

**CHILD CARE CENTER LICENSING COMMITTEE  
MEETING MINUTES**

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

**Members Present:** Deborah Lynne Tilley, Genevieve Romero, Becky Lageschulte, Naysla Anderson, Dale Smith, and Scott Smith

**Members Excused:** Julie H. Shakib

**Members Absent:** None

**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

**WELCOME**

Ms. Tilley welcomed the members of the committee and the public and started the meeting at 9:03 a.m.

**APPROVAL OF MINUTES**

Minutes from the September meeting were approved via email.

**OLD BUSINESS**

**Proposed Rule Changes**

- The proposed rule changes from previous meetings are done and out for public comment.
- A post card with information about submitting public comments was sent to all providers

**Committee Newsletter**

- The newsletter was completed and sent to center directors.
- Simon will put the newsletter on the Child Care Licensing website.
- The newsletter is not yet on the Child Care Licensing Portal but hopefully it will be there after the next database deployment.

## **NEW BUSINESS**

### **Addition for mixed group toddlers twos**

- There was a proposal for a new rule for a mixed age group of toddlers and twos. This rule would help center owners with the enrollment of new children and have children at similar developmental levels in the same group.
- After much discussion about what age children should be in the new mixed age group, the following decisions were made:
  - Create a sub-group of toddlers called older toddlers. Older toddlers are 18 months to 23 months old.
  - Add a table to rule 11-(6) for a mixed age group of older toddlers and 2-year-olds, not to exceed three older toddlers in a group of seven and with a maximum group size of 14 children.
  - Edit or delete any existing rules that contradict these new rules.

### **Online background screening forms – Deborah Tilley**

- There was some concern with the on-line submission of background screening forms.
  - Some providers don't have computers.
  - The web site doesn't always work.
  - Confidential information is being submitted.
- Simon explained:
  - Providers can use tablets and smart phone to submit background screening forms.
  - Hard copies of background screening forms are available.
  - A lot of submission problems are with the choice of browser, not the web site. Google Chrome is the best browser to use.
  - For now, providers have to log out of the Child Care Licensing web site before logging into the Care About Child Care web site. Simon is working with the Care About Child Care programmers to fix this.
  - Previously all facility names were not on the drop-down list on the background screening form. They are all there now.
  - Both the Child Care Licensing website and the Care About Child Care website are encrypted and safe. There are no security issues.
- There were also concerns about the payment process for background screening fees and not being able to reach someone to take a payment.
- Simon explained:
  - There are only 3 people with Child Care Licensing who are authorized and have the equipment to take credit card payments and sometimes they are all at a training and sometimes one or more are out sick or on vacation.
  - There have been some technical issues with the payment equipment.
  - Checks and money orders can still be mailed.
  - Checks, money orders, and cash can still be hand-delivered.
  - We are working on an on-line payment process.

### **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.
- If there are no changes after the public comment period, the new rule goes into effective at 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 decided to keep the present rule as written.

### **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 decided not to create a new rule requiring providers to put sunscreen on children in care.

## **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 includes services before birth until adulthood.

### **PUBLIC COMMENT**

There were no public comments.

Ms. Tilley adjourned the meeting at 10:58 a.m.

### **ASSIGNMENTS**

#### **Simon**

- Add the committee newsletter to the CCL web page and to the Child Care Licensing Portal
- Draft a new rule for the mixed age group of older toddlers and 2-year-old children and email it to the committee members for comments.
- Draft a new rule for the group size for the mixed age group of older toddlers and 2-year-old children and email it to the committee members for comments.
- Edit and/or delete any current rules that contradict the new rules and sent those revisions to the committee members for comments.
- Send the information on post cards via email.

### **NEXT MEETING**

**January, 14, 2016**  
3760 S. Highland Dr.  
Salt Lake City, UT  
Room 306  
9:00 a.m. to 11:00a.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.