

Presiding: Johnny Anderson

Committee Attendees:

Amy Ahrens Terpstra	Debbie Tilley	Katie Ricord	Melissa Bowe
Anna Thomas	Jodi Hansen	Kelly Riding	Simon Bolivar
Angie Lucero	Johnny Anderson	Kyla Clark	Teresa Oster
Debbie Elmer	Kat Martinez	Leah Schilling	Rhonda Dosset

Support Staff

Tracy Gruber	Kathy Link	Kara Blackstock	Ann Stockham-Mejia
JoEllen Robbins	KC Hutton	Stephen Matherly	

Guests:

Sarah Hansen	Kathleen Sanders	Crystal Knippers	Donna Thomas
Kim Melville	Nelly Nunez	Christina Maroney	Barbara Johnson
Carrie Stott	Jamie Bitton	Genevieve Rome	Anna Lisa Kent
Lisa Palmer			

I. Welcome

- a. Introductions.
Kyla Clark is the Department of Health Representative on the Advisory Committee.
- b. Approval of November 8, 2017 meeting minutes.
Katie Ricord motioned to approve the minutes as written. No discussion. Minutes approved unanimously.

II. Agency Reports

- a. Licensing Update – Simon Bolivar
The [legislative audit of the Department of Health](#) was released in December. Child Care Licensing is currently working on making the following changes based on the recommendations in the audit:
 - Reducing the time period for appeals from 30 days to 15 days. A rule change will be proposed during the next Child Care Licensing Advisory Committee meeting on January 11, 2018.
 - Defining clear policies for appeals processes, noncompliance and sanctions and that those policies be available to the public.The federal rules, including those for background screening, means additional rule changes which will be presented at the Child Care Licensing Advisory Committee meeting on January 11, 2018.
- b. ECU – Steve Matherly
 - 2017 4th Quarter Update:
 - ASQ-3: 1,500 questionnaires administered - 232 from child care providers
 - ASQ-SE: 474 questionnaires administered - 311 from child care providers
 - TA: 13 instances – 7 to child care providers
 - ECU has been working closely with San Juan County, South Salt Lake and Ogden to increase ASQ efforts and the number of screenings in these areas has increased over year. Focus is going to increase on collaborating more with WIC and facilitating additional screenings with WIC clients.

III. OCC Director Report – Tracy Gruber

- a. Establishing a State Plan Subcommittee
CCDF State Plan for 2019-2021 is due by July 1, 2018. The Office of Child Care is required to collaborate with an extensive list of partners as outlined in the law. To meet these requirements, the Office of Child Care would like to establish a steering committee to coordinate on the state plan before it is drafted. Members of the committee will be established by direct contact from OCC. If you are interested in serving on the committee, please contact Tracy Gruber, Kathy Link, or Kara Blackstock.
Teresa Oster motioned to authorize the Office of Child Care to establish a steering committee collaborate and coordinate for the CCDF State Plan. Simon Bolivar seconded the motion. No discussion. None opposed. Motion passed unanimously.

- b. Legislative Update
 - i. Potential legislation from Representative Chavez-Houck.
Representative Chavez-Houck plans on introducing legislative during the 2018 General Session that is based on the policy opportunity identified by the Early Childhood Services Study to establish an Early Childhood Children’s Cabinet to ensure coordination and alignment on early childhood programs. The language has not yet been released..
- c. Market Rate Survey
The Market Rate Survey was released in December. There was a 99% response rate from licensed center responses.
- d. Head Start State Collaboration Office Program Manager
Kellie Kohler has transitioned to another division in DWS. There is a current posting for a Head Start Collaboration Office Director that will close on January 14, 2018 at midnight.

IV. OCC Assistant Director Report – Kathy Link

- a. CCQS Update
 - i. While working with the CCQS subcommittee, it was identified that OCC needs to understand the types of cost that will increase as providers move to higher quality. A survey to query providers about certain current expenses and the expenses will increase or decrease as the programs works towards the next level of quality.
! Feedback: Not making the survey anonymous would allow OCC to follow up with the provider and address or consider additional concerns, which will increase the effectiveness of the survey.
 - ii. There will be a speaker holding two sessions to talk about Shared Services at the UAEYC Conference on March 3.
 - iii. As of January 1, the Quality indicator processes are in place. Providers have made requests to be verified, but no verifications have taken place, yet.

V. OCC Program Reports

- a. Subsidy Program – Ann Stockham-Mejia
 - Licensed child care providers accepting subsidy payments are now required to review all children in their care each month and certify in the DWS Provider Portal between the 25th and last day of the month that this has been completed. We gave providers a three-month grace period before making this mandatory. January is the third month of this grace period. We have had an 83% response rate of providers who certified in at least one of the first two months.
 - There were about 140 providers who did not certify in either month. The Care About Child Care agencies are contacting the remaining providers and helping OCC to educate and train them on this process. Beginning in February, if a provider misses certifying more than 2 months in any 6-month period, they will be disqualified for one year to receive child care funds.
 - We will continue to track this and reach out to providers who miss certifying to remind them and make sure they understand the requirement. After full implementation, providers will be notified either by phone or in writing after each missed certification period.
- b. Quality Program – JoEllen Robbins
 - The first year of the CDA Cohort work has ended. The first year round has ended. There has been support for over 400 people. Though-out the year, 107 CDA scholarships were issued, as opposed to 27 the previous year. 52 of those have received their CDA and 61 people have applied to the counsel. 82 people have completed the training, but they are working on their portfolio and have not applied for their CDA.

VI. Subcommittee Reports

- a. Professional Development Subcommittee – KC Hutton
The spring EarlyEdU course runs from February 1, 2018 to May 24, 2018. There are 25 participants. The course topic is applied child development, birth through age 8. There were 13 family child care participants and 12 center child care participants. Of those participants, 20 were directors or licensees and 5 held other child care positions.

VII. Public Comment

Greg Summerhays has relinquished his position on the Advisory Committee, leaving an opening for the Corporate Community Representative. There are 3 additional opening on the Advisory Committee: Early Childhood Development Expert, Parent Representative, and Small Business Representative.

VIII. Adjournment

Kyla Clark motioned to adjourn. No passed unanimously. Meeting adjourned.