00	3/18/2024
Skycrest CDC	2	Re-Screening	3/6/2024	\$50.00	\$50.00	3/11/2024
Learning Adventures	1	Supervision	3/13/2024	\$500.00	\$500.00	3/13/2024
Boys & Girls Club Tarpon Springs	1	Transportation/Drivers attendance logs	3/13/2024	\$800.00	\$800.00	3/13/2024
Boys & Girls Club Tarpon Springs	2	Daily Attendance/center closing log	3/13/2024	\$50.00	\$50.00	3/13/2024
STP Beach Com. Cen.	2	Background Screening	3/7/2024	\$50.00	\$50.00	4/1/2024
Elim Child Dev. Center	3	Records/incomplete	3/19/2024	\$25.00	\$25.00	3/22/2024
Elim Child Dev. Center	2	Record/closing log	3/19/2024	\$50.00	\$50.00	3/22/2024
Little Peoples Place	1	Supervision	3/22/2024	\$500.00	\$500.00	3/22/2024
Elim Child Dev. Center	2	Records/Transitions	3/25/2024	\$60.00	\$60.00	4/11/2024
YMCA-Forest Lakes	3	Enrollment Info.	3/28/2024	\$25.00	\$25.00	4/2/2024
Academy of Learning	2	Supervision	4/1/2024	\$50.00	\$50.00	4/3/2024
YMCA Bear Creek	2	Records - Transition	4/16/2024	\$50.00	\$50.00	4/29/2024
YMCA Bear Creek	2	Daily Attendance	4/16/2024	\$60.00	\$60.00	4/29/2024
Christian Way Academy	2	Daily Attendance	4/23/2024	\$50.00	\$50.00	4/29/2024

### 2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Barbara Underwood	1	Supervision	2/21/24	\$350	\$350	2/21/24
Hania Lux	3	Daily Attendance Records	3/20/24	\$25	\$25	3/22/24
Gwendolyn Hearn	3	Enrollment Information	3/27/24	\$30	\$30	4/4/24

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

<b>February</b>	<b>March</b>	<b>April</b>
R'Club New Heights	Lew Williams Center for EL	Brighter Beginnings Preschool
Robert's Recreation Center	Lealman & Asian NFC	R'Club Highpoint
Southwest Preschool	Gladden Park Recreation Center	Tampa Bay Turners
Skycrest Christian RE	The Canterbury SCH of FL	Grace Children's Center
Kids Park	Safety Harbor Community Center	YMCA Woodlawn
YMCA Frontier	R'Club Paul B Stephens	St. Paul Catholic School NP
Dunedin Academy	Riviera Day School	R'Club Community Pride @ Breeden
Bright Beginnings Early Learning Center	First Baptist Preschool	Kids Connection
Happy Days Academy LLC	YMCA Ridgecrest	Cornerstone Preschool
Sprout Academy Pinellas Park	Canguros	Little Pals Preschool
New Beginnings Preschool LLC	YMCA Bay Point	My Little Sunshines
St. Jerome	Frank W Pierce Rec. Center	Highland Recreation Center
R'Club Walsingham	YMCA Maximo	R'Club Eisenhower
R'Club Rawlings	YMCA Anona	Mildred Helms EL. R'Club CC Inc.
YMCA Perkins	R'Club Lemon St.	R'Club Pinellas Park
Youth Enrichment Program Skyview	The Ohana Preschool	Bay Pines Lutheran School
Union Academy Family Center	St. Luke Early Childhood Center	Little Lambs Christian Preschool
Stars & Comets		R'Club Seminole
The Robin's Nest		YMCA Fuguitt
		Four Seasons Preschool
		LSF Rainbow Village
		R'Club Ridgecrest
		Anona Child Development Center
		City of Largo-SW Rec. Center
		Happy Workers R'Club
		Child Dev. & Family Guidance Center
		R'Club Bay Vista
		James B Sanderlin
		Aldersgate Christian Learning Center
		YMCA Tarpon Elementary
		Lake Tarpon LC West
		LSF Tarpon Springs
		R'Club Sutherland

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

<b>February</b>	<b>March</b>	<b>April</b>
Tatum Anderson	Valarie Jiles	Gwendolyn Watson
Angelita Troupe	Katrina Jenkins	LaFonte Hunter-Davis
Barbara McNeill	Patricia Frisch	Rosa Levy
Andrea Pena	Mary Kasper	Michelle Amons
Maria I. Leon	Anita Rodriguez-Smith*	Cynthia Sumter-Scott
Darlene Mosley	Andrea Bloomfield	Carolyn Costello
Celeste Froid	Patty Gavornik	Darlene Madden
Kellie Smith	Kristen Baust	Elysia Huff
Lori Gavitt	Tanya Hyde	Tamsen Baker
Diana Luna	Deborah Mimault	Susan Livi
Cristy O'Donnell	Kristi Harris	Victoria Talbot
Isabel Vera	Olga Gaymore	Geraldine Parker
Luisa Collins	Christine Sciandra	Amber Easterday
Staci Colborn	Stephanie Singletary	Julia Bernal
Tiashemmer Holley	Catherine Bishop	Samiya Watson
Velma Mondy	Carol Ann Fowler	Laura Homzak
Kristina Booker-Deveny	Cheryl Smith	Sheila Beardsley
Irish Smith	Lynn Ferry	Irene Wilson-Giroir
Misty Swanson-Sykes	Barbara Johnson	Terri Williams
Barbara Streeter	Denise Redner	Ronda Shults
Clarisse High	Karen Quackenbush	Brittany Patillo
Tammy Desaulniers	Yolanda Jenkins	Delores Smith*
Beverly Grant	Lisa Taddeo	Janice Huntley
Gwen Roberts	Mitzi Webb	Leah Robertson
Esther Santano	Grisel Miranda-Vazquez	Stephanie Meacham
Dianne Day	Jenny Rockey	
Shendoria Middlebrooks	Barbara Underwood	
Jannie Smith-Hampton	Susan Barron	
Shelia Haugabook	Molly Whitfield	
Kimberly Boykins	Deborah Kawa	
	Colleen Heffern	
	Peggy Robinson	
	Bernice Sanders	
	Lenora Alexander	
	Betty Brown	
	Cynthia Stephens	*Inactive Status
	Kendra Alexander	

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

**Center Closures**

Center Name	Date Closed	Reason	Capacity
Creative Learning Center	2/21/2024	Change of Ownership	233 – 10 of which are infants
Hillside Christian Academy Inc.	3/29/2024	Operator Decision	15
Little Peoples Place	4/9/2024	Change of Ownership	70
		<b>Total:</b>	<b>318 - 10 are infant</b>

**Closed Homes**

Home Provider Name	Date Closed	Reason	Capacity
Vanessa Roberts	3/18/24	Personal	8
Amanda Wade	4/1/24	Moved out of Area	5
Odalis Tomayo	4/24/24	Increased to a large	6
		<b>Total:</b>	<b>19</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.

**VII. Staff Anniversaries**

<p><b>2024 Staff Anniversaries (2nd Quarter)</b></p> <p><b>April</b></p> <p><b>May</b></p> <p><b>June</b> Maria Valencia – 1 year</p>
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**IX. Upcoming 2024 Meeting Dates**

- Wednesday, August 21<sup>st</sup> at 6:30pm
- Wednesday, November 13<sup>th</sup> at 1:30pm

**X. Adjournment**