

II. ITEMS MOVED TO THE TOP  
A. REVENUE AND EXPENSE REPORT – October 2008

PINELLAS COUNTY LICENSE BOARD  
REVENUE & EXPENSE REPORT  
10/31/2008

ACCOUNT	(ALL FUNDS)			
	ANNUAL BUDGET	TO DATE ACTUAL	REMIN'G BUDGET	% REMAINING
SALARIES	637,834.85	29,771.24	608,063.61	95.33%
FICA/MEDICARE	48,793.80	2,235.25	46,558.55	95.42%
RETIREMENT	62,827.70	2,946.73	59,880.97	95.31%
HEALTH/LIFE/DIS	134,909.75	5,554.93	129,354.82	95.88%
TOTAL SALARY AND BENEFITS	884,366.10	40,508.15	843,857.95	95.42%
ELECTRIC	415.00	48.97	366.03	88.20%
TRAVEL	22,000.00	0.00	22,000.00	100.00%
TELEPHONE	2,329.18	0.00	2,329.18	100.00%
POSTAGE	8,916.00	64.39	8,851.61	99.28%
STORAGE	0.00	87.56	(87.56)	-100.00%
RENT	74,655.95	6,099.19	68,556.76	91.83%
EQUIPMENT RENTAL	3,650.00	0.00	3,650.00	100.00%
PRINTING	9,000.00	1,278.18	7,721.82	85.80%
ADVERTISING	2,200.00	0.00	2,200.00	100.00%
OFFICE SUPPLIES	13,779.50	1,328.82	12,450.68	90.36%
INFO. TECHNOLOGY	12,000.00	0.00	12,000.00	100.00%
SUBSCRIPTIONS	200.00	0.00	200.00	100.00%
DUES/MEMBERSHIP	175.00	175.00	0.00	0.00%
EDUCATIONAL MATERIALS	500.00	60.00	440.00	88.00%
HR ASSESSMENT FEE	5,700.00	1,257.66	4,442.34	77.94%
LEGAL FEES	0.00	0.00	0.00	0.00%
UNEMPLOYMENT	7,500.00	0.00	7,500.00	100.00%
CONTRACTUAL SERVICES	23,598.00	21.01	23,576.99	99.91%
ADMINISTRATIVE COSTS	48,201.61	5,610.38	42,591.23	88.36%
TOTAL OPERATING CAPITAL	234,820.24	16,031.16	218,423.05	93.17%
DEPT. TOTAL	1,119,186.33	56,539.31	1,062,647.02	94.95%
REVENUE SOURCES:				
DOH	102,384.04	4,519.03	97,865.01	95.59%
LB FEES	108,999.64	9,722.85	99,276.79	91.08%
FUND BALANCE	29,090.63	0.00	29,090.63	100.00%
JWB FUNDS	593,864.02	0.00	593,864.02	100.00%
DCF	282,122.00	0.00	282,122.00	100.00%
CCR&R	2,726.00	0.00	2,726.00	100.00%
DOH - IN-KIND	-	3,402.68	(3,402.68)	0.00%
GR TOTAL REVENUE	1,119,186.33	17,644.56	1,101,541.77	98.42%

PINELLAS COUNTY LICENSE BOARD

II. ITEMS MOVED TO THE TOP  
A. REVENUE AND EXPENSE REPORT – November 2008

PINELLAS COUNTY LICENSE BOARD  
REVENUE & EXPENSE REPORT  
11/30/2008

(ALL FUNDS)

ACCOUNT	ANNUAL BUDGET	TO DATE ACTUAL	REMIN'G BUDGET	% REMAINING
SALARIES	637,834.85	76,927.25	560,907.60	87.94%
FICA/MEDICARE	48,793.80	5,753.27	43,040.53	88.21%
RETIREMEN T	62,827.70	7,620.13	55,207.57	87.87%
HEALTH/LIFE/DIS	134,909.75	15,289.43	119,620.32	88.67%
TOTAL SALARY AND BENEFITS	884,366.10	105,590.08	778,776.02	88.06%
ELECTRIC	415.00	97.36	317.64	76.54%
TRAVEL	22,000.00	1,361.22	20,638.78	93.81%
TELEPHON E	2,329.18	414.00	1,915.18	82.23%
POSTAGE	8,916.00	64.39	8,851.61	99.28%
STORAGE	0.00	224.62	(224.62)	-100.00%
RENT	74,655.95	12,198.38	62,457.57	83.66%
EQUIPMENT RENTAL	3,650.00	261.91	3,388.09	92.82%
PRINTING	9,000.00	1,306.68	7,693.32	85.48%
ADVERTISING	2,200.00	155.28	2,044.72	92.94%
OFFICE SUPPLIES	13,779.50	1,928.05	11,851.45	86.01%
INFO. TECHNOLOGY	12,000.00	0.00	12,000.00	100.00%
SUBSCRIPTIONS	200.00	0.00	200.00	100.00%
DUES/MEMBERSHIP	175.00	175.00	0.00	0.00%
EDUCATIONAL MATERIALS	500.00	60.00	440.00	88.00%
MISC. EXPENSE	0.00	151.00	(151.00)	-100.00%
HR ASSESSMENT FEE	5,700.00	1,229.39	4,470.61	78.43%
LEGAL FEES	0.00	0.00	0.00	0.00%
UNEMPLOYEMENT	7,500.00	0.00	7,500.00	100.00%
CONTRACTUAL SERVICES	23,598.00	128.52	23,469.48	99.46%
ADMINISTRATIVE COSTS	48,201.61	14,624.23	33,577.38	69.66%
TOTAL OPERATING	234,820.24	34,380.03	200,122.57	85.36%
CAPITAL	0.00	0.00	0.00	0.00%
DEPT. TOTAL	1,119,186.33	139,970.11	979,216.22	87.49%
REVENUE SOURCES:				
DOH	102,384.04	11,688.13	90,695.91	88.58%
LB FEES	108,999.64	14,164.85	94,834.79	87.00%
FUND BALANCE	29,090.63	0.00	29,090.63	100.00%
JWB FUNDS	593,864.02	0.00	593,864.02	100.00%
DCF	282,122.00	0.00	282,122.00	100.00%
CCR&R	2,726.00	227.17	2,498.83	91.67%
DOH - IN-KIND	-	8,869.57	(8,869.57)	-100.00%
GR TOTAL REVENUE	1,119,186.33	34,949.72	1,084,236.61	96.88%

II. ITEMS MOVED TO THE TOP

B. RECOMMENDATION TO GRANT PERMISSION TO REQUEST THE DEPARTMENT OF COMMUNITY AFFAIRS RESCIND SPECIAL DISTRICT DESIGNATION

Attached is a letter addressed to Mr. Gaskins of the Department of Community Affairs (DCA). If the DCA grants Stephanie Judd's request to rescind the License Board's Special District designation, a special accountant will no longer be required thus saving approximately \$70,000 yearly to be used elsewhere by the child care licensing program.

**Board Action: To approve or deny permission to the Health Department to request the Department of Community Affairs rescind the License Board's Special District Designation**

## II. ITEMS MOVED TO THE TOP

### B. RECOMMENDATION TO GRANT PERMISSION TO REQUEST THE DEPARTMENT OF COMMUNITY AFFAIRS RESCIND SPECIAL DISTRICT DESIGNATION

January 5, 2009

Mr. Jack Gaskins, Jr.  
Department of Community Affairs  
Special District Information Program  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100

RE: Pinellas County License Board for Children's Centers and Family Day Care Homes

Dear Mr. Gaskins,

In July 2007, the Department of Community Affairs designated the Pinellas County License Board for Children's Centers and Family Day Care Homes (PCLB) an Independent Special District based upon Special Acts 61-2681 and 70-893 of the Laws of Florida. The composition of the PCLB and licensing standards are defined in these Special Acts. In addition, the Board of County Commissioners "is authorized to levy an annual tax to be used as an appropriation for the License Board in accordance with its needs". Documents supporting the request for designation of the PCLB as an Independent Special District did not accurately describe the previous or current operational realities.

Since its inception in 1961, the PCLB has operated as a component unit of the Juvenile Welfare Board Children's Services Council (JWB) an Independent Special Taxing District created in 1946, in accordance with Statement 14 of the Governmental Accounting Standards Board. All staff performing the licensing, monitoring and daily operations of the PCLB were employees of the JWB administratively assigned to the PCLB. All payroll information regarding compensation and benefits was recorded under the JWB Federal Employer Identification Number; the PCLB has never enrolled as a Federal Employer. Due to the presence and financial support of the JWB, the Board of County Commissioners has not authorized a tax for the PCLB.

As most local governments, in the Spring and Summer of 2007, the JWB had to reduce its funding to a number of programs, including the PCLB. In an effort to "spin off" from JWB, the former Executive Director made an application to the Department of Community Affairs for Special District status. This was a unilateral act, it was done without the knowledge or official action of the PCLB nor was JWB aware of the request. Because the PCLB has no administrative or physical infrastructure, the PCLB voted to enter into an Inter-local Agreement with the Pinellas County Health Department on August 22, 2007, to perform all operational and administrative functions for the PCLB. All policies and procedures of the Pinellas County Health Department for human resource management, finance and accounting, purchasing, information technology, etc. were to be utilized in the daily operations of PCLB responsibilities. Staff are now employees of the Pinellas County Health Department.

January 7, 2009

## II. ITEMS MOVED TO THE TOP

### B. RECOMMENDATION TO GRANT PERMISSION TO REQUEST THE DEPARTMENT OF COMMUNITY AFFAIRS RESCIND SPECIAL DISTRICT DESIGNATION

Furthermore, Chapter 189.402 (4)(a) states that "independent special districts are a legitimate alternative method available for use by the private and public sectors...to manage, own, operate, and finance basic capital infrastructure, facilities and services. PCLB does not own, operate, or finance basic capital infrastructure or facilities and currently outsources the management and operations of services. The majority of financing for PCLB is provided by a Special Independent Taxing District (JWB) and through general revenue allocations from the State of Florida. Should these entities choose to discontinue or dramatically reduce funding and/or should the Pinellas County Health Department choose to discontinue the contractual arrangement to provide staffing to manage and operate the program, the fees charged to children's centers and family day care homes would not be sufficient to sustain program operations.

In line with other advantages, outlined in the Florida Special District Handbook, bestowed on Special Districts through Chapter 189, it is highly unlikely that PCLB would be able to finance services with tax-exempt bonds since PCLB has no separate or distinct Federal Employer Identification Number. Although created by a Special Act, the PCLB is not an Independent Special District. In its forty-five year plus history, the PCLB has never operated as a special purpose government. As previously noted until 2007, it was a component unit of the JWB who continues to provide its primary financial support.

In light of the information above, we are requesting reconsideration of the designation of PCLB as an Independent Special District. Costs are currently being incurred to meet the financial and reporting requirements of an independent special district, which are extraneous and unnecessary, since a state agency is providing operational and administrative services. At a time when Florida is facing extreme financial difficulties and revenue short-falls, it would appear to be in the best interest of all parties to rescind the Independent Special District designation for a potential savings of approximately \$70,000 annually.

### III. ACTION ITEMS

#### A. RECOMMENDATION: LICENSES FOR NEW CENTERS/HOMES

##### 1. CHILDREN'S CENTERS: REGULAR LICENSES: 4

Center Name	Address	Owner	Category	Capacity	Age
The King's Treasure Preschool	4825 East Bay Drive Clearwater	Joshua Tree Adoptions, Inc.	Day Nursery	29	2 Years through 6 Years and School Age
YMCA of the Suncoast Child Care – Tarpon Elementary	555 E. Pine Street Tarpon Springs	YMCA of the Suncoast, Inc.	School Age Center	75	School Age
YMCA School Age Child Care Program Rio Vista	8131 Macoma Drive NE St. Petersburg	The YMCA of Greater St. Petersburg, Florida, Inc.	School Age Center, Day Nursery	95 With 20 Day Nursery Children	3 Years through 6 Years and School Age
Alegria Montessori School	3200 58 <sup>th</sup> Avenue South St. Petersburg	Alegria Montessori School Inc.	Day Nursery, Kindergarten	42	2 Years through 6 Years and School Age

##### 2. CHILDREN'S CENTERS: PROVISIONAL LICENSES: 2

Center Name	Address	Owner	Category	Capacity	Age	Reason
God's Little Green Acre Day Care	1435 Lakeview Road Clearwater	Florida Conference Association of Seventh-Day Adventists	Day Nursery	46 With 16 Infants	2 Months through 6 Years and School Age	Personnel Records
YMCA of the Suncoast Child Care – Curtis	531 Beltrees Street Dunedin	YMCA of the Suncoast, Inc.	School Age Center	50	School Age	Personnel Records

##### 3. CHILDREN'S CENTERS: PROBATIONARY-PROVISIONAL LICENSES: 0

III. ACTION ITEMS

A. RECOMMENDATION: LICENSES FOR NEW CENTERS/HOMES

4. FAMILY DAY CARE HOMES: REGULAR LICENSES: 11

Provider Name	City
Beardsley, Sheila	Largo
Bowman, Martha	St. Petersburg
Chance, Corneatha	St. Petersburg
Crockett, Heather	Seminole
Flournoy, Rosie	St. Petersburg
Johnson, Khadijah	St. Petersburg
Moore, Lorna	Clearwater
Phillips, Christine F.	St. Petersburg
Smith, Yvonne	Largo
Valencia, Olga	Clearwater
Warner, Kerry	Largo

5. FAMILY DAY CARE HOMES: PROVISIONAL LICENSES: 1

Provider Name	City	Reason
Wright, Banesia	St. Petersburg	Employee Screening

6. FAMILY DAY CARE HOMES: PROBATIONARY-PROVISIONAL LICENSES: 0

III. ACTION ITEMS

B. RECOMMENDATION: LICENSE CHANGES FOR CENTERS/HOMES

1. CHILDREN'S CENTERS: REGULAR LICENSES: 9

Center Name	City	Type of Change	Change From	Change To
Ponce De Leon Before and After School Program	Clearwater	Capacity	140 With 15 Day Nursery Children	175 With 15 Day Nursery Children
		Age	4 Years through 6 Years and School Age	3 Years through 6 Years and School Age
Congregation Beth Shalom Preschool	Clearwater	Capacity	27	37
		Age	2 Years through 4 Years	2 Years through 6 Years and School Age
Little Lambs Christian Preschool	Seminole	Capacity	67	81
Primary Prep Academy	Palm Harbor	Capacity	79 With 20 Infants	76 with 16 Infants
		Age	1 Year through 6 Years and School Age	2 Months through 6 Years and School Age
The Oak Tree Preschool	Clearwater	Capacity	54	66
My Friends Learning Center	Dunedin	Capacity	50 with 8 Infants	45 With 13 Infants
		Age	1 Year through 6 Years and School Age	2 Months through 6 Years and School Age
Safety Harbor Montessori Academy	Clearwater	Capacity	25	35 with 10 Infants
			2 Years through 3 Years	1 Year through 6 Years
Pinellas County Head Start/Early Head Start/ Forest Hills Center	St. Petersburg	Capacity	255	268
Clearwater Children's Learning Center	Clearwater	Capacity	99 With 22 Infants	87 with 32 Infants

2. CHILDREN'S CENTERS: PROVISIONAL LICENSES: 0

3. CHILDREN'S CENTERS: PROBATIONARY-PROVISIONAL LICENSES: 0

III. ACTION ITEMS

B. RECOMMENDATION: LICENSE CHANGES FOR CENTERS/HOMES

4. FAMILY DAY CARE HOMES: REGULAR LICENSES: 2

Provider Name	City	Type of Change	Change From	Change To
Creighton-Bey, Francine	St. Petersburg	Capacity	FDCH	LFCCH
Pittman, Monica	St. Petersburg	Capacity	FDCH	LFCCH

5. FAMILY DAY CARE HOMES: PROVISIONAL LICENSES: 1

Provider Name	City	Type of Change	Change From	Change To	Reason
Negron, Margarita	Clearwater	Capacity	FDCH	LFCCH	Household Member Screening Provider Screening

6. FAMILY DAY CARE HOMES: PROBATIONARY-PROVISIONAL LICENSES: 0

C. RECOMMENDATION: RELIGIOUS EXEMPT CENTER: 0

D. ATTORNEY ITEMS

### III. ACTION ITEMS

#### E. RECOMMENDATION TO AMEND ADVISORY COMMITTEE MEMBERSHIP IN BYLAWS

Virginia Rowell, Advisory Committee Member, has resigned; her letter of resignation is attached. The category in which Ms. Rowell served is a consultant position added by the License Board June 27, 1977 "qualified by experience as a member and chairman of the License Board." Because the number of available persons who have served in this capacity is very limited, staff recommends one of the following:

- To amend the Bylaws in order to add someone from the early childhood community, such as Janet Chapman, Executive Director of the Early Learning Coalition (ELC). The mission of the ELC is "to facilitate an efficient, comprehensive, high quality system of school readiness services, to include early care and education and school-age programs that enhances the emotional, social, cognitive, and physical development of all children through collaboration with the community, early care providers and families." Child Care Licensing is the foundation on which Quality child care is built. For that reason, staff feels that Ms. Chapman's input regarding licensing regulations will be most valuable to the Board.
- To amend the Bylaws to eliminate the consultant position qualified by experience as a member and chairman of the License Board.

#### **Advisory Committee:**

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

- (4) ~~One (1) person qualified by experience as a member and chairman of the License Board.~~

One (1) person qualified as a community representative and advocate in the field of quality early care and education.

Vacancies:

In the event of a vacancy in any Advisory Committee position, License Board staff shall make a recommendation(s) for replacement to be voted on by the Board.

**Board Action: To approve, modify, or deny recommendation to amend the Bylaws to:**

- 1. Add One (1) person qualified as a community advocate in the field of quality childcare, or**
- 2. Eliminate One (1) person qualified by experience as a member and chairman of the License Board**

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE

In order to supplement or increase any standard in Pinellas County the procedure outlined in Section 5, Chapter 61-2681, amended by Chapters 70-893 and 2007-277, Laws of Florida (printed below) must be followed.

Section 5. **Rules and regulations.** The license board shall have the power and duty to promulgate and adopt rules and regulations for the purposes of administering and enforcing minimum standards prescribed in this act. In the event the license board determines it reasonable to decrease the requirements of any particular standard, it may do so by the action of the board only. In the event the license board determines that there is a reasonable necessity to supplement or increase any standard, it may do so according to the following procedure:

- (1) There shall be a finding of necessity, not merely desirability.
- (2) There must be a notice of the finding, the old standard, the proposed new standard, the reason for the change and a hearing date mailed to all licensees.
- (3) There must be a hearing at which all affected persons are given an opportunity to present their views.
- (4) The proposed new standard may not be considered again by the board until a meeting at least ninety (90) days after the hearing, at which time, if approved by five-sevenths (5/7) of the membership of the board, it shall be adopted.
- (5) Any new standard must provide that it shall not become effective for a particular period of time specified in it, which is reasonable considering the particular standard involved.
- (6) . . .
- (7) After the meeting approving the standard, within thirty (30) days, notice of the new standard and the effective date of it shall be mailed to all members.

Current rules regarding the timely receipt of renewal applications are found in Chapters 65C-20 F.A.C. and 65C-22 F.A.C. PCLB must, by contractual agreement with the Department of Children and Family Services, meet or exceed these rules.

In addition, staff is recommending the adoption of the State's proposed fine to ensure the timely receipt of renewal paperwork by the licensing program so that a lapse of licensure does not occur.

Increased standards are highlighted and underscored. Deletions have been stricken.

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE

The State is proposing a fine of \$50 for renewal applications not received by the licensing program 45 days prior to the license expiration. Renewal packages must be received in a timely manner to allow processing time prior to the expiration of the current license.

### X. APPLICATION, FEES, LICENSE (Children's Centers)

#### E. Annual renewal of license

- Ch 61 S.12.* 1. Any owner or operator of a children's center licensed under Licensing Regulations shall make application for renewal of his/her license on forms to be furnished by the License Board.
- ~~*Ch 65C-22.001(1)(e)* 2. A completed application for renewal of an annual license must be submitted to the License Board office at least 45 days prior to the expiration date of the current license to ensure that a lapse of licensure does not occur.~~
- Proposed Bd. Standard* a. Approximately 90 days prior to the expiration of a license, the licensing program shall provide renewal application and forms to the owner or operator addressing all licensing renewal requirements including background screening.
- Ch 65C-22.001(1)(e)* b. At least forty-five (45) days prior to the expiration date of the current license, the provider must submit to the licensing program a completed renewal application including all required forms and background screening information to ensure that a lapse of licensure does not occur.
- Proposed  
Ch 65C-22.010(4)(2)(d)* c. A fine of \$50.00 shall be imposed for failure to submit a completed renewal application at least 45 days prior to the expiration date of the current license.
- Ch 61 S.12* ~~2.~~ 2. If action is pending to revoke or suspend the license of the applicant, the applicant may continue under the old license pending the outcome of the action.
- Ch 402.308(4)(b)* ~~4.~~ 3. Prior to the renewal of a license, the License Board shall reexamine the children's center, including in that process the examination of the premises and records of the children's center as required in Licensing Regulations to determine that minimum standards for licensing continue to be met.

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE

##### **X. E. Annual renewal of license - continued**

- Ch 402.308(4)(c)* ~~5~~ 4. The License Board shall coordinate all inspections of children's centers. A children's center is not required to implement a recommendation of one agency that is in conflict with a recommendation of another agency if such conflict arises due to uncoordinated inspections. Any conflict in recommendations shall be resolved by the county commission or its representative within fifteen (15) days after written notice that such conflict exists.
- Ch 402.308(4)(d)* ~~6~~ 5. The License Board shall issue a license or renew a license upon being satisfied that all standards required by Licensing Regulations have been met. A license may be issued or renewed if all the screening materials have been timely submitted; however, the License Board shall not issue or renew a license if any of the child care personnel at the applicant children's center have failed the screening required by Licensing Regulations I.A.

Finding of Necessity: This proposed standard clarifies the existing standard and allows for a late fine to be imposed. The State will be including a late fine in the upcoming proposed regulations in Spring 2009. Promulgation of these proposals as standards will make it comparable with the State's upcoming requirements.

Implementation Date: July 1, 2009

**Board Action: To approve or modify recommendation to increase minimum standard for Annual Renewal of License for Children's Centers**

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE

As stated in a memo dated May 29, 2008 from Deborah Russo, Director Department of Children and Families (DCF), the new requirements for the issuance of a license to operate a family day care home went into effect on April 12, 2007. The memo states "For both initial and renewal packages, background screening clearances for the operator/applicant and all household members must be received by the licensing unit prior to the issuance of a license. For licensed homes, this requirement appears in rule 65C-20.008(3), F.A.C. which provides that "a submitted [application for a license] will not be considered complete until the licensing authority receives proof of background screening clearance on the operator/applicant of the family day care home and on all other household members, who are subject to background screening pursuant to section 402.313(3), F.S.

The current practice for the Child Care Program is to renew a license if all the required screening has been submitted for clearance which is in violation of the DCF rules.

In addition, staff receives renewal applications very close to the license expiration, even though the provider receives the renewal application in a timely fashion and also receives a 45 day reminder. For this reason, staff is also recommending the adoption of the State's proposed rule of assessing a fine of \$50 for renewal applications not received at least 45 days prior to the expiration date of the current license. If the renewal package is not submitted by the provider on time, screening clearances may be delayed beyond the expiration date.

### IX. APPLICATION, FEES, LICENSE (Family Day Care Homes)

#### E. Annual Renewal of License

- Ch 65C-20.008(3)*     1. ~~Any family day care home provider licensed under this Act shall submit to the License Board a completed application for renewal of an annual license at least 45 days prior to the expiration date of the current license to ensure that a lapse of licensure does not occur. The renewal application and required forms shall be furnished by the License Board.~~
- Ch 65C-20.008(3)*     1. Family Day Care Homes licensed under Licensing Regulations shall make application for renewal of his/her license on forms to be furnished by the License Board.
- Proposed Bd. Standard*     a. Approximately 90 days prior to the expiration of a license, the licensing program shall provide renewal application and forms to the provider addressing all licensing renewal requirements including background screening.
- Ch 65C-20.008(2)*     b. At least forty-five (45) days prior to the expiration date of the current license, the provider must submit to the licensing program a completed renewal application including all required forms and background screening information to ensure that a lapse of licensure does not occur.

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE

##### IX.E. Annual Renewal of License

*Proposed*

*Ch 65C-20.012(3)(d)*

c. A fine of \$50.00 shall be imposed for failure to submit a completed renewal application at least 45 days prior to the expiration date of the current license.

*Ch 65C-20.008(3)*

d. All background screening clearances **must** be received by the licensing program prior to the expiration of the current license in order to issue a renewal license. If screening clearances have not been received by the expiration date of the license, a renewal license will not be issued, the home will be closed, and the provider must reapply for a family day care home license.

*Ch 61 S.12.*

2. If action is pending to revoke or suspend the license of the applicant, the applicant may continue under the old license pending the outcome of the action.

*Ch 402.308(4)(b)*

3. Prior to the renewal of a license, the License Board shall reexamine the family day care home, including in that process the examination of the premises and records of the family day care home to determine that minimum standards for licensing continue to be met.

*Ch 402.308(4)(c)*

4. The License Board shall coordinate all inspections of family day care homes. The family day care home is not required to implement a recommendation of one agency that is in conflict with a recommendation of another agency if such conflict arises due to uncoordinated inspections. Any conflict in recommendations shall be resolved by the county commission or its representative within 15 days after written notice that such conflict exists.

*Ch 402.308(4)(d)*

5. The License Board shall issue a license or renew a license upon being satisfied that all standards have been met. A license may be issued or renewed if all the screening materials have been timely submitted; however, the License Board shall not issue or renew a license if any of the family day care home personnel have failed the screening required by Licensing Regulations.

Finding of Necessity:

This proposed standard clarifies the existing standard and allows for a late fine to be imposed. The State will be including a late fine in the upcoming proposed regulations in Spring 2009. Promulgation of these proposals as standards will make it comparable with the State's upcoming requirements.

Implementation Date: July 1, 2009

**Board Action: To approve or modify recommendation to increase minimum standard for Annual Renewal of License for Family Day Care Homes**

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE

### VII. APPLICATION, LICENSE, FEES (Large Family Child Care Homes)

#### C. Annual Renewal of License

*Ch 65C-20.008(3)* 1. Family Day Care Homes and Large Family Child Care Homes licensed under Licensing Regulations shall make application for renewal of his/her license on forms to be furnished by the License Board.

*Proposed Bd. Standard* a. Approximately 90 days prior to the expiration of a license, the licensing program shall provide renewal application and forms to the provider addressing all licensing renewal requirements including background screening.

*Ch 65C-20.008(2)* b. At least forty-five (45) days prior to the expiration date of the current license, the provider must submit to the licensing program a completed renewal application including all required forms and background screening information to ensure that a lapse of licensure does not occur.

*Proposed  
Ch 65C-20.012(3)(d)* c. A fine of \$50.00 shall be imposed for failure to submit a completed renewal application at least 45 days prior to the expiration date of the current license.

*Ch 65C-20.008(3)* d. All background screening clearances **must** be received by the licensing program prior to the expiration of the current license in order to issue a renewal license. If screening clearances have not been received by the expiration date of the license, a renewal license will not be issued, the home will be closed, and the provider must reapply for a family day care home license.

Finding of Necessity: This proposed standard clarifies the existing standard and allows for a late fine to be imposed. The State will be including a late fine in the upcoming proposed regulations in Spring 2009. Promulgation of these proposals as standards will make it comparable with the State's upcoming requirements.

Implementation Date: July 1, 2009

**Board Action: To approve or modify recommendation to increase minimum standard for Annual Renewal of License for Large Family Child Care Homes**

### III. ACTION ITEMS

#### F. RECOMMENDATION TO INCREASE REGULATION FOR ANNUAL RENEWAL OF LICENSE PUBLIC HEARING

The special act outlines the procedures to supplement or increase any standard. That procedure is on page 18 of this report.

#### SUGGESTED TIME FRAME TO IMPLEMENT RULES

- 1/7/09 Board Meeting,  
Proposed standards presented to Board for approval to go to hearing
- 2/4/09 Public Hearing beginning at 6:30 p.m.
- 5/14/09 Special Board Meeting at 6:30 p.m.  
Final consideration of proposed standards
- 7/1/09 Effective date of increases for all regulations if approved

**Board Action: To approve or modify Public Hearing for February 4, 2009 at 6:30 p.m.**

### III. ACTION ITEMS

#### G. RECOMMENDATION TO CANCEL SPECIAL MEETING

Thursday, February 19, 2009, was recently approved by the Board as a Special Meeting. Because a Public Hearing will take place earlier in February, staff is recommending the February 19 meeting be canceled.

**Board Action: Approve or modify recommendation to cancel February 19, 2009**

#### H. RECOMMENDATION TO APPOINT A COMMITTEE TO REVIEW INFANT STANDARDS

Staff is concerned about the number of increased incidents involving infants in family day care homes including the death of 10 infants in recent years. Other incidents include: injury to infants from older children (2-5 years) such as biting that have required medical attention, bruising to body parts including the face and neck areas, pinching, and others forms of hurtful behaviors.

Staff is recommending a committee to include (at a minimum) Board and Advisory Committee members; infant Specialists from Coordinated Child Care and Early Learning Coalition; center and family child care providers; and staff to be appointed to review all infant standards with the goal of improving health, safety and mental development.

**Board Action: To approve, modify or deny recommendation to appoint a committee to review infant standards**

## IV. INFORMATION ITEMS

### A. REPORT FROM DIRECTOR

#### Director's Report

- Alignment for inspection requirements from DCF and JWB
  - Contracts must stay the same as they are now. Two required inspections for DCF and one required inspection for JWB.
- Philosophy Regarding Inspections
  - Licensing Specialists are working very hard to regulate, provide technical assistance, and document non-compliances as necessary. Our goal is to represent this program and Board as a positive community partnership with our clients and other community agencies.
- Focus on Cutting Costs (Working with Finance)
  - Budget training for Executive Director, staff, and Board members (orientation)
- Center and Home Inspections
  - Inspections are going well for the first quarter. Most of the Specialists are on target to complete their required inspection for this quarter. We did have a serious complaint where the police were involved and drugs and a hand gun were found in the home with 4 children in care. The provider turned over her license and her son has since been incarcerated. The provider has been evicted from her home and will be moving out of the state as soon as her daughter is out of school for Christmas break. Both of the employees who handled this complaint received awards from the Health Department for going the extra mile.
- Triaging Complaints
  - We have started a new procedure for how we are handling all complaints. In the past when a complaint came in all of them required a visit by the Specialist. Specialists report complaints to team leaders who determine if a visit is necessary or if a phone call will be sufficient for immediate follow-up. A few days later following a phone call, a visit is made to verify corrective action. Tracking complaints will highlight needed training to be offered by staff. Working as a team to triage the many complaints removes the stress of always having to fit an additional immediate visit into the specialists' busy calendars.
- Fingerprinting
  - We are delighted to announce that we will begin offering electronic fingerprinting sometime in January/February at the St Pete location. Fingerprinting will still occur one day a week, but by appointment only. The screening cost will increase from \$38.25 to \$47.00, but the results should be back within 3 weeks verses 3 to 4 months. Manual fingerprinting will still be available through Police Stations.
- Cross-Training Activities
  - Reading and understanding of regulations
  - Health and Safety Training Film
  - Site visits in the field on a daily basis (great stories about learning)
  - Training with Carla (regulations, training, community involvement, budget, state involvement and direction, philosophy and goals, problem management, and success)
  - Training with Team Leaders to iron out procedural tasks
  - Group training every Friday morning

#### IV. INFORMATION ITEMS

##### B. ORIENTATION LUNCHEON

There have been a number of new Board and Advisory Committee members over the past few months. It has been the practice of the Executive Director to hold orientation meetings with new members to go over such things as: Bylaws, budgets, Chapter 61-2681, enforcement, fines, types of licenses, regulations for homes and centers, rules of procedure for hearings, Government in the Sunshine Law, etc.

Carla Doenges would like to hold an orientation meeting for all new members who have not attended an orientation meeting and to also invite any members who have attended a previous orientation who would like to attend. This will be a brown bag luncheon in the Center Bay conference room and will be a legally noticed meeting.

Dates for orientation are as follows:

Thursday, February 5 – Noon – 3:00 p.m.

Thursday, June 18 – Noon – 3:00 p.m.

IV. INFORMATION ITEMS

C. Statistical Reports: October 2008

STATISTICAL REPORT FOR OCTOBER 2008

HOMES CHILDREN'S CENTERS

	#	FDCH capacity	LFCCH #	LFCCH capacity	Preschool #	Preschool capacity	B/A School #	B/A School capacity	Exempt #	Exempt capacity	Nonpublic #	Nonpublic capacity
<b>Previous Month Totals</b>	576	2850	45	522	273	22382	104	14661	5	449	23	964
<b>Monthly Activity</b>												
1. Temporary Permits 1 <sup>st</sup> Time TP	9	45			1	20						
2. Capacity Change - current licenses e.g. LFCCH to FDHC add - minus in appropriate column												
3. Closed # closed with capacity	-5	-30			-1	-162						
4. Corrections from previous reports Explain below.*						-74						
<b>Total Homes/Centers Capacity</b>	580	2865	45	522	273	22166	104	14661	5	449	23	964

\*Corrections to

September 2008 totals

Monthly Tally Sheet Summary	Homes	FDCH	LFCCH	CC	Infant Centers
<b>Total number</b>	625	580	45	405	102
<b>Total Capacity</b>	3387	2865	522	38240	1849
<b>Inactive</b>					
<b>1. Licensing</b>					
a. Pre-licensing inspections	9			5	
b. e. Inspections	95			103	
f. TA/Consultation	0			7	
g. Unlicensed care investigations	5			3	
h. Children's records (only)				22	
Renewal licenses issued	27			15	
<b>2. Enforcement</b>					
a. Complaints	8			16	
b. Fines administered	2			5	
c. Conferences	2			2	
d. Intent to deny/suspend/revoke	0			0	
e. f. Hearings	0			0	
<b>3. Processing</b>					
a. People fingerprinted	8			16	

IV. INFORMATION ITEMS

C. Statistical Reports: November 2008

STATISTICAL REPORT FOR NOVEMBER 2008

		CHILDREN'S CENTERS											
		HOMES					Nonpublic						
		FDCH #	FDCH capacity	LFCCH #	LFCCH capacity	Preschool	B/A School	Exempt					
Previous Month Totals		580	2865	45	522	273	22166	104	14661	5	449	23	964
Monthly Activity													
1. Temporary Permits 1 <sup>st</sup> Time TP		5	25		0			1	170				
2. Capacity Change - current licenses e.g. LFCCH to FDCH add - minus in appropriate column		-1	-5	1	12		-20						
3. Closed		1	5	-1	-12								
# closed with capacity		-8	-40		0	-1	-49	-1	-175				
4. Corrections from previous reports Explain below.*		2	10		0								
Total Homes/Centers Capacity *2 homes from October		579	2860	45	522	272	22097	104	14656	5	449	23	964

\* Fines include 1 fine issued 10/31.

Monthly Tally Sheet Summary	Homes	FDCH	LFCCH	CC	Infant Centers
Total number	624	579	45	404	102
Total Capacity	3382	2860	522	38166	1852
<b>1. Licensing</b>					
a. Pre-licensing inspections	4			4	
b. e. Inspections	6			104	
f. TAV/Consultation	1			2	
g. Unlicensed care investigations	4			0	
h. Children's records (only)	0			34	
Renewal licenses issued	79			28	
<b>2. Enforcement</b>					
a. Complaints	4			15	
b. Fines administered	2			6	
c. Conferences	1			4	
d. Intent to deny/suspend/revoke	0			0	
e. f. Hearings	0			0	
<b>3. Processing</b>					
a. People fingerprinted	6			4	

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES  
4175 East Bay Drive, Suite 350, Clearwater 33764

Carla Doenges, Health Services Manager

**MEMBERS OF THE BOARD**

In accordance with Chapter 61-2681 Amended by Chapters 70-893 and 2007-277 Laws of Florida  
Chairman – Lourdes Benedict (9/2008)  
Secretary – Judi Vittuci

- (1) A member of the Board of County Commissioners:  
(12/08) The Honorable Nancy Bostock 464-3363  
Board of County Commissioners FAX:  
315 Court Street, Fifth Floor Email: nbostock@pinellascounty.org  
Clearwater, FL 33756
- (2) The District Administrator of DCF or a person delegated by him:  
(9/06) Lourdes Benedict 588-7055  
Regional Operations Manager FAX: 588-7016  
Department of Children and Families Email: lourdes\_benedict@dcf.state.fl.us  
11351 Ulmerton Road, Ste 100  
Largo, FL 33778
- (3) A member of the Juvenile Welfare Board:  
(10/08) Elise Minkoff 381-6226  
1635D Royal Palm Drive South Email: eminkoff@jwbpinellas.org  
Gulfport, FL 33707
- (4) The District School Superintendent or a teacher in elementary preschool delegated by him:  
(9/02) Donna Rippley 588-6098  
Supervisor Early Childhood Education FAX 588-5177  
301 4<sup>th</sup> Street SW Email: rippleyd@pcsb.org  
Largo, FL 33770
- (5) The County Health Officer or a person delegated by him:  
(11/07) Dr. Judi Vittucci 507-6330 x 221  
Executive Director FAX 507-6331  
Healthy Start Coalition of Pinellas, Inc. Email: jvittucci@healthystartpinellas.org  
2735 Whitney Road  
Clearwater, FL 33760
- (6) Two members in good standing from Pinellas County preschool associations, selected by majority vote of the elected officers of those organizations:  
(11/07 - 10/09) Barbra Mastrota 786-1094  
Precious People Learning Center FAX 789-1272 (call first)  
130 Riviere Road Email: pplc98@hotmail.com  
Palm Harbor, FL 34683  
  
(9/08 - 9/10) Donna Huard 544-0227  
Large Family Child Care Home Provider Email: dhua7@aol.com  
6440 67 Avenue North  
Pinellas Park, FL 33781
- Ex officio member of the PCLB  
(10/07) Charles Minor 507-4336 x 1353  
Environmental Health Supervisor FAX: 507-4344  
Pinellas County Health Department Email: charles\_minor@doh.state.fl.us  
4175 East Bay Drive, Ste 350  
Clearwater, FL 33764

**ATTORNEY**

(11/5/08) Colleen M. Flynn, Esq. 467-2107  
Johnson, Pope, Bokor, Ruppel & Burns, LLP FAX 441-8617  
911 Chestnut Street Email: ColleenF@jpfirm.com  
Clearwater, FL 33756

**ADVISORY COMMITTEE**

From Section 19, Chapter 61-2681 Amended by Chapter 70-893, Laws of Florida, and action taken by the License Board on September 30, 1974, June 27, 1977, June 4, 2003, and May 7, 2008; **Members shall serve a two (2) year term beginning with appointments made in 2008**; there is no limitation on the number of terms a person may serve:

Three (3) operators in good standing, representing privately-operated children's centers, school age centers, and faith-based children's centers.

- (1) Privately-Operated Children's Centers:  
(11/07 - 11/10) Terri E. Hajian 323-4112  
Young Achievers Learning Center FAX 799-6316  
3449 13<sup>th</sup> Avenue North Email: hajiant@verizon.net  
St. Petersburg, FL 33713
- (2) School Age Centers:  
(12/08 to 12/10) Lynn Bittner 893-7758  
4230 Shore Acres Blvd. NE FAX  
St. Petersburg, FL 33703 Email: lynn.bittner@stpete.org
- (3) Faith-based Children's Centers  
(6/06 to 6/09) Sharon Carder 525-8866  
Riviera Day School FAX 522-4096  
175 62<sup>nd</sup> Avenue North Email: riviera.dayschool@verizon.net  
St. Petersburg, FL 33702

Two other persons qualified by education and experience in the field of early childhood education:

- (4) (12/90) Ann Hofmeister 521-1637  
4736 Overlook Dr. NE Email: annhofmeister@msn.com  
St. Petersburg, FL 33703
- (5) Vacant

Two (2) operators in good standing, one (1) representing family day care homes and one (1) representing large family child care homes.

- (6) (9/08-9/10) Heidi Buck, FDCH Provider 787-5517  
2756 Delaney Court Email: Peazinpod@aol.com  
Palm Harbor, FL 34684
- (7) Large Family Child Care Home Provider, None appointed at this time by provider association

Consultant position added June 27, 1977: One person qualified by experience as a member and chairman of the License Board:

- (8) Vacant

(Update Historical file)  
(Revised 12/08)

Supported by Juvenile Welfare Board and the Department of Children and Family Services