

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

**REGULAR MEETING**

**January 24, 2013**

**6:30 p.m.**

**Pinellas County Health Department  
8751 Ulmerton Road, Largo, FL**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's centers and family childcare homes in Pinellas County.

**I. Call to Order**

- A. Welcome and Announcements
- B. Approve Agenda (addition of new items)

**II. Report from Auditors** (provided by Dana Powell)

- A. Acceptance of Audit Report

**III. Consent Agenda**

- A. Approval of Minutes from October 1, 2012

**IV. Action Items**

- A. Approve Licenses for New Children's Centers
- B. Approve Licenses for New Family Child Care Homes
- C. Approve Licenses for New Large Family Child Care Homes

**V. Information Items**

- A. Executive Director's Report (to be distributed)
- B. Statistical Report Regarding Licensing Activity
- C. Compliance Reports
  - Children's Centers Fines Report
  - Family Child Care Homes Fines Report
  - 100 Percent Compliant Child Care Centers
  - 100 Percent Compliant Homes
- D. Monthly Financial Report (October – December 2012)

**VI. Public Comment**

**VII. Next Meeting:** April 24, 2013 @ 1:30 p.m. at PinCHD offices:  
8751 Ulmerton Road, Largo, FL 33771-3832

**VIII. Adjournment**

The Pinellas County License Board welcomes input from Pinellas County citizens. Please read the following Public Comment Policy. 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 includes the testimony and evidence upon which the appeal is to be based.

### **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 any time 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 administrative secretary at 507-4857 at least two business days prior to the Board meeting.

**II. Report from Auditors (Dana Powell of Law, Redd, Crona & Munroe, P.A., will present)**

**A. Accept audit report**

**III. Consent Agenda**

**A. Minutes from October 1, 2012, meeting:**

**PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS  
AND FAMILY DAY CARE HOMES  
Minutes for the Regular Board Meeting  
October 1, 2012, 9:00 a.m.**

Our mission is to protect and promote the health, safety and mental development of children cared for in children's centers and family childcare homes in Pinellas County.

**UNAPPROVED MINUTES**

The Regular Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes was scheduled and properly noticed for Monday, October 1, 2012, at 8751 Ulmerton Road, Largo, FL, to begin at 9:00 a.m.

**Board Members Present:** Elise Minkoff, Commissioner Norm Roche, Dr. Judith Vitucci, Lourdes Benedict, Kathleen Young, Judith Bruckner, and Anne Brooks

**Ex Officio Member Present:** Charles Minor

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

**Advisory Members Absent:** DaVee Henderlong and Merlita Jones

**Attorney:** Colleen Flynn, Esq.

**Staff Members Present:** Patsy Buker, Executive Director; Jorie Massarsky, Supervisor, Children's Centers; Julie Oliver, Supervisor, Family Child Care Homes; Gayle Guidash, Division Director, Environmental Health and Preparedness; Stephanie Judd, Pinellas County Health Department Administrative Services Director; Justin Hardwick, Pinellas County Health Department Accountant III; and Lynn Abbott, Administrative Secretary

**I. Call to order:** Ms. Elise Minkoff called the Pinellas County License Board meeting to order at 9:00 a.m.

**A. Announcements**

Lourdes Benedict congratulated Judith Bruckner for receiving the Advocate of the Year award from Pinellas Advocates for Children and Families.

**B. Approval of the Agenda**

**Motion:**

Commissioner Roche made a motion to approve the agenda. Lourdes Benedict seconded the

motion and it passed unanimously.

## **II. Consent Agenda**

### **A. Approval of Minutes from June 11, 2012**

#### **Motion:**

Commissioner Roche made a motion to approve the June 11, 2012, minutes. Lourdes Benedict seconded the motion and it passed unanimously.

### **B. Approval of Minutes from August 30, 2012**

#### **Motion:**

Commissioner Roche made a motion to approve the August 30, 2012, minutes. Lourdes Benedict seconded the motion and it passed unanimously.

## **III. Action Items**

### **A. Approve Interlocal Agreement – Fifth Amendment**

Staff recommended that the Board approve the Interlocal Agreement, Fifth Amendment, as listed in the Board packet.

Ms. Minkoff stated for the record that this Fifth Amendment is our standard method of extending the Interlocal Agreement originally signed in 2007, and that nothing has changed except the effective dates. PCLB Legal Counsel, Colleen Flynn, affirmed what Chair Minkoff stated.

#### **Motion:**

Commissioner Roche made a motion to approve the Interlocal Agreement, Fifth Amendment, and Lourdes Benedict seconded the motion. The motion passed unanimously.

### **B. Approval of FY 2012-13 Budget**

Stephanie Judd presented the budget for fiscal year 2012-2013. The total budget amount is \$1,171,702, which is a reduction from the current fiscal year of \$52,629. The salaries and fringe benefits were reduced in this budget by \$22,044 due to changes in staff members and the hiring of new staff at lesser salaries. The expenses were reduced by \$27,358 due to the move from rented space at Center Bay to the Mid-County Pinellas County Health Department offices. Indirect fees were reduced by \$3,276. The Indirect Fees expenses are based on 10% reduction of total salaries and fringe benefits. Total revenue was reduced by \$52,629.

Funding from the Department of Children and Families remains the same as last year. The JWB funding was reduced by \$44,971. Additionally, the PinCHD revenue decreased by \$36,432 because of the loss of State General Revenue funding for Environmental Health-funded programs, under which this program falls. Revenue from fees had increased by \$25,684. Fingerprinting fees remain stable. The fee increase is due to an increase in fees collected for processing applications and conducting inspections for increases in capacity in Family Day Care Homes. The cash forward increased by \$3,040. The net result is a reduction of \$52,629. Ms. Minkoff asked Ms. Judd to

provide further background information regarding the decrease in JWB funding.

Ms. Judd explained that JWB requires programs that they fund to utilize other income generated by the program prior to expending JWB funds. PCLB collects funds from fees and fines every year, and originally those funds were to be used to pay for the Accountant. As we were able to generate additional revenue, the JWB's revenue decreases.

Ms. Benedict asked if JWB would increase our funding in the future if our fee collection is reduced. Ms. Judd said we would have to find other funding sources or reduce expenses and that JWB is our last resort.

Ms. Buker reported that the fees have already gone down, and the fees will go down more in the future because we are not doing the inspections for increase in capacity at the rate we were when the capacity for Family Child Care Homes was originally increased.

Ms. Minkoff offered that there is always an opportunity to request that we revisit the budget next fiscal year and work with JWB staff on a budget and contract, although there is no guarantee. JWB is looking at performance measures and questions every program that they fund to make sure they are mindful of their mission and that they are good stewards of tax dollars.

Ms. Brooks asked how much we spent on last year's audit. Ms. Buker responded that it cost \$14,000.

Commissioner Roche asked if all of our employees are in the Florida Retirement System (FRS), and Ms. Judd responded affirmatively. Commissioner Roche also asked about the 3% employee contribution for retirement that is being challenged in court and whether PCLB would have a financial liability if the funds are returned to State employees. Ms. Judd explained that the State would fund any retroactive retirement fund monies. The retirement rate is 10% now, discounted by 3%, so this budget has 7% in retirement. If the State reverses that action and it reverts to 10%, then this Board will have a liability to pay that portion into FRS in the future.

Ms. Judd introduced Justin Hardwick, Accountant III, to the Board.

**Motion:**

Lourdes Benedict made a motion to approve the FY 2012-13 Budget. Commissioner Roche seconded the motion and it passed unanimously.

**C. Select an Auditor for FY 2011/12**

Ms. Judd recommended Law, Redd, Crona & Munroe, P.A., as a good choice for the PCLB audit because of the extent of the information that they covered in their proposal and the fact that they also have an extensive history in working with other Florida governmental departments. They appear to have a good understanding of the Florida accounting process and how that works. Ms. Judd's second recommendation would be Thomas, Howell, Ferguson, P.A.

**Motion:**

Commissioner Roche made a motion to engage Law, Redd, Crona & Munroe, P.A., as the 2011-12 primary auditor, with the secondary choice being Thomas, Howell, Ferguson, P.A. Ms. Benedict seconded the motion and it passed unanimously.

#### **D. Approve License for New Children's Center**

Staff recommended that the Board approve one (1) license for a Children's Center, as listed in the Board packet.

Ms. Massarsky shared the licensing history of the center.

#### **Motion:**

Dr. Judi Vitucci made a motion to approve issuing a regular license to the one (1) new Children's Center listed on the agenda. Ms. Benedict seconded the motion and it passed unanimously.

#### **E. Approve Licenses for Family Child Care Homes**

Staff recommended that the Board approve three (3) licenses for new Family Child Care Homes, as outlined in the Board packet. Ms. Oliver outlined the licensing history of the three homes.

#### **Motion:**

Judith Bruckner made a motion to approve issuing regular licenses to the three (3) new Family Child Care Homes listed on the agenda. Dr. Vitucci seconded the motion and it passed unanimously.

The Board expressed appreciation for the inspection history on the new homes and centers.

### **IV. Informational Items**

#### **A. Executive Director's Report**

Ms. Buker reviewed the Executive Director's Report, which was in the Board packet, and responded to questions.

Notes from the Public Meeting, held on September 20, 2012, were included in the Executive Director's Report.

Judith Bruckner inquired about the status of Head Start. Ms. Massarsky responded that Head Start is up and running. Lutheran Family Services and the Pinellas County School system have submitted applications to become new Head Start entity and the decision will be made at the federal level in December, 2012, as to which of those would be chosen, and the funding for the new Head Start would be effective July of 2013.

Ms. Brooks commented regarding unlicensed childcare reporting and the advertising requirements for childcare provision. Ms. Buker responded that program staff members investigate all unlicensed childcare complaints and reported advertisements on "Craig's List" and make contact whenever contact information is available. Licensing Specialists follow up with all identified unlicensed childcare providers to offer help in licensure. Staff members also follow up if they suspect that a person is continuing to provide childcare without a license. She also explained that "advertising" is not clearly defined in the laws and that relative childcare and babysitting do not require a license. Ms. Flynn reiterated that certain forms of childcare do not require a license, so we cannot regulate those.

Ms. Minkoff suggested that the Board would like some clarity about what Tampa Bay 2-1-1 is posting for Resource and Referral for childcare.

### **B. Statistical Report Regarding Licensing Activity**

The reports were included in the Board packet, and there were no additional comments. Ms. Buker added that our number of Family Child Care Homes has decreased because they have a hard time getting enrollment and more children are going into centers.

### **C. Compliance Reports**

Chair Minkoff commented that Garden Crest, Rainbow Village and La Petite have several fines and wanted to know if technical assistance was provided to them. Ms. Massarsky responded that Rainbow Village closed because it was under the former ownership of Head Start. Both Garden Crest and La Petite are on Level II enforcement and they are receiving additional oversight; have had office conferences; have given us management plans; and we have seen improvement. Staff recently issued a Temporary Permit to Rainbow Village under new ownership.

Commissioner Roche asked if the Child Care Licensing Program is proactive on background checks on personnel files. Ms. Buker explained that centers and homes are required to comply immediately, and staff tracks for timeliness. Staff gives deadlines to ensure that providers comply with regulations for every violation and any fines that may result. CCLP is committed to providing technical assistance when needed.

Chair Minkoff inquired what “closed” means under payment plan in the compliance reports for childcare homes. Ms. Buker responded that “closed” simply indicates that the home closed. It usually means that the provider chose to close. Ms. Buker offered to give more information under “reason” in future compliance reports for ease of understanding.

Ms. Brooks commented that on the Acknowledgment Form, there is a box at the bottom that must be completed and the employee has to state whether or not they’ve ever worked in a center that has been closed or fined due to licensures not paying fines. She suggested that it should include homes also.

### **D. Monthly Financial Report**

The finance report was an attachment in the Board packet. Ms. Buker added that the CCLP was able to get a significant upgrade in SansWrite software used for licensing inspections, which allows staff to report our temporary permits. She also shared that we will replace some very old computers and laptops. She also shared that the CCLP does not have any vacant positions at present and that it does not experience frequent staff turnover.

In response to a question from Ms. Benedict, Ms. Guidash commented that flexible schedules are offered to CCLP employees. Telecommuting is not a viable option in CCLP because Specialists are often in the field all day. Telecommuting requires that employees identify a certain amount of space in their home, and it has to be inspected by IT and maintenance because that space becomes office space that could involve a workers’ comp issue if an employee was injured while working in the home office space.



Ms. Minkoff announced that Ms. Buker represents the PCLB as part of the Quality Child Care Initiative Review Process and will report to the Board about what's going on in the community. United Methodist Ministries and JWB are negotiating a proposal regarding providing quality childcare by March 2013.

Ms. Benedict applauded Ms. Buker's great job attending the Foster Care Task Force and in answering many questions about issues that involve childcare.

**V. Public Comment**

There was no public comment.

**VI. Next Meeting**

The next Pinellas County License Board Meeting is scheduled for Thursday, December 6, 2012, at 1:30 p.m.

**Meeting adjourned at 10:05 a.m.**

**Board Motion: To approve, modify or deny**

**IV. ACTION ITEMS**

**A. RECOMMENDATION: Approve licenses for 2 new Children’s Centers**  
**Regular Licenses:**

Center Name	Address	Owner	Category	Capacity	Age
Curlew Learning Center	2285 Curlew Road Dunedin 34698	MVB Enterprises LLC	Day Nursery	113 with 10 infants	1 year – 6 years and School Age
St. Jude Cathedral Early Childhood Program II	600 58 <sup>th</sup> St. N St. Petersburg 33710	St. Jude Cathedral School	Day Nursery	10	2 years – 3 years

**Board Motion: To approve, modify or deny**

**B. RECOMMENDATION: Approve licenses for 4 new Family Child Care Homes**

Provider Name	City	Capacity
Yolanda Johnson	St. Petersburg	8
Loraine Materasso	St. Petersburg	8
Patricia Santiago	St. Petersburg	8
Annie Latimer	St. Petersburg	8

**Board Motion: To approve, modify or deny**

**C. RECOMMENDATION: Approve license for 1 new Large Family Child Care Home**

Provider Name	City	Capacity
Dawn Porcelli	St. Petersburg	12

**Board Motion: To approve, modify or deny**

**V. INFORMATION ITEMS**

**A. EXECUTIVE DIRECTOR’S REPORT (to be distributed)**

V. **INFORMATION ITEMS** (continued)

B. **Statistical Report**

Statistical Report  
December 2012

	HOMES				CHILDREN'S CENTERS							
	FDCH		LFDCH		Preschool		B/A School		Exempt		Nonpublic	
	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity	#	capacity
<b>Previous Months Totals</b>												
<b>Monthly Activity</b>	461	2543	30	248	255	22060	107	14316	4	272	22	911
<b>1. Temporary Permits</b> 1st Time TP	1	8	0	0	1	15	1	79				
<b>2. Capacity Change - current licenses</b> New capacity began	2	16	0	0								
<b>3. Closed - # with capacity</b>	-7	-45	-2	-24	2	-111						
<b>4. Corrections - from previous reports</b> Explain below*												
<b>Total Capacity</b>	<b>457</b>	<b>2522</b>	<b>28</b>	<b>224</b>	<b>254</b>	<b>21964</b>	<b>108</b>	<b>14395</b>	<b>4</b>	<b>272</b>	<b>22</b>	<b>911</b>

\*10 Error in when one provider closed and when one opened from November.

Monthly Tally Sheet Summary	Homes	FDCH	LFDCH	CC	Infant Centers
<b>Total Number</b>	<b>485</b>	<b>457</b>	<b>28</b>	<b>388</b>	<b>109</b>
<b>Total Capacity</b>	<b>2746</b>	<b>2522</b>	<b>224</b>	<b>37542</b>	<b>1837</b>

<b>1. Licensing</b>					
a. Pre-licensing inspections	2			1	
b. - e. Inspections/ Re-checks	70			79	
f. TA/Consultation	0			2	
g. Unlicensed care investigations	4			0	
h. Children's Records (only)				2	
i. Renewal licenses issued	32			28	
<b>2. Enforcement</b>					
a. Complaints	2			11	
b. Fines administered	3			11	
c. Conferences	0			3	
d. Intent to deny/suspend/revoke	0			0	
e. - f. Hearings	0			0	
<b>3. Training Presented</b>					
a. Number of trainings	0			1	
b. Number of hours	0			5	
<b>4. Training Taken</b>					
a. Number of trainings	5			2	
b. Number of hours	5			5	
<b>5. Health Inspections</b>					
a. Food				75	

V. **INFORMATION ITEMS** (continued)  
**C. COMPLIANCE REPORTS**

**Children's Centers Fines Report - August 2012 to November 2012**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>A Child's Choice</b>	<b>II</b>	Outdoor Equipment-broken toys	8/6/2012	\$60.00	\$60.00	8/24/2012
	<b>II</b>	Personnel-local not completed prior to hire date	8/6/2012	\$50.00	\$50.00	8/24/2012
<b>Here We Grow Daycare</b>	<b>II</b>	Daily attendance-inaccurate recording	8/7/2012	\$50.00	\$50.00	8/13/2012
<b>Tutor Time Child Care</b>	<b>II</b>	Outdoor playspace-sharp edges	8/7/2012	\$50.00	\$50	8/7/2012
<b>Rosie's Playschool I</b>	<b>II</b>	Daily attendance-closing log not documented	8/9/2012	\$50.00	\$50.00	8/22/2012
<b>Kids Christian Care of FUMC</b>	<b>II</b>	Personnel-AGMC not completed on or before date of hire	8/22/2012	\$50.00	\$50.00	9/19/2012
	<b>III</b>	Personnel-Acknowledgement Forms expired	8/22/2012	\$25.00	\$25.00	9/19/2012
	<b>III</b>	Personnel-literacy not completed timely	8/22/2012	\$25.00	\$25.00	9/19/2012
<b>YWCA - Powell Center</b>	<b>II</b>	Fire Inspection - no current one	8/23/2012	\$50.00	\$50.00	8/23/2012
<b>McMannis Preschool</b>	<b>II</b>	Personnel-5 year rescreen not done timely	8/24/2012	\$50.00	\$50.00	9/10/2012
	<b>II</b>	No current vehicle inspection	8./24/12	\$50.00	\$50.00	9/10/2012
<b>Tiny Treasures Preschool</b>	<b>IS</b>	Mandatory Reporting	8/31/2012	\$250.00	Change	
	<b>II</b>	Daily attendance-Transitions not documented	8/31/2012	\$60.00	Of	
	<b>II</b>	Supervision-Child left on playground	8/31/2012	\$50.00	Ownership	
<b>KinderCare 216</b>	<b>III</b>	Chr-expired Emergency Medical Release Form	8/31/2012	\$25.00	\$25.00	9/11/2012
	<b>III</b>	Personnel-missing proof of education	8/31/2012	\$25.00	\$25.00	9/11/2012

V. **INFORMATION ITEMS** (continued)  
**C. COMPLIANCE REPORTS**

**Children's Centers Fines Report - August 2012 to November 2012**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>Westchester Academy</b>	<b>II</b>	Daily attendance-inaccurate recording	8/31/2012	\$60.00	\$60.00	9/13/2012
	<b>III</b>	Personnel-expired Acknowledgment Forms	8/31/2012	\$25.00	\$25.00	9/13/2012
<b>Calvary Kids Care</b>	<b>II</b>	Personnel - AGMC not done on or before date of employment	8/30/2012	\$50.00	\$50.00	9/17/2012
<b>Krieger ECC</b>	<b>II</b>	Personnel-2 year employment history not done timely	9/6/2012	\$50.00	\$50.00	9/17/2012
<b>Old Landmark Christian Academy</b>	<b>II</b>	Outdoor Equipment-cracked plastic play equipment	9/4/2012	\$75.00	\$75.00	9/24/2012
<b>YMCA Perkins Elementary</b>	<b>III</b>	Chr-missing immunization record	9/4/2012	\$25.00	\$25.00	9/21/2012
<b>Faith Academy</b>	<b>II</b>	Fire inspection-expired	9/10/2012	\$50.00	\$50.00	9/13/2012
<b>YMCA Maximo Elementary</b>	<b>II</b>	Daily Attendance-inaccurate recording	9/11/2012	\$50.00	\$50.00	9/21/2012
<b>Plato Academy Preschool North</b>	<b>II</b>	Daily Attendance - attendance accuracy not verified at transition	9/27/2012	\$50.00	\$50.00	10/4/2012
<b>12-13 Monitoring Year</b>						
<b>Montessori By the Sea</b>	<b>III</b>	Chr-1 child had an expired Immunization Record	10/1/2012	\$25.00	\$25.00	10/11/2012
<b>Girls Inc.</b>	<b>III</b>	Chr - There was no proof that flu brochures had been distributed to enrolled children's parents during August or September	10/8/2012	\$25.00	\$25.00	11/1/2012

V. **INFORMATION ITEMS** (continued)

C. **COMPLIANCE REPORTS**

**Children's Centers Fines Report - August 2012 to November 2012**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>Community Pride-Breeden</b>	<b>II</b>	Supervision - A 3 year old child left the playground and returned to his classroom without staff awareness	10/16/2012	\$50.00	\$50.00	10/18/2012
	<b>II</b>	Daily Attendance-the attendance roster was inaccurate, not reflecting the number of children with the staff member	10/16/2012	\$60.00	\$60.00	10/18/2012
	<b>I</b>	Supervision - A 3 year old child climbed a playground fence and went to his parent in the parking lot without staff awareness	10/16/2012	\$500.00	\$500.00	10/18/2012
<b>Elim Child Development Center</b>	<b>II</b>	Personnel - Two staff members signed the Affidavit of Good Moral Character after their hire date	10/4/2012	\$50.00	\$50.00	10/16/2012
	<b>II</b>	Daily Attendance-the attendance roster was inaccurate in one classroom did not have the correct number of children in attendance recorded.	10/4/2012	\$50.00	\$50.00	10/16/2012
<b>Southside Parent/Child</b>	<b>III</b>	Personnel - 5 staff Acknowledgement Forms were not signed annually.	10/5/2012	\$25.00	\$25.00	11/2/2012
<b>Starling School #1 and Star Camp</b>	<b>III</b>	Chr - 1 child's enrollment form was incomplete - it was missing page 2	10/5/2012	\$25.00	\$25.00	10/11/2012
<b>YMCA-Oldsmar</b>	<b>III</b>	Chr- 1 child's file was missing proof that the influenza brochure had been given to the parent/guardian	10/9/2012	\$25.00	\$25.00	10/19/2012

V. **INFORMATION ITEMS** (continued)

C. **COMPLIANCE REPORTS**

**Children's Centers Fines Report - August 2012 to November 2012**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>St. Nicholas Greek Preschool</b>	<b>III</b>	Personnel-4 staff signed Acknowledgement forms after the previous ones had expired	10/17/2012	\$25.00	\$25.00	11/20/2012
<b>Young Days Child Development Ctr.</b>	<b>III</b>	Personnel-3 staff signed Acknowledgement forms after the previous ones had expired	10/23/2012	\$25.00	\$25.00	11/2/2012
<b>Growing Room Enrichment Center</b>	<b>IS</b>	Mandatory Reporting - did not report allegation of abuse for 2 days	10/30/2012	\$200.00	\$200.00	10/30/2012
<b>The Learning Experience</b>	<b>IS</b>	Medication -Non-prescription medication was given without dosing instruction form a medical professional	10/30/2012	\$300.00	\$300.00	10/30/2012
	<b>II</b>	Daily Attendance- transitions were not documented	10/30/2012	\$60.00	\$60.00	10/30/2012
	<b>II</b>	Daily Attendance-attendance record in one classroom did not include children's full names	10/30/2012	\$50.00	\$50.00	10/30/2012
	<b>III</b>	ChR-15 children's records had missing or expired immunization records	10/30/2012	\$25.00	\$25.00	10/30/2012
<b>North Bay Christian Academy</b>	<b>II</b>	Outdoor play space - tripping hazard due to exposed black liner	10/30/2012	\$50.00	\$50.00	11/15/2012
<b>Garden Crest Christian Academy</b>	<b>II</b>	Personnel - 1 staff did not have their 5 year rescreen done timely	11/5/2012	\$50.00	\$50.00	11/9/2012
<b>Little Ones Preschool</b>	<b>II</b>	Personnel - 1 staff had not completed their Affidavit of Good Moral Character on or before date of hire.	11/7/2012	\$50.00	\$50.00	11/27/2012

V. **INFORMATION ITEMS** (continued)

C. **COMPLIANCE REPORTS**

**Children's Centers Fines Report - August 2012 to November 2012**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>First Step</b>	<b>II</b>	Daily Attendance-inaccurate recording 4 children present and 3 children marked in	11/9/2012	\$50.00	\$50.00	11/14/2012
<b>Celebrity Kids Club Too</b>	<b>II</b>	Daily Attendance - inaccurate recording 12 children present and 7 children marked in	11/13/2012	\$50.00	\$50.00	11/14/2012
<b>The Learning Experience</b>	<b>II</b>	Personnel - 1 staff member did not have a local background check completed prior to hire date	11/13/2012	\$50.00	\$50.00	12/10/2012
<b>First Start Children's Center</b>	<b>II</b>	Daily Attendance-inaccurate recording 10 children present and 11 children marked in	11/15/2012	\$60.00	\$60.00	11/30/2012
<b>Countryside Christian Academy</b>	<b>II</b>	Daily Attendance-inaccurate recording 14 children present and 13 children marked in	11/15/2012	\$50.00	\$50.00	11/26/2012
	<b>II</b>	Personnel-level 2 screening incomplete - missing FDLE	11/15/2012	\$60.00	\$60.00	11/26/2012
<b>Kids Time Preschool</b>	<b>III</b>	Chr - 2 children had expired Emergency Medical Release forms.	11/15/2012	\$25.00	\$25.00	11/16/2012
<b>Kinder Care LC 216</b>	<b>III</b>	Chr - 3 children had expired Emergency Medical Release forms	11/16/2012	\$30.00	\$30.00	11/21/2012
<b>LaPetite Academy</b>	<b>II</b>	Personnel - 1 staff member did not sign the Affidavit of Good Moral Character on or before hire date	11/29/2012	\$50.00	\$50.00	12/13/2012
<b>Growing Room Enrichment Center</b>	<b>II</b>	Daily Attendance- staff did not accurately record first and last name, time in and time out	11/28/2012	\$50.00	\$50.00	12/12/2012



V. **INFORMATION ITEMS** (continued)

C. **COMPLIANCE REPORTS**

**Children's Centers Fines Report - August 2012 to November 2012**

<b>Provider</b>	<b>Fine Class</b>	<b>Reason</b>	<b>Date of Fine</b>	<b>Fine</b>	<b>Amount Paid</b>	<b>Date Paid</b>
<b>St. Raphael's</b>	<b>II</b>	Fire Inspection-not completed annually expired on 10/11/12.	11/26/2012	\$50.00	\$50.00	12/5/2012
<b>Lutheran Church of the Cross</b>	<b>III</b>	Chr - there was one expired Student Health Exam form	11/26/2012	\$25.00	\$25.00	12/14/2012
<b>City of Madeira Beach Rec</b>	<b>II</b>	Fire Inspection - not completed annually	11/26/2012	\$50.00	\$50.00	12/5/2012
<b>Kidz World</b>	<b>II</b>	Daily Attendance - attendance accuracy at transition not verified	11/30/2012	\$50.00	\$50.00	12/3/2012
	<b>III</b>	Chr - expired immunization record	11/30/2012	\$25.00	\$25.00	12/3/2012

V. **INFORMATION ITEMS** (continued)

**C. COMPLIANCE REPORTS**

**Family Child Care Homes and Large Family Child Care Homes Fines Report - August 2012 – November 2012**

Provider	Fine Class	Reason	Fine Date	Fine	Date Paid	Paid	Balance	Payment Plan
Issa, Ibtisam Rema	I	<b>Supervision</b> -children were observed outside without supervision. There were two children outside in the back play area inside a detached building with the provider's teenage daughters.	8/2/2012	\$250	8/21/2012	\$250	\$0	
Issa, Ibtisam Rema	I	<b>Capacity:</b> The provider was over capacity on two occasions. The provider was over capacity on 7/10/12 with 7 children and on 7/13/12 with 6 children. The provider was licensed for 5.	8/2/2012	\$250	8/21/2012	\$250	\$0	
Martinez, Antonia	III	<b>Physical Exam:</b> A physical was missing for four children. First violation was on 9/8/11, the second violation was on 2/12/12.	8/7/2012	\$25	8/17/2012	\$25	\$0	
Hunter, Juanita	II	<b>Emergency Medical Release:</b> One child had no emg. med. release form. First violation occurred on 8/18/11.	8/14/2012	\$50	8/28/2012	\$50	\$0	
Hunter, Juanita	III	<b>Immunization Cert.:</b> one child had an expired shot record. This is 3rd violation, previous occurrences were on 8/18/11 and 9/3/11.	8/14/2012	\$25	8/28/2012	\$25	\$0	
Childs, Katie	II	<b>Emergency Med. Rel:</b> There was no EMR form on file for one child. First violation occurred 3/20/12.	8/17/2012	\$50	8/30/2012	\$50	\$0	

V. INFORMATION ITEMS (continued)

C. COMPLIANCE REPORTS

Family Child Care Homes and Large Family Child Care Homes Fines Report - August 2012 – November 2012

Provider	Fine Class	Reason	Fine Date	Fine	Date Paid	Paid	Balance	Payment Plan
Wooten, Cindy	II	<b>Attendance:</b> Provider did not have an accurate attendance to include all children in care. The first violation was on 3/14/12.	8/23/2012	\$50	10/1/2012	\$50	\$0	
Sumter, Cynthia	III	<b>Physical Exam:</b> The provider did not have a phys exam form for one child.	9/6/2012	\$25	9/17/2012	\$25	\$0	
Hoch, Meghan	II	<b>Daily Attendance:</b> The daily attendance record for the day of the inspection did not include all children who were present.	9/7/2012	\$50	10/16/2012	\$50	\$0	
Hearns-Brown, Gwen	II	<b>Animals:</b> There was no current documentation of valid immunizations available.	9/10/2012	\$50	10/2/2012	\$50	\$0	
Hearns-Brown, Gwen	II	<b>Daily Attendance:</b> The daily attendance record for the day of the inspection did not include all children who were present.	9/10/2012	\$50	10/2/2012	\$50	\$0	
Kinnecom, Kimberly	II	<b>Pool/Spa:</b> Pool alarm was not operable.	9/7/2012	\$50	9/27/2012	\$50	\$0	
Smith, Denise	II	<b>Safety Plugs:</b> There was no safety plug in open exposed outlet in the playroom.	9/26/2012	\$50	10/10/2012 11/26/12	\$25 \$25	\$0	pymt plan
Wooten, Cindy	II	<b>Daily Attendance:</b> On 9/25/12 the daily attendance record did not include all children who were present.	10/01/12	\$60		<b>CLOSED 12/14/12</b>	Provider's choice	
Herbert, Regina	II	<b>Safety Plugs:</b> There was no safety plugs in two open exposed outlets.	10/18/12	\$50	\$50	11/1/2012		

V. INFORMATION ITEMS (continued)

C.COMPLIANCE REPORTS

**Family Child Care Homes and Large Family Child Care Homes Fines Report - August 2012 – November 2012**

Provider	Fine Class	Reason	Fine Date	Fine	Date Paid	Paid	Balance	Payment Plan
Johnson, Inell	III	<b>Immunization Certificate:</b> The provider has 2 children with expired immunization records.	10/24/12	\$25	\$25	11/23/2001		
Wooten, Cindy	II	<b>Physical Plant/Telephone:</b> The family child care home telephone was not working.	11/02/12	\$50		<b>CLOSED 12/14/12</b>	(Provider's choice to close)	
McMichaels, Susan	III	<b>Emergency Medical Release:</b> EMR was expired	11/05/12	\$40	\$40	11/20/2012		
Belcher, Susan	II	<b>Daily Attendance:</b> The daily attendance did not include all children who were present.	11/09/12	\$50	\$50	11/14/2012		
Hunter, Glendora	III	<b>Emergency Medical Release:</b> EMR was expired	11/19/12	\$25	\$25	12/5/2012		
Johnson, Lisa	III	<b>Immunization Certificate:</b> One child's immunization record was expired	11/28/12	\$25		<b>CLOSED 12/4/12</b>	(Provider's choice to close)	
Wooten, Cindy	II	<b>Medicines/Hazardous Products:</b> Toxic material, Window Cleaner, Bathroom Cleaner, All Purpose Cleaner and toothpaste was observed in the bathroom off the kitchen.	11/30/12	\$50		<b>CLOSED 12/14/12</b>	(Provider's choice to close)	

V. **INFORMATION ITEMS** (continued)

C. **COMPLIANCE REPORTS**

100% Compliant Children's Center Inspections

<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>
Children of the World	Bayfront CDC	Curlew LC	Kiddie City
Liberty Christian	Willis S. Johns Rec Center	Son Light LC	My Friends LC
Rainbow Academy #2	The Canterbury School	YMCA-Tarpon Fund.	Espiritu Santo
Argonauta	Shore Acres Rec Center	Lake Tarpon LC West	YMCA-Curlew Creek
R'Club Lealman	Frank W. Pierce Rec Center	Plato-Tarpon Springs	New Horizons CDC
YMCA-Sexton	R'Club Lakewood	YMCA-Cypress Woods	Little Lambs
R'Club Sandy Lane	YMCA-Ridgecrest	Plato-North	Kids Time
TPP-PTEC	Our Savior Lutheran	R'Club Sutherland	YMCA-Belleair
YMCA-Highpoint	J.W. Cate Rec. Center	R'Club Pinellas Park	R'Club McMullen Bth.
YMCA-Orange Grove	Sonrise ECC	R'Club Ridgecrest	R'Club Pasadena
R'Club Southern Oak	Yes I Can Academy	Plato-Seminole	YMCA-Azalea
R'Club Walsingham	Gladden Park Rec. Center	YMCA-Fuguitt	The Learning Center
Oakhurst LC	YMCA-Mt. Vernon	Plato-Largo	Blessed Sacrament
YMCA-Starkey	Young Achievers	Guardian Angel	R'Club Bardmoor
R'Club Skyview	R'Club Rawlings	The Growing Place	Child Life
Mildred Helms B/A	The Robin's Nest	CDI-HS Reconcillor	R'Club Gulfport
Dunedin Academy	R'Club Paul B. Stephens	CDI-HS Friendship	Temple Beth El
Alpha & Omega LC	Highland Rec Center	R'Club Eisenhower	Angels at Play
	Indian Rocks Christian	Admiral Farragut	First Presby Day Sc.
	Kinder Care 1046	St. Vincents ECC	YMCA-Woodlawn
	YMCA-Forest Lakes	Delphi Academy	Child Dev. & Fam. G.
	Precious People LC	R'Club Seminole	Tampa Bay Turners
	St. Luke ECC	YMCA-Bauder	Com. Pride Gateway
	YMCA-Highland Lakes	Aldersgate	Child's Park Rec. Ctr.
	YMCA-Brooker Creek	Green Acres P/S	YMCA-Madeira Bch.
	Safety Harbor Comm. Ctr.	CDI-HS French Villa	R'Club MLK
	The Rainbow Garden	City Of Gulfport Rec.	
	Largo Country School	A Circle of Children	
	JCC Suncoast Preschool	Adventure Place	
	Blessed Sacrament	Lake Vista Rec. Center	
		Montessori By the Sea	
		R'Club Bay Vista	

V. **INFORMATION ITEMS** (continued)

**C. COMPLIANCE REPORTS**

100 % Compliant Family Child Care Homes

**August 2012**

August  
Susan Barron  
Belinda Heare  
Debbie Kelly  
Inez Ledford  
Blanca Diaz de Mesa  
Kristina Booker-Deveny  
Staci Colburn  
Laurae Evans  
Nancy Fitzgerald  
Linda Hoskinson  
Tanya Mayak  
Barbara McNeill  
Annette Pilcher  
Jenny Rockey  
Cheryl Smith  
Sherri Stoufer  
Karen Trepanier  
Coretha Ashley  
Regina Bell  
Elizabeth Carswell  
Ruth Dilworth  
Daisy Edwards  
Suzanne Felton  
Pam Gebler  
Beverly Grant  
Maylene Jackson  
Barbara Johnson  
Annie Latimer  
Velma Mondy  
Gladys Randle  
Gwen Roberts  
Bernice Sanders  
Gloria Starling  
Barbara Streeter  
Pam Wright  
Martha Young  
Patty Gavornik  
Talisha Ghansiam  
Karen Holloway  
Bonnie Belle Hughes\*  
Patreese Reynolds  
Kellie Smith  
Susan Carvin Tammy  
Desaulniers  
Odile Depointes  
Sandra Johnson  
Barbara Smith Darlyn Smith  
Kathleen Sullivan

**September 2012**

Laurie Gallant  
Linda Tobin  
Andrea Bloomfield  
Linda Branna  
Karen Quakenbush  
Ann Drakeford  
Anise Favors  
Mary Cabarris  
Janice Huntley  
Yolanda Johnson  
Carolyn Marion  
Sadie Syffus  
Judy Young  
Carol Brooks  
Mara DeLa Torre  
Christine Lawson  
Stacey Sergent  
Catherine Bishop  
Kathy Brown  
Celeste Ford  
Gloria Jean Love  
Lunique Owens  
Beverly Simmons  
Linda Fay Williams  
Joyce Wynia  
Diane McNair

**October 2012**

Shellia Jackson-Jones  
Natalie Vormwald  
Diane DeLaCruz\*  
Tamsen Baker  
Sharleen Gamble  
Sandy Garcia  
Christine Klein  
Kathleen Schmitt  
Ruth Soule  
Theresa Feight  
Joan Murawski  
Diana Neuner  
Kathe Meyers  
Kathleen Buchins  
Corneathea Chance  
Sandra Craft  
Alice Mae Elliott  
Mary Kelley  
Barbara Lambert  
Cheyanne Melton  
Carolyn Newson  
Christine Phillips  
Monica Pittman  
Angelita Troupe  
Anita Seay  
Barbara Wilson  
Brittany Fobbs  
Lorraine Materasso  
Stephanie Meacham  
Dawn Porecelli  
Cynthia Poust  
Joanne Pritchard\*  
Roxanne Freeman  
Shelia Haugabook  
Peggy Robinson  
Victoria Shook  
Deborah Mimault  
Ariana Poloska  
Victoria Talbot  
Beverly Yerby  
Jill Galhouse  
Marcia Stewart  
Shirley YoungeDyke

**November 2012**

Aniko Ilyes  
Teresa Koppie  
Jody Leiva  
Gina Morel  
Lauren Slater  
Merlita Jones  
Tanya Knighton  
Patricia Santiago  
Helen Bingham  
Terri Brown  
Susan Daniels  
Dawn Derhammer-Ayd  
Deborah Dodson  
Karen Eidys  
DaVee Henderlong  
Lynda Johnson  
Julie Tokotch  
Gayla Hicks  
Candy Merrell  
Cynthia Mullikin  
Norma Resto  
Kasheti Barron  
Shirley Berrian  
Neshia Cohen Verda Davis  
Lucile Jerger  
Yolanda Johnson  
Ruth Moore Cynthia Sumter  
Andrea Pena  
Julie Diersing  
Cora heard  
Cynthia Rooks  
Juanita Watkins  
Bonnie Adams  
Gloria Bonet  
Debra Lewis  
Kimberly Suthard  
Colleen Days  
Deborah Fleck  
Patsy McConnell  
Margaret Pearce  
Ulrika Rosengren  
Linda Ryan

\*Inactives homes with no children in care

**V. INFORMATION ITEMS** (continued)  
**D. MONTHLY FINANCIAL REPORT**

PINELLAS COUNTY LICENSE BOARD

REVENUE & EXPENSE BUDGET REPORT

10/01/12 - 09/30/13 (Program Year 2012-2013) **Cash Basis**

**ALL FUND SUMMARY**

<b>ACCOUNT</b>	<b>ANNUAL BUDGET</b>	<b>OCTOBER ACTUAL</b>	<b>NOVEMBER ACTUAL</b>	<b>DECEMBER ACTUAL</b>	<b>ALL FUNDS SPENT 12/31/2012</b>	<b>UNSPENT BALANCE</b>	<b>PROJECTED 12/1/12-9/30/13</b>	<b>PROJECTED BALANCE</b>	<b>% SPENT</b>
<b>TOTAL SALARIES</b>	<b>562,020.00</b>	<b>0.00</b>	<b>83,455.66</b>	<b>43,321.05</b>	<b>126,776.71</b>	<b>435,243.29</b>	<b>434,972.05</b>	<b>271.24</b>	<b>22.56%</b>
FICA/MEDICARE	42,994.00	0.00	6,368.17	3,314.06	9,682.23	33,311.77	33,275.34	36.43	22.52%
RETIREMENT	29,113.00	0.00	4,353.51	2,244.03	6,597.54	22,515.46	22,531.55	(16.09)	22.66%
HEALTH/LIFE/DIS	170,451.00	0.00	21,720.60	15,013.73	36,734.33	133,716.67	142,307.34	(8,590.67)	21.55%
<b>TOTAL FRINGE BENEFITS</b>	<b>242,558.00</b>	<b>0.00</b>	<b>32,442.28</b>	<b>20,571.82</b>	<b>53,014.10</b>	<b>189,543.90</b>	<b>198,114.23</b>	<b>(8,570.33)</b>	<b>21.86%</b>
<b>TOTAL SALARY AND BENEFITS</b>	<b>804,578.00</b>	<b>0.00</b>	<b>115,897.94</b>	<b>63,892.87</b>	<b>179,790.81</b>	<b>624,787.19</b>	<b>633,086.29</b>	<b>(8,299.09)</b>	<b>22.35%</b>
TELEPHONE	2,447.00	139.54	139.95	139.95	419.44	2,027.56	1,259.55	768.01	17.14%
CELLULAR PHONES	900.00	0.00	111.65	51.64	163.29	736.71	0.00	736.71	18.14%
POSTAGE	8,212.00	0.00	233.93	0.00	233.93	7,978.07	0.00	7,978.07	2.85%
PRINTING	7,839.00	0.00	0.00	0.00	0.00	7,839.00	0.00	7,839.00	0.00%
TRAVEL	18,562.00	1,866.78	1,362.57	1,631.32	4,860.67	13,701.33	0.00	13,701.33	26.19%
EDUCATIONAL MATERIALS	2,576.00	0.00	0.00	0.00	0.00	2,576.00	0.00	2,576.00	0.00%
OFFICE SUPPLIES	9,129.00	228.33	1,050.44	204.83	1,483.60	7,645.40	0.00	7,645.40	16.25%
INFO. TECHNOLOGY	10,195.00	0.00	4,106.12	0.00	4,106.12	6,088.88	0.00	6,088.88	40.28%
RENT- OFFICE SPACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
RENT- STORAGE SPACE	1,500.00	0.00	0.00	257.46	257.46	1,242.54	1,080.00	162.54	17.16%
RENT- EQUIPMENT (COPIER)	3,144.00	0.00	261.91	0.00	261.91	2,882.09	0.00	2,882.09	8.33%
SUBSCRIPTIONS/DUES	905.00	0.00	0.00	200.00	200.00	705.00	0.00	705.00	22.10%
EQUIPMENT	15,982.00	0.00	0.00	0.00	0.00	15,982.00	0.00	15,982.00	0.00%
CONTRACTUAL- Audit	17,001.00	0.00	0.00	0.00	0.00	17,001.00	0.00	17,001.00	0.00%
CONTRACTUAL- Legal Fees	54,518.00	0.00	0.00	3,901.20	3,901.20	50,616.80	0.00	50,616.80	7.16%

**V. INFORMATION ITEMS** (continued)  
**A. MONTHLY FINANCIAL REPORT** (continued)

PINELLAS COUNTY LICENSE BOARD

REVENUE & EXPENSE BUDGET REPORT

10/01/12 - 09/30/13 (Program Year 2012-2013) **Cash Basis**

**ALL FUND SUMMARY**

<b>ACCOUNT</b>	<b>ANNUAL BUDGET</b>	<b>OCTOBER ACTUAL</b>	<b>NOVEMBER ACTUAL</b>	<b>DECEMBER ACTUAL</b>	<b>ALL FUNDS SPENT 12/31/2012</b>	<b>UNSPENT BALANCE</b>	<b>PROJECTED 12/1/12-9/30/13</b>	<b>PROJECTED BALANCE</b>	<b>% SPENT</b>
CONTRACTUAL- Advertising	4,200.00	308.56	0.00	0.00	308.56	3,891.44	0.00	3,891.44	7.35%
CONTRACTUAL-Janitorial	4,968.00	0.00	0.00	699.06	699.06	4,268.94	3,145.77	1,123.17	14.07%
UTILITIES	13,900.00	168.60	861.62	1,624.76	2,654.98	11,245.02	0.00	11,245.02	19.10%
FINGER-PRINT EXPENSE	55,000.00	0.00	0.00	0.00	0.00	55,000.00	0.00	55,000.00	0.00%
HR ASSESSMENT FEE	4,518.00	1,108.62	0.00	0.00	1,108.62	3,409.38	0.00	3,409.38	24.54%
<b>TOTAL OPERATING</b>	<b>235,496.00</b>	<b>3,820.43</b>	<b>8,128.19</b>	<b>8,710.22</b>	<b>20,658.84</b>	<b>214,837.16</b>	<b>5,485.32</b>	<b>209,351.84</b>	<b>35.45%</b>
ADMIN. COST- PinCHD In-Kind	87,776.00	0.00	12,644.00	6,970.46	19,614.46	68,161.54	69,067.18	(905.64)	22.35%
ADMIN. COST- PinCHD & JWB	43,852.00	0.00	6,316.90	3,482.42	9,799.32	34,052.68	34,505.74	(453.05)	22.35%
<b>TOTAL ADMIN. COST</b>	<b>131,628.00</b>	<b>0.00</b>	<b>18,960.90</b>	<b>10,452.87</b>	<b>29,413.78</b>	<b>102,214.22</b>	<b>103,572.92</b>	<b>(1,358.69)</b>	<b>22.35%</b>
<b>ALL FUND TOTAL EXPENSES</b>	<b>1,171,701.00</b>	<b>3,820.43</b>	<b>142,987.03</b>	<b>83,055.96</b>	<b>229,863.43</b>	<b>941,838.58</b>	<b>742,144.53</b>	<b>199,694.05</b>	<b>19.62%</b>
<b>REVENUE SOURCES:</b>									
JWB	564,643.00	0.00	0.00	0.00	0.00	564,643.00	423,482.25	141,160.75	0.00%
DCF	282,122.00	0.00	23,510.16	0.00	23,510.16	258,611.84	211,591.50	47,020.34	8.33%
PinCHD	48,744.00	0.00	6,913.09	3,823.62	10,736.71	38,007.29	37,965.16	42.13	22.03%
PinCHD - In-Kind	87,776.00	0.00	12,644.00	6,970.46	19,614.46	68,161.54	69,067.18	(905.64)	22.35%
LB FEES & FINES	113,408.00	5,975.85	7,301.30	11,486.00	24,763.15	88,644.85	85,056.00	3,588.85	21.84%
LB FINGER PRINT FEES	55,000.00	2,534.25	2,997.50	2,452.50	7,984.25	47,015.75	41,250.00	5,765.75	14.52%
FUND BALANCE	20,009.00	0.00	2,252.75	2,231.04	4,483.79	15,525.21	15,540.12	(14.91)	22.41%
<b>ALL FUND TOTAL REVENUE</b>	<b>1,171,702.00</b>	<b>8,510.10</b>	<b>55,618.80</b>	<b>26,963.61</b>	<b>91,092.52</b>	<b>1,080,609.48</b>	<b>883,952.21</b>	<b>196,657.27</b>	<b>7.77%</b>

\*Rounding



