

**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: [9 11 2024 Meeting PowerPoint .docx](#)*

Link to the agenda:

[9.11.24 Advisory Committee Materials Combined Agenda.DraftMinutes.PowerPoint.AdditionalItem.docx](#)

Link to the audio recording:

<https://www.utah.gov/pmn/files/1169413.m4a>

**Committee:** Ben Trentleman, Heather Thomas, Kristen Schulz, Alex Wade, Katie Ricord, Liliam Llanos, Joyce Hasting, Julie Backlund, Holly Kingston, Cristina Barrera, Jennifer Floyd, Jody Zabriskie, Johnny Anderson, Lori Cox, Page Checketts, Rhonda Dossett

**Excused/Absent:** Simon Bolivar

**Interested Parties and Guests:** Ashley Trujillo, Camie Galt, JoEllen Robbins, Kathy Randle, Jamie Foster, Jared Whipple, Dallas Browning, Aubrey Ortega, Hillary Christensen, Carrie Stott, Lauren Fredman, Joe Edman, Jamie Bitton, Colin Crebs, Leah Schilling, Rebecca Banner, Charlotte Tanner, Nichole Gaffney, Crystal Knippers, Karen Crompton, Kathy Brown, Betzy Mulwee, Wendy Byron, Heather Hughes, Alison May, Karrie Phillips, Jared Lisonbee, Jeff Sorensen, Joyce Hasting, Broc Huntsman, Caressa King, Lisa Roman, Brian Zabriskie

| Agenda Item    | Discussion                                                                                                                       | Recommendations/Actions                                                                                                                                             |
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| <b>Welcome</b> | A. Ben Trentleman welcomed the Committee and called for attendance.<br>B. Approval of <a href="#">7/10/2024 meeting minutes.</a> | Ben Trentleman called for a motion to approve the minutes. Katie Ricord motioned. Christina Barrera seconded. The motion was carried unanimously. Minutes approved. |

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| <p><b>OCC Director's Update</b></p> | <p><b><u>OCC Staff Update - Heather Thomas</u></b></p> <ul style="list-style-type: none"> <li>A. Informed the board of staffing changes. <ul style="list-style-type: none"> <li>a. Heather Thomas informed the Committee that Emma Moench has accepted the position for the Grants Program Manager position.</li> <li>b. Heather Thomas announced that Jamie Foster has accepted the position for the Program Manager position that oversees professional development team, policy and consumer education pieces and the Care About Childcare website project.</li> <li>c. Heather Thomas announced that we are working on filling Emma Moench's previous role and KC Hutton's role as the Curriculum Program Specialist.</li> </ul> </li> </ul> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>A. No Discussion</li> </ul> <p><b><u>Child Care Solutions and Workforce Productivity Plan - Heather Thomas</u></b></p> <ul style="list-style-type: none"> <li>A. We have been working really closely with the Early Learning Policy Group who received the contract through the Governor's Office of Economic Opportunity with the legislative appropriation to complete the plan at the request of the Women in the Economy Subcommittee of the Unified Economic Opportunity Commission. <ul style="list-style-type: none"> <li>a. This report is going to provide us with some valuable information about the current state of child care in Utah. We provided them with a lot of data and information. They reached out to many other partners and stakeholders within Utah.</li> <li>b. Based on the research being completed, they're going to provide some innovative ideas and possible solutions to child care issues to inform policymakers and business leaders.</li> <li>c. They completed 12 focus groups in July. The groups consisted of: <ul style="list-style-type: none"> <li>i. 4 were with family providers</li> <li>ii. 4 with center providers</li> <li>iii. 4 with parents across urban and rural Utah.</li> <li>iv. Spanish speaking groups.</li> </ul> </li> <li>d. They shared some of those initial conversations with us, and they will be incorporated into her report as well.</li> <li>e. The report is supposed to be released by December 1, 2024 out to the public,</li> </ul> </li> </ul> |  |
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presented to the subcommittee and the legislature.

- f. We are really looking forward to seeing those results, and we will share that information with the Advisory Committee when it's released.
- g. We hope it will help inform our direction as we move forward. We are looking at the gaps and supply building pieces and trying to figure out where we might focus our efforts when developing contracts or grants for direct child care services for underserved populations, our new requirement that came out of the new CCDF rule. The hope is that the data will help us make those decisions.

**Discussion**

- A. Johnny Anderson asked about the Cost Estimation Model and Market Rate Study.
  - a. Heather Thomas informed him that they can be found at our website.
    - i. [jobs.utah.gov/occ/plans.html](https://jobs.utah.gov/occ/plans.html)

**Fiscal Year 2024 Pandemic Funding Spending- Heather Thomas**

- A. We are legislatively required to report on our annual pandemic funding spending.
  - a. To view the funding please go to the end of the meeting materials found at [9.11.24 Advisory Committee Materials Combined Agenda.DraftMinutes.PowerPoint.AdditionalItem.docx](#).
- B. We're also working on a spreadsheet that is similar to this, but for all of the pandemic funding that we received. We received about 573 million dollars of funding.

**Discussion**

- A. No Discussion

**Child Care and Development Fund (CCDF) State Plan**

- A. To view this update please go to page 4 and 5 of the Power Point. [9\\_11\\_2024 Meeting PowerPoint.docx](#)

**Grants or Contracts for Direct Services**

- A. Possible next steps:
  - a. Possible pilot
  - b. Potential Partners
    - i. Part C Early Intervention
    - ii. Early Head Start Programs

- c. 3% of our Federal Funding has to go to infants and toddler quality initiatives. We are looking into possibly combining some of the grants for the direct services/open slots. This could possible incentivize programs to participate in those grants or contracts by combining it with some quality funding.
- d. We plan to create a work group of stakeholders to help guide the work. If you are interested, please reach out to Heather Thomas.

#### **Discussion**

- A. Kristen Schulz stated she would love to volunteer to be on the work group. But also had more of a question for the underserved geographic areas: is that data that you think will be part of the December 1st report, or you guys separately trying to determine where the underserved geographic areas are?
  - a. Heather Thomas answered we do believe that the underserved geographic areas will come through very clearly in the December 1st report. She's also looking at age groups and we may see the infants and toddlers piece. I have particularly pointed out areas where there may be gaps as well as non-traditional care hours because that's another area we have to address but not necessarily grants or contracts. In the state plan, those are the areas where we need to address gaps and supply building.
- B. Page Checketts asked what direct child care services is?
  - a. Heather Thomas informed the board that it's a little bit different than applying the normal way for childcare assistance. It would be where we would have a grant or contract with a childcare program to provide slots or to save spots for these underserved populations.
- C. Kristen Schulz asked if it is the same report used in the past?
  - a. Heather Thomas informed the committee that it is separate.
- D. Holly Kingston asked if this will help parents that have a child in DDI?
  - a. Heather Thomas answered that DDI falls under early intervention, part C.

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|                            | <p>E. Holly Kingston asked if they are able to count it in the 36 hours to help parents receive the training they need?</p> <p>a. Heather Thomas answered that we will consider that and look into it.</p> <p>F. Caressa King asked if this is for established child care programs or for new start up programs?</p> <p>a. Heather Thomas answered that it can be for either. It has not been defined yet and we are working on this currently.</p> <p>G. Holly Kingston asked if you would maybe have some requirements on the program? As far as maybe some of the endorsements that they've received, or the kinds of different training they've had.</p> <p>a. Heather Thomas informed the board that we may set requirements on who might be eligible in order to try to ensure that it is a quality program that children are attending. But again, we don't know exactly what that looks like yet.</p>                                                                                                          |  |
| <b>Partner Highlight</b>   | <p><b><u>Utah Registry for Professional Development - Carrie Stott</u></b></p> <p>A. To view this update please go to page 6 of the PowerPoint. <a href="#">9_11_2024 Meeting PowerPoint .docx</a></p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Stabilization Grant</b> | <p><b><u>-Kathy Randle</u></b></p> <p>A. To view this update please go to page 10 of the PowerPoint. <a href="#">9_11_2024 Meeting PowerPoint .docx</a></p> <p>B. Ashley Trujillo is working on a report to provide the term of the grant including:</p> <p>a. License Types</p> <p>b. Reported Expenses</p> <p>c. Sustainability Plans</p> <p>d. County</p> <p>C. We will be sending out a survey to grantees. Please feel free to send suggestions to Kathy Randle at <a href="mailto:krandle@utah.gov">krandle@utah.gov</a>.</p> <p>D. We will not have all the reporting due to the last payment being at the end of this month. The reporting will probably be done at the beginning of next year.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked if we could send out the report to the group once it's ready?</p> <p>a. Heather Thomas informed the board as far as all the payments and that kind of thing, we could definitely put together an aggregate overview of what that might look</p> |  |

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|      | <p>like. We've been giving people the payments that have gone out by county and by number of programs.</p> <p>b. Kathy Randle informed the board that because we're in a 60-day reporting cycle we won't have all the data for the last payment in September until November.</p> <p>B. Regarding survey suggestions, Page Checketts would like to know are you prepared to go back? Or what did you do to prepare to function without the grant? What did the people who succeeded, or continue to move on do differently? Are there any other contributing factors that will change? Are you going to close after the payments end?</p> <p>a. Kathy Randle we saw 4 programs close their grant at the end of August.</p> <p>C. Holly Kingston would like to know did you close and/or intend to close?</p> <p>a. Kathy Randle stated we are gathering reasons for closing.</p> <p>D. Jody Zabriskie asked if there is anything OCC can offer to help during the transition?</p> <p>a. Heather Thomas answered we can add what services we offer in the survey.</p> <p>E. Caressa King would like to see the question, did providers raise tuition rates during or after funds were provided?</p> <p>F. Jamie Bitton would like to know how many families were lost after rate increase?</p> <p>G. Holly Kingston would like to see if they closed because of financial or lack of enrollments.</p> <p>H. Jody Zabriskie would like to know the labor cost percentage.</p> <p>I. Caressa King would like to see if teacher turnover is positively affected by receiving grant funds? Was practitioners' pay sustained after grant funds?</p> <p>J. Jody Zabriskie would like to know what you are doing to sustain? What was the biggest thing it helped you do?</p> <p>K. Joyce Hasting would like the survey to ask, did you decrease the number of children you are caring for?</p> |  |
| CCQS | <p><b><u>- JoEllen Robins</u></b></p> <p>A. To view this update please go to page 13 of the PowerPoint. <a href="#"><u>9 11 2024 Meeting PowerPoint .docx</u></a></p> <p>B. Framework Revision is still underway.</p> <p>a. We will send out communication for feedback on our revision.</p> <p>b. A draft will be given to the Advisory Committee most likely in Spring of next year.</p> <p><b><u>Discussion</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

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|                                                               | <p>A. Caressa King asked if you think the numbers of participants decreased because of HB 153?</p> <ol style="list-style-type: none"> <li>JoEllen Robbins answered that we have not seen a huge impact yet.</li> <li>Heather Thomas added that this bill allows 8 children in care in a residence without a license but does require a background check. We are not sure how this will be regulated or looked at. We do not know yet how it will impact our programs.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Professional Development and Consumer Education Update</b> | <p><b>- Camie Galt, Lauren Fredman, Hillary Christensen</b></p> <ol style="list-style-type: none"> <li>Lauren Fredman provided an update regarding Professional Development Stimulus Scholarships By The Numbers. To view this update please go to page 18 of the PowerPoint. <a href="#">9_11_2024 Meeting PowerPoint .docx</a></li> <li>Hillary Christensen provided an update regarding the Early Childhood Professionals Survey. To view this update please go to page 19 of the PowerPoint. <a href="#">9_11_2024 Meeting PowerPoint .docx</a></li> <li>Camie Galt, Dallas Browning, and Jared Whipple provided an update regarding the Care About Childcare Search for Care Update. To view part of this update please go to page 20 of the PowerPoint. <a href="#">9_11_2024 Meeting PowerPoint .docx</a> (The remaining update was done live through a walk through. No materials were provided during this section)</li> </ol> <p><b><u>Discussion or Feedback</u></b></p> <ol style="list-style-type: none"> <li>Page Checketts asked if we have considered an easy way for providers to update the information?</li> <li>Rhonda Dossett informed staff that it is challenging to update information and reminder phone calls do help if completed right away.</li> <li>Jody Zabriskie asked if we can add Admin Settings/Different Roles.</li> <li>Kelly Noorda would like the translation settings at the top instead of at the bottom.</li> <li>Jody Zabriskie would like to be part of the committee reviewing the changes. <ol style="list-style-type: none"> <li>Camie Galt informed the committee that we are bringing it to this committee for feedback. We are trying to move fast with this update due to the issues with the current one. After it launches, we will have additional revisions.</li> </ol> </li> <li>Kristen Schulz: Can you please let people search by county and also allow the results to be exported to a spreadsheet? Can you please add whether the provider can serve children with special needs as a search filter?</li> </ol> |  |

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|               | <p>G. Caressa King: As a Licensed Out-of-School Time program, we are unable to enter our correct hours of operation for before school and after school. There's only one option for open and close, however, we are not open in the middle of the day during in-school-hours. Can this be changed?</p> <p>H. Leah Schilling: The CAC agencies have requested that their name be changed back to Child Care Resource and Referral agencies. Is that part of the plan?</p> <p>a. Heather Thomas informed the committee that it is currently called Care About Childcare and branding for this iteration we will keep Care About Childcare. It is under discussion to change the name.</p> <p>I. Jody Zabriskie asked if we are focusing on parent search tools or easier provider usage in this version?</p> <p>a. Heather Thomas informed the committee that they are working on the whole website. The first release is geared more towards parents being able to use our website to search for quality child care. The goal is to be the best search engine in the state of Utah to search for child care.</p> <p>J. Kelly Noorda asked if we could add additional information with explanations of what some of the items may mean. Families may not understand all of the different care types.</p> |  |
| Grants Update | <p><b><u>-Emma Moench</u></b></p> <p>A. To view this update please go to page 22 of the PowerPoint. <a href="#">9 11 2024 Meeting PowerPoint .docx</a></p> <p><b><u>Discussion</u></b></p> <p>A. Kelly Noorda asked if we have access to the preschool assessment data:</p> <p>a. Emma Moench answered that Johnathan Collins is working on the report.</p> <p>b. Cristina Barrera informed the committee it is in progress and should be released in October. You can access the reports on the USBE website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Subsidy       | <p><b><u>-Camie Galt</u></b></p> <p>A. To view this update please go to page 23 of the PowerPoint. <a href="#">9 11 2024 Meeting PowerPoint .docx</a></p> <p>B. October 1, 2024, subsidy rates will increase and will be set at the 60th percentile for all groups except for School-age, which will be at 50th percentile.</p> <p><b><u>Discussion</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

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|  | <ul style="list-style-type: none"><li>A. Jody Zabriskie asked how many people are using the ARISE Attendance application for attendance tracking?<ul style="list-style-type: none"><li>a. Heather Thomas informed the board it is around 20%.</li></ul></li><li>B. Jody Zabriskie would like to know the percentage of centers vs family providers that use the attendance tracker.<ul style="list-style-type: none"><li>a. Camie Galt informed her she will look into gathering that information.</li><li>b. Heather Thomas informed the board it is currently under review to see if we will proceed with the system.</li></ul></li><li>C. Holly Kingston would like to know if it is worth it or if we could just give a credit?<ul style="list-style-type: none"><li>a. Heather Thomas informed the committee it is under consideration. Everything is currently under review.</li></ul></li><li>D. Lori Cox asked if head start teachers are eligible for subsidy?<ul style="list-style-type: none"><li>a. Heather Thomas informed the board as long as the income and work requirements are met, they are eligible for subsidy.</li></ul></li><li>E. Page Checketts asked if the administrative rule changes mentioned are related to HB 461?<ul style="list-style-type: none"><li>a. Heather Thomas informed the committee it is not part of it. There are already many people that are working in childcare programs that are eligible for our current subsidy. HB 461 removes the income requirements, but people that are already income eligible and work in centers that don't provide care directly to their own child can already apply for child care assistance. We are making those directors and assistant directors that don't have a financial interest eligible as well. We want to encourage those that may be already eligible to apply. National studies have said about 50% of the childcare workforce are eligible already for subsidy. We are actually raising those income eligibility limits based on the state median income in October, so more people will be eligible.</li></ul></li></ul> |  |
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| <p><b>Agency Updates</b></p> | <p><b><u>USB- Cristina Barrera</u></b></p> <p>A. To view this update please go to page 26 of the PowerPoint. <a href="#"><u>9 11 2024 Meeting PowerPoint .docx</u></a></p> <p><b><u>Discussion</u></b></p> <p>A. Jody Zabriskie asked if there are certificates available for the Utah preschool conference?</p> <p>a. Cristina Barrera answered that they offer credit through Midas, and they can also provide a certificate, if needed. Please email her if any certificates are needed.</p> <p>B. Jamie Bitton asked if there is a confirmation after registration?</p> <p>a. Cristina Barrera answered that there should have been a confirmation email after registration and to check the spam folder.</p> <p>C. Kathy Brown asked if all the presenters have been contacted?</p> <p>a. Cristina Barrera informed her that they have not. They are planning on sending out correspondence on Friday.</p> |                                                                                                                                                                |
| <p><b>Other Business</b></p> | <p>A. Brian Zabriskie shared that Utah Private Childcare Association is having their fall annual conference on November 8th and 9th in Park City. You can go to our website to register. It's a day and a half. We are bringing in Karena Richards. She's an EC consultant and a NAEYC consultant. The conference includes all the food and a lot of sessions. Please go to <a href="http://upcca.info"><u>upcca.info</u></a>; that is our website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                |
| <p><b>Adjournment</b></p>    | <p><b><u>Upcoming Meeting:</u></b></p> <p>Wednesday, November 13, 2024 ~ 1:00 pm – 3:00 pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Ben Trentleman called for a motion to adjourn. Jody Zabriskie motioned. Page Checketts seconded. The motion was carried unanimously. Meeting adjourned.</p> |