



**CHILD CARE CENTER LICENSING COMMITTEE
MEETING MINUTES**

13 September 2018

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

Members Present: Jody Zabriskie, Dale Smith, Laura Brown, Ed Dieringer covered for Naysla Anderson, Jamie Bitton covered for Genevieve Romero.

Members Excused: none

Members Absent: Scott Smith

Department of Health and Child Care Licensing Staff Present: Simon Bolivar, Donna Thomas, Kim Rice, Jessica Strout, Avis Burrows, Linda Lee, Sarah Atherton, Charlotte Woodward, Kat Martinez, Paula Mills, Karen Adams, and Jacqueline Macias.

AGENCY REPORTS

Child Care Licensing – Simon Bolivar

- Proposed Rules: Exempt Rule for Parochial Education Institution and Private Education Institution – In order to receive subsidy funds or grants these facilities must become licensed.
 - Laura made a motion to have these proposed rules made effective.
 - Jodi seconded motion.
 - All committee members were in favor of motion.
 - Motion passed.
- Any agency report that will take more than two minutes will need to be added as an agenda item in order to expedite the process and save time. The agency will need to let us know in advance.

Utah APPLETREE – Nathan LaCross and Evelyn Reategui

- The Environmental Epidemiology Program is responsible for environmental assessments, and is trying to integrate their environmental assessments with Child Care Licensing Program.
- Their idea is to prevent children to be exposed to environmental hazard in day care facilities.
- Their contact information is APPLETREE@utah.gov. Telephone number (801) 538-6191.

Utah Afterschool Network – Kelly Riding

- They have a couple of trainings coming up for facilities who serve school age children.
- Their State Wide Annual Conference is on November 2nd and 3rd, 2018 in Ogden. For more information, visit: utahafterschool.org.

WELCOME

At 11:00 am, Jody welcomed everyone and started the meeting.

APPROVAL OF MINUTES

The minutes from the July meeting were approved via email.

ASSIGNMENT FOLLOW-UPS

Simon

Draft a rule that requires the parental permission form to be used – infants sleeping in unsafe equipment. - done

- This draft rule was not approved. The current rule will be left as it is.
- Any written parental permission can be on paper or electronic format.

Draft of technical changes to the rules.

- Technical changes do not change the meaning of the rule. These changes are only punctuation, numbering errors, agency's name change, etc. – done
- The two technical changes were explained.

Proposed rule change.

- R381/100-3. License Required, is a proposed rule change.

Draft of additional rules to the background check rules. – done

- Adding the word “or” to R381/100-8(1)(d), and adding (e).
- Adding R381/100-8(2).
- Adding the word “and” to R381/100-8(6)(c), and adding (d).
- Deleting R381/100-8(18) and (19)(a)-(b).
 - Jodi made a motion to have proposed rules for License Required and Background Check made effective.
 - Laura seconded motion.
 - All committee members were in favor of motion.
 - The motion passed.

Accessible, loaded firearms will be added to the list of times when providers receive an immediate \$500.00 CMP. – done

NEW BUSINESS

Order of business during the meeting -

- Simon suggested that items that are not on the agenda should not be addressed until the end of the meeting if there is time available, and/or they can be suggested as an item for the next agenda.

Revision of Committee Bylaws -

- There are Bylaws that have not been review in a long time. A hard copy of the Bylaws was provided to each committee member to take home for review in order to be discussed on the next meeting.

New proposed rule changes public comments and effective date -

- The old background screening rules and the old administrative rules are the ones that have been repealed and there were no public comments. The repealing of these rules need to be effective soon.
 - Jammie Bitton made a motion to have the proposed rules made effective.
 - Ed Dieringer seconded motion.

- All committee members were in favor of motion.
- The motion passed.

New proposed rules made effective August 10, 2018 -

- This is a clarification that previous proposed rules were effective and posted on August 10, 2018. However, section 23 and 24 of the Interpretation Manual are still pending to be updated.
- Common practice is to update the Interpretation Manual once per year. We are working on having a draft of a new Interpretation Manual by November and if possible present it to the committee members by January.

Jody asked for public comments that are received by Child Care Licensing to be forwarded to the committee chair for review.

Simon agreed.

New Background Check Process -

- Providers can now associate with their facility through their portal covered individuals who have current background check cards. An additional background check form does not have to be submitted for those individuals.

Revisit the need to require the parental permission form to be used – infants sleeping in unsafe equipment with the proposed drafted changes –

- The parental permission form for infant unsafe sleeping equipment was not approved to be mandatory. The provider will not be required to provide this form to the parents.
- Simon suggested that we could come up with another rule for providers to give parents an informational form regarding infant unsafe sleeping equipment.

Playground inspections: Discuss why it is important to inspect a piece of equipment that has not changed from the last inspection –

- The playground inspections have to be consistent because things can change due to use and or weather.
- Will revisit the subject on the next agenda.

Items needed to be inspected during an inspection have changed: Where is this information found for providers? –

- The checklists are posted on the website but are not current due to all the previous changes on the Interpretation Manual. They will be updated and posted as soon as possible.

Committee vacancies –

- When submitting an application on the governor’s website please make sure to submit a resume in order for the application to be complete.

PUBLIC COMMENT

There were no additional public comments.

Jody ended the meeting at 11:59 am

ASSIGNMENTS

None

UPCOMING 2018 MEETINGS

November 8, 2019: January 10, 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.