

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

January 5, 2011, at 1:30 – 3:30 p.m.
LOCATION: 4175 East Bay Drive, Suite 350, Clearwater

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:
Norm Roche, Board of County Commissioners (who is unable to attend this meeting)
Bridget Livingston, Sr. Clerk for Children's Centers
Rachael Griffith, Fingerprinting Clerk located at Center Bay
- B. Agenda (addition of new items)
- C. Approval of Minutes:
 - Corrected Minutes from 7/7/10 (ATTACHMENT A)
Motion: A motion was made by Elise Minkoff and seconded to recommend staff further investigate and review all comments for this proposed increase between now and when it is brought forward in a public forum for a vote.
Unanimously approved.
 - 10/6/10 (ATTACHMENT B)
 - 12/14/10 (ATTACHMENT C)
- D. Public Comment for Items not on Agenda (see page 2-3) Page

II. Action Items

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- H. Updated Board Roster **(To be distributed)**

**IV. Next Meeting: Special Meeting – February 23, 2011 @1:30 p.m., if needed
Regular Meeting – April 14, 2011 @ 6:30 p.m.**

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.**

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.

Public Comment Policy – Increases continued

- 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.

II. ACTION ITEMS

A. REPORT FROM CHERRY, BEKAERT & HOLLAND (AUDITORS)



Cherry, Bekaert & Holland, L.L.P.
The Firm of Choice.

www.cbh.com

401 East Jackson Street
Suite 3400
Tampa, Florida 33602
phone 813.251.1010
fax 813.251.9235

September 13, 2010

To the Board of Directors
Pinellas County Licensing Board
4175 East Bay Drive, Suite 350
Clearwater, Florida 33764

We are engaged to audit the financial statements of Pinellas County Licensing Board (the "Licensing Board") for the year ended September 30, 2010. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards

As stated in our engagement letter dated July 7, 2010, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the Licensing Board. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Licensing Board's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests are not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

 an independent member of
BAKER TILLY
INTERNATIONAL

II. ACTION ITEMS

A. REPORT FROM CHERRY, BEKAERT & HOLLAND (AUDITORS) - continued

Pinellas County Licensing Board

September 13, 2010

Page 2

Our audit will include obtaining an understanding of the Licensing Board and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the Licensing Board. We will communicate our significant findings at the conclusion of the audit.

We have scheduled preliminary audit fieldwork for the week of September 13 with final fieldwork commencing the week of November 15. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

This information is intended solely for the use of the Board of Directors and management of the Licensing Board and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

CHERRY, BEKAERT & HOLLAND, L.L.P.

John J. Sellert, Partner

II. ACTION ITEMS

B. RECOMMENDATION(S) REGARDING LOCAL BILL 01

To be distributed at the meeting.

II. ACTION ITEMS

C. RECOMMENDATION: LICENSES FOR NEW CENTERS/HOMES

1. CHILDREN'S CENTERS: REGULAR LICENSES:2

Center Name	Address	Owner	Category	Capacity	Age
A Rainbow of Love Child's Development, INC.	2289 N Hercules Ave Clearwater, 33763	A Rainbow of Love Child's Development Center, Inc.	Day Nursery	74	2 Years through 6 years and School Age
Infinite Potential Learning Center	2250 62 nd Ave. S St Petersburg, 33712	Infinite Potential Learning Center, LLC	Day Nursery	48 with 14 Infants	2 Months Through 6 Years and School Age

2. FAMILY DAY CARE HOMES: REGULAR LICENSES: 9

Provider Name	City
Bartges, Cyndee	Palm Harbor
Bergeron, Margaret	Pinellas Park
Craft, Sandra	St. Petersburg,
Hearns, Lachon	Gulfport
Latimer, Annie	St. Petersburg
Ryan, Linda	Largo
Ryan, Sandra	Largo
Samuel, Vivian	Clearwater
Cox, Claudine	St. Petersburg

Board Action: To approve, modify or deny

If changes, words stricken have been deleted and entries with an asterisk (*) have been added.

D. ATTORNEY ITEMS/UPDATES

II. ACTION ITEMS

E. RECOMMENDATION FOR BUDGET AMENDMENT

RESOLUTION NO. 10-03

A RESOLUTION TO BE ENTITLED:

A RESOLUTION OF PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES, AMENDING THE BUDGET FOR THE 10-11 FISCAL YEAR; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to section 189.403, Florida Statutes, the Pinellas County License Board for Children's Centers and Family Day Care Homes is an independent special district.

WHEREAS, section 189.418(3), Florida Statutes requires that independent special districts annually adopt a budget by resolution;

WHEREAS, the Pinellas County Juvenile Welfare Board appropriated funds for the furtherance of the Pinellas County License Board for Children's Centers and Family Day Care Homes licensure and regulation of child care within Pinellas County for the 2010-2011 fiscal year;

WHEREAS, the Florida Department of Children and Families appropriated funds for the furtherance of the Pinellas County License Board for Children's Centers and Family Day Care Homes licensure and regulation of child care within Pinellas County for the 2010-2011 fiscal year;

WHEREAS, the Pinellas County License Board for Children's Centers and Family Day Care Homes entered into an interlocal agreement with the Pinellas County Health Department for the monitoring and regulation of child care within Pinellas County;

WHEREAS, pursuant to Resolution 10-02, the budget adopted by the Pinellas County License Board for Children's Centers and Family Day Care Homes shall be in effect for a period of one-year commencing October 1, 2010, and may be amended from time to time, by resolution; and

WHEREAS, the Pinellas County License Board for Children's Centers and Family Day Care Homes requests approval to amend its budget to align with actual expenses for FY 10-11;

II. ACTION ITEMS

E. RECOMMENDATION FOR BUDGET AMENDMENT - continued

NOW, THEREFORE, BE IT RESOLVED by the Pinellas County License Board for Children's Centers and Family Day Care Homes as follows:

SECTION 1. Intent.

It is the intent of the Pinellas County License Board for Children's Centers and Family Day Care Homes (PCLB) to comply with the requirements of Florida Statutes, chapter 189 relating to special districts.

SECTION 2. Amendment of Budget.

Pinellas County License Board for Children's Centers and Family Day Care Homes hereby approves the amended budget for the 2010-2011 fiscal year, which is attached hereto as Exhibit A. Any amendments to the budget shall be approved by resolution.

SECTION 3. Severability.

The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

SECTION 6. Effective Date.

The effective date of this Resolution shall be January 3, 2011.

Board Member _____ offered the foregoing Resolution and moved its adoption, which was seconded by Board Member _____ and upon roll call the vote was:

AYES:

NAYS:

ABSENT AND NOT VOTING:

II. ACTION ITEMS

E. RECOMMENDATION FOR BUDGET AMENDMENT - continued

Exhibit A

**FY 10-11CHILD CARD LICENSING BOARD BUDGET
January 2011 Amendment #1**

	Original Budget	Amendment #1	Change	Note
REVENUE				
Juvenile Welfare Board	\$609,614	\$609,614	\$0	
Department of Children and Families	\$282,124	\$282,124	\$0	
Pinellas County Health Department	\$202,420	\$202,420	\$0	
Fees	\$132,000	\$134,281	\$2,281	
Fund Balance	\$16,001	\$17,662	\$1,661	1
TOTAL REVENUE	\$1,242,159	\$1,246,101	\$3,942	
EXPENSES				
Salaries	\$621,918	\$617,552	-\$4,366	1
Benefits	\$269,252	\$282,447	\$13,195	2/3/4/5
Telephone	\$2,447	\$2,447	\$0	
Cellular Phones	\$900	\$900	\$0	
Postage	\$6,300	\$5,800	-\$500	
Printing	\$7,500	\$6,000	-\$1,500	
Travel	\$23,600	\$22,164	-\$1,436	
Educational Materials	\$1,000	\$1,000	\$0	
Office Supplies	\$11,562	\$8,469	-\$3,093	
Info. Technology Supplies	\$12,000	\$12,000	\$0	
Rent-Office Space	\$55,152	\$73,776	\$18,624	6
Rent-Storage space	\$1,500	\$1,500	\$0	
Rent-Equipment	\$3,100	\$3,144	\$44	
Subscriptions/Dues	\$175	\$175	\$0	
Contractual -Audit	\$14,000	\$14,000	\$0	
Contractual Legal Fees	\$56,715	\$55,297	-\$1,418	
Contractual-Advertising	\$3,000	\$3,000	\$0	
Fingerprint Expense	\$7,000	\$6,557	-\$443	
HR Assessment Fee	\$5,224	\$5,224	\$0	
Administrative Cost - DOH In-Kind	\$74,855	\$75,595	\$740	7
Administrative Cost - DOH, JWB, Fees	\$48,572	\$49,054	\$482	7
TOTAL EXPENSES	\$1,225,772	\$1,246,101	\$20,329	

1. Salaries
 - a. Promotion from Psn#060897 (Senior clerk) to Psn#003885 (Environmental Health Spec.)
 - b. Salary for Psn#086078 entered incorrectly. Makes the same as Psn#029177.
 - c. Transferee brought in to take Psn#060897 at higher rate of pay.
 - d. Promotion in Fund Balance Psn#003897.
2. Retirement: We became aware of the increase in retirement benefit about the same time as this initial budget was approved. Increase from 9/85% to 10.77%.
3. Employer portion of Health Insurance increased affective 12/1/10 for January 2011 premiums. We had included an increase to be effective on 5/1/11. The balance of the increase had to be added to the budget figures.
4. Psn#003884 increased insurance coverage from Single to Family.
5. Employer payment for Life Insurance was decreased. This was a small offset to the Health Insurance increase.
6. Rent Increase. When the budget was approved PLB was to move into the new building in July. This has changed and will not occur until Sept. 2011. This change has been approved by JWB already.
7. The indirect cost increase is due to the increase in salaries and fringe.

II. ACTION ITEMS

F. NOMINATIONS FOR VACANT ADVISORY COMMITTEE POSITIONS SCHOOL AGE CENTERS

December 30, 2010, the position of Lynn Bittner expires. A letter was mailed in November to solicit interested nominees from centers licensed as school age centers. Of the nominations received, four were qualified as director/owner of a school age center. Following is the list of nominees and their 2-year licensing inspection history:

1. **Lynn Bittner**, Shore Acres Recreation Center, current Advisory Committee Member
 - Director, Owner is City of St. Pete
 - Licensed Capacity of School Age Center: 125
 - Years in field: Since 1991
 - Years as director at this program: Since 2007
 - Licensing inspection history since January, 2009
 - February 11, 2009 – Full and Annual Children’s Records – no violations
 - September 3, 2009 – Full – no violations
 - February 22, 2010 – Full and Annual Children’s Records – no violations
 - March 29, 2010 – Health – no violations
 - September 9, 2010 – Compliance history entitled center to abbreviated inspection which had no violations

2. **Autumn Lewis**, Safety Harbor Community Center
 - Director, Owner is City of Safety Harbor
 - Licensed Capacity of School Age Center: 75
 - Years in field: Since 2006
 - Years as director at this program: Since August, 2007
 - Licensing inspection history since January, 2009
 - March 19, 2009 – Full - one violation in Personnel – missing Employment History Verification for one employee (Class 2)
 - September 2, 2009 – Full – one violation in children’s records (incomplete) (Class 3) and one violation is toxic/hazardous materials (a toxic material was accessible to children) (Class 2)
 - February 23, 2010 – Health – Water too hot in art room (Class 3)
 - March 22, 2010 – Full and Annual Children’s Records – one violation in Personnel – expired Attestation of Good Moral Character (Class 2)
 - September 21, 2010 – Full – one violation in daily attendance – inaccurate (Class 2)

3. **Chris Steurnagel**, Stars and Comets Before and After School Program
 - Director, Owner is Palm Harbor United Methodist Church, Inc.
 - Licensed Capacity of School Age Center: 150
 - Years in field: Since 2002
 - Years as director at this program: Since February, 2006
 - Licensing inspection history since January, 2009
 - February 9, 2009 – Full – one violation in Medication – expired medication remained at the children’s center (Class 3)
 - September 9, 2009 – Full – one violation in Personnel – missing Attestation of Good Moral Character (Class 2), two violations in Toxic/Hazardous Materials – toxics observed accessible to children (Class 2) and adult scissors accessible to children (Class 2), Transportation – one seat belt non-functional, but not used (Class 3) and Food & Nutrition – two food groups not provided for snack (Class 3)
 - March 4, 2010 – Health – no violations

II. ACTION ITEMS

F. NOMINATIONS FOR VACANT ADVISORY COMMITTEE POSITIONS SCHOOL AGE CENTERS -continued

3. Chris Steurnagel, licensing inspection history - continued

- March 10, 2010 – Full and Annual Children’s Records – one violation in Personnel – Education (training not started in 90 days) (Class 3), Daily Attendance – transitions not documented (Class 2) and Medication – not in original container (Class 2)
- September 1, 2010 – Full - one violation in Medication – expired (Class 3)

4. **Mark Thielmann**, Girls Incorporated of Pinellas – Pinellas Park Center

- Director, Owned by Girls Incorporated of Pinellas
- Licensed Capacity of School Age Center: 225
- Years in Field: Since 2007
- Years as Director at this program: Since May 28, 2007
- Licensing inspection history since January, 2009
 - June 2, 2009 – Full and Annual Children’s Records – Personnel – 4 staff with missing, incomplete or expired information (Class 2), Personnel – 1 staff missing training (Class 3), Children’s Records – incomplete (Class 3), Transportation – driver missing annual physical (Class 2), Transportation – vehicle inspection missing (Class 2)
 - October 27, 2009 – Full – Supervision – Staff Member in Charge not on premises at all times (Class 2), Personnel – local background check missing (Class 2), Personnel – missing proof of education (Class 3), Personnel – training not completed timely (Class 3), Children’s Records – expired Emergency Medical Release Forms (Class 3), Medication – not brought in original container (Class 2), expired (Class 3), Accident/Incidents – missing parent signature (Class 3), Fire Drills – not practiced at varying times (Class 3), Toxic/Hazardous Materials – item accessible to children (Class 2), Transportation – 2 drivers missing current physicals (Class 2), one driver missing proof of valid driver’s license (Class 2), driver missing proof of First Aid and/or CPR certification (Class 3), Driver’s Attendance Log – incomplete (Class 3)
 - Mach 19, 2010 – Health – Clean/Good Repair Indoor Play Space – light bulb in computer lab non-functional (Class 3)
 - April 29, 2010 – Full, Annual Children’s Records – incomplete (Class 3) and expired Emergency Medical Release Forms (Class 3),
 - October 12, 2010- Full, Personnel – local background check not on file (Class 2) **2nd violation \$50 fine issued and paid**, Children’s Records – influenza brochure not distributed to parents (Class 3), Fire Drills – missing month (Class 2)

Board Action: To approve or deny the appointment of an Advisory Committee member to fill the vacancy for School Age Centers

II. ACTION ITEMS

G. NOMINATIONS FOR VACANT ADVISORY COMMITTEE POSITIONS FAMILY CHILD CARE HOMES

The Family Child Care Home Advisory Committee position is currently vacant. Following is the list of nominees and their 2-year licensing inspection history:

1. **Merlita Jones**—

- Provider since 10/7/92.

2-year licensing inspection history-

- 5/19/09, one noncompliance in child forms
- 11/4/09, two noncompliances in child forms.
- 5/3/10, one noncompliance in child forms and one in medicines/hazardous products.
- 11/22/10, one noncompliance in daily attendance, one noncompliance in license posted and one noncompliance in emergency plan.
- No fines in the past 2 years.

2. **Gordon Martin**—

- Issued a Temporary Permit on 8/30/10.

Temporary Permit inspection history:

- 10/14/10, one noncompliance locks.
- No fines.

3. **Ibtisam Rema Issa**—

- Provider since 12/5/01.

2-year licensing inspection history-

- 1/27/09, one noncompliance child forms, one non-compliance fire drills, one noncompliance locks,
- 7/16/09, one noncompliance child forms
- 12/11/09, two noncompliances child forms,
- 5/12/10, one noncompliance medicine/hazardous products, one noncompliance napping/sleeping arrangements
- 8/30/10, one noncompliance child forms, one noncompliance first aid kit, one noncompliance safety plugs
- 12/7/10, no noncompliances
- No fines in past 2 years.

Board Action: To approve or deny the appointment of an Advisory Committee member to fill the vacancy for Family Child Care Homes

II. ACTION ITEMS

G. NOMINATIONS FOR VACANT ADVISORY COMMITTEE POSITIONS LARGE FAMILY CHILD CARE HOMES

The Large Family Child Care Home Advisory Committee position is currently vacant. Following is a nominee and her 2-year licensing inspection history:

1. **DaVee Henderlong**—

- Provider since 9/19/06 received a TP for LFCCH on 6/30/09.

2-year licensing inspection history-

- 2/16/09, one noncompliance for medicines/hazardous products.
- 11/24/09, one noncompliance for child forms, one for safe/good repair of physical plant, one noncompliance for safety plugs
- 5/6/10, one noncompliance for child forms, one noncompliance for attendance
- 11/15/10, one noncompliance for drivers log.
- No fines in the past 2 years.

Board Action: To approve or deny the appointment of an Advisory Committee member to fill the vacancy for Large Family Child Care Homes

III. INFORMATION ITEMS
A. EXECUTIVE REPORTS

Executive Director's Report - 12/21/2010

Presentation at Legislative Forum

The Pinellas County Legislative Delegation met at the USF campus in St. Petersburg on November 22nd, and I took that opportunity to make a presentation to them on behalf of the PCLB. As a brief summary, I shared with them that PCLB licenses child care homes and centers, and that the total capacity of licensed slots for children in Pinellas is 40,599. I also informed them that the first law regulating child care in Pinellas was enacted in 1950, and that signified this community's long standing concern for making sure that children are safely cared for in homes and centers. I shared our mission and values with them and stated that we want to work closely with child care providers to create a win-win situation that benefits the welfare of children and also helps to ensure that providers of quality licensed care are afforded opportunities to make a decent living. I talked about the importance of background screening for licensed child care providers and about our shared worries concerning unlicensed care being advertised on Craig's List and in other places.

At the beginning of the meeting, prior to any presentations, Representative Nehr read proposed Local Bill 01 into their record. Senator Fasano is co-sponsoring this bill. This bill was shared in an underline and strikeout version at our 12/14/2010 Board meeting. The Delegation plans to vote on the proposed Bill at their January 7th meeting and Rep. Nehr has requested comments within 30 days. Subsequently, we have been working with providers on identifying common ground and developing compromise language to share back with Rep. Nehr. Elise Minkoff and I have already signed-up to speak at the January 7th Legislative Delegation Forum and we will at that time have information regarding the PCLB's recommendations.

DCF Child Care Workgroup

Department of Children and Families (DCF) Secretary George H. Sheldon established a work group in September to ensure that Florida has the highest quality child care for our children. The work group was asked to assess and make recommendations for legislative, administrative rule, process, or procedural enhancements to Florida's standards relating to:

- Licensure requirements
- Health and safety regulations
- Quality of care to promote child readiness and well-being
- Higher quality standards and quality improvement efforts
- Efficiencies of services between governmental agencies
- Adult-to-child ratios
- Staff training requirements
- Parental communication

III. INFORMATION ITEMS

A. EXECUTIVE REPORTS

DCF Child Care Workgroup – continued

The workgroup has met five times and will hold its final meeting on Dec. 28, 2010. When minutes from that meeting are published, I will process a synopsis of all the minutes and send them to Board and Advisory. They have recommended the convening of another workgroup to look more specifically at family child care homes and regulations, as this group focused primarily on child care centers.

Report on Collaboration with Eckerd Community Alternatives and Coordinated Child Care

Subsequent to the October 2010 Board meeting, I spoke with Guy Cooley, Executive Director of Coordinated Child Care, and Laurallyn Segur, Licensing Specialist at Eckerd Community Alternatives (ECA). We were able to quickly make a change in local regulations that a child's medical immunization records could be presented within 30 days rather than upon enrollment in child care centers. That eliminated the need for children to be cared for in ECA offices during the workday while shot records were being sought. We also discussed the occasional delays in obtaining child care slots from CCC for children in ECA's custody. I believe that there had been a lack of communication that has now been solved.

Quality Assurance

With the New Year, the Child Care Licensing Program (CCLP) will be embarking on some additional quality assurance activities. One area that will be addressed will be the timely renewal of licenses. The DCF and JWB contracts require 100% of the renewal licenses to be issued prior to their expiration. We had been struggling with this requirement for a number of years. After reviewing the requirements and the internal system at CCLP, I reached out to the other Local Licensing Agencies and learned about their systems that have helped them to remain in compliance. We will be instituting new systems for self monitoring on this which will include monthly meetings with each Licensing Specialist along with the two supervisors and me. These meetings will be designed to discuss their progress on all licenses due in two months time and it will also present an opportunity on a regular basis to discuss challenges, trends, and possible improvements to the system as well as the Specialists' organizational systems. We believe that this will eliminate any licenses from falling through the cracks and it will provide for a more structured approach to supervision.

DCF Child Care Licensing Monitoring Visit

CCLP is scheduled to undergo the annual DCF child care licensing monitoring on April 4 – 8, 2011. During this visit, the monitors will look at our licensing records from March 2010 through March 2011. Previously DCF monitored only completed FY records not current records. They have developed a new tool for their site visits, and when we receive it, we will start using it as a tool for supervisory and peer review of licensing files. This will not only prepare us for the site visit, but it will also become part of our year round quality assurance activities, in that we will pull random files from every Licensing Specialist throughout the year to monitor for our compliance. This should assure quality and preclude any surprises at monitoring visits. I have invited Rod Cyr, our JWB Contract Manager, to also schedule his monitoring visit for that same time frame in April. It could be mutually beneficial for both funders to work together and it certainly would be easier for our staff.

III. INFORMATION ITEMS
A. EXECUTIVE REPORTS

Executive Director's Report – continued

Capacity Committee Update

The Capacity Committee has not met since the October Board meeting. I am in the process of re-contacting them to schedule a meeting to discuss where we need to go from here. We will follow up on this issue, especially as it relates to Local Bill 01 and other legislation that is likely to flow from that bill.

Gayle Guidash:

- Legislative Update

III. INFORMATION ITEMS
B. COMMITTEE REPORTS

Reports from the Preschool and School Age Committees on Direct Supervision:

The Preschool and School Age Committees met recently to conclude their Board assignments regarding maintaining bathroom supervision. Both committees agreed that each center may choose to meet the regulation in different ways and therefore each committee developed a Tip Sheet to be used for guidance. Attached are the Tip Sheets:

III. INFORMATION ITEMS
B. COMMITTEE REPORTS - continued



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

**PINELLAS COUNTY HEALTH DEPARTMENT
Child Care Licensing Program**

TIP SHEET FOR MAINTAINING BATHROOM SUPERVISION

Direct supervision means watching and directing children's activities within the same room or a designated outdoor play area and responding to the needs of each child. Child care staff at a children's center must be assigned to provide direct supervision to a specific group of children and be present with group of children at all times.

Children must receive supervision and care in accordance with their ages and required needs and be accounted for at all times while bathing or toileting.

Bathrooms within a classroom:

- Teacher may have to move to have a visual of child in bathroom
- The door may be half closed, but teacher still has a visual of child
- Teachers may not step inside the bathroom losing visual of the children in the classroom
- May have to call all children to sit at bathroom door in order to help child in bathroom

Bathroom outside of classroom:

- Use of a floater to be called with a walkie talkie, or some type of signal system
- If 2 teachers in room, then 1 teacher can take child or children to bathroom, both teachers must be in ratio at all times
- The whole classroom goes to the bathroom. Teacher must see bathroom children and the children in hallway, if not all children must enter bathroom
- Use of benches or chairs for the children waiting to use bathroom (check with fire marshal to make sure benches or chairs do not block exits)
- Planned activities for children while they wait, i.e., book basket, finger plays
- Two classes use bathroom at same time, one teacher stays in the bathroom while the other teacher supervises children in the hallway. Both teachers must maintain ratio's
- Use of walkie talkie's to send child to another staff member maintain a visual of child while he/she walks to other staff member

The same above tips apply to when a classroom is on playground.

Other options:

- Bathroom door with a window
 - ½ door or dutch door
 - Use of mirrors
 - Use of bathroom directly leading to playground
-

Telephone: (727) 507-4857 • 4175 East Bay Drive, Clearwater, FL 33764 • FAX: (727) 507-4858

III. INFORMATION ITEMS
B. COMMITTEE REPORTS - continued



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

**PINELLAS COUNTY HEALTH DEPARTMENT
Child Care Licensing Program**

TIP SHEET FOR MAINTAINING BATHROOM SUPERVISION IN SCHOOL-AGE PROGRAMS

When caring for school age children, child care staff shall remain responsible for the supervision of the children in care, capable of responding to emergencies and are accountable for children at all times, including when children are separated from their groups. At all times lighting must be sufficient to visually observe and supervise children while in care.

Children must receive supervision and care in accordance with their ages and required needs and be accounted for at all times while bathing and toileting.

- **Group bathroom breaks** - at the beginning of the program
- **Walkie-talkie system** – maintain visual/communicate child's whereabouts
- **Use restrooms closer to the playground** – work with facilities
- **Bathroom pass/bathroom log** – passes are given to bathroom users/Group Leader documents a log with the child's name, date, time of departure/return
- **Buddy system** – a responsible older child to escort a younger child

Other options:

- **Additional staff or floater**
- **Kid Leadership Program/Junior Counselors Program**

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III. INFORMATION ITEMS
 C. STATISTICAL REPORT: NOVEMBER 2010

STATISTICAL REPORT for NOVEMBER 2010

	HOMES				CHILDREN'S CENTERS							
	#	FDCH capacity	FDCH #	LFDCH capacity	Preschool #	Preschool capacity	B/A School #	B/A School capacity	Exempt #	Exempt capacity	Nonpublic #	Nonpublic capacity
Previous Months Totals	528	2724	44	393	268	22165	99	13935	5	334	22	964
Monthly Activity												
1. Temporary Permits 1st Time TP	3	10			+1	+133						
2. Capacity Change - current licenses e.g. LFDCH to fdch add	1	5	-1	-12		+29						
3. Closed - # with capacity	-3	-15			-1	-15			-1	-72		
4. Corrections - from previous reports Explain below*	2	5										
Total Capacity	531	2729	43	381	268	22312	99	13935	4	262	22	964

*Phyllis Burgess

	Homes	FDCH	LFDCH	CC	Infant	Health
Monthly Tally Sheet Summary	574	531	43	393	111	
Total Number	3115	2734	381	33473	1857	
Total Capacity						
1. Licensing						
a. Pre-licensing inspections	5			5		2
b. - e. Inspections/ Re-checks	103			85		
f. TA/Consultation	3			4		
g. Unlicensed care investigations	5			0		
h. Children's Records (only)				1		
i. Renewal licenses issued	67			27		
2. Enforcement						
a. Complaints	10			7		
b. Fines administered	13			38		
c. Conferences	2			22		
d. Intent to deny/suspend/revoke	-			0		
e. - f. Hearings	0			0		
3. Training Presented						
a. Number of trainings	-			3		
b. Number of hours	-			32		
4. Training Taken						
a. Number of trainings	-			15		
b. Number of hours	-			12		
5. Health Inspections						
a. Food	-					95

III. INFORMATION ITEMS
D. REVENUE AND EXPENSE REPORT - NOVEMBER

PINELLAS COUNTY LICENSE BOARD
REVENUE & EXPENSE BUDGET REPORT
11/01/2010 (Program Year 2010-2011) **Cash Basis**

ALL FUND SUMMARY

ACCOUNT	ANNUAL BUDGET	NOVEMBER ACTUAL	ALL FUNDS SPENT 11/30/2010	UNSPENT BALANCE	PROJECTED 12/01/10-9/30/11	VARIANCE 9/30/2011	PROJECTED %
TOTAL SALARIES	621,919.00	69,732.39	92,423.97	529,495.03	525,800.16	3,694.87	14.86%
FICA/MEDICARE	47,588.00	5,341.11 *	7,080.32	40,507.68	40,223.69	283.99	14.88%
RETIREMENT	61,262.00	7,572.62 *	10,036.43	51,225.57	56,628.68	(5,403.10)	16.38%
HEALTH/LIFE/DIS	160,404.00	19,913.48	26,179.89	134,224.11	136,661.51	(2,437.40)	16.32%
TOTAL FRINGE BENEFITS	269,254.00	32,827.21	43,296.64	225,957.36	233,513.88	(7,556.52)	16.08%
TOTAL SALARY AND BENEFITS	891,173.00	102,559.60	135,720.61	755,452.39	759,314.03	(3,861.64)	15.23%
TELEPHONE	2,447.00	200.41	396.79	2,050.21	2,046.00	4.21	16.22%
CELLULAR PHONES	900.00	0.00	56.14	843.86	767.10	76.76	6.24%
POSTAGE	6,300.00	213.33	260.15	6,039.85	5,684.71	355.14	4.13%
PRINTING	7,500.00	0.00	486.00	7,014.00	6,376.36	637.64	6.48%
TRAVEL	23,600.00	1,144.50	1,144.50	22,455.50	21,454.55	1,000.95	4.85%
EDUCATIONAL MATERIALS	1,000.00	0.00	0.00	1,000.00	909.09	90.91	0.00%
OFFICE SUPPLIES	11,562.00	522.87	2,626.50	8,935.50	8,206.86	728.64	22.72%
INFO. TECHNOLOGY	12,000.00	0.00	0.00	12,000.00	12,000.00	0.00	0.00%
RENT- OFFICE SPACE	55,152.01	6,028.47	12,056.94	43,095.07	61,718.54	(18,623.47)	21.86%
RENT- STORAGE SPACE	1,500.00	131.79	131.79	1,368.21	1,363.64	4.57	8.79%
RENT- EQUIPMENT (COPIER)	3,144.00	261.91	261.91	2,882.09	2,858.18	23.91	8.33%
SUBSCRIPTIONS/DUES	175.00	0.00	175.00	0.00	0.00	0.00	100.00%
CONTRACTUAL- Audit	14,000.00	0.00	3,200.00	10,800.00	10,800.00	0.00	22.86%
CONTRACTUAL- Legal Fees	56,715.00	4,489.16	4,489.16	52,225.84	50,888.11	1,337.73	7.92%
CONTRACTUAL- Advertising	3,000.00	0.00	0.00	3,000.00	2,727.27	272.73	0.00%
FINGER-PRINT EXPENSE	7,000.00	2,370.75	2,370.75	4,629.25	6,363.64	(1,734.39)	33.87%
HR ASSESSMENT FEE	5,224.00	0.00	1,113.06	4,110.94	3,737.22	373.72	21.31%
TOTAL OPERATING	211,219.01	15,363.19	28,768.69	182,450.32	197,901.27	(15,450.95)	13.62%
ADMIN. COST- PinCHD In-Kind	74,855.00	8,614.49	11,399.85	63,455.15	63,764.30	(309.16)	15.23%
ADMIN. COST- PinCHD, JWB, Fees	48,573.00	5,589.91	7,397.32	41,175.68	41,376.39	(200.70)	15.23%
TOTAL ADMIN. COST	123,428.00	14,204.40	18,797.17	104,630.83	105,140.69	(509.86)	15.23%
ALL FUND TOTAL EXPENSES	<u>1,225,820.01</u>	<u>132,127.19</u>	<u>183,286.47</u>	<u>1,042,533.54</u>	<u>1,062,355.99</u>	<u>(19,822.45)</u>	<u>14.95%</u>
REVENUE SOURCES:							
JVVB	609,614.00	0.00	0.00	609,614.00	554,194.54	55,419.46	0.00%
DCF	282,124.00	23,510.16	23,510.16	258,613.84	258,613.84	0.00	8.33%
PinCHD	128,192.00	12,260.98	16,356.33	111,835.67	125,076.11	(13,240.44)	12.76%
PinCHD - In-Kind	74,228.00	8,614.49	11,399.85	62,828.15	73,562.34	(10,734.19)	15.36%
LB FEES & FINES	127,261.00	14,166.25	21,187.25	106,093.75	123,493.52	(17,399.77)	16.65%
LB FINGER PRINT FEES	7,000.00	1,798.50	3,329.28	3,670.72	6,770.51	(3,099.79)	47.56%
FUND BALANCE	16,001.00	1,240.66	1,860.98	14,140.02	15,223.09	(1,083.07)	11.63%
ALL FUND TOTAL REVENUE	<u>1,244,440.00</u>	<u>61,591.04</u>	<u>77,643.85</u>	<u>1,166,796.15</u>	<u>1,156,933.95</u>		<u>6.24%</u>

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

1. CHILDREN'S CENTERS

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Tiny Treasures Preschool	II	Unlocked Toxics	9/2/2010	\$50.00	\$50.00	9/2/2010
Clearwater Academy International	II	Unlocked Toxics	9/3/2010	\$50.00	\$50.00	9/13/2010
My Friends Learning Center	I S	Misrepresented information	9/14/2010	\$500.00	\$500.00	9/14/2010
Rainbow Preschool of OUMC	II	Daily Attendance - inaccurate	9/17/2010	\$50.00	\$50.00	9/17/2010
B-C Daycare	I	No direct supervision while child napping	9/20/2010	\$500.00	\$500.00	9/20/2010
Old Landmark Christian Academy	III	Incomplete Emergency Medical Record	9/10/2010	\$25.00	\$25.00	9/24/2010
Lad 'N' Lass of Lakewood	II	Unlocked Cleaning Supplies	9/23/2010	\$50.00	\$50.00	9/23/2010
PCHS-Clearwater Center	II	Unlocked Toxics	9/28/2010	\$50.00	\$50.00	10/13/2010
	II	Unlocked Cleaning Supplies	9/28/2010	\$50.00	\$50.00	10/13/2010
Krieger Early Childhood Center	II	Adult scissors in reach	9/28/2010	\$50.00	\$50.00	9/28/2010
YMCA-Mt. Vernon	II	Daily Attendance - inaccurate	9/29/2010	\$50.00	\$50.00	10/4/2010
YMCA-Jamerson	II	Daily Attendance - inaccurate	9/29/2010	\$50.00	\$50.00	10/4/2010
The Canterbury School	II	Unlocked toxic	9/30/2010	\$50.00	\$50.00	10/14/2010
Primary Prep Academy	II	Personnel - missing level 2 screening	9/30/2010	\$50.00	\$50.00	9/30/2010
	II	Unlocked toxic	9/30/2010	\$50.00	\$50.00	9/30/2010
St. Dunstan's Learning Center	II	Personnel-expired Attestations	10/13/2010	\$50.00	\$50.00	10/13/2010
	III	Children's' records incomplete	10/13/2010	\$25.00	\$25.00	10/13/2010
La Petite Academy	II	Unlocked Flammable	10/14/2010	\$75.00	\$75.00	11/1/2010
Lachelle's Little Angels	II	A/C Ratio not met	10/15/2010	\$50.00	\$50.00	10/21/2010
	II	Personnel - 2 year employment history not checked	10/15/2010	\$50.00	\$50.00	10/21/2010
	II	Daily Attendance- inaccurate	10/15/2010	\$50.00	\$50.00	10/21/2010
	II	Daily Attendance - Transitions not documented	10/15/2010	\$50.00	\$50.00	10/21/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

1. CHILDREN'S CENTERS – continued

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Happy Workers Children's Center	II	Toxics unlocked	10/19/2010	\$50.00	\$50.00	11/3/2010
	III	Children's records incomplete	10/19/2010	\$25.00	\$25.00	11/3/2010
	II	Daily Attendance - Transitions not documented	10/19/2010	\$75.00	\$75.00	11/3/2010
	I	Supervision - 1 year old left in classroom	10/19/2010	\$500.00	Payment Plan	
	II	Daily Attendance - Transitions not documented	10/19/2010	\$100.00		
KinderCare LC 885	III	Children's records incomplete	10/19/2010	\$25.00	\$25.00	10/26/2010
Learning Adventures PS of St. Pete	III	Children's records incomplete	10/19/2010	\$25.00	\$25.00	10/19/2010
Immaculate Conception	I	Inappropriate discipline used	10/21/2010	\$500.00	\$500.00	10/21/2010
St. Alban's Episcopal Day School	II	Personnel-expired Attestations	10/25/2010	\$50.00	\$50.00	10/25/2010
Krieger Early Childhood Center	IS	Supervision - Child left premises	10/25/2010	\$500.00	\$500.00	11/8/2010
Growing Room Enrichment Center	III	Children's records incomplete	10/25/2010	\$25.00	\$25.00	10/25/2010
Infinite Potential	III	Children's records incomplete	10/25/2010	\$25.00	\$25.00	11/1/2010
The Learning Center	III	Children's records incomplete	10/27/2010	\$25.00	\$25.00	11/9/2010
	II	Daily Attendance - Transitions not documented	10/27/2010	\$50.00	\$50.00	11/9/2010
YMCA-Woodlawn	II	Personnel - missing level 2 screening	10/27/2010	\$50.00	\$50.00	11/17/2010
Barlow Educations Center	III	Children's records incomplete	10/26/2010	\$25.00	\$25.00	10/27/2010
YMCA-Maximo	III	Children's records incomplete	10/28/2010	\$50.00	\$50.00	11/15/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

1. CHILDREN'S CENTERS – continued

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Little Learners	III	Personnel-incomplete Acknowledgement Form	11/1/2010	\$25.00	\$25.00	11/1/2010
	III	Children's records incomplete	11/1/2010	\$25.00	\$25.00	11/1/2010
	II	Personnel - expired Attestations	11/1/2010	\$50.00	\$50.00	11/1/2010
Girl's Inc.	II	Personnel - missing local	11/2/2010	\$50.00	\$50.00	11/15/2010
Bridges to Learning Preschool	II	Outdoor Equipment-not maintained/safe	11/2/2010	\$50.00	\$50.00	11/17/2010
	II	Unlocked toxic	11/2/2010	\$75.00	\$75.00	11/17/2010
Cathedral Child Care	II	Unlocked toxic	11/2/2010	\$75.00	\$75.00	11/2/2010
	II	Unlocked Cleaning Supplies	11/2/2010	\$50.00	\$50.00	11/2/2010
	II	Personnel-expired Attestations	11/2/2010	\$50.00	\$50.00	11/2/2010
	III	Children's records incomplete	11/2/2010	\$25.00	\$25.00	11/4/2010
The Oak Tree Preschool	III	Children's records incomplete	11/2/2010	\$25.00	\$25.00	11/22/2010
Mt. Zion Children's Center	IS	Child left on van	11/3/2010	\$500	\$500.00	11/15/2010
	IS	Mandatory Reporting 2 days not reported	11/3/2010	\$1,000	\$1,000.00	11/15/2010
	I	Driver's attendance log - no visual sweeps	11/3/2010	\$500	\$500.00	11/15/2010
Discovery Preschool	II	Supervision - No Emergency Person	11/5/2010	\$50.00	\$50.00	11/16/2010
	II	First Aid/CPR - No first aid for all hours	11/5/2010	\$50.00	\$50.00	11/16/2010
	II	First Aid/CPR- No CPR for all hours	11/5/2010	\$50.00	\$50.00	11/16/2010
	III	Children's Records No Emergency Medical Release	11/5/2010	\$25.00	\$25.00	11/16/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

1. CHILDREN'S CENTERS - continued

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
All Children's Hospital CLC	II	Unlocked toxic	11/8/2010	\$50.00	\$50.00	11/12/2010
	III	Children's records incomplete	11/8/2010	\$25.00	\$25.00	11/12/2010
Skycrest CDC	IS	Discipline - Severe/Humiliating	11/8/2010	\$500	\$500.00	11/16/2010
	IS	Mandatory Reporting 2 days not reported	11/8/2010	\$1,000.00	\$1,000.00	11/16/2010
PCHS-Rainbow Village	IS	Mandatory Reporting 2 days not reported	11/8/2010	\$500.00	\$500.00	11/12/2010
	I	Supervision - child left in classroom	11/8/2010	\$500.00	\$500.00	11/12/2010
	II	Daily Attendance -Transitions incorrectly documented	11/8/2010	\$50.00	\$50.00	11/12/2010
Little Ones Preschool	III	Children's Records - incomplete	11/9/2010	\$25.00	\$25.00	11/19/2010
Building Blocks Children's Center	II	Unlocked toxic	11/10/2010	\$50	\$50.00	11/10/2010
YMCA-Baypoint	III	Children's Records - incomplete	11/9/2010	\$50.00	\$50.00	12/1/2010
Victory CDC	II	Outdoor Equipment-not maintained/safe	11/12/2010	\$75.00	\$75.00	11/12/2010
YMCA-Frontier	II	Adult scissors in reach	11/15/2010	\$50.00	\$50.00	11/15/2010
	III	Children's Records - expired Immunization	11/15/2010	\$25.00	\$25.00	11/15/2010
Twinkle Stars Preschool	III	Indoor Equipment-maintained/safe	11/16/2010	\$25.00	\$25.00	11/29/2010
Congregation Beth Shalom Preschool	III	Children's Records - expired Immunization	11/18/2010	\$25.00	\$25.00	12/6/2010
	III	Children's Records - incomplete	11/18/2010	\$25.00	\$25.00	12/6/2010
Camelot School	III	Children's Records - incomplete	11/18/2010	\$25.00	\$25.00	11/29/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

1. CHILDREN'S CENTERS - continued

Provider	Fine Class	Reason	Date of Fine	Fine	Amt Paid	Date Paid
Pauline Rivkind Preschool of Congregation B'Nai Israel	III	Children's Records - expired Immunization	11/22/2010	\$25.00	\$25.00	12/13/2010
Sherri's Cozy Corner	III	Children's Records - incomplete	11/30/2010	\$25.00	\$25.00	12/10/2010
PCHS-McCabe	III	Children's Records - incomplete	11/30/2010	\$25.00	\$25.00	12/17/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

2. FAMILY CHILD CARE HOMES

Fine Date	Provider	Fine Class	Reason	Date of Occurrence	Fine	Paid	Date Paid
9/3/2010	Dilworth, Ruth	II	Fire Drills: Not conducted monthly.	9/3/2010	\$50.00	\$50.00	9/9/2010
9/3/2010	Mitchell, Mary	II	Daily Attendance: Did not include all children who were present.	9/3/2010	\$50.00	\$50.00	10/21/2010
9/8/2010	Pujols, Luzmila	II	Locks: Doors to off-limits area were unlocked on 8/26/10	8/26/2010	\$50.00	\$50.00	9/13/2010
9/13/2010	Reich, Michelle	IS	Enforcement: Provided fraudulent information related to the LFCCH to licensing authority. Provider admitted she changed the date on a previously submitted fire inspection performed on 4/30/09 to 5/20/10.	8/26/2010	\$500.00	\$25 \$25 \$25	9/29/2010 10/28/10 11/20/10
9/23/2010	Redner, Denise	II	Animals: Immunizations not on file	9/16/2010	\$50	\$50.00	10/18/2010
9/29/2010	Gebler, Pamela	I	Supervision: 2 yr. old child was able to climb a baby gate & was injured by the dog.	8/20/2010	\$500.00	\$500.00	10/28/2010
10/7/2010	Pfeiffer, Melissa	II	Physical Plant: Door to off-limits room was unlocked.	9/9/2010	\$50.00	\$50.00	10/25/2010
10/26/2010	Winczewski, Marlene	II	Napping/Sleeping: on 10/19 door to room used for napping was not open when children were sleeping. 1st Class II violation occurred on 1/14/10	10/26/2010	\$50	\$50.00	11/2/2010
10/26/2010	Winczewski, Marlene	II	Napping/Sleeping: on 10/19 door to room used for napping was not open when children were sleeping. 1st Class II violation occurred on 1/14/10	10/26/2010	\$50	\$50.00	11/2/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

2. FAMILY CHILD CARE HOMES – CONTINUED

Fine Date	Provider	Fine Class	Reason	Date of Occurrence	Fine	Paid	Date Paid
11/2/2010	Groeschen, Brigitta	III	Immunization Certificate: Certificate no longer current for one child in care. 12/10/19, 5/25/10 & 11/22/10.	12/2/2010	\$25	\$25	12/16/2010
11/2/2010	Johnson, Inell	III	Records: Immunization Certificate no longer current for child. 11/16/09, 5/18/10 & 10/25/10	10/25/2010	\$25	\$25	11/11/2010
11/2/2010	Josephs, Ellen	III	Emergency Medical Release: Form was not current for one child. This is the 3rd Class 3 violation.	11/2/2010	\$25		
11/5/2010	Cardell, Denise	IS	Operator working outside of home	10/25/2010	\$500		
11/5/2010	Cardell, Denise	IS	Personnel: disqualified person in the home	10/29/2010	\$500		
11/8/2010	Powell, Frances	III	Records: Incomplete enrollment. Previous noncompliances 5/4/10 & 11/12/09	11/3/2010	\$25.00	\$25	12/1/2010
11/8/2010	Batten, Teena	II	Safety Plugs: No safety plugs in exposed outlets In playroom and napping area. This is 3rd Class II (11/4/09 & 5/17/10)	11/3/2010	\$75.00	\$75	11/22/2010
11/9/2010	McCoy, Louise	II	Records: Daily attendance did not include all children who were present; 12/3/09 & 11/9/10	11/9/2010	\$50	\$50	11/29/2010
11/12/2010	Green, Wanda	II	Records: Emergency Medical Release was not on file for 2 children. 1st violation was on 6/10/10	11/3/2010	\$50	\$50	11/23/2010
11/15/2010	Negron, Maria	IS	Capacity: There were 7-8 children with only 1 adult on premises	10/20/2010	\$500	\$25.00	12/8/2010
11/16/2010	Works, Nora	II	Medicine & Hazardous Materials: Knife & scissors inside kitchen drawers; shaving razor in bathroom drawer.	11/16/2010	\$75	\$75	12/6/2010
11/16/2010	Works, Nora	II	Locks: On 10/14/09, 5/3/10 & 11/16/10 no inaccessible locks (garage); off-limit area not locked	11/16/2010	\$75	\$75	12/6/2010

III. INFORMATION ITEMS

E. ADMINISTRATIVE FINES – SEPTEMBER - NOVEMBER 2010

2. FAMILY CHILD CARE HOMES – CONTINUED

Fine Date	Provider	Fine Class	Reason	Date of Occurrence	Fine	Paid	Date Paid
11/16/2009	Johnson, Inell	III	Records: Emergency Medical Release was not current for one child. 3rd class 3 violation	10/25/2010	\$25	\$25	11/11/2010
11/17/2010	Cox, Claudine	II	Safety Plugs: 3 outlets did not have safety plug covers	11/16/2010	\$50	\$50	12/1/2010
11/19/2010	Kendrick, Evelyn	II	Safety Plugs: No safety plug in an exposed outlet. 2nd Class II For safety plugs.	10/13/2010	\$50	\$50	11/20/2010
11/22/2010	Parker, Carolyn	II	Records: No Emergency Medical Release form for child on 5/27/10 & 11/13/10.	11/18/2010	\$50	\$25	11/24/2010

III. INFORMATION ITEMS
F. APPOINTMENT LETTER FOR ANNE BOOKS



Pinellas Providers Home Child Care Assoc

6227 41 Avenue N
St. Petersburg, FL 33709

727-420-6503

Pinellas County License Board
4175 East Bay Drive, Suite 350
Clearwater, FL 33764

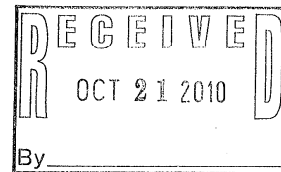
Attention: Dana Stajkowski

It has been brought to our attention that Pinellas Providers Home Child Care Assoc. has not notified PCLB of the person we elected to represent us on the PCLB board for this term.

The person elected was Anne Brooks.

Sincerely,

Robin Vasil
Pinellas Providers Home Child Care Association, President



III. INFORMATION ITEMS **UPDATE**

F. APPOINTMENT LETTER FOR NORM ROCHE

From: Powell, Angela E
Sent: Tuesday, December 21, 2010 12:49 PM
To: 'carla_Doenges@doh.state.fl.us'
Cc: Kirby, Scott; Stumpf, Cheryl
Subject: License Board for Children's Centers & Family day Care Homes

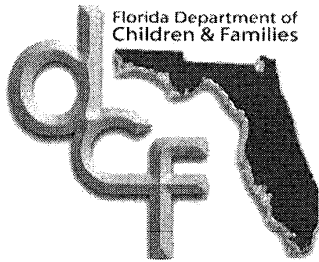
Good Morning. Please be advised that Commissioner Norm Roche has been appointed to the License Board for Children's Centers & Family Day Care Homes effective January 1, 2011 to December 31, 2011. You may contact the Commissioner or his Assistant Cheryl Stumpf at 464-3360.

Thank you and have a Merry Christmas.

*Angela Powell, Executive Assistant
Commissioner Susan Latvala's Office
315 Court Street, 5th Floor
Clearwater, FL 33756
727-464-3276
727-464-3022 Fax
www.pinellascounty.org*

III. INFORMATION ITEMS

G. DEPARTMENT OF CHILDREN AND FAMILIES' AUDIT AND ACCEPTED CORRECTIVE ACTION PLAN



**2010-2011 Contract Oversight
Report of Limited Scope
Monitoring Results**

**State of Florida
Department of
Children and Families**

Diane Dusenbury, MBA, MEd
Chief of Contract Oversight

Tampa Contract Oversight Unit
Report 1011-1732
September 2, 2010

**Pinellas County License Board
Contract QC03R**

The Department of Children and Families (DCF) Contract Oversight Unit (COU) monitored Pinellas County License Board for compliance with some contractual requirements. The scope was limited and directed by the contract manager, considering a risk-based analysis of the contract and of available information. The preliminary results were discussed at the exit conference on August 17, 2010.

This report is produced using a snapshot perspective of contract compliance at a point in time. For complete information on the provider's compliance with contract terms and conditions, please contact the contract manager.

The purpose of this report is to provide information to the contract manager and to programs about provider noncompliance with the contract, as required by section 402.7305, Florida Statutes (F.S.) and by Children and Families Operating Procedure (CFOP) 75-8.

Contract QC03R, Attachment I, A.2.a. states:

The provider will license new child care facilities and family day care homes, and conduct re-licensing activities for licensed child care facilities and licensed family day care homes.

The following abbreviation is used in this report.

CFR = Code of Federal Regulations

III. INFORMATION ITEMS

G. DEPARTMENT OF CHILDREN AND FAMILIES' AUDIT AND ACCEPTED CORRECTIVE ACTION PLAN - continued

**2010-2011 DCF Contract Oversight
Report of Limited Scope Monitoring Results**

Findings

Background Screening

Contract Reference(s): Contract QC03R, Attachment I, B.6.a.(3)

Monitoring Method: Review of 6 personnel files.

Area of Noncompliance	Required by...
6 of 6 personnel files did not contain documentation of completed employment history checks.	435.03(1), F.S.

III. INFORMATION ITEMS

G. DEPARTMENT OF CHILDREN AND FAMILIES' AUDIT AND ACCEPTED CORRECTIVE ACTION PLAN - continued

**2010-2011 DCF Contract Oversight
Report of Limited Scope Monitoring Results**

Employment Eligibility Verification

Contract Reference: Contract QC03R, Standard Contract, I.C.2.d.

Monitoring Method: Review of 6 I-9 forms.

Area of Noncompliance	Required by...
3 of 6 I-9 forms reviewed were not completed in section 2 of the form to show what eligibility verification documentation was reviewed in making the decision that employee was eligible for employment.	8 CFR 274a.2(b)(1)(ii)(B)
2 of 6 I-9 forms reviewed were not signed by the employer within 3 business days of the date of hire.	8 CFR 274a.2(b)(1)(ii)
1 of 6 I-9 forms reviewed did not include the date the employee completed section 1 of the form.	8 CFR 274a.2(b)(1)(i)(A)

III. INFORMATION ITEMS

G. DEPARTMENT OF CHILDREN AND FAMILIES' AUDIT AND ACCEPTED CORRECTIVE ACTION PLAN - continued

**2010-2011 DCF Contract Oversight
Report of Limited Scope Monitoring Results**

No Findings Identified

Findings were not identified in the following areas of scope.

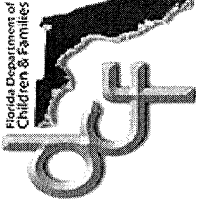
Topic or Area of Review	Method and Scope
Record retention	Review of policies and procedures related to record retention.

This contract oversight monitoring was conducted in accordance with CFOP 75-8. It was led by Deborah Wilson. The team member was Sheila Quiñones.

Please address inquiries to Carlos Nieves, Tampa COU Manager, at (813) 558-5971.

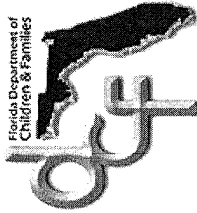
III. INFORMATION ITEMS

G. DEPARTMENT OF CHILDREN AND FAMILIES' AUDIT AND ACCEPTED CORRECTIVE ACTION PLAN - continued

Corrective Action Plan			
Provider:	PINELLAS COUNTY HEALTH DEPT PINELLAS COUNTY LICENSE BOARD		
Contract Manager:	ADMIRE, LOIS		
Contract # / Circuit:	QC03R / 6,12,13	CAP Due Date:	10/29/2010
Finding:	Source: Monitoring	CAP Accepted by:	
	Category: Background Screening	CAP Accepted Date:	
	Description: Background Screening		
	Task	Person(s) Responsible	Estimated Completion Date
<p>These employees were hired from the Pinellas County License Board by contractual agreement on 10/01/07. The normal hiring procedures were not conducted since they had been performing child care licensing functions for years and were previously monitored for compliance by the Juvenile Welfare Board and DCF; therefore, no reference checks were completed.</p> <p>The employees have applications in their personnel file which lists their employment history. Reference checks of their previous employment have been conducted by the Human Resources staff and this documentation has been placed in their personnel file.</p>		Billie Esquinaldo	10/29/10
Success Indicator: 100% of the personnel files will have an adequate employment history and reference checks.	Measure Methodology: CCLP Program Manager will review these files and all others after new hire for accuracy and completeness.		Last Task Completion Date: 10/29/10

III. INFORMATION ITEMS

G. DEPARTMENT OF CHILDREN AND FAMILIES' AUDIT AND ACCEPTED CORRECTIVE ACTION PLAN - continued

Corrective Action Plan			
Provider:	PINELLAS COUNTY HEALTH DEPT PINELLAS COUNTY LICENSE BOARD		
Contract Manager:	ADMIRE, LOIS		
Contract # / Circuit:	QC03R / 6,12,13	CAP Due Date:	10/29/2010
Finding:	Source: Monitoring	CAP Accepted by:	
	Category: Other Administrative Issues	CAP Accepted Date:	
	Description: Employment Eligibility Verification		
	Task	Person(s) Responsible	Estimated Completion Date
	<p>These employees were hired from the Pinellas County License Board by contractual agreement on 10/01/07. The normal hiring procedures were not conducted since they had been performing child care licensing functions for years. A new employee sign up was conducted for these six (6) employees as well as many others in the group by the Human Resources Staff. Many did not have documentation available at the time of the meeting and subsequently provided proper documentation. The documentation was in the file, however, in the cited cases, they were not entered onto the form and/or signed by the Human Resources Representative.</p> <p>Subsequently all forms were entered onto the form and/or signed by the Human Resources Representative and have been filed in their personnel files.</p>	Billie Esquinaido	8/31/10
Success Indicator:	100% of the personnel files will have an adequate documentation to include complete I9 forms.	Measure Methodology:	Last Task Completion Date:
		CCLP Program Manager will review these files and all others after new hire for accuracy and completeness.	8/31/10