



**CHILD CARE CENTER LICENSING COMMITTEE
MEETING MINUTES**

10 January 2019

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

Members Present: Jody Zabriskie, Dale Smith, Bree Murphy, Jamie Bitton covered for Genevieve Romero, Matt Wallace covered for Scott Smith.

Members Excused: Laura Brown.

Members Absent: None

Department of Health and Child Care Licensing Staff Present: Simon Bolivar, Donna Thomas, Kim Rice, Avis Burrows, Sarah Atherton, Charlotte Woodward, Kat Martinez, Paula Mills, Karen Allison, Rosemary VanderMeyden and Jacqueline Macias.

AGENCY REPORTS

Child Care Licensing – Simon Bolivar

- Green post card.
 - The green post card will no longer be sent by CCL as all communications will now take place via email.
- Interpretation manual:
 - The goal is to have it completed and published by the end of January or before the next committee meeting.
- Background Checks.
 - The background check unit is finally fully staffed and the process of background checks is now faster.
 - All covered individuals who need fingerprints must complete the Live Scan Fingerprinting Authorization Form before going to the fingerprinting site.
- Facebook page.
 - Our facebook page will continue to be used for advertisements, trainings, etc.

Office of Child Care – Kerrie Phillips

- 113 applications have been received for the early rating in the child care quality system.
- The quality indicator will be ending on June 30th of this year and will no longer be part of the scoring for the child care quality system.

Utah Afterschool Network – Kelly Riding

- There are two training opportunities coming up for people who work with school age kids.
 - The Southern Recharge Workshop will be held in St. George on February 9th.
 - The Northern Recharge Workshop will be held at Glendale Middle School on February 23rd.

WELCOME

At 11:20 am, Jody welcomed everyone and started the meeting.

APPROVAL OF MINUTES

The minutes from the November meeting were approved via email.

Assignment Follow-Up

Simon Bolivar

Post advertisement for committee vacancies on our website. - done

Create google document for committee members to enter their ideas/suggestions about the Committee Bylaws. - done

NEW BUSINESS

Revision of Committee Bylaws -

- Simon went over the Bylaws. Questions were answered, changes were recommended and discussed.
- Simon will re-wright the bylaws and take present them to the lawyer for approval.
- The updated bylaws will be reviewed for a vote on the next committee meeting.
- Jody recommended for the committee members to be given the updated bylaws for review before the next meeting.

Chair and Vice chair election -

- Matt Wallace made motion to keep Jody as the chair until September.
- Bree Murphy seconded motion.
- All committee members were in favor of motion.
- The motion passed.
- Matt Wallace made motion to keep Dale as vice chair until September.
- Bree Murphy seconded motion.
- All committee members were in favor of motion.
- The motion passed.

Changes and additions to the interpretation manual update-

- The goal is to have it completed and published by the end of January or before the next committee meeting. As soon as it is posted providers will be notified and will have a 30 day period to provide their feedback.
- Simon will email any received recommendations to the committee chair.

Background clearances update -

- The background check unit is finally fully staffed and the process of background checks is now faster.

Committee vacancies and new member –

- We are still waiting for nominations to be made from the governor's office.
- There are still some vacant positions which will continue to be advertised.
- Bree Murphy is a new committee member.

Committee member comments and recommendations - None

PUBLIC COMMENT

There was a conversation during the meeting addressing CMP for loaded firearms. This item will be discussed on the next meeting.

Jody ended the meeting at 12:33 pm

ASSIGNMENTS

Simon

- Update the bylaws and present them to the lawyer for approval.

UPCOMING 2018 MEETINGS

March 14, May 9, July 11, September 12, November 14
Highland Plaza Auditorium, 3760 S. Highland Dr., Salt Lake City, UT

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Note: These minutes are not intended to be a verbatim transcript of all items discussed, but are to record the significant features of the business conducted in this meeting.