



Wednesday, September 13, 2023  
1:00 pm – 3:00 pm

**Office of Child Care Advisory Committee**  
Meeting Minutes

Location: Department of Workforce Services  
720 South 200 East  
SLC, UT 84111  
Conference Room 100

The following link will take you to the power point which was shared throughout the meeting which may be helpful while reading through the minutes: <https://www.utah.gov/pmn/files/1019509.pdf>

Link to the agenda:

<https://www.utah.gov/pmn/files/1019507.pdf>

Link to the audio recording:

<https://www.utah.gov/pmn/files/1022065.m4a>

**Committee:** Ben Trentleman, Rebecca Banner, Alberta Loosle, Kristen Schulz, Rhonda Dossett, Joyce Hasing, Kelly Noorda, Holly Kingston, Jared Lisonbee, Jody Zabriskie, Johnny Anderson, Julie Backlund, Katie Ricord, Jennifer Floyd, Simon Bolivar, Liliam Llanos.

**Excused/Absent:** Ana Cuenca, Christie Cole, Page Checketts

**Interested Parties and Guests:** Megan Vlaming, Heather Valentine, Heather Thomas, Ann Stockham Mejia, Joe Edman, Encarni, Carri, Karrie Phillips, Crystal Knippers, Monica, Cristina Barrera, Colin Crebs, Erin Jemison(UDVC), Katie Adams (DHHS), Hillary Christensen , Kristy DeGraaf, Carolyn Ellsworth, Carrie Stott (URPD), Emma Moench (OCC), Charlotte Tanner, Melanie Call, Wendy Byron (Utah Head Start Collaboration Director), Heidi Petersen, Christine Medina, jjsorensen, Haley Bemis, Heidi, Lauren Fredman, Anna Thomas (Voices for Utah Children), Leah Schilling

Agenda Item	Discussion	Recommendations/Actions
Welcome	I. Ben Trentleman welcomed the Committee and called for attendance. II. Approval of 6/12/2023 meeting minutes.	Ben Trentleman called for a motion to approve the minutes. Rhonda Dossett motioned. Holly Kingston seconded. The motion was carried unanimously. Minutes approved.
OCC Director's Update	OCC Staff Update -Rebecca Banner I. New OCC Program Specialist - Kathleen Brown A. Contract owner for ASQ project, Implementation of new program, replacement for Lam Nyguen. Meeting Accommodations I. For all reasonable accommodations including translation services. Please reach out to Ashley Trujillo in advance to set this up. Proposed New CCDF Rules I. The Department of Health and Human Services - Administration for Children and Families has posted a Notice of Proposed Rulemaking for the Child Care Development Fund to change some rules of this fund.	

	<p>II. We have already implemented some of these in our State. Some we haven't and need to consider implementing if the proposed rules are approved..</p>	
	<ul style="list-style-type: none"> <li>a. To review the three main goals and what we have done that aligns with the changes please go to page six of the <a href="#">Power Point</a>.</li> <li>b. Lower family costs for child care <ul style="list-style-type: none"> <li>i. We have been meeting some of these changes already. To view what the changes are and what we have been doing please go to the <a href="#">Power Point</a>.</li> <li>ii. Kristen Schulz asked if the OCC are asking the Advisory committee if the OCC should waive up to a 150% of FPL? <ul style="list-style-type: none"> <li>1. Rebecca Banner said we could but right now we are not allowed to with current policies.</li> </ul> </li> <li>iii. Holly Kingston asked if there is any information for parents on how to understand the income eligibility graphs? <ul style="list-style-type: none"> <li>1. Rebecca Banner informed Holly we are using level 16 for entry and exit.</li> <li>2. Heather Thomas added they have thought about creating a flier with making things easier to understand the guidelines.</li> </ul> </li> </ul> </li> <li>c. Improve parent options for child care and strengthen provider payment practices. <ul style="list-style-type: none"> <li>i. We have been meeting some of these changes already. To view what the changes are and what we have been doing please go to the <a href="#">Power Point</a>.</li> </ul> </li> <li>d. Make family enrollment faster and easier <ul style="list-style-type: none"> <li>i. We have been meeting some of these changes already. To view what the changes are and we have been doing please go to the <a href="#">Power Point</a>.</li> <li>ii. Kristen Schulz asked if a family is already receiving SNAP will they automatically be eligible for child care benefits? <ul style="list-style-type: none"> <li>1. Rebecca Banner answered they can add on a new application. Ann Stockham stated we will need an updated income.</li> </ul> </li> <li>iii. While Rebecca Banner informed the board of having an online application Kristen asked if we can have an option for families to schedule phone calls</li> </ul> </li> </ul>	

	<p>with the eligibility team? When families call in they sometimes cannot get a hold of someone due to wait times. Holly Kingston also agreed with the wait times sometimes being 1 hour and 30 minutes long.</p> <ol style="list-style-type: none"> <li>1. Rebecca Banner informed them that we can look into that and right now they are processing an increase of applications.</li> </ol> <p>iv. Lilliam Llanos asked how are we going to handle the issues of not having enough providers for children with disabilities or if they have been addressed?</p> <ol style="list-style-type: none"> <li>1. Ann Stockham Mejia informed Lilliam Llanos we do have a policy in place that allows for children with special needs to get a higher subsidy rate. We can email the verification form to child care providers.</li> <li>2. Rebecca Banner informed her she would like to discuss it some more and will be in touch.</li> </ol> <p>v. Jody Zabriskie asked if on 3B it encourages the state to look at other benefits, if a child meets requirements are we able to see if they meet CCDF.</p> <ol style="list-style-type: none"> <li>1. Rebecca Banner informed her that is what they are wanting us to look at. Heather Thomas added we are in the process of asking more questions on what the guidelines are or what to expect.</li> </ol>	
<p>Workforce Bonus Report</p>	<p>-Catherine Ruetschline</p> <ol style="list-style-type: none"> <li>I. The data gathered for The Workforce Bonus Survey is the best way to look at what is offered for the child care workforce.</li> <li>II. There were over 10,000 data samples received across all workforce types.</li> <li>III. There is quantitative data and qualitative data that was gathered.</li> <li>IV. To view the statistics gathered please go to the <a href="#">Power Point</a>.</li> <li>V. Kristen Schulz asked how they break down the geographical area?</li> </ol>	

	<p>A. Catherine Ruetschlin informed her they are broken down by metropolitan area where their job is located.</p>	
<p>COVID Relief Funding Update</p>	<p>-Rebecca Banner</p> <ol style="list-style-type: none"> <li>I. CRSA and ARPA funding will be wrapping up in September 2023.</li> <li>II. ARPA discretionary funding is to be obligated by the end of this month and expended by the end of September 2024. <ol style="list-style-type: none"> <li>A. We are using these funds to extend some of our grants.</li> <li>B. The Stabilization Grant amounts will continue at a reduced rate..</li> <li>C. Other areas the ARPA discretionary funding will go towards is the background check fees, start up grants, and professional development projects.</li> </ol> </li> </ol>	
<p>Employer Start-Up Grant Update</p>	<p>-Encarni Gallardo</p> <ol style="list-style-type: none"> <li>I. To view the up to date report please go to the <a href="#">Power Point</a>.</li> <li>II. Holly Kingston asked if there is a maximum amount for funding they are giving to providers? <ol style="list-style-type: none"> <li>A. Encarni Gallardo answered there is not a maximum amount they can receive. They look at if it makes sense for how much they are asking and what they plan on doing. They do an in depth review of the request.</li> </ol> </li> <li>III. Rebecca Banner asked out of the applications received what is the percentage of employers expanding building onsite vs contracting sites with child care? <ol style="list-style-type: none"> <li>A. Encarni Gallardo informed her she does not know it off the top of her head but is about 50/50.</li> </ol> </li> <li>IV. Simon Bolivar asked if they are advertising to all? <ol style="list-style-type: none"> <li>A. Encarni Gallardo informed him yes they are and they do have bilingual staff to assist others that are not fluent in English.</li> </ol> </li> <li>V. Kristen Schulz asked if she thinks they will be able to spend all the funding? <ol style="list-style-type: none"> <li>A. Encarni Gallardo informed her yes. It did take a while to get momentum but she foresees that it will be spent. The worry that they have is the timing for some applications and meeting the one year deadline.</li> </ol> </li> <li>VI. Simon Bolivar asked if they are receiving applications for remodeling construction? <ol style="list-style-type: none"> <li>A. Encarni Gallardo informed him they do receive requests for remodeling and they are reviewed with the assistance of The</li> </ol> </li> </ol>	

	<p>Office of Child Care to ensure they are meeting guidelines. They have approved a request for an additional restroom due to the increase in children.</p> <p>B. Encarni Gallardo also added they are doing license verification for providers and contractors before any approval.</p> <p>VII. Melanie Call asked Can we focus efforts on Advertising or ads for ECCSG?</p> <p>A. Encarni Gallardo answered yes they have thought of that but they have applications with a larger amount of grant requests.</p> <p>VIII. Bridgette Weiner asked if there is a place on the website people can look at what they have to offer? She had looked but could not find where on the site.</p> <p>A. Encarni Gallardo informed her she will take it back to her team to update it and figure out what is going on with their site.</p>	
<p>CAC Regional Highlight</p>	<p>-Carrie Sigler</p> <p>I. To view FY23 updates please go to the <a href="#">Power Point</a>.</p> <p>II. They have had an increase in CDA completions.</p> <p>III. If you are interested in making extra money the CDA council is looking for qualified PD specialists. You can apply at <a href="http://cdacouncil.org">cdacouncil.org</a>.</p> <p>IV. The conference last April was a big success. We will be doing it again the upcoming year and will ask Simon Bolivar to be a speaker.</p> <p>A. They have been doing this conference for over 25 years and had 250 people at the conference.</p> <p>V. To view FY24 goals please go to the <a href="#">Power Point</a>.</p> <p>VI. Save the date! 2024 conference is April 19-20, 2024. The conference will focus on:</p> <p>A. Inclusion</p> <p>B. Behavior</p> <p>C. Trauma</p>	

<p>CCQS</p>	<p>CCQS – JoEllen Robins</p> <ol style="list-style-type: none"> <li>I. To view the comparative data presented during this section of the meeting please go to the <a href="#">Power Point</a>.</li> <li>II. Simon Bolivar asked if she can identify any obstacles are having? <ol style="list-style-type: none"> <li>A. JoEllen Robbins answered that for centers the turn over is challenging based on feedback.</li> </ol> </li> <li>III. Holly Kingston asked if there are interactive training courses being provided to the providers to go through on their own time? <ol style="list-style-type: none"> <li>A. Joyce informed the classes that are offered by CAC for \$5. Some of them are available for a 2 hour session.</li> </ol> </li> <li>IV. To view CCQS and Coaching Support that was presented during this section please go to the <a href="#">Power Point</a>.</li> </ol>	
<p>Professional Development Update</p>	<p>-Heather Valentine</p> <ol style="list-style-type: none"> <li>I. To view the courses that are being updated please go to the <a href="#">Power Point</a>. <ol style="list-style-type: none"> <li>A. A college student at Utah State is working with KC Hutton for instructional design on a project.</li> </ol> </li> <li>II. Please go to the <a href="#">Power Point</a> for any news and updates covered during this section.</li> <li>III. If you are interested in the Support Writing Committee for monthly reviews and feedback please email Hillary Christensen at hachristensen@utah.gov.</li> </ol>	
<p>Subsidy Update</p>	<p>-Ann Stockham Mejia</p> <ol style="list-style-type: none"> <li>I. To view the caseload increase please go to the <a href="#">Power Point</a>.</li> <li>II. One of the main reasons for growth may be due to requirements for qualification.</li> <li>III. Follow Up on a question from the last meeting. Why does DWS not support teachers under a family home setting? <ol style="list-style-type: none"> <li>A. It is based on guidance by our Federal partners and CCDF does not pay for parental care. The setting can be informal when it is a parent teaching their child.</li> <li>B. Holly Kingston asked if we can look in to see if they is a time frame limit to assist with helping pick up children so she can get more time caring for the kids under her care? <ol style="list-style-type: none"> <li>1. Ann Stockham Mejia informed her she would look further into the question she has asked.</li> </ol> </li> </ol> </li> </ol>	

<p>Agency Updates</p>	<p>Child Care Licensing- Simon Bolivar</p> <ol style="list-style-type: none"> <li>I. The Child Care Licensing rules are up for public comment. To access the proposed rules, please go to <a href="https://rules.utah.gov/wp-content/uploads/b20230901.pdf">https://rules.utah.gov/wp-content/uploads/b20230901.pdf</a>.</li> <li>II. Grants that were given out there have been an issue providing verification that it is being used for what it was given to them for. Some providers are having to send back the money for not completing verification.</li> <li>III. For any child care licensing please write <a href="mailto:childcarelicensing@utah.gov">childcarelicensing@utah.gov</a></li> </ol> <p>USBE- Jared Lisonbee</p> <ol style="list-style-type: none"> <li>I. All child care centers receiving CACFP reimbursement must have an active Unique Entity Identifier. For more information on UEI please see the <a href="#">Power Point</a>.</li> <li>II. Save the date for Apple Crunch October 25, 2023. For more information on this event please see the <a href="#">Power Point</a>.</li> <li>III. To view the CACFP training schedule please see the <a href="#">Power Point</a>.</li> <li>IV. After School program updates can be found on the <a href="#">Power Point</a>.</li> <li>V. The USBE Preschool Conference on December 1 venue has changed to the Salt Lake City Public Library Main Branch. Please go to the <a href="#">Power Point</a> for more information.</li> <li>VI. There are new state English Language Arts Standards. The new preschool ELA standards will be updated in the online Early Learning Core Standards: ages 3-5 soon. They are working on updating the online version of this document.</li> </ol>	
<p>Other Business &amp; Public Comment</p>	<p>- Ben Trentleman</p> <ol style="list-style-type: none"> <li>I. A survey will be sent out to see what changes we would like in these meetings.</li> <li>I. Katie Ricord- If you are interested in going to the conference coming up please register.</li> <li>II. Ashley Trujillo- A reminder that all meeting materials are electronic and sent before the meeting to the board members. The meeting itself is in person and online.</li> <li>III.</li> </ol> <p>-Public Comment</p> <ol style="list-style-type: none"> <li>I. Christine Medina- Are we able to grant money for safety classes? (Active Shooter Training) <ol style="list-style-type: none"> <li>A. Simone Bolivar and Rebecca Banner answered that is something they both can look into.</li> </ol> </li> </ol>	

	<p>II. Kristy- Asked where we find the registration for the PreSchool Conference? Jared Lisonbee will send the information to Ashley Trujillo to update and add the information to the meeting minutes or Public Notice Website.</p> <p>A. Here is the link for the Utah Preschool Conference:  <a href="https://sites.google.com/schools.utah.gov/usbe-preschool-conference/home">https://sites.google.com/schools.utah.gov/usbe-preschool-conference/home</a></p> <p>B. Here is the link to the RSVP registration form for the conference:  <a href="https://docs.google.com/forms/d/e/1FAIpQLSd40TmL7710a6BAyNsfGNiyD2ymgE4rACd87gPwbyqQL3fl2g/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSd40TmL7710a6BAyNsfGNiyD2ymgE4rACd87gPwbyqQL3fl2g/viewform?usp=sf_link</a></p> <p>C. Heather Thomas informed everyone to please look at your email. The Office of Child Care has sent the information out as well.</p> <p>III. Bridgette- Stroller March</p> <p>A. October 11,2023 @ 10am at the Capital</p> <p>IV. Melanie- Is there a waiting list for providers?</p> <p>A. Rebecca Banner informed her that it is set by the provider.</p> <p>B. Simone Bolivar added they have looked at it in the past and are trying to address it in Licensing.</p>	
Adjournment	<p style="text-align: center;"><b><u>Upcoming Meeting:</u></b></p> <p style="text-align: center;">Wednesday, November 8, 2023 ~ 1:00 pm – 3:00 pm</p>	Ben Trentleman called for a motion to adjourn. Johnny Anderson motioned. Simon Bolivar seconded. Meeting adjourned.