

**CHILD CARE CENTER LICENSING COMMITTEE
MEETING MINUTES**

14 July 2016

Highland Plaza Building, Auditorium
3760 South Highland Drive
Salt Lake City, UT

Members Present: Deborah Lynne Tilley, Genevieve Romero, Becky Lageschulte, Naysla Anderson, Dale Smith, Scott Smith, and Laura Brown for Julie Shakib

Members Excused: none

Members Absent: none

Department of Health and Child Care Licensing Staff Present: Teresa Whiting, Simon Bolivar, Donna Thomas, Jessica Strout, Kim Rice, Joyce Hasting, Kathleen Sanders, Sue Kirkham, Sarah Atherton, Jennifer Smith and Jamie Ness

WELCOME

Ms. Tilley welcomed the members of the committee and the public and started the meeting at 9:02 a.m.

APPROVAL OF MINUTES

Minutes from the May meeting were approved with the following clarification: Deborah expressed concerns about having a locked room remain open for an inspection and about having to give keys to her staff so they can unlock a room for an inspection. She felt that giving keys to staff gives them the opportunity to unlock rooms and enter them when they are not supposed to be in the room. Deborah declined approval of prior minutes because the minutes did not show where Board Members were told they could be sued for decisions after Licensing said those comments were not made. Minutes passed at a 6 to 1.

ASSIGNMENT FOLLOW-UPS

Required Trainings for 2016

Joyce presented a document that explained the differences between the required Federal Topics Training, Pre-Service Training, and Annual/On-Going Training. The document is on the What's New Section of the Child Care Licensing webpage – childcarelicensing.utah.gov.

Labeling Breast Milk

Joyce went over the section of the Interpretation Manual that pertains to the labeling of breast milk. The rule states that breast milk for infants that is brought from home for an individual child's use must be labeled with the child's name and the date and time of preparation or opening. The assessment section clarifies that breast milk that is collected and frozen immediately after collection is not considered "prepared" or "opened". Breast milk that is collected and never frozen is considered prepared. Preparation includes removing frozen breast milk from the freezer.

NEW BUSINESS

Committee Vacancies

Dr. Shakib can't continue to serve on the committee and the terms of some positions have ended. Anyone interested in serving on the committee is required to send an application to Dr. Miner for approval. Dr. Miner has not announced the appointment of any new committee members.

Meeting Start Time

Because the center committee has had more to discuss than the residential advisory committee, it was proposed that the residential advisory committee have their meeting first and the center committee start their meeting at 10:30 a.m. This proposal was passed and will go into effect the next meeting.

Inspecting Locked Rooms

Deborah is still concerned about the possibility of theft in all centers if providers have to leave keys to their office with staff.

Deborah asked for Simon for a list of centers that had been issued findings for this and he explained that there is not a rule that addresses having children in locked rooms, except the discipline rule. He said findings were issued for a lack of supervision when children were found in locked rooms.

Deborah proposed having a rule that addresses children in locked rooms but it was not approved by the committee.

Genevieve asked how this became an issue if it has been the practice for a long time. Simon explained that this has always been part of protocol and the following language was added to the latest Interpretation Manuals: During Announced Inspections and Unannounced Inspections "all rooms and areas (including closets) that are accessible to children will be assessed. This includes rooms and areas accessible to unsupervised children on their way to and from bathrooms. Areas that are inaccessible to children will need to be opened to ensure the entire facility is inspected. These areas should not be opened or unlocked until requested by a licensing staff member." There were some questions about this language.

It was proposed that language be added to the Interpretation Manual that doors don't have to be unlocked if licensors can see the entire room with a window, mirror, camera, or other means.

Simon stated that this is already the practice and the language can appear in the next update of the Interpretation Manual.

The committee approved this addition to the Interpretation Manual.

AGENCY AND COMMITTEE REPORTS

Care About Child Care – Karrie Phillips

There are quality indicator incentives for FY17. There's not as much money as there was in FY 16 and they will be awarded on a first come, first serve basis.

An emergency alert system is being worked on. This came about when there was a shooter in a neighborhood and an elementary school was notified to lock down but a child care center in the same neighborhood was not notified. When the system is in place, police and fire departments (and anyone else who needs to) will be able to enter a location and see child care providers within a mile radius of that location and then text them or email them details of emergency situations.

Child Care Licensing – Simon Bolivar

By the end of July, Live Scan machines will be up and running in CAC Children's Service Society, CAC Utah State, CAC Weber State, CAC UVU, and CAC Five Counties. Covered Individuals can have fingerprints done free of charge. They will need ID and proof of paying the \$52.75 fingerprint processing fee.

There won't be a Live Scan machine at CAC Utah State Eastern but they have reimbursements to off-set the cost of having fingerprints done.

Covered Individuals can submit fingerprint cards; they don't have to use a Live Scan machine.

PUBLIC COMMENT

There were no public comments.

Ms. Tilley adjourned the meeting at 10:14 a.m.

NEXT MEETING

The next meeting will be on September 8, 2016 from 10:30 a.m. to 12:30 p.m. in auditorium of the Highland Plaza Building on 3760 Highland Drive in Salt Lake City.

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 to request reasonable accommodations.