

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

**REGULAR MEETING
November 13, 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 August 21, 2024

III. Action Items

- A. Approve amendment to FY25 budget
- B. Approve the final financial report for FY24
- C. Final Agency Action Without Hearing
- D. Approve Licenses for 4 Child Care Centers
- E. Approve Licenses for 4 Family Child Care Homes and 1 Large Family Child Care Homes

IV. Presentation

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

V. Executive Director's Report

VI. Information Items

- A. Statistical Report Regarding Licensing Activities
- B. 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 August 21, 2024

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

Wednesday August 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 special board meeting of the Pinellas County Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday August 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.

Board members:

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

Attorney

Attendee Name	Status
Colleen Flynn, Esq.	Present

Advisory Committee Members:

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

Staff Members present:

Attendee Name	Attendee Title
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor

A. Announcements

II. Consent Agenda

A. Mr. Mikurak called for a motion to accept the minutes from the Board Meeting held on Thursday July 25, 2024.

No discussion on items from consent agenda.

Action: Commissioner Justice made a motion to accept the minutes for the board meeting;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

III. Action Items

A. Review responses to RFP & select auditor for FY 23-24 Audit

Reviewed attached packet from Thomas Howell Ferguson. They were the only response to the RFP. This is the same entity that has done the audit previously.

Action: Commissioner Justice made a motion to approve to approve Thomas Howell Ferguson CPA for the audit;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

B. Approval of the 17th Interlocal Agreement between DOH and PCLB

Faith Bornoff explained this is a renewal of the agreement that allows PCLB to be at the Health Department and be Health Department Employees. The Agreement is unchanged from the previous year.

Action: Lynn Gibson made a motion to accept the 17th Interlocal Agreement;
Commissioner Justice seconded the motion;
The motion passed unanimously.

C. Approve the goals, objectives, performance measures and standards to determine goals are achieved as required in F.S. 189.0694.

Faith Bornoff and Colleen Flynn, Esq, explained the new statutory requirements for Special Districts to have performance measures and standards, and to report these achievements by December 1, 2025. Discussion was had around how information will be reported as well as how it is currently reported to DCF for compliance with measurable contractual obligations which are set forth in the goal and objectives. PCLB anticipates meeting the goals at 100% in many categories and exceeding the 100% in the number of required monthly licensed activities. PCLB is required to perform 300 licensing activities a month by contract with DCF and PCLB will exceed this number.

Action: Commissioner Justice made a motion to accept the new goals, objectives, and performance measures;
Lynn Gibson seconded the motion;
The motion passed unanimously.

D. Review and Approve Proposed 2025 Board Meeting Dates

Board reviewed proposed meeting dates and approved with no changes.

Action: Lynn Gibson made a motion to accept 2025 meeting dates as proposed;
Commissioner Justice seconded the motion;
The motion passed unanimously.

E. Approve Licenses for four (4) Family Child Care Homes

Julie Oliver reviewed the 4 homes for licensure and recommended them to be approved.

Action: Lynn Gibson made a motion to approve licenses for the four homes;
Dr. Susan Weber seconded the motion;
The motion passed unanimously.

IV. Executive Director's Report

Faith Bornoff introduced Chris Steurnagel from Stars and Comets Before & After School Care at United Methodist. Mr. Steurnagel shared that Stars & Comets has a capacity of 219 children, and he has been employed there since 2005. He is looking forward to being a part of the advisory committee.

Faith Bornoff shared that there is a vacancy for the Homes Senior Clerk position, and that Julie Oliver is actively interviewing candidates.

DCF has assigned a new contract manager to manage the contract we have with them. The new contract manager seems very proactive and involved and Faith Bornoff anticipates working closely with the new contract manager.

Child Care Licensing Staff is working through all of the afterschool questionnaires to determine if the program qualifies for exemption or are required to be licensed. The programs who do child pick-ups from schools have all been screened.

V. 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

VI. **Public Comment**

There was no public comment.

VII. **Staff Anniversaries**

Ms. Bornoff announced the July, August, and September staff anniversaries.

VIII. **Upcoming 2024 meetings**

Next board meeting is Wednesday November 13, 2024, at 1:30pm.

IX. **Adjournment**

Mr. Mikurak adjourned the meeting.

Respectfully Submitted,

Celeste M. Fernandez, Secretary

III. Action Items

A. Approve amendment to FY25 budget

Pinellas County Health Department Pinellas County Licensing Board October 1, 2024- September 30, 2025 with 3%											
Expenditure Line Item and Explanation			JWB	DCF	DOH-Pin	DOH-In Kind	Fines & Fees	Fund Bal.	Revised Total	% Budget	
a. Personnel Salaries											
Classification		Budget									
									\$0		
a. Total Personnel			17.25	\$457,643	\$160,061	\$82,914	\$0	\$ 45,667	\$0	\$746,286	0.44
b. Fringe Benefits											
Insurance coverage vary by employee and classification. Actual health, life, & disability costs are shown for each position. FICA is calculated at 7.65% and retirement at 13.63%.											
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	\$0	\$24,820	\$0	\$306,849		
b. Total Fringe Benefits			\$270,931	\$113,485	\$46,705	\$0	\$34,538	\$0	\$465,659	27.43%	
Total Salary & Fringe			\$728,574	\$273,547	\$129,619	\$0	\$80,205	\$0	\$1,211,944	71.38%	
c. Direct Costs											
CONTRACTUAL- AUDIT	Notes	Obj. Code		\$24,000					\$24,000		
CONTRACTUAL- LEGAL FEES		131600		\$20,000					\$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	\$1,144				\$5,754		
CELLULAR PHONES		221100		\$7,560					\$7,560		
PRINTING		230000		\$1,000	\$1,000				\$2,000		
TRAVEL	includes conf mileage & parking	261300		2,090	\$12,992				\$15,082		
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	\$4,034				\$6,912		
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		****	\$ 2,354.00	\$1,013				\$3,367		
c. Total Direct Cost			\$22,032	\$94,184	\$0	\$0	\$0	\$0	\$116,216	6.85%	
d. Indirect Cost											
Indirect cost will offset purchasing, finance, information technology.											
Indirect Cost (For JWB is 17% of Salaries and Fringe Benefits)			\$123,858						\$123,858		
Indirect Cost - In Kind					\$245,785				\$245,785		
d. Total Indirect Cost - 30.50%			\$123,858	\$0	\$0	\$245,785	\$0	\$0	\$369,643	21.77%	
Proposed Expenditure Budget			\$874,464	\$367,731	\$129,619	\$245,785	\$80,205	\$0	\$1,697,803	100.00%	
Revenue Budget			\$874,464	\$367,731	\$129,619		\$130,000	\$0	\$1,501,814		
Notes:			Pgm %	Pgm %	Pgm %	Pgm %	Pgm %	Pgm %			
			\$0	\$0			\$49,795				
			52%	22%	8%	14%	5%	0%			
CHANGE IN TOTALS											
FICA											
FICA is 7.65% of salaries.											
Retirement											
Retirement is 13.63% of salaries											
Life and Health Insurance											
Health Insurance varies by employee and classification. Projected health, life and disability costs are calculated by position for each employee. The Department of Management Services negotiates the health and life insurance for all employees of the state of Florida.											
Workers Compensation											
DOH is not self-insured. The Department of Management Services negotiates the contract for the entire state of Florida and pays all expenses.											

B. Approve the final financial report for FY24

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			SEPTEMBER ACCRUAL	ALL FUNDS									
				OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUGUST ACTUAL	SEPTEMBER ACTUAL	SPENT 9/30/2024	
TOTAL SALARIES	712,847	1,019	713,866	48,283.55	51,355.56	53,702.69	54,823.61	54,047.03	54,410.85	75,969.08	58,828.31	54,880.56	52,419.55	54,451.70	54,777.57	32,843.17	700,793.23
FICA/MEDICARE	54,533	78	54,611	3,693.69	3,928.70	4,108.26	4,194.01	4,134.60	4,046.76	5,811.63	4,500.37	4,198.36	4,010.10	4,165.56	4,190.48	2,512.50	53,495.01
RETIREMENT	96,733	77	96,810	6,552.08	6,968.95	7,287.46	7,439.56	7,334.18	7,383.55	10,309.00	7,983.00	7,392.40	7,113.33	7,421.77	7,456.23	4,476.52	95,118.03
HEALTH/LIFE/DIS	327,544	(12,525)	315,019	22,548.05	23,829.58	11,839.85	27,203.72	25,263.76	25,514.87	35,772.64	15,074.22	25,456.82	23,328.00	23,859.55	24,683.36	13,801.46	298,175.88
TOTAL FRINGE BENEFITS	478,810	(12,370)	466,440	32,793.82	34,727.23	23,235.56	38,837.29	36,732.54	36,945.18	51,893.28	27,557.59	37,047.58	34,451.43	35,446.87	36,330.07	20,790.49	446,788.93
TOTAL SALARY AND BENEFITS	1,191,657	(11,351)	1,180,306	81,077.37	86,082.79	76,938.25	93,660.90	90,779.57	91,356.03	127,862.36	86,385.90	91,928.14	86,870.98	89,898.57	91,107.64	53,633.66	1,147,582.16
TELEPHONE	3,593	2,313	5,906	346.40	340.90	412.32	412.32	412.32	1,002.55	412.21	412.21	820.44	12.48	381.97	382.21	12.64	5,360.97
CELLULAR PHONES	11,370	0	11,370	630.46	630.46	630.46	639.95	635.60	45.40	635.50	635.50	635.50	635.78	635.78	0.00	1,181.31	7,571.70
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	20.97	6.99	306.64	179.95	6.99	268.81	1,622.57
PRINTING	1,000	0	1,000	28.00	0.00	28.00	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	3,483	16,483	0.00	963.42	1,080.89	1,213.92	1,302.04	1,211.25	1,281.34	971.62	1,364.33	1,052.61	1,114.24	1,106.47	1,089.36	13,751.49
EDUCATIONAL MATERIALS	200	0	200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.41	0.00	0.00	0.00	0.00	0.00	178.41
OFFICE SUPPLIES	6,000	1,396	7,396	1,261.14	1.47	691.98	184.31	453.38	24.96	467.35	831.03	637.48	244.98	3,417.67	(6.99)	0.00	8,208.76
INFO. TECHNOLOGY	300	0	300	0.00	25.00	0.00	25.00	0.00	25.00	0.00	0.00	0.00	25.00	25.00	0.00	0.00	200.00
RENT- EQUIPMENT (COPIER)	2,140	0	2,140	0.00	0.00	96.33	109.93	118.77	104.06	201.86	0.00	108.82	123.50	234.41	0.00	0.00	1,097.68
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	23,250.00	0.00	0.00	0.00	0.00	0.00	23,250.00
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	1,000.00	3,600.00	3,025.61	3,162.50	4,621.00	0.00	23,633.50
CONTRACTUAL- Advertising	800	0	800	0.00	0.00	156.00	0.00	133.75	0.00	0.00	133.75	0.00	271.75	133.88	0.00	0.00	829.13
CONTRACTUAL-Janitorial	7,988	4,610	12,598	0.00	396.99	0.00	0.00	3,252.06	1,084.02	1,084.02	1,084.02	1,084.02	535.32	1,149.38	1,149.38	287.34	11,106.55
UTILITIES	14,005	2,314	16,319	549.87	589.77	1,389.10	1,112.44	1,298.56	1,196.79	2,081.91	1,545.08	1,587.99	1,267.92	1,294.95	1,329.94	352.24	15,596.56
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	0.00	0.00	0.00	0.00	0.00	0.00	3,362.98
Misc/Conference	900	(825)	75	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.88	0.00	0.00	87.88
TOTAL OPERATING	109,160	13,291	122,451	3,003.37	3,356.58	5,921.53	5,311.32	10,098.50	8,004.78	10,060.15	30,062.59	9,870.57	7,500.98	11,742.61	8,614.00	3,191.70	116,738.68
ADMIN. COST/ FDOH In-Kind	233,493	(1,940)	231,553	10,176.45	10,963.28	9,486.33	11,548.11	11,233.54	11,325.52	14,933.53	11,357.17	11,414.31	10,006.40	10,627.03	10,880.49	6,160.01	140,112.18
ADMIN. COST JWB 17%	121,008	(1,940)	119,068	8,147.03	8,491.43	7,901.72	9,619.25	9,282.64	9,320.94	13,963.37	8,166.04	9,361.45	9,626.44	9,690.05	9,709.83	5,961.20	119,241.39
TOTAL ADMIN. COST	354,501	(3,880)	350,621	18,323.49	19,454.71	17,388.04	21,167.36	20,516.18	20,646.46	28,896.89	19,523.21	20,775.76	19,632.84	20,317.08	20,590.33	12,121.21	259,353.57
ALL FUND TOTAL EXPENSES	1,655,319	(1,940)	1,653,379	102,404.23	108,894.08	100,247.82	120,139.58	121,394.25	120,007.27	166,819.40	135,971.70	122,574.47	114,004.80	121,958.26	120,311.97	68,946.56	1,523,674.41
REVENUE SOURCES (projected Received)																	
JWB	874,464	0	874,464	57,935.30	60,070.41	57,976.61	69,172.41	70,649.24	67,635.61	100,889.46	61,625.51	69,183.24	69,005.13	72,809.46	69,998.39	43,949.97	870,900.74
DCF	282,122	0	282,122	20,488.20	21,987.79	19,221.73	22,823.19	22,819.27	22,817.70	35,342.78	18,381.08	22,441.13	15,745.82	21,493.92	28,203.01	12,722.12	284,487.74
FDOH	138,357	0	138,357	10,247.48	10,343.01	8,688.34	9,899.19	9,899.16	9,899.20	9,899.19	13,637.92	9,899.21	10,060.00	10,127.30	10,127.29	3,936.24	126,663.53
FDOH In-Kind	233,493	0	233,493	10,176.45	10,963.28	9,486.33	11,548.11	11,233.54	11,325.52	14,933.53	11,357.17	11,414.31	10,006.40	10,627.03	10,880.49	6,160.01	140,112.18
LB FEES & FINES	124,827	0	124,827	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUND BALANCE	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALL FUND TOTAL REVENUE	1,653,263	0	1,653,263	98,847.44	103,364.49	95,373.00	113,442.90	114,601.21	111,678.03	161,064.95	105,001.68	112,937.89	104,817.35	115,057.71	119,209.19	66,768.33	1,422,164.19

C. Final Agency Action Without Hearing

**Class I Administrative Fine for \$500 – Bay Vista Learning Center, Inc.
Board Action: Final Agency Action accepting the Hearing Officer’s Findings of Fact, Conclusions of Law and Recommendations and imposing the Class I Fine in the amount of \$500 as no exceptions were filed within 15 days of service of the Hearing Officer’s Recommended Order.**

Background:

On July 10, 2024, licensing staff issued to Bay Vista Learning Center, Inc., (“Bay Vista”) a Notice of Administrative Fine for a Class I violation in the amount of \$500 for a violation of II.A.5 of the Licensing Regulations Governing Pinellas County Children’s Centers.

Per the regulations, Bay Vista had 15 calendar days to request a hearing. Bay Vista requested a hearing and a hearing was held on September 6, 2024 before the Honorable Senior Judge W. Douglas Baird.

Judge Baird issued the Findings of Fact, Conclusions of Law and Recommendations of Hearing Officer (“Recommended Order”) recommending the imposition of the Class I Administrative Fine in the amount of \$500 as issued on July 10, 2024 and holding that based on the clear and convincing evidence that Bay Vista violated II.A.5 of the Licensing Regulations Governing Pinellas County Children’s Centers on June 17, 2024, 2021 as on that date staff (1) did not correctly verify the picture identification of the person picking up a child by comparing the picture identification to the child’s authorized pick up list and (2) when Bay Vista released a minor to someone who was not authorized to pick up the minor and was not known to or related to the minor.

Per the regulations, the aggrieved party (Bay Vista) had 15 days after receiving the Recommended Order to file its exceptions to the Recommended Order. Bay Vista did not file any exceptions and thus, per the Rules for Procedures for Hearings, no argument may be received by the Board pertaining to the Recommended Order, and thus, the Board will enter Final Agency Action accepting the Findings of Fact, Conclusions of Law and Recommendations of the Hearing Officer imposing the Class I Administrative Fine in the amount of \$500.

Attached to this memo are the following: (1) Notice of Service of Hearing Officer’s Recommended Order and Notice of Right to File Written Exceptions with attached Findings of Fact, Conclusion of Law and Recommendations of Hearing Officer and Rules of Procedure for Hearings; and (2) Draft Final Agency Action.

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D. Approve Licenses for 4 Child Care Centers

Provider Name	Address	Capacity
Higher Learning Christian Academy of St. Pete LLC	Gulfport, 33707	29
Learn Play Grow Academy	Clearwater, 33760	98 – 26 of which are infant
The Canterbury School of Florida	St. Petersburg, 33704	77
O2B Kids Belleair	Belleair, 33756	102 – 20 of which are infant
	Total:	306 – 46 of which are infant

E. Approve Licenses for 4 Family Child Care Homes and 1 Large Family Child Care Homes

Provider Name	Address	Capacity
Katelyn Kubisiak	Seminole, 33772	6
Nicole Boyd	St Petersburg, 33711	6
Kathleen Pero	Palm Harbor, 34684	6
Cynthia Stephens	St Petersburg, 33712	8
LARGE -Yadamilsy Hurtado	St Petersburg, 33714	12
	Total:	38

IV. Presentation

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

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

VI. Information Items

A. Statistical Report Regarding Licensing Activities

Statistical Report for September 2024

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Previous Months Totals												
Monthly Activity	212	1883	28	336	246	21859	124	19439	4	242	7	271
1. Temporary Permits 1st Time TP	1	8			2	205						
2. Capacity Change - current licenses New capacity began						1						
3. Closed - # with capacity	-1	-8			-3	-170						
4. Corrections - from previous reports Explain below*												
Total Capacity	212	1883	28	336	245	21895	124	19439	4	242	7	271

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
Total Number	240	212	28	380	138
Total Capacity	2219	1883	336	41847	2782

1. Licensing					
a. Pre-licensing inspections	2			4	
b. - e. Inspections/ Re-checks	58			153	including 0 MS
f. TA/Consultation	1			6	
g. Unlicensed care investigations	0			0	
h. Children's Records (only)				1	
i. Renewal licenses issued	21			26	
2. Enforcement					
a. Complaints	5			18	
b. Fines administered	0			8	
c. Conferences	0			0	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
3. Training Presented					
a. Number of trainings	1			1	
b. Number of hours	4			4	
4. Training Taken					
a. Number of trainings	0			0	
b. Number of hours	0			0	
5. Health Inspections					
a. Food				84	

B. Compliance Reports

1. Children's Centers Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Wonder Kidz Academy of Belcher	1	Discipline	8/1/2024	\$500.00	\$500.00	8/15/2024
Happy Corner Academy	2	Physical Environment/Outdoor Play Space	8/9/2024	\$50.00	\$50.00	8/28/2024
Happy Corner Academy	3	Records/Distracted Adult Brochure	8/9/2024	\$25.00	\$25.00	8/28/2024
Kindercare 216	2	Supervision/No Direct Supervision	8/9/2024	\$50.00	\$50.00	8/26/2024
Indian Rocks Toddler Montessori	3	Personnel/Expired Acknowledgment	8/13/2024	\$30.00	\$30.00	9/4/2024
The Stepping Stone	2	No closing log	8/13/2024	\$50.00	\$50.00	8/28/2024
Walsingham Wee	3	No Indoor/outdoor inspections	8/13/2024	\$25.00	\$25.00	9/4/2024
Artz 4 Life	3	Annual in service	8/14/2024	\$25.00	\$25.00	8/21/2024
Artz 4 Life	3	Education/credentials	8/14/2024	\$25.00	\$25.00	8/21/2024
Kids Zone Academy 2 LLC	3	Daily Attendance/Center Closing Log	8/14/2024	\$25.00	\$25.00	8/14/2024
Ponce De Leon-R'Club	3	Records/Emergency Medical Release Form	8/21/2024	\$25.00	\$25.00	9/3/2024
Countryside Christian Preschool	2	Records/Daily Attendance Record	8/26/2024	\$50.00	\$50.00	9/9/2024
YMCA - Anona	3	Training /training not finished	8/27/2024	\$30.00	\$30.00	9/13/2024
Espiritu Santo	3	Safety/Health/Sanitation	8/28/2024	\$25.00	\$25.00	8/28/2024
St. Pete Primary School, Inc	2	Supervision/direct supervision	8/28/2024	\$50.00	\$50.00	9/10/2024
Palm Harbor Montessori	2	Daily Attendance/Center Closing Log	9/3/2024	\$60.00	\$60.00	9/18/24
Hope Academy	2	physical environment	9/3/2024	\$50.00	\$50.00	9/20/2024
Skycrest United Methodist	2	facility records, closing log	9/5/2024	\$50.00	\$50.00	9/11/2024
Sweet Peas Preschool	3	Personnel General Qualifications	9/9/2024	\$25.00	\$25.00	9/17/2024
Clearwater Academy Int'l	2	Safety/Health/Sanitation	9/16/2024	\$50.00	\$50.00	9/17/2024
R'Club US19 & Ulmerton	2	Supervision	9/20/2024	\$50.00	\$50.00	10/21/2024
Oakhurst Learning Center	2	Records/Daily Attendance Record-Transitions	9/23/2024	\$50.00	\$50.00	9/30/2024
Oakhurst Learning Center	2	Supervision	9/23/2024	\$50.00	\$50.00	9/30/2024
First Lutheran School	2	Facility Records-Daily Attendance Record	10/2/2024	\$50.00	\$50.00	10/17/2024
Excel Learning Centers Inc.	2	Facility Records-Daily Attendance Record	10/3/2024	\$50.00	\$50.00	10/17/2024
Victory Child Dev. Center	3	Records/Immunizations	10/21/2024	\$25.00	\$25.00	10/24/2025
Emergent Kids P.S. LLC	2	Physical Environment Fire Safety	10/25/2024	\$50.00	\$50.00	10/29/2024

2. Family Child Care Homes Fine Report

Provider	Fine Class	Reason	Date of Fine	Fine Amount	Amt Paid	Date Paid
Hania Lux	3	Daily Attendance: Daily attendance was not maintained to account for all children in care.	9/16/2024	\$25	\$25	9/24/2024

3. 100% Compliant Inspections in Children's Centers

August		September		October	
Learning Empowered Campus	Tampa Bay Turners Gymnastics & Swimming Academy Inc.	PCC (Pasadena Community Church) Christian Playgroup	St. Jerome Early Childhood Center	Plato Academy Preschool STP	My Little Sunshines
Childs Park Recreation Center	Kids' Corner	Walter Fuller Recreation Center	YMCA Ridgecrest	Temple Beth-El of STP Early Childhood Center	Lake Tarpon Learning Center West
City of Gulfport Recreation Center	Teenage Parenting Program – PTEC – CLW	YMCA Northwest Elementary	Bay Pines Evangelical Lutheran School	All Children's Academy	R'Club Paul B. Stephens
Gingerbread School-Azalea	YMCA Woodlawn Elementary	Truth & Life Christian Academy	YMCA Fuguitt	Lutheran Services Florida, Inc. High Point Center	Magnolia Dunedin
YMCA Bear Creek Elementary	The Experiential School of Tampa Bay	YMCA of the Suncoast – Leila Davis	Seminole United Methodist Academy	Early Explorations Preschool at Great Explorations	Riviera Day School
Boys and Girls Club The Salvation Army	Safety Harbor Montessori Academy	Skycrest Christian Preschool	Angels @ Play Learning Center, INC	Oak Crest Preschool	Sacred Heart Catholic School
Keswick Kids, Inc.	R'Club Sandy Lane	Skycrest Christian School	Campbell Park Recreation Center	R'Club – High Point	Girls Incorporated of Pinellas-Pinellas Park Center
Madeira Beach Recreation Center	Lutheran Services Florida, Inc. Dr. Heidi Greenslade Center	Safety Harbor Little School, LLC	Sunshine Preschool	The Growing Place Preschool	City of Largo-SW Recreation Complex
Edgewater Preparatory Academy, Inc.	Trinity Presbyterian Church Preschool	Kids Time Preschool	Arqam's Academy Inc.	YMCA of the Suncoast - Tarpon Springs Fundamental	Anona Child Development Center
Pasadena Community Church School	Alpha & Omega Learning Center	Bright Beginnings Early Learning Center	R'Club Bay Vista	Elisa Nelson Elementary – An R'Club Early Learning Academy	R'Club Ridgecrest
Kid-A-Rama Academy	Learning Empowered's Children of the World	Happy Days Academy LLC	R'Club Midtown Academy	Wonder Kidz Academy of Belcher LLC	Christian Way Academy
Dunedin Academy	Bright Discovery for Early Learning	Holy Family Early Childhood Center	Starling School #1 & Star Camp	Plato Academy CLW	Fundamentals II
Boys & Girls Wood Valley	R'Club Pinellas Park	R'Club Rawlings	Thomas Jet Jackson Recreation Center	New Horizons Preschool & Learning Center	Imagination Station
A Child's Choice	YMCA Lynch Elementary	Magnolia Dayschool Pinellas Park	YMCA Brooker Creek	The Learning Experience	R'Club Lakewood

The Sprout Academy Pinellas Park	Willis S. Johns Recreation Center	YMCA Sawgrass Elementary	Green Acres Childcare	R'Club Eisenhower	Montessori By the Sea
Write Start Learning Center	YMCA Campbell Park	Plato Academy Preschool Pinellas Park	YMCA Sexton Elementary	Magnolia Dayschool St. Pete	R'Club Pasadena
R'Club Walsingham	R'Club - Gulfport	Gingerbread Carillon	R'Club 74 th	Gates & Bridges Learning Academy	R'Club New Heights
R'Club Seminole	SPEER YMCA Preschool Academy	R'Club Lealman	Youth Enrichment Program-Skyview	R'Club Cross Bayou	YMCA Gulf Beaches
YMCA Orange Grove	Youth Enrichment Program-Wildwood			YMCA Melrose	
Academy of Love & Learning Inc.	Alegria Montessori School				
First United Methodist Church Preschool	R'Club Sanderlin				
R'Club Lakeview	Frank W Pierce Recreation Center				
Boys & Girls Club Royal	Lutheran Services Florida, Inc. Jordan Park				
YMCA Baypoint	Tarpon Springs Boys & Girls Club				
YMCA Perkins	Palm Harbor Creative Learning Academy				
YMCA Maximo	YMCA Highland Lakes				
Leap Forward Academy	Stars & Comets				

4. 100% Compliant Inspections in Family Child Care Homes

August		September		October	
Pamela Hinson	Sharon Hart	Valarie Jiles	Sandy Garcia	Gwen Watson	Carmelita Tio
Angelita Troupe	Gwen Roberts	Nicole Boyd	Melissa Jones	Cynthia Sumter Scott*	Leah Robertson
Andrea Pena	Clarisse High	Katrina Jenkins	Cheryl Smith	Elysia Huff	Stephanie Meacham
Mara De La Torre	Jenny Rockey	Christina Jackson	Barbara Johnson	Tamsen Baker	Samiya Watson
Amber Gerhold	Molly Whitfield	Barbara McNeill	Susan Barron	Carolyn Costello	Jody Stover
Deborah Mimault	Diana Luna	Barbara Cook	Lisa Taddeo	Veronica Mack	Julia Bernal
Kamielya Jordon	Patricia Powell	Patricia Frisch	Kendra Alexander	Kathleen Schmitt	Mitzi Webb
Barbara Smith	Ladasha Holcombe	Patty Gavornik	Bernice Sanders	Anita Rodrigues-Smith*	Grisel Miranda-Vazquez
Cristy O'Donnell	Tammy Desaulniers	Andrea Bloomfield	Lenora Alexander	Lana Lillie	Tatum Anderson
Tabree Fort	Ibtisiam Rema	Ellen Myers	Jannie Small-Hampton	Ronda Shults	Terri Williams
Carmen Figueroa	Irish Smith	Deborah Kawa	Cynthia Stevens	Tamara Beard-Ball	Irene Wilson Giroir
Tiashemmer Holley	Esther Cordero	Kimberly Kinnecom	Colleen Heffern	Barbara Grigsby	Claire Burns

Kristina Booker-Deveny		Tanya Hyde	Carol Ann Fowler	Theresa Falzone*	Diane De La Cruz
Velma Mondy		Dianne Day	Catherine Bishop	Victoria Talbot	Yadamilsy Hurtado
Irish Smith		Barbara Underwood		Karen Holloway	Christine Sciandra

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

Center Closures

Center Name	Date Closed	Reason	Capacity
St. Raphael Catholic School Early Childhood Center	7/30/2024	Operator Decision	20
Elim Child Development Center	8/1/2024	Operator Decision	75
St. Pete Prep	8/14/2024	Change of Ownership	134 – 20 of which are infant spots
RightChoice Preschool	9/12/2024	Operator Decision	25
Leap of Faith Christian Preschool II	9/13/2024	Operator Decision	65 – of which are 15 infant spots
Brilliant Little Minds Early Childhood Learning Center	9/19/2024	Change of Ownership	80 – 10 of which are infant spots
The Ohana Preschool	10/23/2024	Change of Ownership	79 – 10 of which are infant spots
		Total:	478 – of which, 55 are infant spots

Closed Homes

Home Provider Name	Date Closed	Reason	Capacity
Quackenbush, Karen	8/30/2024	voluntary closed	8
Niblack, Deneathia (DBA) Jump Start Preschool and Home Education	9/16/2024	voluntary closed	8
Hollis, Shrieka	10/23/24	voluntary closed	8
		Total:	24

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 (4th Quarter)

October

Mary Jane Elder – 18 years
Deija Nevins – 2 years

November

Faith Bornoff – 7 years
Karen Kirouac – 3 years
Kay Velardi – 1 year
Tammy Sharpe – 4 years

December

Paula Boardman – 6 years

IX. Upcoming 2025 Meeting Dates

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

X. Adjournment