

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/1043749.pdf>

Link to the agenda:

<https://www.utah.gov/pmn/files/1043747.pdf>

Link to the audio recording:

<https://www.utah.gov/pmn/files/1045105.m4a>

Committee: Ben Trentleman, Rebecca Banner, Rhonda Dossett, Kristen Schulz, Ben Trentleman, Christie Cole, Joyce Hasting, Kelly Noorda, Holly Kingston, Jared Lisonbee, Jody Zabriskie, Johnny Anderson, Julie Backlund, Katie Ricord, Jennifer Floyd, Page Checketts, Simon Bolivar, Liliam Llanos

Excused/Absent: Alberta Loosle, Ana Cuenca

Interested Parties and Guests: Ashley Trujillo, Heather Thomas, Megan Vlaming, Kathy Randle, JoEllen Robbins, Ann Stockham Mejia, Heather Valentine, Eliza Pinnegar, Jamie Bitton, Katie Martinez, Monica Gailey, Brittany Givenwood, Carolyn Ellsworth, Carolyn C, Sara, Samantha Mafua, Hillary, Carrie Kingston, Katie Adams, Carolyn Christensen, Deborah, JJ Sorensen, Anna Lawrence, BJ, Kelli Pierce, Haley Bemis, Christine Medina, Jenna Williams, Kathleen Brown, Jamie Allen, Michele Rice, Crystal Knippers, Lauren Fredman, Cristina Barrera, Stephanie Evans, Colin Crebs, Jill, Sonia Aguilera, Shannon Hardy, Leah Schilling, Karrie Phillips, Ann Kingston, Sara Jane Schenk, Samantha, Charlotte Tanner, Daisy, Christine Medina, Amber Mabe

Agenda Item	Discussion	Recommendations/Actions
Welcome	<p>A. Ben Trentleman welcomed the Committee and called for attendance.</p> <p>B. Approval of 9/13/2023 meeting minutes.</p>	<p>Ben Trentleman called for a motion to approve the minutes. Kristen Schulz motioned. Joyce Hasting seconded. The motion was carried unanimously. Minutes approved.</p>

OCC Director's Update

OCC Staff Update - Rebecca Banner

- A. Charlotte Tanner has been a program specialist on our professional development team and has moved over to our school readiness team.
- B. We are in the process of recruiting a new member of our professional development team.

CCQS Ratios and Group Size Clarification - Rebecca Banner

- A. We have a policy clarification that we have made related to the CCQS system around ratios and getting points for ratios and group size. This change went into effect November 1st and communicated to providers. To view this change please go to the meeting materials found at <https://www.utah.gov/pmn/files/1043749.pdf>
- B. Family child care providers.
 - a. It benefits the family child care providers and allows them to earn more points than it was that policy clarification.
- C. There's also a clarification in the group size for centers.
 - a. It will help the Center providers earn more points on their CCQS score.

Discussion

- A. No Discussion

CCDF State Plan - Rebecca Banner

- A. Every 3 years the State has to submit a CCDF State Plan to our Federal office, which serves as our application for the CCDF funding. We have to indicate how we are going to implement the rules and regulations of the program and how we're going to implement and operate CCDF within our State.
- B. This State Plan is required to be done every 3 years, and we are coming upon our next cycle. We're gonna be asking for some of your participation in the next couple of months. Our current state plan is available on our website, Jobs.utah.gov under the Office of Child Care. We have to submit the next State Plan by June 30th and it will go into effect October 1.
- C. Some of the items we've listed in the slideshow are the sections of the State Plan that we have to address when writing our plan. You can see that it is related to how we coordinate with other early childhood providers and systems. It includes:
 - a. Child care subsidy program
 - b. Health and safety with licensing
 - c. Growing a quality workforce.
 - d. Quality improvement program
 - e. Integrity accountability.
- D. We are required to consult and coordinate with different entities, most of which are part of our Advisory Board and we'll be looking for some representation among these entities to serve in focus groups and help us with our writing.

- E. We would like to organize a steering committee of members of this body and others that would help us to gather different topic areas to discuss and address in our state plan.
- F. Our next meeting is the first week of January and we would like you to identify focus areas that you'd like us to discuss in smaller groups. We want you guys to have a chance over the next couple of months to think about that and come to the meeting in January prepared to provide feedback.
- G. Please let us know if you are interested in being on the steering committee.
- H. To view the timeline please see the meeting materials found at <https://www.utah.gov/pmn/files/1043749.pdf>

Discussion

- A. No discussion

Subsidy Update and Eligibility Waiver Request - Rebecca Banner

- A. There are two updates on our subsidy program.
- B. We have been asked by different community members to look at our subsidy grants. Right now, with the reduction of the stabilization grants, some of the providers are having to raise the cost of their tuition and for their families. We were asked to see if we have funds to support a rate increase in our subsidy rates at this time. We pulled data and looked at what we could support, using our most recent Market Rate Survey, completed in 2021. We will be increasing our subsidy grants effective February 1, 2024.
 - a. Depending on the age of the child and the provider type, those rate increases could be as much as \$100, or as little as a couple of dollars.
 - b. To view the updates please go to the meeting materials found at <https://www.utah.gov/pmn/files/1043749.pdf>
- C. Kristen Shultz asked if we could have a conversation in this meeting about an eligibility waiver request to our subsidy program. The State of Kentucky recently implemented a program where all the child care staff that work in child care centers receive a waiver to the income eligibility for a subsidy. This allows them to receive a subsidy grant for them to have their children cared for without looking at the eligibility of the household. Could Utah implement a similar program?
- D. Rebecca Banner reached out to her counterpart in Kentucky and learned they were able to do this with their ARPA discretionary funding and hoped to continue it with state funds that their legislature will approve.
- E. Rebecca also looked through our CCDF regulations to see how we could waive income eligibility for a group of individuals? There is part of our regulation that allows states to waive income eligibility requirements for vulnerable populations on a case by case basis. We've asked some clarification from our Federal Administrators and our interpretation is that we could

not waive it for all childcare providers. There are a couple of other states that are doing this with state funding because it doesn't have those same rules and regulations. I wanted to bring that to the group, knowing those are the constraints and open it up to a discussion.

Discussion

- A. Holly Kingston asked if this was only for centers?
 - a. Rebecca Banner answered yes, there's still the policy that with family child care providers where you can't receive a subsidy to care for your own child. In centers, employees' children would receive care in another classroom. Family child care generally has mixed age groups in one classroom.
- B. Holly Kingston asked, if that is what they are doing in Kentucky?
 - a. Heather Thomas answered, Yes they have the same restriction.
- C. Holly Kingston asked if it is different when you work in a family child care home setting and your children go to a different setting?
 - a. Rebecca Banner answered, yes.
- D. Page Checketts asked about the administrative burden. Is that a huge impact on you? Or is that something you already are doing in a case by case?
 - a. Rebecca Banner answered, it would need an additional layer of policy about an eligibility determination depending on how case by case is defined.
 - b. Rebecca Banner added that we've had a similar request for families that provide Foster Care and again it would have to be on a case by case basis. We would have to determine what the new eligibility criteria would look like.
- E. Jaimie Bitton asked, is it to be a one year eligibility?
 - a. Rebecca Banner answered, yes, right now our CCDF subsidy requires 365 days of eligibility and all of the same rules would apply. This is about waiving the income requirement when determining eligibility.
- F. Kristen Schulz asked, if you have any plans to ask for State funds to support, not having to do it on a case?
 - a. Rebecca Banner answered, as an agency we are not able to advocate for that. The community can use different avenues with the Legislature to request state funds.
- G. Jenna asked if the case by case policy was only federal funding? Could we waive income requirements for all providers with state funding?
 - a. Rebecca Banner, stated yes. State funds do not have the same requirements and the Federal Regs don't apply. There is more flexibility in determining what that policy would look like.

- H. Jaime Bitton asked, do we have a sense of how many providers have children?
- a. Rebecca Banner answered that she was unsure how many providers have children and that is data that would need to be collected.
- I. Jody asked, if that was something that we could have child care licensing, OCC, or someone else send out a survey and see if providers would be willing to give an estimate of the number of their staff have kids in care that are not already subsidized?
- a. Rebecca Banner answered, yes we can.
 - b. Jenna stated, the center for the study of child care employment estimates that Utah has 3,400 children under 6, whose parents are early care and education providers.
- J. Jody asked if the survey can be captured in the market rate study?
- a. Rebecca Banner is unsure but OCC can look into this. We will be doing a new market rate study and in years past we used to send out a survey to providers. We are trying to add different questions into our care about childcare website so providers can add information without an additional survey. I don't know if we could get it programmed in time, but we can look at it.
- K. Jody stated, I still think it's useful, though I think that's very helpful, but of those 3,400, how many are already qualified for that?
- a. Rebecca Banner stated, that the information from Kentucky stated a lot of the households now receiving a subsidy with their income waived would have already been eligible. The public outreach and communication made people aware that they could apply for the subsidy. There could be households here that could apply at any time without changing any rules or policies.
 - b. Jody added the other benefit that they mentioned in Kentucky was, it made a lot more of the providers except subsidy students because they wanted their staff to be able to get the benefit. And so it also increased the number of subsidy spots.

<p>COVID Relief Funding Update</p>	<p><u>-Rebecca Banner</u></p> <p>A. Since we met last time, we moved into a new federal fiscal year. All of our projects are now fully funded out of our ARPA discretionary funding. The ARPA Stabilization and CRSA funding ended on September 30th.</p> <p>B. The Department of workforce services issues an annual plan every year on October 1st. Part of that plan includes a list of all of the programs that were funded with our childcare covid funding, program expenditures and outcomes. This summary is Appendix A of the report. Please note the expenses and outcomes are only FY 23, and not for the entire time that funding has been available. The report is available on jobs.utah.gov.</p> <p><u>Discussion</u></p> <p>A. No discussion</p>	
<p>CAC Regional Highlight</p>	<p><u>-Carolyn Ellsworth</u></p> <p>A. To view all of the speaker updates presented during this section please go to slide 12 in the Power Point https://www.utah.gov/pmn/files/1043749.pdf</p> <p><u>Discussion</u></p> <p>A. Holly Kingston: How long is the application open?</p> <p>a. Carolyn Ellsworth answered, it is open until June 30, 2024.</p> <p>B. Page Checketts asked a clarification question about assisting refugee child care providers. Did you say that you're helping them to have home ownership or to get a licensing waiver for the requirement that they have to own. How are you working on that?</p> <p>a. Carolyn Ellsworth answered that is one of the barriers. A business license requires that your landlord sign off on allowing you to have a business in your residence. We might be the go between that helps explain the program. We'll work with interpreters to communicate the message. This barrier comes up frequently and often, they move in the direction of center care. There's really nothing we could do to change lease agreements, but it's mostly about explaining to the provider what the legalities are.</p> <p>C. Page Checketts asked about advocating on of the person that wants to be a provider. Are you talking to the provider and helping them understand?</p> <p>a. Carolyn Ellsworth answered, yes. We're helping them understand licensing rules, training, restrictions, and alternatives. If you have any questions just you can contact me through the website or at carolyn@cssutah.org.</p> <p>D. Simon Bolivar gave a small clarification. Ownership is not a requirement to be licensed. We ask that the place be the</p>	

	<p>provider's residence. The business license might require all this, but licensing does not.</p>	
<p>CCQS</p>	<p><u>- JoEllen Robins</u></p> <p>A. To view the updates during this speaker's presentation please go to slide 15 of the PowerPoint found here: https://www.utah.gov/pmn/files/1043749.pdf</p> <p><u>Discussion</u></p> <p>B. No discussion</p> <p><u>CCQS Health and Safety Component- JoEllen Robbins and Simon Bolivar</u></p> <p>A. There's been a lot of discussion in the childcare community over the last few months and brought to our attention. There was an instance within the rating program where a program was rated high quality and they received an extreme violation with licensing and issued a civil money penalty. There's only 8 different reasons that a provider receives an extreme. Here's a couple of examples:</p> <ul style="list-style-type: none"> a. If a child leaves the premises alone. b. If there's any kind of abuse that occurs. <p>B. JoEllen stated that a provider would lose 1 point in the health and safety section of our CCQS framework. If they have violations that are publicly posted, they lose points, and cannot have more than 2 at this time to receive a high quality rating. The framework doesn't consider the severity of the violation.</p> <ul style="list-style-type: none"> a. We've met with our CCQS Subcommittee Group and asked if this is fair? b. We talked to other states to find out how they handle this situation. We don't want programs to be penalized for having a violation, or even 2 violations and be completely unable to get a high quality rating. Our goal is to help providers continue to participate and receive support. c. We started looking at civil money penalties (CMP). We learned from meeting with licensing that programs that receive simple money penalties in a few ways. <ul style="list-style-type: none"> i. There is an extreme finding and a CMP is issued after one violation. ii. A violation is rated low, moderate, or high and works with child care licensing to resolve an issue licensing provides technical assistance and support to help. If the same issue persists, licensing provides multiple times to be compliant and increases the penalty. iii. The CCQS subcommittee is considering changing our policy to limit the CCQS rating when a CMP is issued. 	

- d. Simon Bolivar: Every state has something different and some states do something very complex.
 - i. Our process includes that we have regular inspections and complaint investigations. Complaint investigations are different from regular inspections because we owe the public an answer. If someone makes a complaint we need to give the complaint and an answer. With complaints every substantiation, regardless of the level, is shown on the provider's record.
 - ii. To get to a CMP, it requires the non-compliance to be something outrageous. The extreme levels go directly to a CMP and by statute we have the authority to go up to \$10,000 CMP. It is posted on our website under Section 5 of the rule interpretation manual for any provider type.
- e. To view this process please go to slide 21 found here: <https://www.utah.gov/pmn/files/1043749.pdf>
- f. JoEllen: We've tried to uphold the integrity of the CCQS system. and be fair to everyone. We want to be fair to providers and we also have to be fair parents. A CMP is either an egregious issue or a long pattern of non-compliance.
 - i. We are considering that programs applying for a rating will be limited to receiving a high quality rating if they have a CMP. They can still receive a rating of building quality or foundation of quality. They would be eligible for our CCQS support.
 - ii. If a high quality rated program receives a CMP, their rating would be lowered which would affect the enhanced subsidy grant.
 - iii. Licensing has an appeal process for programs that allows for further review.
 - iv. It would still be some time before we're actually able to implement it, because we have to work with a lot of moving parts with licensing to figure out how we'll bring us all together.

Discussion

- A. Rebecca Banner asked if a CMP would stay on their licensing record for 3 years? Would they not be eligible for a high quality rating until this was off of their record?
 - a. JoEllen Robbins answered no, It would not be as long as that, because we would be looking at their 12 documentation period. I mean, the program can have a big thing happen.
 - b. Simon: Because the CMP gets resolved in 30 days. We give the provider 30 days to pay. So at that point it is

	<p>resolved. But it's part of their compliance history that we keep for 36 months.</p> <p>B. Jennifer Floyd: I can understand why others are critical of a high quality program keeping their rating when this occurs. I see the advantages of tracking the CMP and the difficulty of tracking occurrences of other non-compliances. If they've had 5 different citations or warnings about different things, then isn't that an even bigger indication that they're not staying high quality? Then, as you said, one big thing can happen.</p> <p>a. JoEllen Robbins: Yes, but I think that is covered in our, in our licensing compliance area. If a provider has more than 2 non-compliances in the last 12 months, they're not going to rate high quality. They can still participate in CCQS and we want them to because that's how we can provide more support.</p> <p>b. Simon Bolivar: Yes, it's also contemplated in our system. If we see a provider with consistent non compliance then we'll move toward revocation, or a conditional license which again supports the CCQS framework.</p> <p>C. JoEllen Robbins: Email or call me with any other questions.</p>	
<p>Professional Development and Consumer Education Update</p>	<p><u>- Heather Valentine</u></p> <p>A. To view the update the speaker went through during this section please go to slide 22 found here: https://www.utah.gov/pmn/files/1043749.pdf</p> <p><u>Discussion</u></p> <p>A. Page Checketts: You mentioned that this is self recorded information. Did you say that it is somewhere on your website?</p> <p>a. Heather Thomas: Yes, there's a disclaimer there that all of the information has been verified by the Department of Workforce Services.</p> <p>B. Kristen Schulz: It would be helpful to search by county and then have the list that is able to be exported to Excel. Secondarily, I think it's great that you could search by whether or not they accept the subsidy, but could it also be listed on the provider profile? I also agree that most families want to know who has vacancies. If there's any way to incentivize providers to keep that current, I think it would be much more useful for families.</p> <p>C. Samantha: Is there a way to search by hours of care?</p> <p>a. Heather Valentine: Not other than full time and part time.</p> <p>b. Heather Thomas: But when you look and when you go into the results and click into each individual program, it has their schedule.</p> <p>D. Heather Valentine: Let me know if you find any other issues as we have a team of people who are available to troubleshoot.</p>	

Grants Update

-Megan Vlaming

School Readiness and New Application Process

- A. There was language added to code in the last legislative session that requires us to change the way we do our application for school readiness. It requires a one step application process using academic outcomes, classroom operations force, and application source. To view this update please go to slide 29 found here:
<https://www.utah.gov/pmn/files/1043749.pdf>

Discussion

- A. No Discussion

Out of School Time

- B. Our summer programs just ended and I am excited to report that we are way above our COVID numbers. We are not going to be offering another expanded summer grant next year.
- C. Rebecca Banner: The summer expansion was a COVID funded program and the funding has expired.
- D. To view more information on this update please go to
<https://www.utah.gov/pmn/files/1043749.pdf>

Discussion

- A. No Discussion

ASQ Screening Project- Effective 03/2022

- E. Effective March of 2022 the ASQ screening project we are combining all of the ASQ screenings underneath one platform. To view the full update with the numbers please go to
<https://www.utah.gov/pmn/files/1043749.pdf>

Discussion

- A. Jennifer Floyd: Are there 89 programs in OCC?
 - a. Megan Vlaming: It is very exciting and our goal is to set up programs that have active accounts within our ASQ system who are not using them. We are reaching out and offering technical assistance. Some of these numbers are skewed low, because we have programs that have been doing paper applications for a very long time, and they did not go back in to put in the data. We're now starting to gather that longitudinal data based upon all of these programs coming together and it is quite promising. If you ever want to know what the data looks like, and you feel like you need something to be able to promote this resource to parents, let me know. We can break it down by county, age, and type of assessment.

<p>Agency Updates</p>	<p><u>USBE- Jared Lisonbee</u></p> <p><u>Preschool Updates</u></p> <p>A. The Preschool Conference is coming up in less than a month. To find the details for this conference please go to https://www.utah.gov/pmn/files/1043749.pdf</p> <p>B. The first is that there are a bunch of upcoming training sessions. To view these training dates and details please go to https://www.utah.gov/pmn/files/1043749.pdf</p> <p>C. As a reminder please register for the Preschool Conference, December first.</p> <p><u>Discussion</u></p> <p>A. No Discussion</p>	
<p>Other Business</p>	<p><u>Advisory Meeting Content- Ben Trentleman</u></p> <p>A. Advisory members received a survey link to complete these meetings. Please take time to complete.</p> <p><u>Other Business and Public Comment</u></p> <p>B. Kristen Schulz: I had a couple questions follow up from our last meeting. Is the workforce bonus report publicly available? Is there a link for the full report?</p> <p>a. Heather Thomas: This will be posted as soon as we receive the final version.</p> <p>C. Kristen Schulz: What is the status update of the subsidy eligible flier that is geared towards families to explain the eligibility criteria when we were talking about the income level?</p> <p>a. Heather Thomas: That's the finalized and should be posted.</p> <p>D. Kristen Schulz: We also talked about a way for families to have an option to schedule the time to call an eligibility specialist instead of being on hold. Is there an update?</p> <p>a. Rebecca Banner will review the request with the Eligibility Services Division.</p> <p>E. Kristen Shultz: Is there an update on the child care strategic plan?</p> <p>a. Rebecca Banner: OCC has contracted with the Governor's Office of Economic Opportunity (GOEO) who supports the Women Economy Commission. GOEO will oversee the work of the strategic plan with the Women in the Economy Subcommittee. I will get a timeline update for this body.</p> <p>F. Holly Kingston: Is there a grace period for providers that need to submit a monthly report for the stabilization grant? I wasn't aware of anyone's grant completely stopping if they missed the deadline by a couple of hours.</p>	

	<p>a. Rebecca Banner: Providers must submit a monthly report by a certain date. If they miss that date, payments are suspended until completed. I will follow up on the length of time the payments can be suspended.</p> <p>G. Bridgette Weier: If you are a member of the care for kids email listserv, you know we have a survey out on business and technology support for providers. Please pass that around. It will be on the Care for Kids website in the next day or 2. We are working on putting together a pilot for a shared service alliance working on a childcare management software, some business practices, healthcare, brokerage retirement, those sorts of back end pieces to save your time and money. We are going to do a deep dive in that data and see what we can do to support providers and centers and homes, and everywhere.</p>	
<p>Adjournment</p>	<p style="text-align: center;"><u>Upcoming Meeting:</u> Wednesday, January 10, 2024 ~ 1:00 pm – 3:00 pm</p>	<p>Ben Trentleman called for a motion to adjourn. Page Checketts motioned. Jody Zabriskie seconded. Meeting adjourned.</p>

DRAFT