

**RESIDENTIAL CHILD CARE LICENSING ADVISORY COMMITTEE  
MEETING MINUTES**

12 November 2015  
Highland Plaza Building, Room 425  
3760 South Highland Drive  
Salt Lake City, UT

**Members Present:** Dale Smith, Ilse Wilson, Jessica Goodman, and Nicole Cunard

**Members Excused:** Julie H. Shakib and Joni Hemond

**Members Absent:** Cindy Smith

**Department of Health and Child Care Licensing Staff Present:** Teresa Whiting, Simon Bolivar, Karrie Phillips, Jessica Strout, Joyce Hasting, Sarah Atherton, Kathleen Sanders, and Donna Thomas

**AGENCY AND COMMITTEE REPORTS**

**Child Care Licensing - Simon Bolivar**

- A .6 (part time) Background Screening Specialist was hired.
- Starting January 1, 2016, outdoor inspections will be combined with announced inspections.
- Interpretation Manual updates will be presented at the January meeting.

**Care About Childcare - Steve Matherly**

- Care About Child Care staff created a flow chart for creating a login for the Child Care Licensing Portal. Providers can have the same login for their Child Care Licensing Portal and their DWS Provider Portal.
- There are several email lists to ensure emails go to the right people. Providers should contact CCPDI if they feel they are not getting emails, to see what lists they are on, and to inform them of new email addresses. Providers can also choose to opt out of emails. Providers should remember to check spam and junk folders for email.
- The new Office of Child Care grant is up and running and there is an Early Bird incentive.
- The Office of Child Care is working with the federal Office of Child Care on a new state plan that focuses on quality and consumer education. We are in good shape with the consumer education piece. In the past year, the number of hits on the web page has doubled.
- The Kids in Care Program is up and running. Information about child care assistance during job searches is on the Office of Child Care web page.

Steve also announced that he accepted a position with Early Childhood Utah. He will be working on an integrated database to track all services for children. This will include services from before birth through adulthood.

## **WELCOME**

Mr. Smith welcomed members of the committee and the public and started the meeting at 11:03 a.m.

## **OLD BUSINESS**

The minutes from the September meeting were approved via email.

## **NEW BUSINESS**

### **5 year review of R 392-110 Home-Based Child Care Food Service – The Environmental Sanitation Program**

- It was decided that the rule is still needed. Without this rule home providers would have to follow the same rules as restaurant owners follow.
- Kitchen inspections for home providers can't be done by Food Program Sponsors or by Child Care Licensing Specialists. It is in statute that they have to be done by licensed environmental health scientists.
- There is some duplication between this rule and the Child Care Licensing Rule. Committee members and providers can send comments about the redundancies to Simon and he will forward them.

### **Report from Center Committee – Dale Smith**

- Recent rule changes are out for public comment.
- There is a newsletter that includes the top ten findings and how to avoid them.
- Background screenings can be submitted with tablets and smart phones. There are also computers available in the Salt Lake and Provo Child Care Licensing offices.
- A new rule was proposed that allows mixed age groups with no more than three older toddlers (18 to 23 months old) and no more than four 2 year olds with one caregiver.

### **Rule making process – Simon Bolivar**

- The committee makes a motion and approves a new rule.
- The new rule is written.
- The new rule must be approved by the Bureau Director, the Division Director, and the attorneys.
- The new rule must be approved by the Executive Director.
- The new rule must have a 30 day public comment period.
- Public comments are discussed.
- The process starts over if, after the public comments are discussed, the committee decides to change the rule.
- When there are no changes after public comments the rule becomes effective on a designated date.

### **Shade and outdoor play area**

- There was a request to review the present rule and see if it should be changed to include that shade has to be from a structure. The present rule allows shade from any source.
- The committee members did not want to change the rule.

### **Sunscreen as a rule or requirement**

- There was a request to create a new rule requiring providers to put sunscreen on children in care.
- The committee members did not want to add a new rule. They did want to add a recommendation to the Interpretation Manual that providers use sunscreen lotion and not sunscreen spray.

There was a discussion about a rule requiring children go outside. It was decided to put it on the agenda for the next meeting.

## **PUBLIC COMMENT**

There was a request to change the rule about accessible water and have it accessible at all times not just in warm weather.

## **ASSIGNMENTS**

### **Simon**

- Research: Do other states have rules requiring outside time for children in care.

Mr. Smith adjourned the meeting at 12:00 p.m.

## **UPCOMING SCHEDULE 2015**

### **January 14, 2016**

Highland Plaza  
3760 S. Highland Dr.  
Salt Lake City, UT  
Room 306  
10:30 a.m. to 12:30 p.m.

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Austin Roy at (801) 584-8294 or via email at [aroy@utah.gov](mailto:aroy@utah.gov) to request reasonable accommodations.