

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
SITTING AS THE  
CHILD CARE FACILITIES BOARD**

6A-1

**BOARD APPOINTMENT SUMMARY**

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Meeting Date: December 18, 2007

Department: Palm Beach County Health Department

Submitted by: Division of Environmental Health & Engineering

Advisory Board Name: Child Care Advisory Council

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**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 vacated by Aurelia Diaz. This is an at large appointment

|                  |                |   |                      |
|------------------|----------------|---|----------------------|
| <u>NOMINEE:</u>  | <u>SEAT #:</u> | <u>REQUIREMENT:</u>                                   | <u>NOMINATED BY:</u> |
| Patricia Tilford | 7              | Represents the Department<br>of Children and Families |                      |

**Summary:** The Child Care Advisory Council is comprised of seven members who serve at the pleasure of the Board of County Commissioners. 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 Florida Department of Children and Families (DCF).

**Background and Justification:** Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620, Special Acts, Laws of Florida, provides for the organization of the Child Care Advisory Council. The Special Acts and Palm Beach County Codes, Appendix D, Chapter 1, Article IV.2 set forth the required composition of the Child Care Advisory Council (see p. 3, Section 7, attached). Mrs. Tilford is presently a Government Management Analyst Supervisor with DCF, District 9. She has been recommended by the DCF Acting District Circuit Administrator to fill the seat and has expressed interest in serving on the Council.

**Attachments:**

1. Chapter 59-1698, Special Acts, Laws of Florida, as amended by Chapter 77-620, Special Acts, Laws of Florida
2. Child Care Advisory Council Member List
3. Child Care Advisory Council meeting schedule
4. Letter of recommendation
5. Mrs. Tilford's biography
6. Mrs. Tilford's *curriculum vitae*
7. Board Appointment form

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Recommended by:  11/16/07  
Department Director Date

Legal Sufficiency:  11/19/07  
Assistant County Attorney Date

## **II. REVIEW COMMENTS**

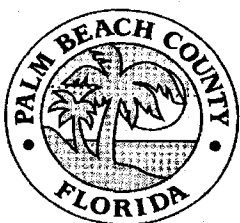
### **A. Other Department Review:**

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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**



*Attachment #1*

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 occupational history and qualifications, the type and location of proposed

operation, the number of persons to be accommodated, and such other information the Board may require.

**Section 4. ISSUANCE OF LICENSE:** The Director of the Palm Beach County Health Department shall be charged with the administrative and financial responsibility of carrying out the duties of the Board, and he or his representative shall inspect child care facilities, child boarding homes, and family day care facilities as required by the Board. Said Board when satisfied that minimum standards are met, shall issue a license in writing on a form prescribed by the Board. Such license shall be valid for a period of one year unless revoked. It shall not be transferable or assignable.

**Section 5. REVOCATION:** The Board may revoke a license if it finds that the operator has failed to comply with any provisions of this Act or any rule or regulation issued hereunder.

**Section 6. MINIMUM STANDARDS, REASONABLE RULES AND REGULATIONS TO BE PRESCRIBED BY THE BOARD:**

1. The Board shall make, promulgate, amend and repeal such rules and regulations as are necessary to protect the health and safety of persons in child care facilities, child boarding homes, or family day care facilities; prescribing standards for living quarters, including provisions pertaining to sanitary conditions, light, air, safety, protection from fire hazards, equipment, operation, qualifications and number of staff, and such other matters as may be appropriate to protect the life and health of the occupants thereof. Standards established by rules and regulations of the Board shall meet or exceed state minimum standards, to wit: standards established by the Department of Health and Rehabilitative Services pursuant to chapter 402, Florida Statutes.
2. The Board may make, promulgate, amend, and repeal such rules and regulations as are necessary:
  - a. To require facilities regulated hereunder to secure liability insurance and set minimum limits and standards for carriers: and,
  - b. To establish fees for inspection and licensing under this Act.

No such rules and regulations of the Board shall be adopted or become effective until after a public hearing has been held by the board pursuant to at least one notice published in a newspaper of general circulation in the county at least ten days prior to the hearing. When approved by the Board and filed with the Clerk of the County Commission, such rules and regulations shall have the force and effect of law. Until the Board adopts rules and regulations, the State standards aforementioned shall apply to all facilities regulated by this 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.

**Section 10. CIVIL ENFORCEMENT:** Any violation of this Act or the rules and

regulations of the Board promulgated pursuant hereto shall be subject to enforcement by the Palm Beach County Environmental Control Officer and the Palm Beach County Environmental Control Act, chapter 70-862, Laws of Florida, as amended, and as it may in the future be amended or reenacted.

Section 11. **CRIMINAL PENTALTY:** Any person failing to comply with the provisions of this act is guilty of a misdemeanor of the second degree punishable as provided by general law.

Section 12. **ADVERTISING BY FACILITIES:** It shall be unlawful for any person, persons, associations, partnerships, corporations, or institutions to offer or advertise to the public in any way or by any medium whatsoever, child boarding home, family day care facility or child care facility service unless it has first secured a license under the provisions of this Act. All advertisements advertising any such services shall include the license number of the license issued pursuant to this Act.

Section 13. **SEVERABILITY:** If any provision of the Act, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Act which can be given effect without the invalid provision or invalid application and to this end the provisions of the Act are declared severable.

Section. 14. **THIS ACT SHALL TAKE EFFECT UPON BECOMING A LAW.**

**BECAME A LAW WITHOUT THE GOVERNOR'S APPROVAL.**

**FILED IN OFFICE SECRETARY OF STATE.**

## CHILD CARE ADVISORY COUNCIL MEMBERS

### Seat #1

**Lorraine Herdeen:**

200 NE 14<sup>th</sup> St.

Boca Raton, Fl. 33432

Bus: (561)391-7274

Represents and operates as a private enterprise a facility regulated there under.

### Seat #2

**Eunice Twiggs:**

101 10<sup>th</sup> St.

Lake Park, Fl. 33403

Bus: (561) 842-4663

Represents and operates as a private enterprise a facility regulated there under.

### Seat #3

**Louise Mancini:**

4900 Summit Blvd.

West Palm Beach, Fl. 33415

Bus: (561)686-8081 ext. 326

Represents and operates a parochial facility regulated there under.

### Seat #4

**Dennis Moore:**

50 S. Military Trail Ste. 201

West Palm Beach, Fl. 33415

Bus: (561)712-6600

Represents consumer protection enforcement.

### Seat #5

**Jerry Catoe, Deputy Chief:**

10500 N. Military Trail

Palm Beach Gardens, Fl. 33410

Bus: (561)799-4300

Represents fire protection, engineering, or technology.

### Seat #6

**Kendra Barnes:**

Palm Beach County School District

Dept. of Early Childhood

3300 Forest Hill Blvd. Ste. C206

West Palm Beach, Fl. 33406

Bus: (561)644-1930/691-1891

Represents at the time of appointment was a parent of a child in a facility regulated there under.

### Seat #7

**Vacant**

Represents the Department of Children and Families

Attachment #2





Palm Beach County Rules and Regulations Governing Child Care Facilities, Adopted Pursuant to Chapter 77-620, Special Acts, Laws of Florida as Amended

### MEMORANDUM

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

**SUBJECT:** Child Care Advisory Council (CCAC) 2008 meeting schedule and deadline for  
applicants submitting complete\* child care facility application packets to  
area offices

| DATE OF CCAC MEETING          | DATE PACKETS DUE<br>IN AREA OFFICE |
|-------------------------------|------------------------------------|
| January 9, 2008, Wednesday    | December 26, 2007                  |
| February 13, 2008, Wednesday  | January 30, 2008                   |
| March 12, 2008, Wednesday     | February 27, 2008                  |
| April 9, 2008, Wednesday      | March 26, 2008                     |
| May 14, 2008, Wednesday       | April 30, 2008                     |
| June 11, 2008, Wednesday      | May 28, 2008                       |
| July 9, 2008, Wednesday       | June 25, 2008                      |
| August 13, 2008, Wednesday    | July 30, 2008                      |
| September 10, 2008, Wednesday | August 27, 2008                    |
| October 8, 2008, Wednesday    | September 24, 2008                 |
| November 12, 2008, Wednesday  | October 29, 2008                   |
| December 10, 2008, Wednesday  | November 26, 2008                  |

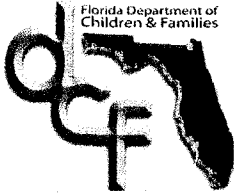
**The Child Care Advisory Council shall advise the Board of County Commissioners and make recommendations as to the issuance and revocation of license and as to rules and regulations necessary to protect the health and safety of persons in child care facilities, child boarding homes or family day care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

CCAC meetings are Public Meetings and are held on the second Wednesday of each month at 9.00 a.m. at 901 Evernia Street, West Palm Beach, FL, unless otherwise published.

\*NOTE: A copy of the satisfactory Health Department inspection report verifying that the facility has met the requirements for licensure must be submitted with the application and supporting documentation.

Attachment #3

10/2007



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

**Charlie Crist**  
*Governor*

**Robert A. Butterworth**  
*Secretary*

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**Alan F. Abramowitz.**  
*Acting Circuit Administrator*

November 7, 2007

Palm Beach County Board of County Commissioners  
West Palm Beach, Florida

To whom it may concern:

Please accept this letter as recommendation for Patty Tilford, Community-Based Care Contract Manager, to serve as the Department of Children and Families local representative on the Palm Beach County Child Care Advisory Council.

Ms. Tilford has worked for the Department for over 22 years and offers a wide array of experience and knowledge. Please see the attached biography for more detailed information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alan F. Abramowitz', is written over a horizontal line.

Alan F. Abramowitz  
Acting Circuit Administrator

Attachment #4

Patricia D. Tilford  
Department of Children and Families  
111 S. Sapodilla Ave.  
West Palm Beach, Florida 334001  
(561) 837-5840

Ms. Tilford has more than twenty-two years of experience in the field of health and human services. She began her career with the Department of Children and Families in February 1985 working with the Medicaid and Food Stamp Programs. She quickly moved into management and has over fifteen years of supervisory experience. In 1993 she was granted educational leave to pursue a Master's Degree in Social Work. Upon her return she was placed into a position that required ensuring compliance with federal and state funding requirements where her unit received statewide recognition for maximization and recoupment of federal dollars. Ms. Tilford has spent her last ten years with the Department working with contracts in various positions including contract management, contract monitoring, and supervision. Most recently she has been working as the Community-Based Care Project Manager. During her time in contracts Ms. Tilford was a team recipient of the Davis Productivity Award for Excellence. Ms. Tilford has experience in budget management and analysis and is also well versed in child protection and child welfare issues.

Ms. Tilford earned a Master's Degree in Social Work from Florida International University. She holds a Bachelor of Science Degree from Florida Atlantic University in Psychology.

Attachment #5

**Patricia D. Tilford**  
**2735 Nassau Road**  
**West Palm Beach, Florida 33406**  
**Home: 561.433.0474    Cell: 561. 312.0848**

**EDUCATION:**

Florida International University, Miami, Florida - MSW 1995  
(Studies included both macro and micro practice)

Florida Atlantic University, Boca Raton, Florida - BA Psychology 1981

**SUMMARY OF QUALIFICATIONS:**

- Twenty-two years of experience in the field of health and human services.
- Over twelve years of experience supervising, training, evaluating, and motivating staff.
- Experienced in budget management, analysis, and funding streams.
- Experienced in contract management and contract monitoring.
- Well versed in child protection and child welfare issues.

**PROFESSIONAL EXPERIENCE**

Department of Children and Families (DCF)    1985 - present  
West Palm Beach, Florida

**July 2004 – present**

Government Management Analyst Supervisor

- Initiated the development of a district contract management unit.
- Hired, supervised, evaluated and motivated staff.
- Ensured staff productivity and compliance with required tasks and time-fames.
- Oversight to the preparation, processing, and execution of contracts.
- Oversight to the payment and reconciliation of provider invoices and expenditures. Analyzed contractual expenditures to manage any surplus/deficit.
- Ensured contract compliance and follow-up to any independent audits, reviews and/or monitoring activities.
- Tracked and monitored compliance with performance measures.
- Developed partnerships and facilitated meetings with contracted providers to ensure program and financial accountability.
- Participated on committees involved with the development of the district Annual Report, Primary Prevention and Early Intervention Plan, Strategic Plan, and other committees as requested.

Community-Based Care Project Manager - Due to reduction of staff and re-organization effective 9-14-06

- Act as primary liaison to the lead agency regarding the terms and conditions of their contract and the sub-contracts under their auspices.
- Track and monitor performance. Follow-up on all corrective actions.
- Provide technical assistance regarding budget and financial rule interpretation, program policies and procedures, and contract management.

**August 2003 – July 2004**

Government Operations Consultant II

- Management of the Family Safety Program budget and staff.
- Oversight and analysis of spending plans, contractual expenditures, and federal and state funding streams.

*Attachment #6*

**September 1999 – August 2003**

**Government Operations Consultant II**

- Supervised, evaluated and motivated staff.
- Conducted programmatic, administrative and clinical monitoring of client services contracts, including family safety, substance abuse and mental health, adult and economic services, and developmental disabilities.
- Reviewed provider data to ensure compliance with contract terms, conditions, and outcomes.
- Prepared and/or reviewed final written monitoring reports of findings. Ensured completion of corrective actions.
- Developed and provided training and technical assistance in all areas of contract compliance.
- Team recipient of Davis Productivity Award for Excellence

**September 1997 – September 1999**

**Human Services Program Specialist**

- Procurement of contractual services, negotiations, approvals, amendments.
- Provided day-to-day oversight, evaluation, and tracking of performance outcomes in coordination with program staff to ensure compliance with performance measures.
  - Provided a wide variety of support activities for department staff and community providers regarding contractual related client services programs and requirements.
  - Developed and implemented methods for monitoring and evaluating the quality of service provision in compliance with applicable rules, policies, and statutes.
  - Collected data for the purpose of developing reports, statistical analysis, and evaluation of contractual outcomes.
  - Participated in statewide meetings and workgroups convened on issues related to contracted services.
  - Department representative on the Child Abuse and Prevention Task Force of Palm Beach County.
  - Department representative on the Domestic Violence Council of Palm Beach County.

**September 1995 – September 1997**

**Children and Families Counselor Supervisor**

- Supervised, trained, evaluated, and motivated staff.
- Provided technical assistance and training to ensure that federal and state requirements were met.
- Statewide recognition for the recoupment of federal funding.
- Ensured that audit files were maintained to maximize federal funding.

**September 1993 – June 1995 - Educational Leave – Pursuit of Master's Degree in Social Work**

- Certified Child Protection Professional

**January 1990 - September 1993**

**Program Specialist**

- Developed and provided pre-service and in-service training to new staff.
- Evaluated trainee performance.
- Participated on a statewide committee that interpreted federal guidelines to develop state operating policies and procedures.
- Conducted/participated in district, state and federal monitoring activities.

**January 1987 – January 1990**

Public Assistance Specialist Supervisor

- Supervised, trained, evaluated, and motivated staff.
- Ensured compliance with state mandated time standards and productivity quotas.
- Analyzed data and compiled statistical reports.
- Provided technical assistance and training to internal as well as external customers.

**February 1985 – January 1987**

Public Assistance Specialist

- Determined initial and continued eligibility for department funded programs, including Food Stamps and Medicaid.

**September 2002 – December 2004**

ESOL Teacher - Palm Beach County School District (concurrent part-time employment)

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
ADVISORY BOARD NOMINEE INFORMATION FORM**

**Part I:**

Board Name: CHILD CARE ADVISORY COUNCIL

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: N/A Years. From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Must be a DEPARTMENT OF CHILDREN & FAMILIES employee Seat #: 7

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☒ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Tilford Patricia D.  
Last First Middle

Occupation/Affiliation: Government Management Analyst Supervisor

Business Name: State of Florida, Department of Children & Families

Business Address: 111 South Sapodilla Avenue

City & State West Palm Beach, FL Zip Code: 33401

Residence Address: 2735 Nassau Road

City & State West Palm Beach, FL Zip Code: 33406

Home Phone: (561) 433-0474 Business Phone: (561) 837-5840 ext. \_\_\_\_\_

Cell Phone: ( ) Fax: (561) 837-5695

Email Address: patty\_tilford@dcf.state.fl.us

Mailing Address preference: ☒ Business Address ☐ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☐ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☒ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: \_\_\_\_\_

**\*When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.**

\_\_\_\_\_ Number of previously disclosed voting conflicts during the previous term

Signature: \_\_\_\_\_

Date: \_\_\_\_\_