

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/1097201.pdf>

Link to the agenda:

<https://www.utah.gov/pmn/files/1095571.pdf>

Link to the audio recording:

<https://www.utah.gov/pmn/files/1097199.m4a>

**Committee:** Ben Trentleman, Simon Bolivar, Crystal Knippers, Jody Zabriskie, Liliam Llanos, Kristen Schulz, Johnny Anderson, Alex Wade, Jared Lisonbee, Jennifer Floyd, Leah Schilling for Joyce Hasting, Lori Cox, Page Checketts, Rhonda Dossett, Holly Kingston

**Excused/Absent:** Julie Backlund, Katie Ricord, Kelly Noorda

**Interested Parties and Guests:** Heather Thomas, Camie Galt, Ashley Trujillo, Rebecca Banner, Megan Vlaming, Heather Valentine, Kathy Randle, Ann Stockham Mejia, Jamie Bitton, Monica Gailey, JoEllen Robbins, Voices for Utah Children, Lisa Roman, Cristina Barrera, Anna Lawrence, JAllen, Wendy Byron, Katie Ricord, Colin Crebs, Jeff Sorensen, Alison May, KinderCare, Sara Jane Schenk, Florencia Schapira, Samantha Mafua, Heather Hughes, Charlotte Tanner, Carrie Stott, Crystal Knippers, Carolyn Ellsworth, Emma Moench, Hillary Christensen, Michele Rice, Kathleen Brown, ksadams, Karrie Phillips, Heidi Petersen

Agenda Item	Discussion	Recommendations/Actions
<b>Welcome</b>	<ul style="list-style-type: none"> <li>A. Ben Trentleman welcomed the Committee and called for attendance.</li> <li>B. Ben Trentleman introduced new committee members.               <ul style="list-style-type: none"> <li>a. Alex Wade- Parent representing household receiving a child care subsidy from the office Representative</li> <li>b. Lori Cox- Head Start Association Representative</li> </ul> </li> <li>C. Approval of 1/10/2024 meeting minutes.</li> </ul>	Ben Trentleman called for a motion to approve the minutes. Kristen Schulz motioned. Rhonda Dossett seconded. The motion was carried unanimously. Minutes approved.

**OCC Director's Update**

**OCC Staff Update - Heather Thomas**

- A. Announced the new Consumer Information Program Specialist Nichole Gaffney.
- B. Announced the new Assistant Director Camie Galt.
- C. Announced that Hannah Gawrys will be leaving OCC.

**Discussion**

- A. No Discussion

**Legislative Recap - Heather Thomas**

- A. HB 153 - Child Care Revisions
  - a. This bill expanded access to the State Child Tax Credit to eligible families with children under 5 instead of under 4.
  - b. It also increases the number of children someone is able to care for in a residential setting without having a license or certificate from 6 or fewer to 8 or fewer children. Those caregivers must have a background check and cannot care for more than 2 children under 3.
  - c. This bill will impact our partners at Child Care Licensing more than in the Office of Child Care.
  - d. It also may impact the overall capacity and slots in regulated and licensed home based settings.
- B. HB 461 - Child Care Grant
  - a. It expands the child care subsidy program to include children of parents or guardians working full time in a child care program regardless of income.
  - b. It does also say that it must be done in accordance with applicable Federal law and regulation is subject to available Federal funds. There were no State funds attached to this.
  - c. In DWS' fiscal note, OCC made it clear that it's not an allowable activity within the parameters of the Child Care and Development Fund (CCDF) federal regulations.
  - d. We've heard or been informed that there may be some States requesting approval or waivers for similar programs. We've reached out to our Federal partners and other State administrators already to find out more information and to receive technical assistance.
- C. SB 220 - School Readiness Amendments

- a. The main thing that happens with this bill is it sunsets the School Readiness Board. It will operationalize the Utah State Board of Education and the Office of Child Care as the school readiness team that will be overseeing those grants that are State funded and CCDF funded.

**Discussion**

- A. No Discussion

**FY25 Budget - Heather Thomas**

- A. Will have a draft budget to present to the Committee in May.

**Discussion**

- A. Kristen Schulz for budget discussions next time, is it possible to provide the proposed budget at least a week in advance of the meeting, and highlight changes from FY24 budget?
  - a. Heather Thomas answered yes.

**QPR - Heather Thomas**

- A. We submitted a quality progress report or the QPR which is the Federal report that we have to submit to the Administration for Children's and Families around data around our quality programming mostly. That report was approved and submitted or accepted.
- B. A few highlights of some of our programs. So we gave out during the Federal fiscal year, which starts October 1, 2022, and ends September 1, 2023. So it's a different fiscal year.
  - a. We gave out 635 scholarships for credentials or degrees. This is a 38% increase from the year before.
  - b. We had 3,275 early childhood professionals take over 84,000 clock hours of training recorded in our registry. Which is similar to last year before.
  - c. 55% of our family child care and center programs recertified in the Child Care Quality System increasing their overall points on the framework. Making it 70 out of the 127.
  - d. 70 family childcare programs received a Startup Grant, and that's an increase of about 7.5% from the year before.
  - e. Our Out of School Time Grants served over 24,000 youth, which is a 32% increase from from the year before.

**Discussion**

- A. No Discussion

**New CCDF Rule - Heather Thomas**

- A. Effective April 30, 2024
- B. To view this rule please go to page 4 of the [Meeting Materials](#).

**Discussion**

- A. Page Checketts asked if we need to create contracts?
  - a. Heather Thomas answered that yes we will need to have direct contracts or grants for slots with programs to assist with those populations.
- B. Leah Schilling asked if it will be reserving slots for those populations?
  - a. Heather Thomas answered yes, and we have reached out to our Federal partners for some guidance.
- C. Johnny Anderson asked if the child awarded the contract or grant would have to reapply for them.
  - a. Heather Thomas informed him that we are still looking into it to have a plan.
- D. Kristen Schulz asked what the timeline is to roll this out?
  - a. Heather Thomas answered we are in the beginning stages of planning since we were just informed about this new rule 2 weeks ago. We do have a deadline of 2 years.

**CCDF State Plan Update - Heather Thomas**

- A. To view this update please go to page 5 of the [Meeting Materials](#).

**Discussion**

- A. No Discussion.

**State Plan Steering Update - Heather Thomas**

- A. To view this update please go to page 6 of the [Meeting Materials](#).

**Discussion**

- A. Lori Cox informed the board that you can reach out to Voices for Children since they just did a child care access study.
  - a. Heather Thomas informed everyone yes they can and that she has looked at that one.
- B. Page Checketts asked if this study is being done internally?
  - a. Heather Thomas answered that we are partnering with Catherine Ruetschlin from

	<p>the Economics Department at the University of Utah.</p> <p>C. Kristen Schulz asked if the next Market Rate Survey could sort the data by geographic areas and perhaps income and race? That way people will be able to sort it, to make it more useful for the populations they serve.</p> <p>a. Heather Thomas answered that yes, we plan on asking demographic information.</p>	
<p><b>COVID Relief Funding Update</b></p>	<p><b><u>Stabilization Grant Update -Heather Thomas</u></b></p> <p>A. We are redistributing some of that funding to the stabilization grants in order to increase the monthly payments for those recipients back up to 50% of the original. The change in grant amounts will start this month and end in June.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p> <p><b><u>American Rescue Plan Act Discretionary Funds -Heather Thomas</u></b></p> <p>B. This is our last funding stream for the ARPA Discretionary Funds. It is what our stabilization grants are being paid out of. We have this final set of funding, and are still on track to spend out this funding. We will continue monitoring the grant until the end to make sure we spend out all of the funding by September 30, 2024.</p> <p><b><u>Discussion</u></b></p> <p>B. No Discussion</p>	
<p><b>CAC Regional Highlight</b></p>	<p><b><u>Care About Child Care at USU -Leah Schilling</u></b></p> <p>A. To view this update please go to page 8 of the <a href="#">Meeting Materials</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	
<p><b>Stabilization Grant</b></p>	<p><b><u>-Kathy Randle</u></b></p> <p>A. To view this update please go to page 11 of the <a href="#">Meeting Materials</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked if the 20% or so vacancies are differential or if the license capacity is higher than their actual capacity?</p> <p>a. Kathy Randle answered that the capacity is what is with Office of Licensing and what they have established. The enrollment is what child care providers reported to us, the number of children enrolled in their</p>	

	<p>program. So there is a 20% gap between that from my understanding that could be Some classes aren't open because of staffing issues.</p> <p>B. Kristen Schulz asked if we should assume that actual capacity is closer to 80% of a provider’s license capacity overall?</p> <p>a. Heather Thomas answered that capacity and the current enrollment are being asked to be updated for providers in our market rate survey, which we will also use in our access study. We're asking providers to give us their desired operating capacity instead of using the license capacity. Based on the ratios and group size that providers would like to see in your program, and which rooms they would like to have open if they're fully staffed. We also ask what you would want to have in your program as far as age groups, and then the total desired operating capacity. That number is often lower than the license capacity.</p> <p>C. Kristen Schulz asked if you take out the 7 that decided to stop taking stabilization grants on the prior slide of the 42 that have closed roughly, what percentage is that of the total? How many programs are receiving stabilization grants?</p> <p>a. Kathy Randle answered that currently we have approximetly 900.</p> <p>D. Johnny Anerson stated I just want us to be careful about utilizing this data, because it's pretty simple. We're only asking how many children are enrolled. You're only able to report what's been asked. We didn't want to make it complicated, but if the goal is to start using this kind of information to start showing what actual occupancy rates are in childcare we're going to have to dig a little deeper than this because as Jody just pointed out, an FTE is a better way to do that.</p> <p>a. Kathy Randle informed the board that this is just a snapshot of when the reports are completed. It is not the full picture of the entire industry.</p>	
<p>CCQS</p>	<p><b><u>Center Comparative Data - JoEllen Robins</u></b></p> <p>A. To view this update please go to page 15 of the <a href="#">Meeting Materials</a>.</p> <p><b><u>Discussion</u></b></p> <p>B. No Discussion</p> <p><b><u>Comparative Data for Rated Centers September 2023 - JoEllen Robins</u></b></p>	

- C. To view this update please go to page 16 of the [Meeting Materials](#).

**Discussion**

- D. No Discussion

**Family Child Care Comparative Data - JoEllen Robins**

- E. To view this update please go to page 17 of the [Meeting Materials](#).

**Discussion**

- A. Alex Wade asked what the different components of the child care quality system are and what the environment rating scale is?
- a. JoEllen Robbins answered that the information can be found on our website.

**Comparative Data for Family Child Care Programs - JoEllen Robbins**

- A. To view this update please go to page 18 of the [Meeting Materials](#).

**Discussion**

- A. Page Checketts asked why there is a difference in the total providers than the previous years?
- a. JoEllen Robbins answered that it is due to recertifications.

**Updates - JoEllen Robins**

- F. To view this update please go to page 19 of the [Meeting Materials](#).

**Discussion**

- A. No Discussion

**Framework Revision - JoEllen Robbins**

- B. To view this update please go to page 14 of the [Meeting Materials](#).
- C. We will have a public meeting for this once we have a draft to share.
- D. The estimation for the Framework Revision to be brought to this Committee is next January.
- E. If it is approved by the Committee in January, it will not go into effect the next month. We will need more time for it to be rolled out.

**Discussion**

- A. Page Checketts asked if you are surveying just the participants or people who tried and didn't get in, or people who aren't trying at all?
- a. JoEllen Robbins answered that we will send it to every provider that's eligible to

	<p>participate whether they have received a rating or not.</p>	
<p><b>Professional Development and Consumer Education Update</b></p>	<p><b><u>CAC Courses and Scholarship Updates - Heather Valentine</u></b></p> <p>A. To view this update please go to page 21 of the <a href="#">Meeting Materials</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p> <p><b><u>Coaching and Professional Activity - Heather Valentine</u></b></p> <p>B. To view this update please go to page 21 of the <a href="#">Meeting Materials</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked if we're setting up 2 things that are in contrast with each other regarding coaching?</p> <p>a. Megan Valming answered that our Early Childhood Education and School Readiness Grants require coaches to be able to do quality, but this isn't only limited to just our School Readiness Grants. These professional activities are for anybody who is part of our education system within child care as well as our out-of-school time programs. The school readiness piece is one component that requires this based upon code. So code supersedes this, whereas this is a professional development option that's identified by the Office of Child Care.</p> <p>B. Kristen Schulz added to her previous question that you could include it by allowing people to receive career ladder credit for their internal coaches for everyone who's doing the school readiness grants. People who don't have internal coaches could still use external coaches, but it seems like we are really pinging the people who are in the School Readiness Grant program because the time that their coaches spend won't count towards this.</p> <p>a. Megan Vlaming informed Kristen Schulz that they are actually looking at the consideration that it would count because it is necessary for a quality program to do this. It's just not within the language yet, and we haven't gotten that far.</p> <p>C. Jody Zabriskie stated that there is a difference between internal and external coaches and would love to explore around having coaching count in the system.</p> <p>a. Heather Valentine informed Jody Zabriskie she would love to connect with her to explore this.</p>	



D. Heather Thomas informed the committee that in the Career Ladder system, for courses that are approved, OCC goes through and approves the instructor, their experience and background, as well as the content of those courses. The professional activities are somewhat limited because we're not taking a closer look at exactly what that quality is of those programs. We've not allowed internal courses because if a director is offering training to their staff, we don't know what kind of quality that is. It could be really great training and programming, but we don't have the capacity to look at each of those people's qualifications and what is actually being taught. Within professional activities, we've limited it to more of an external organization or an external person.

a. Heather Valentine added that we recognize this isn't ideal. It is just a temporary bandaid until we can do it right. I just would rather try to land on something that works temporarily within this structure of a professional activity so people can get some career ladder credit for what they're doing while we figure out how to properly make it work long term.

**Grants Update**

**School Readiness - Megan Vlaming**

- A. To view this update please go to page 24 of the [Meeting Materials](#).
- B. S.B. 220 School Readiness Amendments passed (effective July 1, 2024)
  - a. Sunsetting the School Readiness Board
  - b. Eligibility language change
    - i. Risk Factors updated to include ELL and foster care
  - c. Multi-year Expanded Student Access grants
  - d. USBE Board will determine the official assessment tool to determine student progress

**Discussion**

- A. Page Checketts asked who wrote the bill and who helped?
  - a. Megan Vlaming answered it was Senator Millner with the help of Rebecca Banner, Sara Wiebke at USBE and Elizabeth Garbe at United Way.
- B. Jared Lisonbee informed the committee that one of the interesting updates to the eligibility language change on S.B. 220 is that they've removed an "and" and changed it to an "or" in the language.

The change affects the area where it states students are eligible if they are eligible for free or reduced lunch and have at least one risk factor. That “and” was taken away, which now opens up availability for a lot of additional children. But with the limited amount of funding available, it will still be targeted to the children with the highest number of risk factors. Then the second thing is that USBE will determine the official assessment with the language change in the legislation. It does require that the assessment used needs to be able to show growth from the beginning of the year to the end of the year. The current version of PEEP can't really do that because it tests different skills. It will require some pretty big revisions and won't be implemented until the 26-27 school year.

- C. Lori Cox asked if the child is in foster care, or were ever in foster care does that include kids who have been adopted, but were previously in the foster care system?
  - a. Jared Lisonbee answered any child who has been in foster care still has a lot of residual trauma, little residual challenges, and the change in the language to this bill provides for that child to continue on even after being adopted.

**Out of School Time - Megan Vlaming**

- A. To view this update please go to page 26 of the [Meeting Materials](#).

**Discussion**

- A. No Discussion

**Developmental Screening Collaboration - Megan Vlaming**

- B. All the people assisting with the ASQ project for a developmental screening system are found on page 26 of the [Meeting Materials](#).
- C. The developmental screening system's goal is to be a one-stop system to help developmental screening for children.

**Discussion**

- B. No Discussion

**Agency Updates**

**Child Care Licensing- Simon Bolivar**

- A. There are more questions than answered to HB 153. At this time they do not have any answers to what changes will come with this bill.
- B. To view this update please go to page 29 of the [Meeting Materials](#).

	<p><b><u>USBE- Jared Lisonbee</u></b></p> <p>A. To view this update please go to page 30 of the <a href="#">Meeting Materials</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	
<p><b>Other Business</b></p>	<p>Johnny Anderson informed the committee that insurance providers are leaving the industry, and it is becoming hard for providers.</p> <p>Kristen Schulz asked for follow up on whether or not it'd be possible for families to schedule a time to speak with an eligibility officer?</p> <p>A. Heather Thomas informed her there is no update, but she will follow up.</p> <p>Jamie Bitton asked if the main person providing care will need the background check for HB153?</p> <p>A. Michele Rice answered that she believes that is correct, but they are still reviewing the bill and cannot definitively say yes.</p>	
<p><b>Adjournment</b></p>	<p><b><u>Upcoming Meeting:</u></b></p> <p>Wednesday, May 8, 2024 ~ 1:00 pm – 3:00 pm</p>	<p>Ben Trentleman called for a motion to adjourn. Page Checketts motioned. Jared Lisonbee seconded. Meeting adjourned.</p>