

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

**REGULAR MEETING**  
**August 27, 2025, at 6:00 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 June 11, 2025

**III. Action Items**

- A. Election of Chairman/Appointment of Secretary by Newly Elected Chairman  
In accordance with the by-laws, the Nominating Committee will present their recommendation for Chairman. The Board will vote to elect the Chairman and upon election, the Secretary will be appointed by the newly elected Chairman.
- B. Review responses to RFP & select Auditor for FY 24-25
- C. New DCF Decrease in Regulation for Distracted Driver Brochure for Centers
- D. New DCF Decrease in Regulation for Flu Brochure for Centers
- E. New DCF Decrease in Regulation for Mildly Ill Care
- F. Approve Licenses for **11** Children's Centers
- G. Approve License for **2** Family Child Care Home and **1** Large Family Child Care Home

**IV. Executive Director's Report**

**V. 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 Children's Centers and Family Child Care Homes Report

**VI. Public Comment**

The Pinellas County License Board welcomes input from Pinellas County citizens. Persons are advised that if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Please see Policy for Recording Meetings on Page 2.

**VII. Staff Anniversaries**

**VIII. Upcoming 2025 Meeting Dates**

**IX. Adjournment**

*Notice: This meeting is audio recorded by PCLB*

## **PUBLIC COMMENT POLICY (Revised 10/01/13)**

### **1. Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:**

1. If you wish to speak in front of the Board on either an agenda item or during the open agenda, you must fill out the Public Comment Card and provide it to the designated Board representative. If you do not wish to speak in front of the Board but wish to designate a representative to speak for you or indicate your support, opposition or neutrality on a proposition you must fill out the appropriate section of the Public Comment Card and provide it to the designated Board representative.
2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. If you are speaking as a representative of a group or faction, please state the group or faction on whose behalf you are speaking. Comments should be concise and to the point. Supporting documentation may be distributed to the Board. Documents will be filed with the minutes.
3. Individual speakers have up to three minutes.
4. A spokesperson representing a group or faction has up to 5 minutes. In addition to completing the Public Comment Card designating their representative and indicating their support, supporters may stand while the comment is being made.
5. Clapping, heckling, or verbal outbursts in support or opposition to a speaker's comments is discouraged.
6. Repetitious comment(s) are also discouraged. If a speaker is saying what you signed up to say, if you so wish, you may stand during their comment and then decline when your name is called to speak.

### **Public Comment for Agenda Items and Items not on the agenda**

- Prior to official action by the Board (except for ministerial acts or when the Board is acting in a quasi-judicial capacity) members of the public will be given opportunity to comment.
- In addition, the public will be given the opportunity to comment on items not on the Agenda during the Open Agenda portion of the meeting.

### **Note:**

Comment to the Board does not constitute a formal complaint, is not considered a request for records under the Public Records Act and does not require staff response unless directed to do so by Board.

2. Making a Presentation to the Board: To make a presentation to the Board lasting longer than the allotted time for public comment on any matter, please contact the Child Care Licensing Program office at 727-507-4857 for an application. All applications must be submitted at least 10 days prior to the Board meeting at which the presentation would occur. Staff will determine whether to grant or deny the request and will set the length of time allotted for the presentation.

### **3. Process for Decreasing or Increasing Licensing Regulations Decreases:**

o 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:**

o 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.

- o 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. 4

- o 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.

- o 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.

- o 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 June 11th, 2025

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

### REGULAR MEETING June 11, 2025, at 1:30 PM

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

### Unapproved Minutes

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

The Board Meeting of the Pinellas County Licensing Board for Children's Centers and Family Child Care Homes was scheduled and properly noticed for Wednesday June 11, 2025, at 8751 Ulmerton Road, Largo, FL, 33771, at 1:30pm.

#### I. Call to Order

Celeste Fernandez called the meeting to order at 1:30 pm

i.

#### Board members:

Attendee Name	Title	Status
Celeste Fernandez	Board Secretary	Present
Vince Nowicki	Pinellas County Commissioner	Absent
Dorothy Duvé	Board Member	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	Absent
Dan Berman	Absent
Elizabeth Krakowski	Present
Nancy McGreevy	Absent
Pamela Hinson	Present
Rob Lovelace	Present
Shelia Haugabook	Absent

**Staff Members present:**

Attendee Name	Attendee Title
Faith Bornoff	Executive Director
Tammy Sharpe	Centers Supervisor
Julie Oliver	Homes Supervisor
Thanh (Ivy) Huynh	Contract Administrator Supervisor
Berta Coutin	Accountant III
Rajiv Rambaran	Licensing Specialist
Katherine Velardi	Licensing Specialist
Deija Nevins	Licensing Specialist
Aracelis Serrano	Senior Clerk

**A. Announcements**

Faith Bornoff welcomed new Board Member, Kristen Gnage, representing JWB.

Faith Bornoff stated Mr. Mikurak is no longer a PCLB Board Member; however, he has been selected to be Interim CEO of JWB.

Faith Bornoff welcomed new staff members: Aracelis Serrano and Rajiv Rambaran.

**II. Consent Agenda**

**A. Approve minutes from Board Meeting on February 18, 2025.**

Celeste Fernandez called for a motion to approve the minutes from the February 18, 2025, board meeting.

No discussion on items from consent agenda.

Action: Lynn Gibson made a motion to accept the minutes from the February 18, 2025, the Board Meeting. Jennifer Mekler seconded the motion. The motion passed unanimously.

**III. Action Items**

**A. Appoint Nominating Committee to recommend new Board Chair.**

Due to Mr. Mikurak's removal from the JWB Board, he can no longer serve on the PCLB Board. It is necessary to nominate members for a committee to make a recommendation to the Board for a new chair. Celeste Fernandez called for volunteers to serve on the nominating committee in accordance the PCLB by-laws. Ms. Fernandez then called for a motion to select Lynn Gibson, Jennifer Meckler and Robert Lovelace be the Board Members and Advisory Committee Member on the nominating committee.

**Action:**

Susan Weber made a motion to nominate Lynn Gibson, Jennifer Meckler and Robert Lovelace, to the nominating committee.

Dorothy Duve seconded the motion.

The motion passed unanimously.

In accordance with the bylaws, the Executive Director then selected Tammy Sharpe to serve as the staff member on the committee.

**B. 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 2024-2025**

Ms. Bornoff explained that PCLB is required annually to have an audit. The Board, sitting as the Audit Selection Committee is required to approve the factors for evaluation for selecting the auditor and authorize staff to release the RFP. Once the responses to the RFP are received, at a subsequent meeting the Board will select the auditor.

Celeste Fernandez called for a motion to approve the factors for evaluation of audit services request for proposal (RFP) and to authorize the public announcement for RFP for Audit of FY 2024-2025

**Action:** Kristen Gnage made a motion to approve the factors for evaluation of audit services request for proposal (RFP) and to authorize the public announcement for RFP for Audit of FY 2024-2025.

Lynn Gibson seconded the motion;  
The motion passed unanimously.

**C. Approval of the 18th Amendment to the Interlocal Agreement between DOH and PCLB**

Ms. Bornoff informed the Board that the Interlocal Agreement between DOH and PCLB is up for renewal. Pursuant to the Agreement DOH provides certain services on behalf of PCLB. This agreement is renewed annually and this will be the 18<sup>th</sup> year of the relationship of childcare licensing residing within DOH.

Celeste Fernandez called for a motion to approve the 18th Amendment to the Interlocal Agreement between DOH and PCLB

**Action:** Susan Weber made a motion to approve the 18th Amendment to the Interlocal Agreement between DOH and PCLB.

Lynn Gibson seconded the motion;  
The motion passed unanimously.

**D. Approval of Budget Amendment FY 2024-2025**

Ms. Bornoff presented the budget amendment applicable to FY24-25.

Celeste Fernandez called for a motion to approve the Budget Amendment FY 2024-2025

**Action:** Lynn Gibson made a motion to approve the Budget Amendment FY 2024-2025.

Dorothy Duve seconded the motion;

The motion passed unanimously.

**E. Approve Fiscal Year 2025-2026 Proposed Budget**

Ms. Bornoff presented the proposed FY25-26 Budget. The Board discussed the proposed budget.

Celeste Fernandez called for a motion to approve the Fiscal Year 2025-2026 Proposed Budget.

**Action:** Lynn Gibson made a motion to approve the Fiscal Year 2025-2026 Proposed Budget.

Dorothy Duve seconded the motion;

The motion passed unanimously.

**F. Increases/Additions to Regulations**

PCLB can increase regulations above the state guidelines following the procedure set forth in the law. For the following individual action items, the Board must find there is a finding of necessity, not merely that it prefers to increase a standard. Thereafter, providers will receive notice of the proposed new standard, and a hearing will be held to take comment on the proposed standard. No sooner than 90 days after the hearing, the Board can consider whether to approve the proposed new standard which must pass by a 5/7 vote. Ms. Bornoff presented an analysis of the implications of raising fees and the fees charged around the state by other local licensing agencies as well as by DCF. All of the below changes, if passed would have an implementation date of January 15, 2026, provided they are approved.

**1. Increase fee for Child Care Center Application Fee including changes to Application.**

Staff recommend increasing the fee for application for a childcare center from \$25 to \$35.

There was a discussion regarding deleting the words “not in excess” being used for the revised regulation.

Celeste Fernandez called for a motion to find necessity to increase fee for Child Care Center Application Fee including changes to Application and approve the proposed regulation for hearing:

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a children’s center. There has not been an increase to the cost of licensing a children’s center since 2021 and over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Proposed Regulation:**

**X. APPLICATION, FEES, LICENSE**

**B. Fees**

1. The License Board is authorized to charge an application fee of **thirty-five dollars (\$35.00)** for each children's center for which a license is sought. All children's center application fees, **including application for license change, are set at \$35.00.**

**Action:** Susan Weber made a motion finding necessity to increase fee for Child Care Center Application Fee including changes to Application from \$25 to \$35 and approve the proposed regulation for hearing with the words “not in excess” being deleted from the proposed regulation.

Kristen Gnage seconded the motion;

The motion passed unanimously

**2. Increase Fee for Child Care Center License**

Staff recommend increasing the fee for a children’s center license from \$100 to \$110 plus \$1.00 per child based upon capacity.

Celeste Fernandez called for a motion to find of necessity to Increase Fee for Child Care Center License and to present the revised regulation for hearing.

**Proposed Regulation:**

X. APPLICATION, FEES, LICENSE

B. Fees

3. In addition to the application fee, each children's center will be charged a license fee of \$110.00 plus \$1.00 per child based upon the license capacity of the children's center.

**FINDING OF NECESSITY:** PCLB finds it necessary, not merely desirable, to increase the cost of licensing a children's center. There has not been an increase to the cost of licensing a children's center since 2021 and over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.

**Action:** Susan Weber made a motion finding necessity to increase Fee for Child Care Center License from \$100 to \$110 and approve the proposed regulation for hearing.

Kristen Gnage seconded the motion;

The motion passed unanimously

**3. Increase Fee for Preliminary Site Inspection (non-Mandatory)**

Staff recommend that the fee for a preliminary site inspection be increased from \$50 to \$55.

Celeste Fernandez called for a motion to find necessity to approve an Increase Fee for Preliminary Site Inspection (non-Mandatory) and present the proposed regulation for hearing.

**Proposed Regulation:**

X. APPLICATION, FEES, LICENSE

B. Fees

2. Each preliminary site inspection (non-mandatory) will cost \$55.00.

**FINDING OF NECESSITY:** PCLB finds it necessary, not merely desirable, to increase the cost of licensing a children's center. There has not been an increase to the cost of licensing a children's center since 2021 and over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.

**Action:** Lynn Gibson made a motion finding necessity to increase the Fee for Preliminary Site Inspection (non-Mandatory) from \$5 to \$55 and approve the proposed regulation for hearing.

Susan Weber seconded the motion;

The motion passed unanimously

**4. Increase Fee for Child Care Center filing petition for a variance or waiver**

Staff recommend the fee for filing a petition for variance or waiver be increased. Currently there is a \$100 fee for any petition. Because of the increase worked involved in processing the petition for a waiver or variance from a state regulation, staff recommends increasing the fee to \$110 if the petition pertains to a location regulation and to \$125 if it pertains to a state regulation.

Celeste Fernandez called for a motion to find necessity to approve an Increase Fee for Child Care Center filing petition for a variance or waiver and present the proposed regulation for hearing.

**Proposed Regulation:**

X. APPLICATION, FEES, LICENSE

B. Fees

**4. The cost for filing each petition for a variance or waiver *from a Pinellas County regulation is \$110.00 and the cost for filing each petition for a variance or waiver from a state regulation is \$125.00.***

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to increase the fee for the filing of each petition for a variance or waiver. When a provider files a petition for a variance/waiver from either a Pinellas or a state regulation staff must spend time analyzing the request and gathering information necessary from the provider. Thereafter legal counsel is consulted and an Order on the petition is drafted and entered. In addition, when a provider seeks a variance/waiver of a state regulation PCLB is required to publish it in the Florida Administrative Register and PCLB is also required to publish the disposition in the Florida Administrative Register. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Susan Weber made a motion finding necessity to increase Fee for Child Care Center filing petition for a variance or waiver to \$110 and \$125 depending on whether it pertains to a local or state regulation and to approve the proposed regulation for hearing.

Kristen Gnage seconded the motion;

The motion passed unanimously

**5. Add a new regulation requiring fee for Child Care Centers Exemption from licensure verification**

: Ms. Bornoff explained that currently, PCLB does not charge to process exemptions. PCLB receives, tracks and process these, therefore, a new annual fee of \$50 is being proposed to process the exemptions.

Celeste Fernandez called for a motion to find necessity to add a new regulation requiring an annual fee of \$50 for Child Care Centers Exemption from licensure verification and present the proposed regulation for hearing.

**Proposed Regulation:**

X. APPLICATION, FEES, LICENSE

B. Fees

**6. An annual fee of \$50.00 will be charged for verification of an exempt children's center.**

*\*This will alter numbering of remaining sections if passed.*

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to charge a fee to verify exemption status of a children's center requesting exempt status. There has never been a fee charged for this, and staff spends significant time verifying the exempt status using the factors set by law to determine if a center can meet the legal requirements to be exempt from licensure. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Lynn Gibson made a motion finding necessity to add a new regulation requiring a \$50 fee for Child Care Centers Exemption from licensure verification to approve the proposed regulation for hearing with the words, "an annual fee" being added to the new proposed regulation.

Jennifer Meckler seconded the motion;

The motion passed unanimously

**6. Add a new regulation requiring fee for reinspection(s) for Child Care Centers**

Staff recommend adding a regulation requiring a fee for reinspection after a violation of a regulation. Sometimes centers have not corrected the non-compliance even when staff go out on a reinspection which results in additional staff time to go out on multiple reinspection's. Staff recommend no fee for the first reinspection.

Celeste Fernandez called for a motion to find necessity to add a new regulation requiring fee for reinspection(s) for Child Care Centers and present the proposed regulation for hearing.

**Proposed Regulation:**

X. APPLICATION, FEES, LICENSE

B. Fees

**7. A fee of \$25 for the second reinspection and \$50 for any additional reinspection necessary thereafter will be charged after a children's center has received a violation of a regulation. There is no fee for the first reinspection.**

***\*This will alter numbering of remaining sections if passed.***

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to charge a fee for reinspection. After a children's center has been found in violation of a regulation, licensing staff are required to reinspect to be certain the children's center has remedied the non-compliance. Certain times centers do not remedy the non-compliance, and staff are required to reinspect multiple times. A reinspection fee (other local licensing agencies charge this type of fee) is necessary as staff spends significant time reinspecting after non-compliance has been found. The center will not be charged for the first reinspection. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Lynn Gibson made a motion finding necessity to add a new regulation requiring fee for reinspection(s) for Child Care Centers after the first reinspection and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

**7. Add a new regulation providing an annual increase of 3% for all fees for Child Care Centers**

Adding an automatic annual increase is necessary to keep up with the annual increase in cost of doing business. Having the regulations provide for automatic increases will prevent the board from having to go through this process every time it wishes to

increase fees set forth in the regulations. Staff recommends a 3% annual increase.

Celeste Fernandez called for a motion to find necessity to add a new regulation providing for an annual increase of 3% for fees for Child Care Centers and present the proposed regulation for hearing.

**Proposed Regulation:**

X. APPLICATION, FEES, LICENSE

B. Fees

**8. As of January 1, 2027, and January 1 of each year thereafter, all fees in these regulations will automatically increase by 3%.**

*\*This will alter numbering of remaining sections if passed.*

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to include an automatic increase in the amount of fees. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses the automatic nature of the increase will streamline the process for operational efficiency.*

**Action:** Susan Weber made a motion finding necessity to add a new regulation providing an annual increase of 3% for fees for Child Care Centers and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

**8. Increase Fee for Family Child Care Home and Large Child Care Home Application including changes to Application**

Staff recommends that the license fee be increased from \$25 to \$35.

There was a discussion regarding the words “not in excess” being deleted from the revised regulation.

Celeste Fernandez called for a motion to find necessity to increase fee for Family Child Care Home and Large Child Care Home Application including changes to Application and present the proposed regulation for hearing.

**Proposed Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

*1. The License Board is authorized to charge an application fee ~~not in~~ excess of **thirty-five dollars (\$35.00)** for each family childcare home **and large family childcare home** for which a license is sought. All family childcare home **and large family childcare home** application fees, **including application for license change** are set at **\$35.00***

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to increase the cost of licensing a childcare home. There has not been an increase to the cost of licensing a childcare home since 2021 and over the past several, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Lynn Gibson made a motion finding necessity to increase the fee for Family Child Care Home and Large Child Care Home Application Fee including changes to Application and to approve the proposed regulation for hearing with the words “not in excess” being deleted. Kristen Gnage seconded the motion.

The motion passed unanimously

**9. Increase Fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver**

Staff recommend the fee for filing a petition for variance or waiver be increased. Currently there is a \$100 fee for any petition. Because of the increase work involved in processing the petition for a waiver or variance from a state regulation, staff recommends increasing the fee to \$110 if the petition pertains to a location regulation and to \$125 if it pertains to a state regulation.

Celeste Fernandez called for a motion to find necessity to increase fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver and present the proposed regulation for hearing.

**Proposed Regulation:**

IX. APPLICATION, FEES, LICENSE

B. Fees

5. The cost for filing each petition for a variance or waiver **from a Pinellas County regulation is \$110.00 and the cost for filing each petition for a variance or waiver from a state regulation is \$125.00 for both Family Child Care Homes and Large Family Child Care Homes.**

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to increase the fee for the filing of each petition for a variance or waiver. When a provider files a petition for a variance/waiver from either a Pinellas or a state regulation staff must spend time analyzing the request and gathering information necessary from the provider. Thereafter legal counsel is consulted and an Order on the petition is drafted and entered. In addition, when a provider seeks a variance/waiver of a state regulation PCLB is required to publish it in the Florida Administrative Register and PCLB is also required to publish the disposition in the Florida Administrative Register. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Susan Weber made a motion finding necessity to increase fee for Family Child Care Home and Large Family Child Care Home filing petition for variance or waiver to \$110 and \$125 depending on whether it pertains to a local or state regulation and to approve the proposed regulation for hearing.

Jennifer Meckler seconded the motion.

The motion passed unanimously

**10. Increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care**

Staff recommend that the fee to add overnight care be increased from \$25 to \$35 if added at any time other than at issuance of license or at renewal.

Celeste Fernandez called for a motion to find necessity to approve the Increase Fee for Family Child Care Home and Large Family Child Care Home to add overnight care and present the regulation for hearing.

**Proposed Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

7. Each family childcare home **and large family childcare home** will be charged **\$35.00** to add overnight care to the license at any time other than at issuance of an initial license or at the time of renewal.

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to increase the fee for adding overnight care to the license at any time other than at issuance or renewal due to the increased staff resources involved to add this to the license. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Lynn Gibson made a motion finding necessity to increase fee for Family Child Care Home and Large Family Child Care Home to add overnight care and to approve the proposed regulation for hearing.

Susan Weber seconded the motion.

The motion passed unanimously

**11. Add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home**

Staff recommend adding a regulation requiring a fee for reinspection after a violation of a regulation. Sometimes providers have not corrected the non-compliance even when staff go out on a reinspection which results in additional staff time to go out on multiple reinspection's. Staff recommend no fee for the first reinspection.

Celeste Fernandez called for a motion to find necessity add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home.

**Proposed Regulation:**

*IX. APPLICATION, FEES, LICENSE*

*B. Fees*

**8. A fee of \$25 for the second reinspection and \$50 for any additional reinspection necessary thereafter will be charged after a family childcare home or large family childcare home has received a violation of a regulation. There is no fee for the first reinspection.**

***\*This will alter numbering of remaining sections if passed.***

**FINDING OF NECESSITY:** *PCLB finds it necessary, not merely desirable, to charge a fee for reinspection. After a home has been found in violation of a regulation, licensing staff are required to reinspect to be certain the home has remedied the non-compliance. Certain times homes do not remedy the non-compliance, and staff are required to reinspect multiple times. A reinspection fee (other local licensing agencies charge this type of fee) is necessary as staff spends significant time reinspecting after non-compliance has been found. The home will not be charged for the first reinspection. Over the past several years, costs have gone up dramatically such as salary increases, mileage reimbursement, insurance, materials, audit costs etc. The current cost to operate licensing is outpacing any increases in funding from other funders. The increased fee will help offset the increased costs of operating expenses.*

**Action:** Susan Weber made a motion finding necessity to add a new regulation requiring fee for reinspection(s) for Family Child Care Home and Large Family Child Care Home and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

**12. Add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home**

Adding an automatic annual increase is necessary to keep up with the annual increase in cost of doing business. Having the regulations provide for automatic increases will prevent the board from having to go through this process every time it wishes to increase fees set forth in the regulations. Staff recommends a 3% annual increase.

Celeste Fernandez called for a motion to find necessity to add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home

**Action:** Susan Weber made a motion finding necessity to add a new regulation providing an annual increase of 3% for fees for Family Child Care Home and Large Family Child Care Home and to approve the proposed regulation for hearing.

Dorothy Duve seconded the motion.

The motion passed unanimously

### **G. Increase Fees for Training**

Ms. Bornoff explained that PCLB offers various trainings in accordance with state and local regulations. The fees charged are set from time to time by the Board and staff recommends increasing the fees for offered trainings effective October 1, 2025. Celeste Fernandez called for a motion to Increase Fees for Training in the amounts set forth in the Board packet.

**Action:** Kristen Gnage made a motion to motion to increase fees for trainings effective October 1, 2025, as set forth in the Board packet; Susan Weber seconded the motion.  
The motion passed unanimously

### **H. Approve Johnson, Pope, Bokor, Ruppel & Burns, LLP representation agreement for FY 2025-2026**

Johnson Pope has been counsel for PCLB since 2008. Annually their representation and rate for the fiscal year comes before the Board. Celeste Fernandez called for a motion to approve Johnson, Pope, Bokor, Ruppel & Burns, LLP representation agreement for FY 2025-2026.

**Action:** Kristen Gnage made a motion to approve Johnson, Pope, Bokor, Ruppel & Burns, LLP's representation agreement for FY 2025-2026 at the rate of \$295 per hour effective July 1, 2025.  
Susan Weber seconded the motion.  
The motion passed unanimously

### **I. Approve Licenses for 6 Child Care Centers**

Center Supervisor, Tammy Sharpe, recommended 6 centers for approval as set forth in the Board packet.

Celeste Fernandez called for a motion to Approve the Licenses for the 6 Child Care Centers as set forth in the Board packet.

**Action:** Susan Weber made a motion to Approve Licenses for the 6 Child Care Centers as set forth in the Board packet.

Jennifer Meckler seconded the motion.

The motion passed unanimously

**J. Approve Licenses for 3 Family Child Care Homes**

Homes Supervisor Julie Oliver recommended three Family Child Care Homes be approved for licensure as set forth in the Board packet.

Celeste Fernandez called for a motion to approve Licenses for 3 Family Child Care Homes for licensure as set forth in the Board packet.

**Action:** Lynn Gibson made a motion to approve Licenses for 3 Family Child Care Homes as set forth in the Board packet.

Kristen Gnage seconded the motion.

The motion passed unanimously

**K. Approve Licenses for 3 Large Family Child Care Homes**

Homes Supervisor, Julie Oliver, recommended three Large Family Child Care Homes be approved for licensure as set forth in the Board packet.

Celeste Fernandez called for a motion to approve Licenses for 3 Family Child Care Homes for licensure as set forth in the Board Packet.

**Action:** Lynn Gibson made a motion to approve licenses for the 3 Family Child Care Homes as set forth in the Board packet.

Kristen Gnage seconded the motion.

The motion passed unanimously

**IV. Discussion**

**V. Executive Director's Report**

Faith Bornoff, Executive Director shared the new process for childcare providers to report their status following an emergency using an online survey. The emergency phone line will still be available as an option.

Staff will also be getting new lap tops this upcoming budget year.

**VI. Information Items**

**A. Annual Financial Report**

**B. Statistical Report Regarding Licensing Activities**

**C. Compliance Reports**

**1. Children's Centers Fine Report**

Discussion: Dorthy Duve inquired about 3 center fines that were of large amounts, Tammy Sharpe, Centers Supervisor shared the reason for each.

**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**

No public comment

#### **VIII. Staff Anniversaries**

Chris Grybauskas- 16 years  
Hope Williams- 19 years  
Maria Villarreal- 20 years

#### **IX. Upcoming 2025 Meeting Dates**

- PCLB Board Chair Nominating Committee Meeting August 27, 2025, at 5:30 p.m.
- PCLB Quarterly Board Meeting August 27<sup>th</sup>, 2025, 6:00 p.m.
- Public Hearing August 27, 2025, immediately following the PCLB Board Meeting.
- PCLB Quarterly Board Meeting, December 3rd, 2025, 1:30pm

#### **X. Adjournment**

*Notice: This meeting is audio recorded by PCLB*

Respectfully Submitted,

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Celeste M. Fernandez, Secretary

### **III. Action Items**

#### **A. Election of Chairman/Appointment of Secretary by Newly Elected Chairman**

In accordance with the by-laws, the Nominating Committee will present their recommendation for Chairman.

The Board will vote to elect the Chairman and upon election, the Secretary will be appointed by the newly elected Chairman.

#### **B. Review Responses to RFP & Select Auditor for FY 24-25**

To be provided at the Board Meeting

#### **C. DCF Removal of Regulation for Distracted Driver Brochure for Centers**

House Bill 47 & Companion Bill 738 removed the requirement for Children's Centers to distribute the Distracted Driver Brochure. Therefore, it is necessary for Pinellas County to remove this requirement from the Licensing Regulations Governing Children's Centers.

#### **D. DCF Removal of Regulation for Flu Brochure for Centers**

House Bill 47 & Companion Bill 738 removed the requirement for Children's Centers to distribute the Flu Brochure. Therefore, it is necessary for Pinellas County to remove this requirement from the Licensing Regulations Governing Children's Centers.

#### **E. DCF Removal of Regulation for Mildly Ill Care**

House Bill 47 & Companion Bill 738 removed the regulations pertaining to Mildly Ill Care Facilities. Therefore, it is necessary for Pinellas County to also remove regulations specific to Mildly Ill Care.

**F. Approve Licenses for 11 Children's Centers**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Brilliant Little Minds Early Childhood Learning Center	6001 Park Blvd N Pinellas Park, FL 33781	83 including 10 Infants
Creative Play Children's Learning Center	7685 66 <sup>th</sup> St N Pinellas Park, FL 33781	40
De La Fontaine Trilingual Montessori School Seminole	8351 Bayou Boardwalk Seminole, FL 33777	67 including 32 Infants
De La Fontaine Trilingual Montessori School St. Pete	300 58 <sup>th</sup> St. N St. Pete, FL 33710	85 including 20 Infants
Fundamentals Early Learning II, LLC	1575 Curlew Rd Palm Harbor, FL 34683	79 including 10 Infants
Guardian Angels Catholic School	2270 Evans Road Clearwater, FL 33763	24
Learn Play Grow Academy of Largo	3080 East Bay Drive Largo, FL 33771	63 including 24 Infants
Lutheran Services Florida, Inc. High Point Center	15495 58 <sup>th</sup> St N Clearwater, FL 33760	56
PCS Employee Child Care at Bette Ra Ivey Discovery Center	8570 66 <sup>th</sup> St N Pinellas Park, FL 33781	182 including 52Infants
St. Raphael Catholic School Eary Childhood Center	1376 Snell Isle Blvd St. Petersburg, FL 33704	42
The Ohana Preschool	31938 US Highway 19 N Palm Harbor, FL 34684	70 including 16 Infants

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

**Family Child Care Home:**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Cheryl Hall	1413 Lime St. Clearwater 33756	8

**Large Family Child Care Home**

<b>Provider Name</b>	<b>Address</b>	<b>Capacity</b>
Shendoria Middlebrooks	1215 19 <sup>th</sup> St. S. St. Petersburg 33712	12

**IV. Executive Director's Report**  
To be presented

# V. Informational Items

## A. Annual Financial Report

PINELLAS COUNTY LICENSE BOARD  
 REVENUE & EXPENSE BUDGET REPORT  
 10/01/24 - 09/30/25 (FY2425)

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	Approved 08.18.2025		Amended BUDGET	3 Pay periods			3 Pay periods						SEPTEMBER ACCRUAL		ALL FUNDS SPENT 9/30/2025		
		Amendment 1	Amendment 2		OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL	JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUGUST PROJECTED		SEPTEMBER PROJECTED	
<b>TOTAL SALARIES</b>	746,286	(10,479)	(563)	735,244	58,233.73	25,051.79	64,360.53	56,619.59	55,439.15	52,950.51	80,999.22	53,688.64	54,071.33	54,984.50	35,885.52	53,828.28	5,382.83	651,495.62
FICA/MEDICARE	57,091	0	0	57,091	4,454.88	1,916.46	4,923.58	4,331.40	4,241.09	4,050.71	6,196.44	4,107.18	4,136.46	4,206.31	2,745.24	4,117.86	411.79	49,839.41
RETIREMENT	101,719	0	0	101,719	7,937.26	3,414.56	8,772.34	7,717.25	7,556.36	7,184.76	11,040.19	7,317.76	7,369.92	7,714.33	5,034.74	7,552.11	755.21	89,366.78
HEALTH/LIFE/DIS	306,849	5,163	2,137	314,149	22,836.75	1,628.54	31,350.20	27,830.37	25,524.16	23,734.73	36,651.24	11,204.82	25,570.31	24,661.41	16,247.88	24,371.82	2,437.18	274,049.41
<b>TOTAL FRINGE BENEFITS</b>	465,659	5,163	2,137	472,959	35,228.89	6,959.56	45,046.12	39,879.02	37,321.61	34,970.20	53,887.87	22,629.77	37,076.69	36,582.05	24,927.86	36,041.79	3,604.18	413,255.60
<b>TOTAL SALARY AND BENEFITS</b>	1,211,945	(5,316)	1,574	1,208,203	93,462.62	32,011.35	109,406.65	96,498.61	92,760.76	87,920.71	134,887.09	76,318.41	91,148.02	91,566.55	59,913.38	89,870.07	8,987.01	1,064,751.22
TELEPHONE	5,754	0	0	5,754	10.00	741.56	32.08	782.04	22.16	719.99	394.59	10.00	34.84	22.32	0.00	0.00	0.00	2,769.58
CELLULAR PHONES	7,560	0	(1,674)	5,886	91.29	636.37	636.37	818.96	636.37	590.72	636.37	525.46	566.09	566.09	0.00	0.00	0.00	5,704.09
AIR CARDS	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
POSTAGE	1,040	0	0	1,040	268.81	0.26	582.13	542.20	209.98	0.00	77.05	0.00	189.45	0.00	0.00	0.00	0.00	1,869.88
PRINTING	2,000	0	0	2,000	0.00	0.00	0.00	578.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	578.17
TRAVEL	15,082	0	(2)	15,080	75.65	499.95	961.40	1,200.13	1,152.72	1,075.98	1,235.51	1,200.36	1,094.68	1,893.43	0.00	0.00	0.00	10,389.81
EDUCATIONAL MATERIALS	200	0	0	200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICE SUPPLIES	6,912	6,226	(238)	12,900	0.00	386.48	2,068.90	241.39	0.00	0.00	1,883.57	271.14	0.00	0.00	0.00	0.00	0.00	4,651.48
INFO. TECHNOLOGY	300	0	0	300	0.00	50.00	184.84	100.00	25.00	35.00	25.00	25.00	25.00	25.00	0.00	0.00	0.00	494.84
RENT- EQUIPMENT (COPIER)	1,680	0	0	1,680	129.75	91.41	90.19	715.73	105.41	0.00	90.96	107.65	203.24	114.37	0.00	0.00	0.00	1,648.71
SUBSCRIPTIONS/DUES	175	0	0	175	175.00	0.00	0.00	0.00	0.00	0.00	69.51	0.00	0.00	0.00	0.00	0.00	0.00	244.51
EQUIPMENT - COMPUTERS	0	0	0	0	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
CONTRACTUAL- Audit	24,000	0	0	24,000	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
CONTRACTUAL- Legal Fees	20,000	0	0	20,000	0.00	1,182.50	1,677.50	5,335.00	1,210.00	0.00	14,465.00	5,197.50	3,107.50	0.00	0.00	0.00	0.00	32,175.00
CONTRACTUAL- Advertising	800	0	0	800	165.24	0.00	0.00	0.00	167.75	0.00	0.00	167.75	0.00	0.00	0.00	0.00	0.00	500.74
CONTRACTUAL- Janitorial	12,039	0	0	12,039	852.04	1,149.38	0.00	1,149.38	1,149.39	1,149.39	2,298.78	1,149.39	1,149.39	0.00	0.00	0.00	0.00	10,057.14
UTILITIES	15,231	0	0	15,231	1,056.72	1,037.10	1,060.00	1,422.39	1,355.35	1,115.85	1,512.28	1,231.97	1,202.27	0.00	0.00	0.00	0.00	10,993.33
FINGERPRINT	76	0	0	76	0.00	37.25	0.00	0.00	0.00	0.00	36.00	36.00	36.00	0.00	0.00	0.00	0.00	145.25
HR ASSESSMENT FEE	3,367	0	67	3,434	0.00	992.10	0.00	(583.60)	992.10	0.00	0.00	992.10	992.07	0.00	0.00	0.00	0.00	3,384.77
Misc/Conference	0	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>TOTAL OPERATING</b>	116,216	6,226	(1,847)	120,595	2,834.50	6,804.36	7,293.41	12,311.79	27,026.23	4,686.93	22,524.62	10,914.32	8,600.53	2,621.21	0.00	0.00	0.00	105,617.90
ADMIN. COST/ FDOH In-Kind	245,785	0	0	245,785	18,171.92	4,851.07	23,265.81	19,454.08	18,880.31	17,387.56	26,416.40	15,287.29	18,425.62	17,954.56	8,088.31	12,132.46	1,213.25	201,528.64
ADMIN. COST JWV 17%	123,858	(910)	273	123,221	10,334.18	4,912.39	10,103.21	9,977.99	9,411.72	9,428.25	14,724.16	7,989.82	9,374.53	9,973.24	10,185.27	15,277.91	1,527.79	123,220.48
<b>TOTAL ADMIN. COST 30.50%</b>	369,643	(910)	273	369,006	28,506.10	9,763.46	33,369.03	29,432.08	28,292.03	26,815.82	41,140.56	23,277.11	27,800.15	27,927.80	18,273.58	27,410.37	2,741.04	324,749.12
<b>ALL FUND TOTAL EXPENSES</b>	1,697,803	0	0	1,697,803	124,803.22	48,579.17	150,069.09	138,242.47	148,079.02	119,423.46	198,552.27	110,509.84	127,548.70	122,115.56	78,186.96	117,280.44	11,728.04	1,495,118.24
<b>REVENUE SOURCES ( projected Received)</b>																		
JWB	874,464	0	0	874,464	71,199.11	36,932.20	73,584.23	70,414.70	66,206.25	66,279.92	102,450.24	56,168.48	65,867.16	69,202.13	70,098.65	105,147.98	10,514.80	864,065.87
DCF	367,731	0	0	367,731	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	30,644.25	0.00	367,731.00
FDOH	129,619	0	0	129,619	11,281.15	3,108.29	11,551.83	10,391.81	10,391.78	10,391.81	15,587.67	8,146.18	10,391.81	28.09	0.00	0.00	0.00	91,270.42
FDOH In-Kind	245,785	0	0	245,785	18,171.92	4,851.07	23,265.81	19,454.08	18,880.31	17,387.56	26,416.40	15,287.29	18,425.62	17,954.56	8,088.31	12,132.46	1,213.25	201,528.64
LB FEES & FINES	80,205	0	0	80,205	12,407.00	10,643.80	10,728.00	12,429.00	10,975.00	14,949.00	12,674.00	10,042.00	13,004.00	7,463.00	13,031.00	7,982.00	0.00	136,327.80
FUND BALANCE	0	0	0	0	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>	1,697,803	0	0	1,697,803	143,703.43	86,179.61	149,774.13	143,333.85	137,097.59	139,652.55	187,772.56	120,288.20	138,332.84	125,282.03	121,862.21	155,906.69	11,728.04	1,660,923.73

## B. Statistical Report Regarding Licensing Activities

Statistical Report for July 2025												
	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	198	1414	28	336	229	21172	127	19269	4	278	6	264
<b>1. Temporary Permits</b> 1st Time TP							4	275				
<b>2. Capacity Change - current licenses</b> New capacity began												
<b>3. Closed - # with capacity</b>			-1	-12	-2	-157	-2	-175				
<b>4. Corrections - from previous reports Explain below*</b>												
<b>Total Capacity</b>	<b>198</b>	<b>1414</b>	<b>27</b>	<b>324</b>	<b>227</b>	<b>21,015</b>	<b>129</b>	<b>19,369</b>	<b>4</b>	<b>278</b>	<b>6</b>	<b>264</b>
<b>Monthly Tally Sheet Summary</b>												
	<b>Homes</b>	<b>FDCH</b>	<b>LFDCH</b>	<b>CC</b>				<b>Infant Spaces</b>				
<b>Total Number</b>	<b>225</b>	<b>198</b>	<b>27</b>	<b>366</b>				<b>136</b>				
<b>Total Capacity</b>	<b>1738</b>	<b>1414</b>	<b>324</b>	<b>40926</b>				<b>2914</b>				

Service Tasks/Licensing Activities	CENTERS	HOMES	OTHER/FOOD	MS inspections	Total Number of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month	Total licensed capacity of Licensed Child Care Entities (facilities & homes) in the County as of the Last Day of each Month
Prelim inspections	3	2	0	0	591	42664
Initial inspections	5	0	0	0		
Routine/Renewal inspections	52	39	0	0		
Complaint Investigations Only	19	0	0	0		
Reinspection/Recheck Inspections	30	6	0	0		
Technical Assistance or Consultation	10	3	0	0		
Inspections/Visits for Change	5	0	0	0		
Unlicensed Care Visits/Communications	0	0	0	0		
Complaint/Intake Reports Taken/Written	20	0	0	0		
Fines Given	6	1	0	0		
CLASS I FINES GIVEN (all Class 1's for this month)	1	0	0	0		
Trainings Given	3	1	0	0		
Trainings Attended	6	0	0	0		
Fine Hearings/Conferences/Staffing's	1	0	0	0		
Checklists Completed (turned into Supervisor)	0	0	0	0		
DCF Website Lookups	105	0	0	0		
Other Activities	0	0	0	0		
Number of Regular Licenses Issued (CARES)	24	13				
Temporary Licenses Issued (NEW) (CARES)	4	0				
Provisional Licenses Issued (CARES)	3	0				
Board Licenses Issued (CARES)	0	0				
Probational Licenses Issued (CARES)	0	0				
Licenses Closed (doors closed) (CARES)	4	1				
Number of Regular Inspections and Re-Inspections approved into CARES	82	44				
Number of Complaints Processed and Assigned	19	0				
Number of Complaint Inspections approved into CARES	8	0				
Number of Files Requiring Extra Time and/or Paperwork (Other Category)	0	0				
Number of Complaints Requiring Extra Time and/or Paperwork (Other Category)	0	0				
Ride Along's	0	0				
Number of Renewal Packets Created and Mailed/Sent out	17	28	0			
Number of Incoming Renewal Packets and Payments Received and Processed	18	17	0			
Number of Licenses/Exemption Letters Sent/Mailed out	51	18	0			
Number of Training Attendees Signed Up/Processed	14	9	0			
Number of Training Attendees Prepared (Materials) for	14	9	0			
Number of Trainings Schedules Prepared (and rooms booked)	1	1	0			
Number of Trainings Attended	0	0	0			
Other Activities (board mtgs, field ride along's)	0	0	0			
<b>TOTALS</b>	<b>525</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>Totals Check 717</b>	

## C. Compliance Reports

### 1. Children's Centers Fine Report

Center Name	Fine Level	Reason	Date	Amount
The Stepping Stone DC	2	Center Closing Log	5/1/2025	\$50.00
The Stepping Stone DC	3	Acknowledgement forms	5/1/2025	\$25.00
Early Explorations PS at Great Explorations	2	Transitions	5/1/2025	\$50.00
Early Explorations PS at Great Explorations	2	Supervision	5/1/2025	\$50.00
YMCA - Bear Creek	2	Daily Attendance/closing log	5/5/2025	\$60.00
Clearwater Academy Int'l Inc.	2	Records/Transitions	5/7/2025	\$60.00
NGK	2	Toxics	5/8/2025	\$50.00
St. Pete Prep	1	Supervision	5/8/2025	\$500.00
O2B Kids Belleair	2	Daily Attendance	5/14/2025	\$50.00
O2B Kids Belleair	2	Hot Water at Diapering Sink	5/14/2025	\$50.00
YMCA - Westgate	2	Daily Attendance	5/21/2025	\$50.00
Saint Paul's	3	Personnel - Employment History Check	5/21/2025	\$25.00
Saint Paul's	3	Personnel -Training/Early Literacy	5/21/2025	\$25.00
Higher Learning Christian Academy Inc.	1	Personnel-Background Screening	5/28/2025	\$200.00
Family Center on Deafness	1	Supervision	5/29/2025	\$200.00
Sweet Peas	2	Physical Environment /Fire Inspection	5/30/2025	\$50.00
Hope Academy	2	Safety Health and Sanitation	6/12/2025	\$50.00
Wonder Kidz Academy LLC	3	Attestation of Good Moral Ch.	6/17/2025	\$25.00
Wonder Kidz Academy LLC	3	Beginning Training	6/17/2025	\$25.00
Wonder Kidz Academy LLC	3	Emergency Release Form	6/17/2025	\$25.00
Wonder Kidz Academy LLC	3	Toxics	6/17/2025	\$25.00
Wonder Kidz Academy LLC	3	Comm. Disease Control	6/17/2025	\$25.00
Kinder Care 1037	3	Personnel Employment - History Check	6/23/2025	\$25.00
Kinder Care 1037	3	Personnel - Fire Extinguisher	6/23/2025	\$25.00
Kinder Care 1037	3	Records - Personnel Records	6/23/2025	\$25.00
Kinder Care 1037	2	Personnel -Background Screening	6/23/2025	\$60.00
Faith Academy	2	Transitions	6/25/2025	\$50.00
Lean Play Grow Academy	3	Personnel/Education, Training No clock hours	6/30/2025	\$40.00
Calvary Kids Care	2	Records/Attendance	7/17/2025	\$50.00
KinderCare 531	3	Records/Facility-Personnel	7/17/2025	\$25.00

KinderCare 531	3	Records/Facility -Enrollment	7/17/2025	\$30.00
First Steps Educ. STP	2	Adult/Child Ratio	7/22/2025	\$50.00
First Steps Educ. STP	2	Supervision/Emer. Person	7/22/2025	\$50.00
First Steps Educ. STP	3	Daily Report Infants	7/22/2025	\$25.00
First Steps Educ. STP	2	Fire Inspection	7/22/2025	\$50.00
The Stepping Stone Daycare LLC	2	Records/Attendance	7/31/2025	\$50.00

## 2. Family Child Care Homes Fine Report

Provider Name	Fine Level	Reason	Date	Amount
Kristin Ziegler	1	Provider not living at the address licensed to Family Home Child Care.	8/13/25	\$500
Kay Chinkan	3	Immunizations: The immunization record for one child was no longer current.	7/7/2025	\$25
Gwen Hearn	1	Transportation/child restraints: The provider transported a 3-year-old child to an unplanned field trip without a car seat on 6/20/25 and the vehicle did not have a built-in care seat.	7/14/2025	\$500
Talisha Ghansiam	2	Capacity: the provider may provide care for six children, the number of children observed was seven.	7/17/2025	\$50

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

May	June	July
St. Pete Primary School, Inc.	R'Club Paul B Stephens	Brighter Beginnings Preschool
Arqam's Academy	The Learning Experience – CLW	O2B Kids Palm Harbor
Infinite Potential Learning Academy	The French American SCH of TB	R'Club ELA @ Lemon Street
YMCA Melrose	R'Club Nina Harris	R'Club Comm. Pride @ Gateway
R'Club Midtown	Bardmoor YMCA Preschool Academy	Little Learning Preschool
R'Club James B. Sanderlin	The Sprout Academy - Seminole	Trinity Pres. Church Preschool
R'Club Lakewood	Anona Child Development Center	Alpha & Omega Learning Center, An Outreach of Countryside
Thomas Jet Jackson Rec. Center	Lutheran Services of Florida High Point Center	The Sprout Academy Montessori
James B. Sanderlin Family Center	Bay Vista Learning Center, Inc.	Fundamentals Early Learning LLC
Kiddie City Learning Center	Blossom Montessori School for the Deaf	Tot Tenders
My Friends Learning Center	Lutheran Services of Florida Clearwater	Country Dayschool – Infants
Dunedin Montessori Academy	Christian Way Academy	Little Lambs Christian Preschool
Bright Beginnings ELC Michigan Blvd.	New Horizons Preschool	Four Seasons Preschool
Willis S. John Rec. Center	Harbor View Creative Learning Center	Paul R Hortin Child Development Center
YMCA Sawgrass	Lake Tarpon Learning Center West	Infinite Potential Learning Center
Bright Discoveries for Early Learning	Fundamentals Early Learning	Happy Workers, R'Club ELA
Learning Emp. Children of the World Ac	Foundations of Learning Preschool LLC	Imagination Station
YMCA Lynch	Early Explorations Preschool @ Great Explorations	Learning Adventures Preschool LLC
Happy Days Academy LLC		Lew Williams Center for EL
R'Club Eisenhower		Gingerbread Azalea
Creative Learning Center		
St. Alban's Episcopal Day School INC		
Shore Acres Rec. Center		
R'Club Blanton		
Lealman & Asian Neighborhood Family Center		
YMCA Ridgecrest		
Ridgecrest Boys & Girls Club		
YMCA Orange Grove		
R'Club Ridgecrest		
St. Jerome Early Childhood Center		
City of Largo Southwest Rec. Complex		
Truth & Life Christian Academy		
Tampa Bay Turners Gymnastics & Swimming Academy, INC		
Grace's Children Center		
The Experiential School of Tampa Bay		
YMCA Woodlawn		
Kid – A – Rama Academy		
Guardian Angels Catholic School		

YMCA Belleair		
R'Club Kings Highway		
The Robin's Nest – A Christian Preschool		
Palm Harbor Montessori Academy		
Excel Learning Center		
YMCA Ozona		
Palm Harbor Creative Learning Academy		
R'Club Sutherland		
YMCA Brooker Creek		
YMCA Tarpon Springs Fundamental		
Elisa Nelson R'Club		
Union Academy Family Center		
City of Dunedin San Jose Elementary		
R'Club Fairmount Park		
R'Club Pasadena		
Sonrise Christian Preschool		
Our Savior Lutheran Church & School		
PCC Christian Playgroup		
Walter Fuller Recreation Center		
St. Raphael Catholic School Early Childhood Center		
Safety Harbor Little School LLC – Magnolia Campus		

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

May	June	July
Carrie Gonzalez	Kathleen Buckins	Maria Isabel Leon
Valarie Jiles	Lucile Jerger	Yolanda Jenkins
Patricia Jones	Judy Drayton	Veronica Ross
LaQuetta Roberts	Juleana Francis	Beverly Grant
Margaret Pearce	Imaani Bilal	Sharon Hart
Shanoah Washington	Melissa Belanger	Tammy Desaulniers
Alvern Brown	Donna Johnson	Carrie Roundtree-Sanders
Susan Daniels	Felicia Mills	Maxine Williams-Salter
Lisa Marie Cristoph	Filma Wallace	Tiffany Bell
DaVee Henderlong	Andi McLaren-Bell	Kimberly Boykins
Dawn Porcelli	Karen Cuatt	Alexis Dunbar
Donna Owens	Cheryl Smitj	Barbara Edwards
Emilia Massion	Dorothy Jenkins	Shendoria Middlebrooks
Lana Lillie	Kimberlay Jackson	Jeanette Mann
Lynda Johnson	Cierra McNair	Stephanie Martin
Kathleen Schmitt	Lori Wells	Kellie Smith
Katelyn Kubisiak	Diane Pinta	Claudia Cuervo
Bonnie Adams	Deborah Hamilton	Aida Diaz
Deloris Smith	Anna Denise Precourt	Beatriz Reyes
Mary Kelley	Deborah Fleck	Sheronica Stubbs
	Naci Mimoza	Staci Colborn
	Laurie Murphy	Andrea Gast
	Diana Duke	Susan Fernandez
	Candy Merrell	Linda Marchica
	Jennette Cheesebrew	Christine Lawson
		Maria Phelan
		Maria LeGare
		Mary Kasper

## 5. Closed Children's Centers and Family Child Care Homes

### Closed Children's Centers:

Closed Date	Reason for Closure	LLA ID	Provider Name	Cap	Infants	Physical Address	City	ST	Zip
5/27/2025	Operator Decision	0823NP	North Bay Christian Academy	12		2525 N McMullen Booth Road	Clearwater	FL	33761
5/29/2025	Operator Decision	52512549519	YMCA School Age Child Care Program St. Jude Cathedral	75		600 58th St N	St Petersburg	FL	33710
5/30/2025	Operator Decision	0235NP	St. John Vianney Catholic School	20		500 84th Ave	St Pete Beach	FL	33706
5/31/2025	Operator Decision	C080945	Sunshine Academy of Clearwater	56	22	511 S Hercules Ave	Clearwater	FL	33764
6/6/2025	New Ownership	52-51-1408564	Boys & Girls Club of the Suncoast @ Pinellas Park	150		7790 61st St N	Pinellas Park	FL	33781
6/13/2025	New Ownership	52511418260	Boys & Girls Club of the Suncoast @ Wood Valley	65		2816 Park Trail Ln	Clearwater	FL	33759
6/17/2025	Moved to New Location	52512636691	Family Center on Deafness	25		6886 102nd Ave N	Largo	FL	33782
6/16/2025	New Ownership	52511425747	Tarpon Springs Boys & Girls Club	70		111 W Lime St	Tarpon Springs	FL	34689
6/18/2025	New Ownership	52511426104	Boys & Girls Club of the Suncoast @ Northside	117		1035 Burlington Ave N	St. Petersburg	FL	33705
6/20/2025	New Ownership	52512310257	Boys & Girls Club of the Suncoast @ Ridgecrest	75		12301 134th Avenue North	Largo	FL	33774
6/25/2025	New Ownership	52511424148	Boys & Girls Club of the Suncoast @ Royal	54		1011 22nd St S	St Petersburg	FL	33712
6/30/2025	Operator Decision	52511542548	R'Club Early Learning Academy @ ASI	161	48	2 ASI Way N	St Petersburg	FL	33712
6/30/2025	Operator Decision	C034348	The Sprout Academy - Clearwater	85	20	1419 Sunset Point Rd	Clearwater	FL	33755
7/25/2025	Operator Decision	C990829	Skycrest Child Development Center	93	0	2045 Drew St	Clearwater	FL	33765
7/25/2025	Operator Decision	52513139922	Garrison Jones YMCA	100	0	3133 Garrison Rd	Dunedin	FL	34698
7/26/2025	Operator Decision	52513139969	Dunedin YMCA	75	0	900 Union St	Dunedin	FL	34698
7/31/2025	Operator Decision	C044365	St. Alban's Episcopal Day School	64	10	8410 Boca Ciega Dr	St. Pete Beach	FL	33706

## Closed Family Child Care Homes

Name	Date Closed	Reason
Jenny Rockey	5/16/25	Retired
Sonya Anderson	2/28/25	moved
Claire Burns	6/5/25	Retired-41 years
Alexandra Figuereo	6/6/25	Moved out of County
Deborah Johnson	5/9/25	Personnel reason
Keionde Thompson	6/30/25	Temporary Permit expired
Christine Phillips	6/30/25	Home destroyed by hurricanes
Deanna Reyome	7/25/25	Moved out of state

## 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

### 2025 Staff Anniversaries (3rd Quarter)

#### July

Chris Grybauskas- 16 years

#### August

Hope Williams- 19 years

Maria Villarreal- 20 years

#### September

Maranielly Vazquez- 2 years

## IX. Upcoming 2025 Meeting Dates

- Wednesday, December 3rd at 1:30pm

## X. Adjournment