



Child Care Licensing Center Committee Meeting Minutes

November 10, 2022

10:30 a.m. - 12:00 p.m.

Physical Location:

4431 S 2700 W, Room 104A. Taylorsville, UT 84129

The audio recording of the meeting can be found on our website childcarelicensing.utah.gov or on the Utah Public Notice Website at utah.gov/pmn/.

Members Present: Jody Zabriskie, Matt Wallace, Bree Murphy, Alanna Brickley, Jamie Bitton, Monica Gailey, Tamara Thomas,

Members Excused: None

Members Absent: None

Executive Secretary: Simon Bolivar

AGENCY AND COMMITTEE REPORT

Child Care Licensing

- Office of Licensing Report - The CCL website has had a remodel. There is a website for the Division of Licensing and Background Checks (DLBC.utah.gov) and the CCL website now has translation ability for 7 languages. (childcarelicensing.utah.gov)
- Compliance grant report - Sarah Atherton announced that they are working with 18 providers to complete the payment works account in order to complete grant contracts and many have already completed contracts and the work. Receipts can begin to be processed and the instructions on what receipts will be accepted and how they will be accepted can be found in the contracts under special revisions - attachment B.

Office of Child Care

- COVID relief funding will continue through September of 2023. ARPA funding will continue through 2024. Payments for provider fees to CCL will continue through the next federal fiscal year. There is also a possibility that the stabilization grant will continue after September in a step down / phase out process.
- Other Opportunities include 1) an Employer/childcare grant to help businesses offer childcare benefits for employees, 2) Mental Health Supports for caregivers, 3) Expanding Child Care Assistance for DWS customers getting training, and 4) An Infant/Toddler Materials Grant to support providers with a foundational or building quality rating with CCQS. The materials grant will be available starting January 1, 2023.

- Professional Development - Stimulus Scholarships will be expanded to include other license types. The Professional Development Incentive is changing to allow participants to apply without meeting work requirements.
- CCQS - Family Child Care applications are now open and Intensive Coaching is available to help providers improve CCQS ratings.

Utah Afterschool Network - *There was no representation from UAN*

WELCOME

Jody Zabriskie welcomed everyone and started the meeting at approximately 11:00 a.m.

APPROVAL OF MINUTES

It was noted that the minutes from the September meeting were approved via email.

COMMITTEE VACANCIES

There are currently no committee vacancies

ASSIGNMENTS

Proposed language for the association of substitutes between locations

- We will leave our process the same. If the individual is being used at a facility for less than 1 day and they have a verifiable background check, they do not need to be associated with a facility. Any longer than 1 day will require to be associated with the facility. It will be in the Interpretation Manual. ***(Matt made a motion, Bree seconded the motion. There was no discussion and it was a unanimous vote.)***

New Director Training added back into proposed rules

- The rule requiring New Center Director Training was put back into rules. Every rule has a 5 year life and if we get notice in January, we will submit all rules together.

NEW BUSINESS

Changes to Unannounced Inspections due to Federal OCC audit

- An audit for DWS / Office of Child Care found that the Unannounced Inspection must include a comprehensive inspection of all licensing rules. CCL Process will change to address compliance with all licensing rules at the Unannounced Inspection. Records should be made available, organized and available for review to whoever is at the facility. Electronic files will meet the requirement.

Adding Immunization training as an additional training topic

- The audit found that some license types do not have rules requiring training on Immunizations and prevention of diseases. To meet the requirement, we will add

immunization training to the additional required topics. ***(Tammy proposed and Jamie seconded the motion. The vote was unanimous to add it as an additional training topic.)***

CCL no longer taking payments by mail

- The current online payment system is easy, fast, and cheaper than most online payment systems. It is difficult to keep staff on sight for a very few checks to come each month. CCL can no longer afford to keep a staff member in the office.
- A question was asked about charging a fee when credit card payments are the only option. The fee charged is from the bank and not a fee from CCL. It was placed on the fee schedule and approved by the legislature.
- Jamie asked about prepayment possibilities. We will accept prepayments but that amount is not refundable. It will stay in the ledger to be used for future payments.

New Zoom account is a “Meeting” account only without the option for a “Webinar”. There is no option for panelists in the new Zoom account set by DHHS.

The agenda must be posted 24 hours in advance of the meeting. Any agenda items need to be submitted prior to that 24 hour mark. We cannot accept anything after that.

Public Comment

There was no public comment. The meeting was adjourned at 11:20 am.

Upcoming Meetings

January 12, 2023	10:30 a.m. - 12:00 p.m.
March 09, 2023	10:30 a.m. - 12:00 p.m.

To request reasonable accommodations to attend or fully participate in this meeting, please contact Kimberly Rice at (385) 232-0745 or via email at krice@utah.gov.