

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

REGULAR MEETING

July 14, 2011, at 6:30 – 8:30 p.m.

LOCATION: Coordinated Child Care of Pinellas, 6500 102nd, Pinellas Park

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 of Regular Board Meeting

A. Announcements: Kim Schneider

B. Agenda (addition of new items)

C. Approval of Minutes:

▪ May 25, 20114

D. Public Comment for Items not on Agenda (see page 2-3)

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Regular Meeting – October 5 @ 1:30 p.m.

Special Meeting – December 7 @ 1:30 p.m. (if needed)

The Pinellas County License Board welcomes input from Pinellas County citizens. **Please see Public Comment Policy on page 2.** 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 and 3.**

PUBLIC COMMENT POLICY (Revised 7/7/10)

1. **Public Comment Procedure for Regular and Special Board Meetings, and Public Hearings:**
 1. Sign-up in person to comment on each agenda item or proposed increase in standard prior to the start of the meeting.
 2. When your name is called, come to the podium, be recognized by the Chairman, state your name, and make your comment. 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 3 minutes.
 4. A spokesperson representing a group present has up to 5 minutes. 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, you may stand during their comment and then decline when your name is called to speak.

Public Comment Sections of the Agenda:

- Public Comment Section during Regular Meetings: Sign up to comment on items NOT on the agenda.
- Action Items Section: Sign up to comment following staff presentation of the action item and prior to Board action.

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 3-5 minutes but not longer than 10 minutes, 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.

3. Process for Decreasing or Increasing Licensing Regulations (Highlighted words are from Chapter 61-2681 et al):

Decreases:

- In the event the License Board determines it reasonable to decrease the requirements of any particular standard, it may do so by action of the Board only. However, state regulations (Chapters 65-C and 402) can only be decreased by the state not by county authority.

Increases:

- At a regular or special meeting, the Board will review the proposed increase for the first time. There shall be a finding of necessity, not merely desirability. The Board will hear public comment according to the procedure above.
- Following the meeting if approved, the licensing program must notice the finding, and mail to all licensees the old standard, the proposed new standard, the reason for the change and a hearing date.
- At the hearing, Board must give an opportunity for all affected persons to present their views. The Board will hear public comment according to the procedure above.
- The proposed new standard may not be considered (discussed) again by the Board until a meeting at least 90 days after the hearing, at which time, if approved by at least 5/7 of the Board, it shall be adopted. The Board will hear public comment according to the procedure above. During the 90 day period, written public comment may be received and will be forwarded to Board members, however, Board cannot discuss it until the final meeting.
- Any new standard must provide a reasonable effective date. The Pinellas County License Board must provide sufficient notification to providers and must establish a reasonable effective date.

- Substantive changes made during the Final Agency Action would necessitate a new Public Hearing.
- A. In the event a member of the public proposes or drafts a bill that effects Chapter 61 et al and wishes to present it to the Board:**
1. The person(s) may present the proposed bill to the Board at anytime during the public comment portion of its meeting pursuant to the guidelines above or in writing to the Executive Secretary who will forward it to the Board.
 2. However, if the Child Care Licensing Program is notified at least seven (7) days in advance of a Board meeting that a person or person(s) would like to present a proposed bill, the Licensing Program will include the presentation of the proposed bill on the agenda of the next Board meeting, which is published on the program's website. The Board will determine the length of the presentation by the presenter pertaining to the proposed bill, but in no event will it be less than 10 minutes. At their discretion, the Board or licensing program may schedule a special meeting or public hearing regarding the proposed bill presented.
 3. Board may choose to refer the proposed bill to staff for research and set a date for staff to present their findings. Board may also choose to send a letter of support or disagreement to the legislature.
 4. Nothing set forth above limits the Licensing Program or the Board's ability to present or discuss or take action on proposed bills or legislation during a regular meeting or special meeting or public hearing without a presentation by a member of the public.

Policy for Recording Meetings (Revised 11/1/06)

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 secretary at 507-4857 at least two business days prior to the Board meeting.

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for the Special Board Meeting
May 25, 2011

UNAPPROVED MINUTES

The Special Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Wednesday, May 25, 2011, at 4175 East Bay Drive, Clearwater, to begin at 1:30 p.m.

Board Members Present: Elise Minkoff, Board Chair; Michael Besette; Anne Brooks; Judith Bruckner (arrived at 1:35); Norm Roche; Judi Vitucci, Secretary

Board Members Absent: Lourdes Benedict

Ex Officio Member Present: Charles Minor

Advisory Members Present: Lynn Bittner, Ann Hofmeister, Elizabeth Krakowski, Nina Meyers, Susan Weber

Advisory Members Absent: DaVee Henderlong, Merlita Jones, (Consultant position vacant)

Attorneys: Colleen Flynn and Evan Frayman

Staff Members Present: Patsy Buker, Executive Director; Kathy Krause, Supervisor Family Child Care Homes; Jorie Massarsky, Supervisor Children's Centers; Dana Stajkowski, Board Recorder, and other Health Department staff

Call to order: The meeting was called to order at 1:30 p.m.

I.C. Minutes:

Motion:

A motion was made by Judi Vitucci and was seconded to approve minutes from the 4/14/11 Regular Board meeting. Unanimously approved.

I.D. Public Comment: None

II. B. Final Agency Action: Evan Frayman, attorney, provided an overview of the hearing/appeal process timeline and Board responsibilities for Board and Advisory Committee members. A copy of the Rules of Procedure used by Attorney Frayman in his overview is attached. The record of the hearing consists of:

- All notices, pleadings, motions, etc.
- Evidence, testimonies
- Matters officially recognized such as regulations
- Objections to be considered
- Proposed findings and exceptions
- Decisions, opinions, orders, reports
- Staff data presented
- All matters placed on the record not heard by all parties
- Official transcript

A standard of review by the hearing officer is "a clear and convincing evidence standard." Evidence that is precise, explicit, lacking in confusion and that produces a firm belief or conviction without hesitation.

II. B. Final Agency Action – continued

The Board schedules a hearing on the exceptions filed. The Board is not asked to reweigh the evidence or hear new evidence. The Board is asked to determine if the hearing officer's finding of fact is supported by competent and substantial evidence in the record – was the procedure followed, was there proper notice of the hearing, was there an opportunity to present evidence; was the “clear and convincing evidence standard” used or another standard, etc.

The Board has the right to decline to rule upon exceptions which don't identify the disputed portion of the recommended order by page number or paragraph, which don't identify the legal basis for the exceptions, or which don't include the appropriate citations to the record.

Following the presentation of the parties (if exceptions are presented and Board votes to hear argument pertaining to the exceptions), Board shall deliberate and either adopt or reject or modify the Hearing Officer's recommended order as follows:

- To reject or modify a conclusion of law over which the Board has jurisdiction, the Board must state with particularity the reason for rejecting or modifying the conclusions of law and must make a finding that its substitute conclusion or interpretation is as or more reasonable than that of the hearing officer.
- To reject or modify a finding of fact requires a review of the entire record and a statement that the finding was not based on competent, substantial evidence or that the proceedings did not comply with the essential requirements of law. Either there wasn't evidence to support the findings or there was a procedural error in the way the hearing was conducted.
- The Board can increase or decrease the penalty after a complete review of the record by stating the particular reason for the increase or decrease and citation to the record justifying the action.
- The Final Agency Action is then sent to the affected party, who can then appeal to the Department of Children and Families.

Board Chair: Elise Minkoff read into the record the issue before the Board regarding Final Action for Precious People.

Motion: A motion was made by Judith Bruckner and was seconded to summarily deny the Exceptions filed for failing to comport with 120.57(1)(k).

Discussion: Evan Frayman clarified the choices for the two different motions and what they mean. Following that discussion, Ms. Bruckner entered the following motion:

Motion: A motion was made by Judith Bruckner and was seconded to deny the motion to summarily deny the Exceptions filed for failing to comport with 120.56(1)(k).

Discussion: Board members discussed the Exceptions and agreed the evidence did not cite to the record with specificity nor was new evidence cited.

II. B. Final Agency Action – continued

The final motion was read into the record a second time.

Vote: Yeas – Judith Bruckner and Anne Brooks
Nays – Judi Vitucci, Michael Bessette, Commissioner Roche
Vote failed

Motion: A motion was made by Michael Bessette and was seconded by Commissioner Roche to grant the motion to summarily deny the Exceptions filed for failing to comport with 120.57(1)(k). Yeas – Michael Bessette, Commissioner Roche, Anne Brooks, Judi Vitucci; Nays – Judith Bruckner

Attorney comment: Lucy Pineiro who represents Precious People Learning Center requested and was granted permission to make a statement to “preserve the record for appeal.” Attorney Pineiro commented that this is a court of equity and as such the motion to move to summarily grant the motion to deny the exceptions is harsh punishment. Attorney Pineiro then requested the Board allow the captions to be added to the Exceptions so that justice can be met.

Board Chair: Elise Minkoff thanked Attorney Pineiro for her comments.

Discussion: The Board requested clarification on the following action items. Following that discussion the following motions were made.

Motion: A motion was made by Judith Bruckner and was seconded to accept the findings of fact. Unanimously approved.

Main Motion: A motion was made by Judith Bruckner and was seconded by Commissioner Roche to modify the Conclusions of Law.

Discussion: Board discussed the Conclusions of Law found in the Findings of Fact, Conclusions of Law and Recommendations of Hearing Officer, specifically item 3 and 7 and understanding of the term “imminent threat of serious harm.”

Friendly Amendment: A motion was made by Judi Vitucci and was seconded by Anne Brooks to amend Judith Bruckner’s motion to add the rejection of Conclusion of Law #7 on the basis that the Board has determined that as a matter of law the accepted facts do not rise to the level of imminent threat and such Conclusion of Law is as reasonable or more reasonable than that of the hearing officer. Unanimously approved.

Main motion repeated: A motion was made by Judith Bruckner and was seconded by Commissioner Roche to modify the Conclusions of Law. Unanimously approved.

Motion: A motion was made by Judi Vitucci and seconded by Judith Bruckner that this Board having reviewed all the evidence move to reduce the penalty in accordance with modified Conclusions of Law to a Class II violation. Unanimously approved.

II. C.

Board direction: Board requested that staff look at a definition for imminent threat of serious harm.

Patsy Buker discussed the staff recommendation and the PCLB approved language as of January 5, 2011 with an overlay, along with her staff recommendations for language additions and revisions for clarification.(House Bill 1039) (Senate Bill 2074)

Patsy Buker requested that staff have up 60 days to accept a change licenses application to increase capacity.

Discussion: There was discussion regarding new providers having less than 8 children at the beginning until they prove they can meet regulations.

Public Comment: Lynn Gibson, 8679 78th Avenue North, Seminole, FL 33777 made the following comments speaking for a group (Pinellas County License Providers):

- That the word “large” should be inserted in the appropriate paragraphs
- That currently, all children under 13 years of age count in our capacity in Pinellas County and that is why we can now have 10 children
- That the references of 402 used in the regulations are not accurate
- That the appropriate number of bathroom facilities be required according to bathroom needs of the children and that the regulation for bathrooms be reviewed
- That perhaps a large family child care home provider can be approved immediately for 8 children for a regular family child care home since they already meet the regulations for large
- That the providers she spoke to all support the proposed definitions for family child care home and large family child care home

Board Discussion: Board proceeded to discuss the elements of the staff recommendation for family child care homes.

Motion: A motion was made by Judith Bruckner and was seconded to approve the definition for Family Child Care Home. Unanimously approved

Friendly Amendment: A motion was made by Judith Bruckner and seconded to add an effective date of July 1, 2011 for Family Child Care Home. Unanimously approved.

II. C. **Family Child Care Home:** means an occupied residence in which child care is regularly provided for children from at least two unrelated households with or without compensation. A family child care home shall be allowed to provide care for one of the following groups of children, which shall include household preschool aged children whether present or not, and household school aged children under 13 years of age when on the premises of the family child care home or on a field trip with children enrolled in care.

A) A maximum of 6 children, if no more than 3 are under 18 months of age.

B) A maximum of 6 preschool aged children, if no more than three are under 18 months of age, and all are older than 12 months of age

C) A maximum of 8 children, if no more than five are preschool age and of those five no more than three are under 18 months **of age**, and of those three, no more than two are under 12 months **of age**.

Recommendation for changes for Large Family Child Care Home Definition:

In Large Family Child Care Home, change “rule” to “regulation” and add “Large” where it is missing.

Motion: A motion was made by Commissioner Roche and was seconded to approve the amended definition for Large Family Child Care Home. Unanimously approved with an effective date of July 1, 2011.

Motion: A motion was made by Judi Vitucci and was seconded to approve staff recommendation for up to 60 days to process application for change of capacity. Unanimously approved.

Board Chair: Elise Minkoff stated that while we did not make any promises to rehear these two issues again that we did assure the providers back in January that we would be willing to hear about it.

Large Family Child Care Home – A large family child care home **for the purposes of this regulation** means a home that is licensed under section 402.3131, F.S. A large family child care home means an occupied residence in which child care is regularly provided for children with or without compensation from at least two (2) unrelated households and which has at least two (2) full-time child care personnel on the premises during the hours of operation. One (1) of the two (2) full-time child care personnel must be the operator or the operator’s substitute. A large family child care home must first have operated as a licensed family child care home for two (2) consecutive years, with an operator who has had a child development associate credential or its equivalent for one (1) year, before seeking licensure as a large family child care home. The two consecutive years of operation as a licensed family child care home must have been **in the state of Florida** and within five years of the date of application to operate a large family child care home. **A large family child care home shall be allowed to provide care for one of the following groups of children, which shall include household preschool aged children whether present or not, and household school aged children under 13 years of age when on the premises of the large family child care home or on a field trip with children enrolled in care:**

A) A maximum of 8 children from birth to 24 months of age

B) A maximum of 12 children, with no more than 4 children under 24 months of age

Large family child care homes must meet and comply with all standards of this **regulation** at all times unless there are insufficient numbers of children in care to meet the definition of a large family child care home in which case an additional employee is not required.

Respectfully submitted by:

Judi Vitucci, Board Secretary

II. ACTION ITEMS

A. RECOMMENDATION: LICENSES FOR NEW CENTERS/HOMES

1. CHILDREN’S CENTERS: REGULAR LICENSES: 7

Center Name	Address	Owner	Category	Capacity	Age
“C” Us Grow Daycare Center	1403-C N. Myrtle Avenue Clearwater, 33755	Melissa Collie	Day Nursery	22	2 Years through 6 Years
Lifeforce Arts & Technology Academy Preschool	1390 Sunset Point Road Clearwater, 33755	Lifeforce Arts & Technology Academy, Inc.	Day Nursery	20	3 Years through 6 Years
PCC Christian Playgroup	220 70 th Street South St. Petersburg, 33707	Pasadena Community Church	Day Nursery	50 With 10 Infants	1 Years through 3 Years and School Age
Plato Academy Preschool-Largo	7100 142 nd Ave Largo, 33771	Superior Management Corporation	Day Nursery	58	3 Years through 6 Years and School Age
Plato Academy Preschool North	1601 Curlew Road Palm Harbor, 34683	Superior Management Corporation	Day Nursery	85	3 Years through 6 Years and School Age
Precious Angel’s Preschool	3747 34 th Street South St. Petersburg, 33711	Precious Angel’s Preschool, LLC	Day Nursery	53	2 Years through 6 Years and School Age
Starling School # & Star Camp	615 28 th Street South St. Petersburg, 33712	Legacy Day Care, Inc.	Day Nursery	83 With 5 Infants	1 Years through 6 Years and School Age

Board Motion: To approve, modify or deny

II. ACTION ITEMS

A. RECOMMENDATION: LICENSES FOR NEW CENTERS/HOMES

2. FAMILY DAY CARE HOMES: REGULAR LICENSES: 18

Provider Name	City
Demes, Diana	Seminole
Grant, Sheila	St. Petersburg
Green, Wanda	Clearwater
Hayes, Teresa	St. Petersburg
Heard, Cora	St. Petersburg
Herring, Lucille	St. Petersburg
Hunter, Jacqueline	Clearwater
Hunter, Michelle	Seminole
Martin, Gordon	Clearwater
McMichaels, Susan	St. Petersburg
Mushaben, Susanne	Clearwater
Newson, Carolyn	St. Petersburg
Soule, Ruth	St. Petersburg
Stewart, Marcia	Largo
Suthard, Kimberly	Seminole
Swango, Patricia	St. Petersburg
Viano, Julie	St. Petersburg
Williams, Francine	St. Petersburg

Board Motion: To approve, modify or deny

II. ACTION ITEMS

A. RECOMMENDATION: LICENSES CHANGES FOR NEW CENTERS/HOMES

3. FAMILY DAY CARE HOMES: REGULAR LICENSES: 1

Provider Name	City	Type of Change	Change From	Change To
Sumter, Cynthia	St. Petersburg	Capacity	FCCH	LFCCH

Board Motion: To approve, modify or deny

II. ACTION ITEMS
B. ATTORNEY ITEMS/UPDATES

II. ACTION ITEMS

C. APPOINTMENT OF NOMINATING COMMITTEE FOR BOARD CHAIRMAN

The Board Bylaws require a nominating committee consisting of two Board members and one Advisory Committee member nominated and elected by the Board and one staff member selected by the Director. The nominating committee was comprised of PCLB Board Members Anne Brooks, Dr. Judi Vitucci, Advisory Board Member Ann Hofmeister, and Staff Member, Kathy Krause. The committee met on May 25, 2011 at 1:00 p.m. In the Center Bay conference Room

The committee is recommending Elise Minkoff for Chairman to the Board.

Board Actions:

- **Accept, modify or reject the Nominating Committee's proposed slate**
- **Allow for additional nominations from the floor**
- **Elect a Chairman to begin their term of office at the next scheduled meeting.**

II. ACTION ITEMS

D. RESOLUTION TO AMEND 2010-2011 BUDGET AND PROPOSED BUDGET AMENDMENT

Board Action: To approve, modify or deny

II. ACTION ITEMS

E. RESOLUTION TO APPROVE BUDGET FOR FY 2011-2012

Board Action: To approve, modify or deny

II. ACTION ITEMS

F. RECOMMENDATION FOR 5TH AMENDMENT TO INTERLOCAL AGREEMENT

Board Action: To approve, modify or deny

III. INFORMATION ITEMS
A. EXECUTIVE REPORT (To Be Distributed)

III. INFORMATION ITEMS
B. STATISTICAL REPORT

Statistical Report for May 2011

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
Previous Months Totals	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
Monthly Activity	516	2664	43	381	265	22340	99	13724	4	272	22	964
1. Temporary Permits 1st Time TP	4	20			+1	+25					+1	+18
2. Capacity Change - current licenses e.g. LFCCH to fdch add						+5		-82				
3. Closed - # with capacity	-5	-25	-1	-12							-1	-32
4. Corrections - from previous reports Explain below*												
Total Capacity	515	2659	42	369	266	22370	99	13642	4	272	22	950

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers	Health
Total Number	557	515	42	391	112	
Total Capacity	3028	2659	369	37234	1820	

20-25

1. Licensing						
a. Pre-licensing inspections	3			3		
b. - e. Inspections/ Re-checks	107			109		
f. TA/Consultation	3			5		
g. Unlicensed care investigations	2			0		
h. Children's Records (only)				1		
i. Renewal licenses issued	51			36		
2. Enforcement						
a. Complaints	9			10		
b. Fines administered	3			17		
c. Conferences	1			2		
d. Intent to deny/suspend/revoke	0			0		
e. - f. Hearings	0					
3. Training Presented						
a. Number of trainings				3		
b. Number of hours				5		
4. Training Taken						
a. Number of trainings				1		
b. Number of hours				3		
5. Health Inspections						
a. Food						

III. INFORMATION ITEMS
C. REVENUE AND EXPENSE REPORT

PINELLAS COUNTY LICENSE BOARD
 REVENUE & EXPENSE BUDGET REPORT
 10/01/2010 (Program Year 2010-2011) **Cash Basis**

ALL FUND SUMMARY

<u>ACCOUNT</u>	<u>AMENDED BUDGET</u>	<u>MAY ACTUAL</u>	<u>ALL FUNDS SPENT 5/31/2011</u>	<u>UNSPENT BALANCE</u>	<u>PROJECTE D 6/1-9/30/11</u>	<u>VARIANCE 9/30/2011</u>	<u>PROJECTE D %</u>
TOTAL SALARIES	617,552.00	61,620.71	386,148.02	231,403.98	178,887.01	52,516.97	62.53%
FICA/MEDICARE	47,267.00	4,713.85	29,549.12	17,717.88	13,683.13	4,034.74	62.52%
RETIREMENT	66,602.00	6,699.47	41,933.75	24,668.25	19,833.15	4,835.10	62.96%
HEALTH/LIFE/DIS	168,576.00	17,856.11	107,038.37	61,537.63	45,692.17	15,845.46	63.50%
TOTAL FRINGE BENEFITS	282,445.00	29,269.43	178,521.25	103,923.75	79,208.45	24,715.30	63.21%
TOTAL SALARY AND BENEFITS	899,997.00	90,890.14	564,669.27	335,327.73	258,095.46	77,232.27	62.74%
TELEPHONE	2,447.00	250.60	1,698.26	748.74	835.32	(86.58)	69.40%
CELLULAR PHONES	900.00	0.00	383.76	516.24	378.48	137.76	42.64%
POSTAGE	5,800.00	1,433.59	2,327.01	3,472.99	3,271.04	201.95	40.12%
PRINTING	6,000.00	580.25	1,159.65	4,840.35	3,613.72	1,226.63	19.33%
TRAVEL	22,164.00	936.27	9,709.95	12,454.05	9,866.28	2,587.77	43.81%
EDUCATIONAL MATERIALS	1,000.00	0.00	182.50	817.50	545.00	272.50	18.25%
OFFICE SUPPLIES	8,469.00	834.49	6,088.93	2,380.07	2,098.86	281.21	71.90%
INFO. TECHNOLOGY	12,000.00	0.00	2,900.00	9,100.00	6,066.64	3,033.36	24.17%
RENT- OFFICE SPACE	73,776.00	6,209.31	48,951.12	24,824.88	5,697.88	19,127.00	66.35%
RENT- STORAGE SPACE	1,500.00	108.10	913.27	586.73	563.92	22.81	60.88%
RENT- EQUIPMENT (COPIER)	3,144.00	261.91	1,833.37	1,310.63	1,222.96	87.67	58.31%
SUBSCRIPTIONS/DUES	175.00	100.52	275.52	(100.52)	0.00	(100.52)	157.44%
CONTRACTUAL- Audit	14,000.00	0.00	14,000.00	0.00	0.00	0.00	100.00%
CONTRACTUAL- Legal Fees	55,297.00	6,273.19	44,256.96	11,040.04	15,068.96	(4,028.92)	80.04%
CONTRACTUAL- Advertising	3,000.00	241.50	810.72	2,189.28	1,620.52	568.76	27.02%
FINGER-PRINT EXPENSE	6,557.00	7,902.50	17,549.00	(10,992.00)	8,000.00	(18,992.00)	267.64%
HR ASSESSMENT FEE	5,224.00	0.00	3,339.16	1,884.84	2,997.88	(1,113.04)	63.92%
TOTAL OPERATING	221,453.00	25,132.23	156,379.18	65,073.82	61,847.46	3,226.36	70.62%

III. INFORMATION ITEMS
C. REVENUE AND EXPENSE REPORT (Continued)

ADMIN. COST- PinCHD In-Kind	75,595.00	7,634.32	47,429.39	28,165.61	26,207.88	1,957.73	62.74%
ADMIN. COST- PinCHD, JWB, Fees	49,053.00	4,953.88	30,776.72	18,276.28	17,006.60	1,269.68	62.74%
TOTAL ADMIN. COST	124,648.00	12,588.19	78,206.12	46,441.88	43,214.48	3,227.40	62.74%
ALL FUND TOTAL EXPENSES	<u>1,246,098.00</u>	<u>128,610.57</u>	<u>799,254.56</u>	<u>446,843.44</u>	<u>363,157.40</u>	<u>83,686.04</u>	<u>64.14%</u>
REVENUE SOURCES:							
JWB	609,614.00	75,958.34	300,260.39	309,353.61	256,874.60	52,479.01	49.25%
DCF	282,124.00	23,510.16	141,060.96	141,063.04	94,042.72	47,020.32	50.00%
PinCHD	128,192.00	2,590.82	51,678.76	76,513.24	45,126.01	31,387.23	40.31%
PinCHD - In-Kind	74,228.00	7,634.32	47,429.39	26,798.61	25,979.11	819.50	63.90%
LB FEES & FINES	127,281.00	8,130.25	87,262.40	40,018.60	43,730.89	(3,712.29)	68.56%
LB FINGER PRINT FEES	7,000.00	4,196.50	20,769.25	(13,769.25)	1,988.80	(15,758.05)	296.70%
FUND BALANCE	17,662.00	1,368.17	10,689.06	6,972.94	5,592.93	1,380.01	60.52%
ALL FUND TOTAL REVENUE	<u>1,246,101.00</u>	<u>123,388.56</u>	<u>659,150.21</u>	<u>586,950.79</u>	<u>473,335.06</u>	<u></u>	<u>52.90%</u>

**III. INFORMATION ITEMS
D. ADMINISTRATIVE REPORT
CHILDREN'S CENTERS**

**Family Child Care Centers Fines
March-May 2011**

FINE DATE	PROVIDER	CLAS FINE	REASON	DATE OF OCCURENCE	FINE	PAID	DATE PAID
3/2/2011	YMCA-Highland Lakes	III	Children's records-incomplete	3/2/2011	\$25.00	\$25.00	3/17/2011
3/8/2011	PCHS-Fillmore	III	Children's records-incomplete	3/8/2011	\$25.00	\$25.00	3/24/2011
3/8/2011		III	Children's records -incomplete Emergency Medical Release forms	3/8/2011	\$25.00	\$25.00	3/24/2011
3/8/2011	PCHS-Los Caminos	II	Unlocked Cleaning Supplies	3/3/2011	\$50.00	\$50.00	3/24/2011
3/10/2011	PCHS-Connie L Maramaro Center	I	Supervision - child left alone in classroom	2/23/2011	\$500.00	\$500.00	4/5/2011
3/10/2011		II	Daily attendance-Transitions not documented	2/23/2011	\$50.00	\$50.00	4/5/2011
3/11/2011	Tiny Treasures Preschool	I	Supervision-Child left on playground	2/22/2011	\$500.00	Payment Plan	6/2/2011
3/11/2011		IS	Mandatory Reporting 3 days not reported	2/22/2011	\$1,500.00	\$250.00	3/23/2011
3/11/2011		II	Daily attendance-Transitions not documented	2/22/2011	\$50.00	\$50.00	3/23/2011
3/11/2011	YMCA-Forest Lakes	IS	Child not supervised imminent danger	3/11/2011	\$500.00	\$500.00	3/28/2011
3/14/2011	First Lutheran School	II	Unlocked Cleaning Supplies	3/14/2011	\$50.00	\$50.00	3/28/2011
3/15/2011	YMCA-Ridgecrest	III	Children's Records - incomplete	3/15/2011	\$25.00	\$25.00	3/30/2011
3/16/2011	St. Luke ECC	II	Daily attendance-Transitions not documented	3/16/2011	\$50.00	\$50.00	3/21/2011
3/17/2011	Bayfront CDC	III	Children's records-incomplete	3/17/2011	\$25.00	\$25.00	3/30/2011
3/17/2011		II	Unlocked toxics	3/17/2011	\$50.00	\$50.00	3/30/2011

III. INFORMATION ITEMS
D. ADMINISTRATIVE REPORT
CHILDREN'S CENTERS (Continued)

FINE DATE	PROVIDER	CLASS FINE	REASON	DATE OF OCCURENCE	FINE	PAID	DATE PAID
3/22/2011	PCHS-Rainbow Village	III	Children's records-incomplete	3/22/2011	\$25.00	\$25.00	4/12/2011
3/23/2011	PCHS-Tarpon Center	IS	Mandatory Reporting-2 days not reported	3/23/2011	\$1,000.00	\$1,000.00	3/24/2011
3/24/2011	The Canterbury School	II	Personnel - no employment history check	3/9/2011	\$50.00	\$50.00	4/4/2011
3/24/2011		II	Personnel -Level 2 Background screening	3/9/2011	\$50.00	\$50.00	4/4/2011
3/24/2011		II	Unlocked toxics	3/9/2011	\$75.00	\$75.00	4/4/2011
3/24/2011		II	Personnel - Missing local	3/9/2011	\$50.00	\$50.00	4/4/2011
4/6/2011	R'Club Paul B. Stephens	IS	Medication - wrong dosage given	4/6/2011	\$500.00	\$500.00	4/14/2011
4/6/2011	St. Pete Prep	II	Daily Attendance- transitions not documented	4/6/2011	\$50.00	\$50.00	4/8/2011
4/6/2011	St. Vincents Episcopal Preschool	II	Unlocked Toxic	4/6/2011	\$50.00	\$50.00	4/12/2011
4/6/2011	YMCA-Maximo	II	Daily attendance-Transitions not documented	4/5/2011	\$50.00	\$50.00	4/21/2011
4/7/2011	Campbell Park Rec	II	Daily attendance-center closing log not completed	4/7/2011	\$50.00	\$50.00	4/20/2011
4/7/2011	Infinite Potential	II	Daily attendance-inaccurate	4/7/2011	\$75.00	\$75.00	4/19/2011
4/8/2011	Tiny Treasures Preschool	II	Outdoor Equipment-not maintained/safe	4/8/2011	\$50.00	\$50.00	4/25/2011
4/8/2011		III	Children's Records - incomplete	4/8/2011	\$50.00	\$50.00	4/25/2011
4/8/2011		III	Children's Records-expired DH680	4/8/2011	\$25.00	\$25.00	4/25/2011

III. INFORMATION ITEMS
D. ADMINISTRATIVE REPORT
CHILDREN'S CENTERS (Continued)

FINE DATE	PROVIDER	CLAS FINE	REASON	DATE OF OCCURENCE	FINE	PAID	DATE PAID
4/8/2011	The Learning Center	II	Unlocked flammable	4/8/2011	\$50.00	\$50.00	4/18/2011
4/8/2011		II	Daily attendance-transitions not documented	4/8/2011	\$75.00	\$75.00	4/18/2011
4/15/2011	Kindercare 216	II	Unlocked Toxics	4/7/2011	\$75.00	\$75.00	5/3/2011
4/15/2011		II	Unlocked Flammable	4/7/2011	\$50.00	\$50.00	5/3/2011
4/6/2011	Oldsmar Learning Center	III	Indoor playspace not in good repair	4/6/2011	\$25.00	\$25.00	4/6/2011
4/11/2011	Little Learners	III	Children's records-incomplete	4/11/2011	\$50.00	\$50.00	4/26/2011
4/20/2011	Bridges to Learning Preschool	II	Medication not in original package	4/20/2011	\$50.00	\$50.00	4/27/2011
4/20/2011	YMCA-Forest Lakes	II	AGMC not dated	4/20/2011	\$50.00	\$50.00	5/9/2011
4/20/2011	YMCA-Frontier	III	Chr-missing Health Exam	4/20/2011	\$25.00	\$25.00	5/11/2011
4/20/2011		III	Chr- Missing Immunization Record	4/20/2011	\$50.00	\$50.00	5/11/2011
4/20/2011		III	Children's Records - incomplete	4/20/2011	\$25.00	\$25.00	5/11/2011
4/20/2011		II	Unlocked Cleaning Supplies	4/20/2011	\$50.00	\$50.00	5/11/2011
4/26/2011	La Petite Academy	III	Driver's attendance log - no second signature	4/26/2011	\$25.00	\$25.00	5/5/2011
4/26/2011		II	No current annual vehicle inspection	4/26/2011	\$50.00	\$50.00	5/5/2011
4/26/2011		III	missing Acknowledgement Form	4/26/2011	\$25.00	\$25.00	5/5/2011
4/26/2011		III	Children's Records-incomplete	4/26/2011	\$25.00	\$25.00	5/5/2011

III. INFORMATION ITEMS
D. ADMINISTRATIVE REPORT
CHILDREN'S CENTERS (Continued)

FINE DATE	PROVIDER	CLASS FINE	REASON	DATE OF OCCURENCE	FINE	PAID	DATE PAID
4/27/2011	The Oak Tree Preschool	III	Children's Records-incomplete	4/25/2011	\$50.00	\$50.00	5/10/2011
4/27/2011		II	Outdoor Equipment-not maintained/safe	4/25/2011	\$50.00	\$50.00	5/10/2011
4/27/2011	YMCA-Bauder	III	Chidren's Records - incomplete	4/27/2011	\$25.00	\$25.00	5/11/2011
5/12/2011	Belleair Montessori Academy	IS	Mandatory Reporting	3/22/2011	\$500	Payment Plan	5/26/2011 - 6/22/11
5/3/2011	PCHS-James Sanderlin	III	Children's Records-incomplete	5/2/2011	\$25.00	\$25.00	5/18/2011
5/5/2011	Oldsmar Christian School	II	Affidavit of Good Moral Character incomplete	5/5/2011	\$50.00	\$50.00	5/9/2011
5/5/2011	Community Pride Gateway	II	5 year local not completed timely	5/3/2011	\$50.00	\$50.00	5/17/2011
5/9/2011	Congregation Beth Shalom Preschool	III	Chr-missing Immunization Form	5/9/2011	\$25.00	\$25.00	5/24/2011
5/9/2011	Young Days CDC	II	Personnel-expired Attestations	5/9/2011	\$50.00	\$50.00	5/26/2011
5/10/2011	North Bay Christian Academy	II	Unlocked Toxics	5/10/2011	\$50.00	\$50.00	5/20/2011
5/11/2011	PCHS-Dunedin	III	Personnel-literacy not completed timely	5/11/2011	\$25.00	\$25.00	5/26/2011
5/16/2011	City of Gulfport Rec	II	Daily attendance inaccurate	5/16/2011	\$50.00	\$50.00	5/23/2011
5/16/2011	Precious Angels Preschool	III	Children's Records-incomplete Emergency Medical Release	5/16/2011	\$25.00	\$25.00	5/17/2011
5/19/2011	Starling School # 1 and Star Camp	III	Children's Records-incomplete	5/18/2011	\$25.00	\$25.00	5/25/2011

III. INFORMATION ITEMS
D. ADMINISTRATIVE REPORT
CHILDREN'S CENTERS (Continued)

FINE DATE	PROVIDER	CLASS FINE	REASON	DATE OF OCCURENCE	FINE	PAID	DATE PAID
5/19/2011	St. Raphael Catholic School	II	Daily attendance-inaccurate	5/19/2011	\$50.00	\$50.00	6/2/2011
5/20/2011	KinderCare LC 216	IS	Mandatory Reporting	4/28/2011	\$1,000	\$1,000.00	5/26/2011
5/20/2011		I	Supervision-Child left in classroom	4/28/2011	\$500	\$500.00	5/26/2011
5/20/2011		II	Daily attendance-Transitions not documented	4/28/2011	\$50.00	\$50.00	5/26/2011
5/24/2011	Learning Adventures PS of St. Pete	II	Personnel -missing level 2 screening	5/24/2011	\$50.00	\$50.00	5/24/2011
5/26/2011	Building Blocks Children's Center	II	Daily attendance-inaccurate	5/26/2011	\$75.00	\$75.00	5/25/2011
5/27/2011	YMCA -Sawgrass	II	Personnel - 2 Year Employment	5/26/2011	\$50.00	\$50.00	6/13/2011

III. INFORMATION ITEMS
D. ADMINISTRATIVE REPORT
FAMILY CHILD CARE HOMES

FCCH FINES
MARCH THROUGH MAY 2011

Date of Occurrence	Provider	Fine Class	Reason	Date	Fine	Date Paid	Paid	Balance
3/2/2011	Bloomfield, Andrea	II	Napping/Sleeping Arrangements: Doors to separate rooms used for napping were not open when children were asleep. 1st occurrence on 9/1/2011.	3/2/2011	\$50	3/15/2011	\$50	\$0
3/3/2011	Hines, Jacquelines	I	Restraints: Infant was held in car seat by 14 year old son in the front seat while transporting.	3/8/2011	\$500	License Revoked	n/a	n/a
3/9/2011	Wilson, Katrina	I	Transportation: Seat belt was not provided for all children being transported. 3 year old boy was strapped in the front seat with 8 year old female.	3/24/2011	\$500	4/29/2011 5/26/2011	\$200 \$200	\$100
3/9/2011	Wilson, Katrina	II	Records: Daily attendance did not include all children that were present on 11/4/10 & 3/9/11.	3/24/2011	\$50	4/11/2011	\$50	\$0
3/9/2011	Wilson, Katrina	I	Personnel: An unapproved substitute with incomplete level II screening was left w/5 children. Observed by staff during inspection	3/24/2011	\$500	4/9/2011 5/4/2011 6/30/2011	\$50 \$200 \$200	\$50
3/15/2011	Purvis, Gwendolyn	I	Personnel Qualification; Good Moral Character: Employee/substitute left the home; provider was caring for 10 children w/an unscreened, untrained and unapproved person.	3/28/2011	\$500	4/21/2011	\$500	\$0
4/5/2011	Motta, Carmelitta	II	Daily Attendance: A child had not been signed in for the day (4/5/11 & 3/23/10).	4/5/2011	\$50	4/5/2011	\$50	\$0
4/8/2011	Woods, Blondell	II	Medicines/Hazardous Products: On 4/8/11 adult scissors were within reach of children located in a container on the kitchen table. This is the 2nd time, 1st occurrence on 1/12/10.	4/15/2011	\$50	5/2/2011	\$50	\$0
4/6/2011	Melton, Cheyanne	II	Daily Attendance: Daily attendance record for 10/12/10 & 4/6/11 did not include all children who were present.	4/6/2011	\$50	4/25/2011 6/21/2011	\$25 \$25	\$0

III. INFORMATION ITEMS

D. ADMINISTRATIVE REPORT

FAMILY CHILD CARE HOMES (Continued)

Date of Occurrence	Provider	Fine Class	Reason	Date	Fine	Date Paid	Paid	Balance
4/6/2011	Huntley, Janice	II	Daily Attendance: Daily attendance record for 4/26/10 and 4/6/11 did not include all children who were present.	4/6/2011	\$50	4/18/2011	\$50	\$0
4/28/2011	Martin, Gordon	II	Napping/Sleeping Arrangements: Door to separate rooms used for napping were not open when children were sleeping inside the room. This is 2nd violation, 1st occurrence on 2/8/11.	4/28/2011	\$50	5/17/2011	\$50	\$0
5/18/2011	Henderlong, DaVee	III	Identification/Enrollment: Operator failed to have a complete enrollment record for 2 children in care. This is the 3rd occurrence; 1st occurrence on 12/24/09, and 2nd occurrence on 5/6/10.	5/11/2011	\$25	6/3/2011	\$25	\$0
5/23/2011	Hunter, Jacqueline	II	Daily Attendance: Record for 5/23/11 did not include all children that were present. 1st occurrence on 1/26/11.	5/26/2011	\$50	6/15/2011	\$50	\$0
5/25/2011	Martin, Yvonne	I	Personnel: A disqualified person, (Michael Ross) was present while children were in care.	5/25/2011	\$500	Home Closed	n/a	n/a
6/15/2011	Bromm, Dana	II	Safety Plugs: No safety plug in an open, exposed outlet in the LR. This is the 2nd Class II violation for safety plugs; the 1st was on 6/10/10.	6/15/2011	\$50	6/29/2011	\$50	\$0
6/15/2011	Bromm, Dana	II	Outdoor Space: A gas grill propane tank was in the outdoor play area. This is the 2nd violation of this standard; previous was on 6/9/10.	6/15/2011	\$50	6/29/2011	\$50	\$0

III. INFORMATION ITEMS

D. ADMINISTRATIVE REPORT

100 PERCENT COMPLIANT CHILD CARE CENTERS

Centers with 100 Percent Compliant Inspections
March – May 2011



March	April	May
<p>First United Methodist Pre-School Krieger ECC Precious People LC R'Club Lakewood R'Club Skyview Rivera Day School Roberts Rec Center Safety Harbor CC Shorecrest ECC Sonrise Learning Center Temple B'nai Isreal Tot Tenders YMCA – Brooker Creek</p>	<p>ABC Kids All Children's CC Anona Christian School Ascension Day School City of Dunedin-San Jose Cornerstone Preschool First Christian Academy & LC HEP Holy Family ECC Lake Tarpon Learning Center West Little Nazareth Mt. Zion CC Our Lady of Lourdes Palm Harbor Montessori East Lake Pilgrim CC R'Club Lakeview R'Club Pinellas Park R'Club Ridgecrest R'Club Seminole R'Club Sutherland Saint Paul School Skycrest CDC Yes I Can Academy YMCA-Curtis Elementary YMCA-Oldsmar YMCA-Tarpon Elementary</p>	<p>Adventure Place Bay Vista Learning Center Blossom Montessori Country Day Pre-Primary Country Day School Excel Learning Center First Christian Preschool First Presby. Day School Happy Days 2 Holy Family EEC Kidz Krave Rec Center Lad N Lass Lake Vista Rec Center Little Lambs CC Open Arms Preschool PCHS-Connie Marmaro PCHS-Good Sam PCHS-Isay Gulley PCHS-McCabe Plato Academy P/S North Plato P/S Largo R'Club Bardmoor R'Club Blanton R'Club Cross Bayou R'Club Eisenhower R'Club Nina Harris R'Club Paul B. Stephens R'Club Sanderlin R'Club Shore Acres Right Track B/A School Safety Harbor Montessori St. Cecilla School St. Paul Catholic Temple Beth El Preschool The Gospel Train Theotokos Preschool Trinity Presbyterian Preschool YMCA-Bellaire YMCA-Fugitt YMCA-Leila Davis YMCA-Northwest YMCA-Ozona YMCA-Sunset Hills YMCA-Tarpon Fundamental</p>

III. INFORMATION ITEMS

E. TRAINING

PCLB HISTORY

SPECIAL DISTRICT

APPEAL PROCESSES AND FINAL AGENCY ACTIONS

SPECIAL TERMINOLOGY

BY-LAWS FOR PCLB

BOARD MEMBERSHIP AND DUTIES

QUALITY CHILD CARE EMPHASIS

ORGANIZATIONAL CHARTS

PCLB BUDGET OVERVIEW

IV. NEXT MEETINGS:

Special Meeting	September 7, 2011	@ 1:30 p.m. (if needed)
Regular Meeting	October 5, 2011	@ 1:30 p.m. (if needed)
Special Meeting	December 7, 2011	@ 1:30 p.m. (if needed)