

**Committee Attendees:**

Jill Chesley-McGinnish	Greg Summerhays	Kelly Riding
Amy Ahrens Terpstra	Jodi Hansen	Rhonda Dosset
Leah Schilling	Patrick Marino (Johnny Anderson)	Teresa Oster
Simon Bolivar	Kat Martinez	
Melissa Bowe	Katie Ricord	

**Support Staff**

Tracy Gruber	Kathy Link	Kara Blackstock	Ann Stockham-Mejia
JoEllen Robbins	Kellie Kohler	KC Hutton	Kim Melville

**Guests:**

Carrie Stott	Crystal D. Knippers	Jamie Bitton	Alda Jones
Kathleen Sanders	Sarah Hansen	Alysha Gardner	Jessica Drage
Shauna Avila	Karrie Phillips	Florencia Schapira	

**I. Welcome**

- Introductions were made around the room.
- Approval of the May 10, 2017 meeting minutes.  
Greg Summerhays motioned to approve the minutes as written. Katie Ricord seconded the motion. Minutes approved.

**II. Agency Reports**

- Licensing - Simon Bolivar  
Child Care Licensing has rewritten the rules for all facility types. The new proposed rules will be released on July 13, 2017.
- USBE - Melissa Bowe
  - Sue Okroy has retired. There is internal restructuring within USBE, but the position will be filled.
  - HQSR has 3 districts receiving grants this school year and HQSR-E with have 14 districts receiving expansion grants this school year. This is an increase from 9 districts participating during the last school year.
  - The statewide kindergarten readiness assessment, KEEP will be implemented starting this year. Teachers are currently being trained on administering the assessment.
  - The review committee for the standards will begin meeting in August, then the writing committee will begin meeting. There will be opportunity for public input. Melissa will keep the Advisory Committee updated on the posting dates.

**III. OCC Director Report - Tracy Gruber**

- New OCC Logo
  - Department of Workforce Services released the new logos for the Department and its divisions as a part of their 20th Anniversary. The new logo will be found on Advisory Committee documents moving forward. The Care About Childcare logo is not changing.
- OCC Strategic Plan
  - OCC has revised its strategic plan to ensure that the direction of the division was fulfilling all the CCDF requirements. The plan includes an overarching goal as well as 4 individual objectives with specific strategies. Please see Appendix A for the OCC Strategic Plan for 2017.

- Kara Blackstock will send out the KEEP link and documents.
- Melissa Bowe will be added to the September meeting agenda to give a presentation on KEEP.
- **FY18 Child Care Budget**  
Tracy presented the budget for Office of Child Care for fiscal year 2018. Katie Ricord motioned to approve the budget as written. Teresa Oster seconded the motion. No public comment. None opposed. The FY18 Child Care Budget is approved.
- **OCC Advisory Chair**  
Jill Chesley-McGinnish has accepted a teaching position with Rowland Hall. She has resigned Chair of the OCC Advisory Committee. If you are currently serving on the board and are interested in serving as chair contact Tracy Gruber at [tgruber@utah.gov](mailto:tgruber@utah.gov).

#### **IV. OCC Assistant Director Report - Kathy Link**

Office of Child Care is now required to consider quality when paying subsidy to providers. Kathy presented a draft of the proposed Child Care Quality System. Feedback and data are still being considered and incorporated into the levels. There will be more presentations and opportunities for community input as the CCQS evolves.

- The 130 quality indicators have been reduced to approximately 40 (29 indicators and 10 learning centers).
- If you are interested in joining the workgroups for either centers or families contact Karrie Phillips at [kphillips@utah.gov](mailto:kphillips@utah.gov).
- Input and feedback on the system is always welcome. Please send to [OCC@utah.gov](mailto:OCC@utah.gov) with the subject line 'Feedback'.

#### **V. OCC Program Reports**

- **Subsidy Program - Ann Stockham-Mejia**
  - The Market Rate study is complete. The next step will be for WRA to analyze the compiled data and put it into a presentable format.
  - The eight-hour attendance rule will be redefined for the purpose of determining overpayments. It will no longer be a requirement that the child attend at least eight hours by the 15<sup>th</sup> of each month. Providers will be required to report in the DWS Provider Portal by the 25<sup>th</sup> of each month if a child has not attended at least eight hours for any reason. If this goes unreported and a child returns after the 25th for eight hours, only the actual hours in care will be allowable. As long as it is reported by the 25th that the child did not attend eight hours, there will be no overpayment if the child returns later in the month and at least eight hours of care is provided.
  - Providers will be required to review each case and self-certify (once per facility) towards the end of each month that all required changes have been reported in the DWS Provider Portal. Failure to certify any three months in a six-month period will result in a disqualification to receive CCDF funds. Training will be provided along with a three-month grace period prior to full implementation of the certification process. Administrative rules will be published on August 15th for public comment.
  - At the time of the meeting it was undetermined if these changes would be effective in October or November. They will be effective November 1.
- **Quality Program - JoEllen Robbins**
  - The Quality Team is working on closing out the Fiscal Year 2017 and ensuring all grantees have been paid.
  - A grant for new programs started on July 1, 2017. Vickie Becker is overseeing the grant.
  - Upcoming afterschool trainings:
    - o Behavior Management for Elementary Children on August 26. The registration is due July 28 and it is required to attend as a team.
    - o STEM Saturday is on September 9.
    - o The JumpStart Conference will be held on October 13-14. Registration is now open.

- Head Start State Collaboration Office - Kellie Kohler
  - The Head Start Collaboration Grant has been written and will be submitted soon. This is the second year of the grant so the grant outlines the progress that has been made on the 5 year strategic plan thus far.
  - Kellie shared the results of the community survey conducted regarding Head Start Programs.

## VI. Subcommittee Reports

- Professional Development Subcommittee - KC Hutton
  - The name of Child Care Professional Development Institute (CCPDI) will be changed to Utah Registry for Professional Development: Early Childhood and Youth Workforce (URPD). The Professional Development Award (PDA) will be renamed to Professional Development Incentive (PDI).
  - The PD Subcommittee and workgroup for expanding the endorsements would like approval to expand the endorsements by including continuing education units and college credits as an equivalency for the endorsements. Katie Ricord motioned to approve accepting continuing education units and college credits for endorsements. Greg Summerhays seconded the motion. No discussion or public comment. None opposed. Motion carries.
  - The subcommittee recommends that the requirement for in-person training be removed and allow participation in the approved online courses to count towards the career ladder. Simon Bolivar motioned to remove the requirement for 50% face-to-face training. Jodi Hansen seconded the motion. No discussion or public comment. None opposed. Motion carries.
  - Regarding community trainings, the subcommittee recommended to remove the requirement that an instructor have a sponsoring agency and instead ensure that they can pass the advanced instructor or specialty instructor qualifications, to change the hour requirement for community trainings to be a minimum of one hour, and remove the requirements that the training must be available to the community at large. Teresa motions to adopt the recommendations. Kelly Riding seconds the motion. No discussion or public comment. None opposed. Motion carries.
- Infant/Toddler Subcommittee - Kim Melville
  - Focus Groups have been conducted around the state to get feedback regarding infants and toddlers in family child care and how we can support them. More focus groups will be held in the future.
  - The I/T Subcommittee is currently focusing on empowering parents and caregivers accessing information, providing care for mixed age groups, and access to professional development.

## VII. Public Comment

There is a public concern regarding CCQS and cost it will require for centers to reach and maintain a High Quality Plus rating. Patrick Marino motions that a subcommittee is formed to provide input and feedback to OCC in developing the CCQS. Jodi Hansen seconded the motion. 13 for. 2 opposed. Motion carries.