

6A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY
Sitting as the Child Care Facilities Board

Meeting Date: October 03, 2006

Department: Palm Beach County Health Department

Submitted by: Division of Environmental Health & Engineering

Advisory Board Name: Child Care Advisory Council

I. EXECUTIVE BRIEF

Motion and Title: STAFF RECOMMENDS MOTION TO APPROVE: Appointment of one (1) member to the **Child Care Advisory Council** to fill the position of a member representing Department of Children and Families vacated by Amelia Lee. This is an at large appointment.

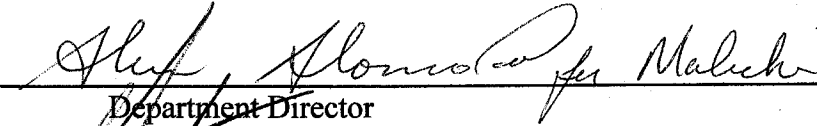
<u>NOMINEE:</u>	<u>SEAT #:</u>	<u>REQUIREMENT:</u>	<u>NOMINATED BY:</u>
Aurelia Diaz	7	Represents Children & Families	NA

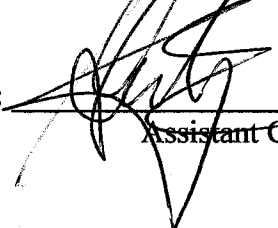
Summary: The Child Care Advisory Council is comprised of seven members who serve at the pleasure of the Board of County Commissioners. One of the required appointment categories must be filled by a member who represents Department of Children and Families in Palm Beach County. Mrs. Diaz presently works as an Operation Review Specialist. She satisfies the requirements as set forth in Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620, Laws of Florida.

Background and Justification: Chapter 59-1698, Laws of Florida, as amended by Chapter 77-620, Laws of Florida, provides for the organization of the Child Care Advisory Council. The Special Act sets forth the required composition of the Child Care Advisory Council (see p. 3, Section 7, attached). Members must consist of two members who represent and operate private child care facilities in Palm Beach County; one member who represents and operates a parochial child care facility in Palm Beach County; one consumer protection enforcement official; one member for fire protection, engineering or technology; and one member who, at the time of appointment, was the parent of a child attending a child care facility in Palm Beach County; and one representative from the Department of Children and Families or the Department of Health.

Attachments:

- Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620, Laws of Florida
- Child Care Advisory Council Member List
- Mrs. Mancini's *curriculum vitae*
- Board Appointment form

Recommended by:  Malibu 9/19/06
Department Director Date

Legal Sufficiency:  9/26/06
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Revised 06/92

ADM Form 03

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

**CHAPTER 59-1698, SPECIAL ACTS,
LAWS OF FLORIDA, AS AMENDED BY
CHAPTER 77-620 SPECIAL ACTS, LAWS
OF FLORIDA**



**CHAPTER 59-1698, SPECIAL ACTS, LAWS OF FLORIDA, AS AMENDED BY
CHAPTER 77-620, SPECIAL ACTS, LAWS OF FLORIDA**

Section 1. DEFINITIONS: The following words and phrases shall mean:

a. **Children:** persons related to the operator of a facility regulated under this act under twelve (12) years of age, and all other persons under eighteen (18) years of age.

b. **Child Boarding Homes:** Any building or shelter in which, for twenty-four (24) hours per day, custodial care is rendered to one to five children, inclusive, and which receives a payment, fee, or grant for any of the children receiving care, whether or not operating for profit subject to the exemptions contained in Section 12 hereof.

c. **Family Day Care Facilities:** Any building or shelter in which custodial care is rendered to one to five children, inclusive, for 2-24 hours per day and which receives a payment, fee, or grant for any of the children receiving care, whether or not operating for profit, subject to the exemptions contained in Section 12.

d. **Child Care Facilities:** Any building or shelter in which custodial care is rendered to six or more children, and which receives a payment, fee, or grant for any of the children, and which receives a payment, fee, or grant for any of the children receiving care, whether or not operating for profit, or which is held out to the public to be an establishment which regularly provides child custodial services.

Section 2. PERMIT REQUIRED FOR ESTABLISHMENT, MAINTENANCE AND OPERATION:

It shall be unlawful for any person, firm or corporation to establish, maintain or operate in **Palm Beach County, Florida**, a child care facility, child boarding home or family day care facility without first obtaining a permit therefor from a board, to be designated as the Child Care Facilities Board, and without permanently posting such permit in the child care facility, child boarding home, or family day care facility. Such Child Care Facilities shall be composed of the Board of County Commissioners of Palm Beach County, hereafter referred to as the Board. The Chairman of the Board of the County Commissioners of Palm Beach County shall be chairman of the Child Care Facilities Board and the Board shall meet at least once every three months at a time and place designated by the Board.

Section 3. APPLICATION FOR PERMIT: Application for a permit to operate a child care facility, child boarding home or family day care facility, shall be made to the Board in writing, and on a form, and under regulations prescribed by the Board. The application shall state the name and address of the applicant, his

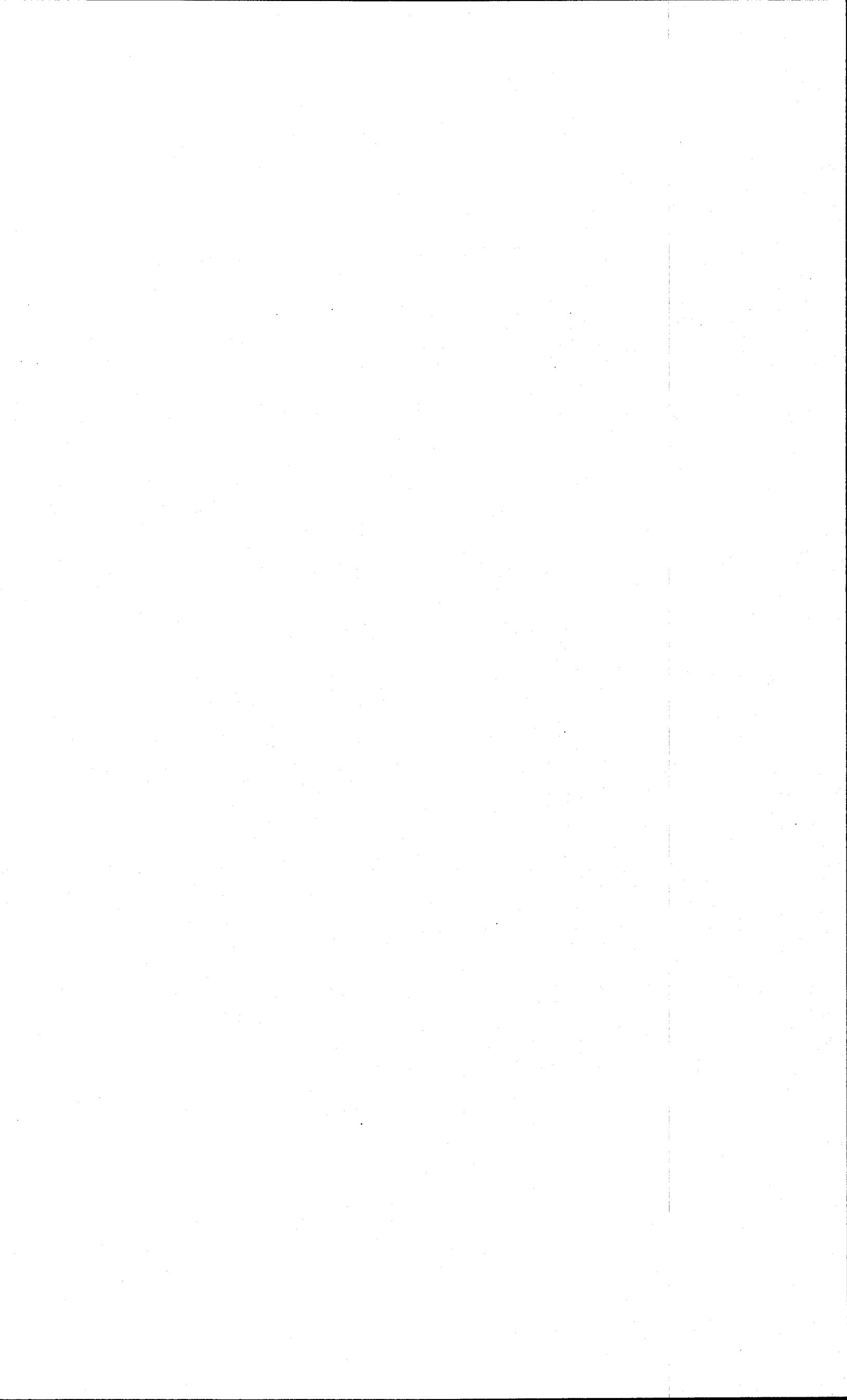
act.

Section 7. CHILD CARE ADVISORY COUNCIL:

1. The Board shall appoint a Child Care Advisory Council which shall be appointed by the Board of County Commissioners no later than sixty (60) days after the effective date of this Act. Members of the Council shall serve at the pleasure of the Board of County Commissioners. The Council shall be composed of seven members consisting of the following:
 - a. Two members who represent and operate as a private enterprise a facility regulated hereunder.
 - b. One member who represents and operates a parochial facility regulated hereunder.
 - c. One member who represents a consumer protection enforcement official.
 - d. One member for fire protection, engineering, or technology.
 - e. One member who at the time of appointment was a parent of a child in a facility regulated hereunder.
 - f. One member who represents the Department of Health and Rehabilitative Services.
2. The Council shall advise the Board and make recommendations as to the issuance and revocation of license and as to rules and regulations necessary to protect the health and safety of persons in child care facilities, child boarding homes or family day care facilities.

Section 8. RIGHT OF ENTRY: Members of the Board and its representative may enter and inspect child care facilities, child boarding homes, or family day care facilities at reasonable hours, and may question such persons and investigate such facts, conditions, and practices or matters as may be necessary or appropriate to determine whether any person has violated any provisions of the Act, or of any rule or regulation issued hereunder.

Section 9. EXEMPTION: The provisions of this Act shall not apply to any public or nonpublic school which is in compliance with the compulsory school attendance law, chapter 232, Florida Statutes, any summer camp having children in full time residence, summer day camp, or vacation Bible school, or any foster home, home for mentally retarded or handicapped children, juvenile detention facility, hospital, or other similar institution otherwise regulated for health standards by a governmental agency. However, this section shall not be deemed to exempt institutions or facilities otherwise regulated by the Department of Health and Rehabilitative Services pursuant to s. 402.301, et seq., Florida Statutes, as it may from time to time be amended or transferred.



CHILD CARE ADVISORY COUNCIL MAILING LIST: CCAC members

MJ Steele 9221 Cypress Hollow Drive Palm Beach Gardens, FL 33418 Phone: 625-0967; Fax: 625-6181 Email: <u>EMJSteele@msn.com</u>	Represents at the time of appointment was a parent of a child in a facility regulated thereunder.
Jerry Catoe, Deputy Chief Palm Beach Gardens Fire Rescue 10500 N Military Trail Palm Beach Gardens, FL 33410 Bus: 799-4300 Fax: 799-4399 Home: 641-9137	Represents fire protection, Engineering, or technology.
Lorraine Herdeen 200 NE 14 th Street Boca Raton, FL 33432 Bus: (561) 391-7274	Represents and operates as a private enterprise a facility regulated thereunder.
Louise Mancini 4900 Summit Blvd., West Palm Beach, FL 33415 Bus: 686-8081, ext. 326 Fax: 640-7613/686-1247 Home: 432-8995	Represents and operates a parochial facility regulated thereunder.
VACANT	Represents the Department of Children & Families.
Dennis Moore 50 S. Military Trail, Ste. 201 West Palm Beach, FL 33415 Bus: 712-6600 Fax: 712-6610	Represents consumer protection enforcement.
Eunice Twiggs 101 10 th Street Lake Park, FL 33403 Bus: 842-4663 Fax: Home:	Represents and operates as a private enterprise a facility regulated thereunder.



MEMORANDUM

TO: Child Care Advisory Council Members,
Applicants for Child Care Facility License/Certificate,
Family Day Care Providers, and other Interested Parties

SUBJECT: Child Care Advisory Council (CCAC) 2006 meeting schedule and deadline for
applicants submitting child care facility application packets to area offices

DATE OF CCAC MEETING	DATE PACKETS DUE IN AREA OFFICE
January 11, 2006, Wednesday	December 28 2005
February 8, 2006, Wednesday	January 25, 2006
March 8, 2006, Wednesday	February 22, 2006
April 12, 2006, Wednesday	March 29, 2006
May 10, 2006, Wednesday	April 26, 2006
June 14, 2006, Wednesday	May 31, 2006
July 12, 2006, Wednesday	June 28, 2006
August 9, 2006, Wednesday	July 26, 2006
September 13, 2006, Wednesday	August 30, 2006
October 11, 2006, Wednesday	September 27, 2006
November 8, 2006, Wednesday	October 25, 2006
December 12, 2006, Tuesday **	November 28, 2006

The Child Care Advisory Council shall advise the Board of County Commissioners and make recommendations as to the issuance and revocation of license and as to rules and regulations necessary to protect the health and safety of persons in child care facilities, child boarding homes or family day care facilities --- pursuant to Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620, Special Acts, Laws of Florida.

CCAC meetings are Public Meetings and are held at 9.00 a.m. at 901 Evernia Street, West Palm Beach, in the Auditorium -- Room 110, unless otherwise published to be held elsewhere.

AURELIA C. DIAZ
5696 GREEN ISLAND DRIVE
LAKE WORTH, FLORIDA 33463
HOME (561) 641-1029 / WORK (561) 837-5820

CAREER OBJECTIVE : Professional position that will promote professional, intellectual, and personal growth. Desire a challenging and responsible position, which involves continuous interaction .

EDUCATION: B. S. Palm Beach Atlantic University Dec. 2001

EXPERIENCE/SKILLS

- Windows
- Microsoft Word 2002
- Lotus Notes 6.5
- Data Base
- Quicken
- Microsoft Excel
- Lotus 1,2,3
- ICWSIS
- HomeSafe Net

PROFESSIONAL EXPERIENCE

Department of Children and Families 1980-Present
West Palm Beach, Florida

July 1, 2004 - Present

Operations Review Specialist. Responsible for processing and executing assigned contracts, amendments, request for proposal, invitations to bid and invitations to negotiate and all other contractual activities as requested and/ or required to ensure compliance with contracts terms and conditions. Audits invoices to validates the billing services rendered, the appropriateness of the request and the inclusion of required documentation as per terms and conditions of the contract. Approves invoices and submits for payment in accordance with statutory time frames. Tracks expenditures and utilization rates over the course of the contract and reconciles with FLAIR to validate fiscal contract integrity. Imposes corrective actions as required and performs follow-up contact to ensure contract success. Monitors, evaluates and tracks performance outcomes to ensure compliance with performance measures. Coordinates with Community Base Provider , fiscal monitor and contract oversight unit in the development and implementation of an ongoing risk assessment and risk management process, including both financial and programmatic risk.

July 1, 2001-June 30, 2004

Audit Evaluation and Review Analyst. Responsible for the processing of financial and compliance audit reports and attestation statements required to be submitted to the department by providers of contracted client services. Conducts technical reviews and evaluations of the financial and compliance audit reports. As a member of the Contract Performance Unit (CPU), participates in the planning, scheduling, and coordination of all on-site monitoring visits with providers and district contract management staff. Conducts and assists in training programs to maintain and improve proficiency in single audit information and related current developments.

September 2, 1999 – June 30, 2001

Operations and Management Consultant II. Responsible for monitoring and evaluating the administrative and/or programmatic performance of the district's client services contracts. Duties are performed independently or as a member/leader of unit team. Responsibilities include, but are not limited to, plan, schedule, and coordinate all on-site and followed-(if necessary) visits with the providers, Contract Performance Unit (CPU), and district contract management staff. Review, observe collect/sample data, and interview staff and clients in order to evaluate provider's level of achievement with contract performance standards, outcome measures, and service tasks as found in the Attachment I of the contract(s). Prepare a final monitoring report of findings in conjunction with the appropriate program office contract manger. Provide training and technical assistance in all areas of administrative and programmatic contract compliance.

February 11, 1994 – September 1, 1999

Operations and Management Consultant I. Responsible for auditing and evaluating provider administrative/fiscal records on annual basis to assure provider's compliance with department Standard Contract and Attachment I specifications. Performed the client files service verification process during programmatic monitoring. Throughout the fiscal year, prepared with the contract manager, any contract amendments required by a change in budget. Provide, on a continuing basis, training and technical assistance to contract managers and providers. Ensure that all required audits are received and reviewed within 120 days following the end of the providers' fiscal year. Consult with agency executive and administrative staff in the preparation and maintenance of records and reports whereby payment/contract expenditures are reported accurately.

RELATED WORK EXPERIENCE

The School District of Palm Beach County
West Palm Beach, Florida

September 2002-Present

ESOL teacher at Wellington Community High School.

A+ Hair Salon, Inc.
West Palm Beach, Florida

June 09, 1996 – April 30, 2005

Accountant. Weekly, prepare payroll checks; compute the Federal Withholding, Medicare and Social Security Deductions and post entries to the ledger. *Monthly:* Issue Payroll Tax Liability check, balance liability accounts, balance Bank Statements. *Quarterly:* Prepare the 941 Employee Federal Quarterly Tax Return. Prepare the UCT6 (State of Florida Department of Labor) Quarterly Tax Report. *Annually:* Prepare annual reports (W-2's, 1099's, etc.)

References: Upon request.



Jeb Bush
Governor

M. Rony François, M.D., M.S.P.H., Ph.D.
Secretary, Department of Health

MEMORANDUM OF RECORD

DATE: Tuesday, September 19, 2006

TO: The Honorable Tony Masilotti, Chairman
And Members of the Board of County Commissioners
(Child Care Facilities Board)

FROM: Division of Environmental Health & Engineering

THRU': Jean Marie Malecki, MD, MPH, FACPM *Approved for Malecki*
Director, Palm Beach County Health Department

John O'Malley, PG, RS *JOM*
Environmental Administrator, Division of Environmental

SUBJECT: Board Appointment -- Child Care Advisory Council (CCAC)

This memo serves to provide written notice of one vacancy on the Child Care Advisory Council. Ms. Amelia Lee, who represents the **Florida Department of Children and Families pursuant to Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620, Special Acts, Laws of Florida**, has resigned effective July 26, 2006.

The Child Care Advisory Council consists of seven members:

- a) Two members operating a private facility;
Represented by: Eunice Twiggs and Lorraine Herdeen
- b) One member operating a parochial facility;
Represented by: Louise Mancini
- c) One member who represents a consumer protection enforcement official;
Represented by: Dennis Moore



Post Office Box 29 / 345 South Congress Avenue, Delray Beach, FL 33445
Jean M. Malecki, MD, MPH, FACPM, Director

- d) One member for Fire Protection, Engineering or Technology;
Recommend: Jerry W. Catoe
- e) One member who is a parent of a child in a regulated facility;
Represented by: M.J. Steele
- f) One member representing the Department of Children and Families;
Represented by: **VACANT**

As required by Chapter 59-1698, Special Acts, Laws of Florida, as Amended by Chapter 77-620, Special Acts, Laws of Florida, it is necessary that the Child Care Facilities Board appoint members to fill these vacancies. The Department of Children and Families has recommended one of their local District 9 employees, Ms Aurelia C. Diaz, for this position. This office has received a *curriculum vitae* from Ms. Aurelia C. Diaz. The *curriculum vitae* and signed Board Appointment Information form are enclosed for your review. It is hoped to place this item on the **October 03, 2006 Agenda** for the Commission's consideration.

If you have any questions, please do not hesitate to contact me at 355-3018. I appreciate your consideration in this matter and look forward to your additional nominations, if any.

cc: Dennis Moore, Chairman, Child Care Advisory Council
Jon Van Arnam, Assistant County Administrator
Gentry Denise Benjamin, Esq., Assistant County Attorney
Victoria Coleman-Miller, Esq., PBC Health Department Legal Counsel

/Enclosures

- Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620 Special Acts, Laws of Florida;
- Child Care Advisory Council List & Schedule of Meetings for 2006;
- Palm Beach County BCC Board Appointment Information Form
- Curriculum vitae of Ms Aurelia C. Diaz