



## Office of Child Care Advisory Committee

### Meeting Minutes

Wednesday November 14, 2018  
1385 South State Street, Salt Lake City  
Conference Room 157A  
1:00 p.m. to 3:00 p.m.

**Committee:** Johnny Anderson, Simon Bolivar, Rhonda Dosset, Teresa Oster, Jared Lisonbee for Katie Ricord, Kelly Riding, Leah Schilling, Amy Ahrens Terpstra, Anna Thomas

**On the Phone:** Liz Hamilton

**Support Staff:** Tracy Gruber, Kathy Link, Montana Meyers, KC Hutton, Kim Melville, Nune Phillips, JoEllen Robbins, Ann Stockham-Mejia, Heather Thomas

Agenda Item	Discussion	Recommendations/Actions
Welcome	Johnny Anderson welcomed the group. Due to lack of quorum, Chair moved to the second agenda item.	
Agency Reports	<p><b>Early Childhood Utah</b></p> <ul style="list-style-type: none"><li>Carrie Finkbiner explained that ECU adopted a Strategic Plan. She also announced that Tracy Gruber will serve as co-chair for a second term.</li></ul> <p><b>Child Care Licensing</b></p> <ul style="list-style-type: none"><li>Simon Bolivar reported on CCL rules regarding serious injuries or deaths occurring in child care programs. CCL distributed a handout with additional information.</li><li>Simon reported on the process for allowing a new employee to work in a program prior to completion of the background check. CCI received further information from the federal Office of Child Care regarding when an individual is "employed."</li></ul>	
OCC Director Report	<ol style="list-style-type: none"><li>Staff Structure<ul style="list-style-type: none"><li>Tracy Gruber provided an update on staff changes within the Office of Child Care and responsibilities of Program Managers.</li></ul></li><li>Federal CCDF Issues<ul style="list-style-type: none"><li>Clarification was provided regarding the use of the increased discretionary funds authorized by Congress in March 2018.</li><li>Federal Office of Child Care is conducting a monitoring visit of the Utah Office of Child Care in April. This activity will be a</li></ul></li></ol>	

	<p>comprehensive review of the Utah child care program.</p> <p>c. State Legislative Update</p> <ul style="list-style-type: none"> <li>• Anna Thomas provided an update on the early childhood work group Update from Anna Thomas. Draft legislation establishing an Early Childhood Commission was approved by Economic Development and Workforce Services Interim Committee. Bill sponsor is Representative Lowry Snow and Senator Ann Millner.</li> <li>• Tracy provided an update on the audit of the Temporary Assistance for Needy Families Fund by the Office of Legislative Auditor General. TANF is used to fund child care and teen afterschool programs.</li> </ul> <p>d. Preschool Development Grant Application</p> <ul style="list-style-type: none"> <li>• Tracy informed Advisory Committee members that the Office of Child Care submitted a grant application to the federal Office of Child Care.</li> </ul> <p>e. UPCCA Annual Meeting</p> <ul style="list-style-type: none"> <li>• Tracy informed the Committee that she will be attending the Utah Private Child Care Association Annual meeting to discuss the Child Care Quality System.</li> </ul> <p>f. Contract-Related Matters</p> <ul style="list-style-type: none"> <li>• Tracy clarified that the grant money that comes out of OCC will be focused on the child care system, improving quality to move them up the rating scale. OCC will no longer be establishing grants for specific age groups or activities. Funds will be awarded in coordination with Quality Improvement Plans within a childcare program to improve program quality.</li> </ul> <p>g. Internal Audit</p> <ul style="list-style-type: none"> <li>• Tracy informed committee members of the activities of the DWS' Internal Audit Division to reconcile attendance records with subsidy payments. Within the contracts, it is a requirement of the program that they maintain attendance records for three years.</li> </ul>	
CCQS Development	<p>A. Organization of CCQS</p> <ul style="list-style-type: none"> <li>• Kathy Link described the staff structure that will be implemented to administer the Child Care Quality system.</li> </ul> <p>B. Initial rating period</p> <ul style="list-style-type: none"> <li>• Kathy Link described the Early Rating Opportunity that will begin in mid-December. Child care programs that want a CCQS rating by October 2019 will need to participate in the early rating opportunity.</li> <li>• OCC are sending notices for three months informing programs of the</li> </ul>	

	<p>early rating opportunity before it begins in December.</p> <p>C. Timelines for ratings</p> <ul style="list-style-type: none"> <li>• Kathy Link described both a “Certified” rating and a “Default” rating.</li> <li>• Programs participating in the early rating period and rated High Quality or High Quality Plus will have a certified rating date beginning October 1, 2019. Programs that are at Foundation of Quality or Building Quality will have a certified rating date that will begin the date the observation was conducted during the early rating period.</li> <li>• These effective dates will be used to establish a program’s recertification date.</li> </ul> <p>D. Resources OCC is developing</p> <ul style="list-style-type: none"> <li>• Kathy Link described resources that OCC is developing to support programs quality improvement.</li> </ul> <p>E. CCQS Subcommittee</p> <ul style="list-style-type: none"> <li>• Kathy provided an update on the progress and activities of the CCQS Subcommittee.</li> <li>• Committee member Deborah Tilley requested that OCC develop videos to provide an overview of CCQS.</li> <li>• Committee member Deborah Tilley requested that OCC consider providing quality ratings by classroom rather than by program. Committee Chair, Johnny Anderson requested that the CCQS Subcommittee consider and discuss this option.</li> </ul>	<p>OCC will develop videos and other resources to support child care providers participation in the Child Care Quality System.</p> <p>CCQS Subcommittee will discuss the possibility of rating programs by classroom rather than program wide. OCC will ensure this is added to the next CCQS Subcommittee agenda for discussion.</p>
OCC Program Reports	<p>a. Subsidy Program</p> <ul style="list-style-type: none"> <li>• Subsidy Manager, Ann Stockahm-Mejia provided data on the subsidy program.</li> <li>• Tracy recommended that OCC produce the data showing the rate of overpayments twice per year. The Committee agreed.</li> </ul> <p>b. Quality Report</p> <ul style="list-style-type: none"> <li>• Quality Program Manager, JoEllen Robbins provided an update on the progress of the CCQS Pilot and the Family Child Care Grant.</li> </ul> <p>c. Professional Development &amp; Training</p> <ul style="list-style-type: none"> <li>• Professional Development &amp; Training Manager, KC Hutton provided an update on the Freelance Instructor Network and announced that each Care about Childcare region has at least one trainer interested in participating in the Freelance Instructor Network. The pilot will be from</li> </ul>	<p>OCC will provide the overpayment data twice per year.</p>

	<p>November 2018 through October 2019.</p> <ul style="list-style-type: none"> <li>• KC provided an update on the spring semester of Early EdU, <i>Language for Children 3-5</i>. There were more than 30 applicants and classes start in late January.</li> <li>• Jared Lisonbee, UAEYC Board Member provided a report on the TEACH programs since funding began in 2017-2018. TEACH as provided scholarships to 28 childcare classroom teachers and 11 childcare directors. All but 4 of the scholarships were funded by OCC. This impacted 2,499 children by teachers getting higher education training through the TEACH program. There remains a waiting list with 43 individuals on it. This includes 28 Head Start teachers, 2 child care directors, 9 child care caregivers and 4 pre-k district teachers.</li> <li>• KC reported that the federal Office of Head Start has released funded for additional Early Head Start-Child Care Partnerships.</li> </ul>	
Approval of the Meeting Minutes	<p>Johnny Anderson called for motion to approve the minutes as written. Upon corrections, motion to approve minutes as corrected by Leah Schilling. Motion Seconded by Rhonda Dosset. Minutes approved unanimously.</p>	<p>Leah Schilling made a motion to approve the minutes as corrected. Rhonda Dosset seconded the motion. The motion was approved.</p>
Public Comment	<ul style="list-style-type: none"> <li>• Kelly Riding provided a report on training facilitated by the University of Utah.</li> <li>• Chair, Johnny Anderson informed the Committee that Debbie Elmer has resigned her position representing Family Child Care businesses. In addition to her vacancy, the committee has other vacancies. Those interested in serving on the Committee should submit their resume to the Office of Child Care.</li> </ul>	
Adjournment	<p>Johnny Anderson called for a motion to adjourn meeting. Motioned approved.</p> <p>Meeting Adjourned.</p>	