



**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/1193899.pdf>

Link to the agenda:

<https://www.utah.gov/pmn/files/1194043.pdf>

Link to the audio recording:

<https://www.utah.gov/pmn/files/1195377.m4a>

**Committee:** Ben Trentelman, Alex Wade, Katie Ricord, Holly Kingston, Jennifer Floyd, Liliam Llanos, Joyce Hasting, Julie Backlund, Page Checketts, Cristina Barrera, Johnny Anderson, Kristen Schulz, Lori Cox, Kelly Noorda, Rhonda Dossett, Florencia Schapira.

**Excused/Absent:**

**Interested Parties and Guests:** Heather Thomas, Ashley Trujillo, Camie Galt, Emma Moench, Kathy Randle, Jamie Foster, JoEllen Robbins, Ann Stockham Mejia, Wendy Byron, Rebecca Banner, Nichole Gaffney, Caressa King, Sara Jane Schenk, Joe Edman, Broc Huntsman, Michele Rice, Hillary Christensen, Karrie Phillips, Lisa Roman, Heidi Petersen, Lori Birrell, Jill Chesley-McGinnis, Charlotte Tanner, C Lawson, Jared Lisonbee, Kim Melville, Jamie Allen, Lynne Burton, Alison May, Trina Valdez, Jeff Sorensen, Brigitte Weier, Heather Huges, Samantha Mafua, Amber Mabey, Carolyn Christensen, Kathleen Brown, Carrie Stott, Amanda Slater.

Agenda Item	Discussion	Recommendations/Actions
<b>Welcome</b>	<p>A. Ben Trentelman welcomed the Committee and called for attendance.</p> <p>B. Ben Trentelman welcomed the new board member for the new Department of Health (and Human Services) Representative, Florencia Schapira.</p> <p>C. Ben Trentelman informed everyone of the vacant positions on the Committee.</p> <p>a. To view these Vacant Positions go to page 3 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p>b. <a href="#">Boards and Commissions</a> website to apply</p> <p>D. Approval of meeting minutes.</p>	<p>Ben Trentelman called for a motion to approve the minutes. Kristen Schulz motioned. Rhonda Dossett seconded. The motion was carried unanimously. The minutes were approved.</p>

**OCC Director's  
Update**

**OCC Staff Update - Heather Thomas**

- A. To view this update please go to page 4 of <https://www.utah.gov/pmn/files/1193899.pdf>.
- B. Heather discussed the ongoing hiring process for 3 program specialist positions.
  - a. The first role is our curriculum program specialist that writes the Care About Childcare professional development curriculum.
  - b. The second role is our professional development program specialist. We had Lauren Fredman, who was in that role move over to a school readiness program specialist position.
  - c. The second role is the CCQS observation program specialist that Florencia was in previously.
  - d. We have completed our 1st round of interviews for all 3, and we'll be finalizing those recruitments shortly.

**Child Care Solutions and Workforce Productivity Plan - Heather Thomas**

- A. To view this update, please go to page 4 of <https://www.utah.gov/pmn/files/1193899.pdf>.
- B. Heather Thomas mentioned that the draft of the Childcare Solutions and Workforce Productivity Plan was presented at the Women in the Economy subcommittee.
- C. The plan includes recommendations in five categories:
  - a. Childcare supply
  - b. Childcare workforce
  - c. Child behavior
  - d. Childcare affordability
  - e. Accessibility and employer partnerships
- D. The final report is expected to be published around December 1st.

**Discussion**

- A. Kristen Schulz asked, is there a way for you guys to do a review of our current subsidy recipients and see which ones meet the TANF funding criteria?
  - a. Heather Thomas answered that our department is currently evaluating how much is available of that funding based on what's already been appropriated within the legislature. The money that was presented in that presentation was one-time funding. We're following up with the experts in our department that actually oversee that TANF funding, and we will

follow up with you later with more information..

- B. Kristen Schulz asked if there was any additional funding that might possibly be used to serve these families? She would like the analysis of how many families meet the TANF criteria, what that would cost, and then we figure out the process of passing that along to our TANF. Who runs the TANF program?
  - a. Heather Thomas replied that the Workforce Development Division of DWS is who handles this program. We're in the process of looking into this and having those conversations. We will plan to follow up with you on that.
- C. Kristen Schulz asked how long will it take to do the analysis? The report comes out on December 1, 2024 and thinks we would want to be ready and knowledgeable about action on recommendations. Would someone be able to come to our next meeting to talk about this?
  - a. Heather Thomas informed the committee she is hoping to have the information before the next meeting.

**Utah Code - Question on Repeal Date for Advisory Committee**

- A. To view this update, please go to page 4 of <https://www.utah.gov/pmn/files/1193899.pdf>.
- B. It was brought to our attention that the Utah code says that this committee will be repealed on July 1, 2026.
- C. Most of our State boards, commissions and advisory councils have an intentional repeal date on them. This allows for each one of them to be reviewed at a certain interval for continued need. With the repeal date of this Advisory Committee being July 1, 2026, our committee will be reviewed for a possible extension in the 2025 Economic Development and Workforce Services Interim Committee. If it's determined to still be needed, a committee bill would be opened, and the repeal date would be extended likely another 5 years in the 2026 general session.
- D. Heather Thomas stated she doesn't anticipate that this advisory council would come to an end. At that point, it would just be reviewed and would be extended for another 5 years.

**Discussion**

- A. Johnny Anderson asked if the Office of Child Care can let the Committee know when the review is happening?
- a. Heather Thomas informed the Committee that she will let the Committee know when the interim committee comes in 2025 during the interim session.

**DWS Outreach Campaign**

- A. Heather Thomas informed the board of the DWS Outreach Campaign at [mydoorway.utah.gov](https://mydoorway.utah.gov).
- B. To view this update, please go to page 5-10 of <https://www.utah.gov/pmn/files/1193899.pdf>.

**Discussion**

- A. No Discussion

**DWS Annual Report**

- A. To view this update, please go to page 11 of <https://www.utah.gov/pmn/files/1193899.pdf>.

**Discussion**

- A. No Discussion

**CCDF State Plan Update**

- A. To view this update, please go to page 12 of <https://www.utah.gov/pmn/files/1193899.pdf>.

**Discussion**

- A. Kristen Schulz asked if the work group has started on grants or contracts for direct services yet?
- a. Heather Thomas informed her that we are still waiting on 2 items: the policy guidance from our federal partners and the Childcare Solutions and Workforce Productivity Plan report.
- B. Caressa King asked if DWS has someone who we can reach out to regarding assisting parents with completing the subsidy application if they have a disability? On Form 923, it states "Families also qualify on higher income limits." Where can we find this information? When emailing OCC, I received a response saying this is inaccurate.
- a. Ann Stockham Mejia answered the committee that the limit is 85% of the state median income. We have raised all families up to that and everyone now has that higher limit. The form may be an old version or something outdated that she is looking at.
- b. Camie Galt informed the committee that the form was revised in 2024. The form

	Caressa is looking at is from September 2019. She will get into contact with her to provide her a contact from eligibility services to assist her with the form and any questions.	
<b>COVID Relief Funding Update</b>	<p><b><u>-Heather Thomas</u></b></p> <p>A. To view this update, please go to page 13 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked what happens to the unused funds?</p> <p>a. Heather Thomas informed the committee that they will go back to the federal government.</p>	
<b>Partner Highlight</b>	<p><b><u>-Lisa Wisham, Dr.Cori Groth, Kamille Sheikh</u></b></p> <p>A. To view this update, please go to page 14-34 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p>B. To view the Executive Summary, please go to <a href="https://www.utah.gov/pmn/files/1193897.pdf">https://www.utah.gov/pmn/files/1193897.pdf</a>.</p> <p>C. Once the full report is available it will be posted on Office of Child Care's plans and reports page found at <a href="https://jobs.utah.gov/occ/plans">jobs.utah.gov/occ/plans</a>.</p> <p>D. Next Steps:</p> <p>a. Having conversations with each other and discussing what needs to be prioritized with childcare.</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 36 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	
<b>CCQS</b>	<p><b><u>- JoEllen Robins</u></b></p> <p>A. To view this update, please go to page 37-42 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	
<b>Professional Development and Consumer Education Update</b>	<p><b><u>- Jamie Foster</u></b></p> <p>A. To view this update, please go to page 43-44 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	

<p><b>Grants Update</b></p>	<p><b><u>-Emma Moench</u></b></p> <p>A. To view this update, please go to page 45 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked if all of the former ESA grantees apply and are granted the same amount, what percentage of the available funding does that take up of the funding, or roughly if all the ESA grantees get funded again under this new grant is that all the money that's available?</p> <p>a. Emma Moench informed the committee that for this school year, the School Readiness Board voted on all of the current grantees to have access to the remainder of the funds. This year we're also talking through a potential cost per child, so that grantees are just receiving a cost per child, which is based on their historical costs. We cannot predict who will apply or how much funding will be available. Applicants interested will need to read the RFGA and make a decision about what is best for their program and whether or not they would like to apply.</p>	
<p><b>Agency Updates</b></p>	<p><b><u>Licensing- Florencia Schapira</u></b></p> <p>A. To view this update, please go to page 47-48 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Heather Thomas asked what are the overarching changes in the administrative rules or most substantial changes for child care?</p> <p>a. Florencia Schapira informed the committee that Licensing rules received a compliance section at the end.</p> <p>i. The new division enforcement rule 380 to 600 on the statute <a href="#">26B-2-7</a> allows the entities that authorize the office to enforce and utilize penalties for noncompliance with the rule.</p> <p>ii. Another change is all references to the department were changed to the Office of Licensing or Office of Background Checks and content was aligned to mirror each other as much as possible.</p> <p>iii. Another one of our biggest changes was R420-153 that was amended in House Bill 153 to make residential childcare certification optional to</p>	

	<p>serve 8 children in residential childcare. A residential certificate is only required for those serving 9 unrelated children. There were also some amendments to clarify federal requirements for collecting and reporting completed immunizations.</p> <p>B. Kristen Schulz stated that in the last couple of legislative sessions, there's been a bump up in the number of kids that are in care before regulations are required. Are you aware whether that is likely to happen again this session, and are you aware of any requested increases in the number of kids?</p> <p>a. Amanda Slater informed the committee that she has not heard anything.</p> <p>C. Jamie Foster asked if Florencia can inform her of if/when Office of Child Care will need to update the links on our website to the new website for the Office of Licensing? It will require some system changes to ensure everything runs smoothly.</p> <p>a. Heather Thomas also informed the committee that she will need to update the website information in the CCDF State Plan.</p> <p>b. Florencia Schapira informed the committee that she will work with the Office of Child Care to make sure everything goes smoothly with the change.</p> <p><b><u>USBE- Cristina Barrera</u></b></p> <p>A. To view this update, please go to page 49-50 of <a href="https://www.utah.gov/pmn/files/1193899.pdf">https://www.utah.gov/pmn/files/1193899.pdf</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	
Other Business	<p><b><u>Draft Letter - Ben Trentleman</u></b></p> <p>A. Ben Trentleman sent out a draft letter to everyone yesterday afternoon. Kristen, Anna, and Jenna from Voices for Utah Children have been working with me to put together a letter to ask for additional funding to support the childcare industry.</p> <p>B. Kristen Schulz added that the role of this committee is to really try to advocate and support the Department of Workforce Services and their mission to meet the childcare needs of the State. Unfortunately, the Federal funds just aren't enough to get us there and the math just does not work. Most of the elected representatives do not understand this industry. We are expected to know this industry, and people need to try to advocate for the needs of our fantastic providers, our kids, our families, and make the case that this industry is just as worthy of investment and support as any of the</p>	

other industries that receive a ton of support. We were trying to put together data that we thought was interesting. The purpose of the letter is to stand up and raise awareness of the needs of this industry and the kids that we're trying to serve.

**Discussion**

- A. Johnny Anderson informed the committee that he likes the letter and thinks that the ask being tied to trying to meet the 75th percentile is tangible. It's something that's understandable, and the need is much greater than that.
- B. Heather Thomas can provide the updated number for that which is much more than 3 million.
- C. Jennifer Floyd informed the committee that there is a typo in the letter under the charts on page 3, 75th percentile. It has an 'e' on the end. The link to the Bank of America website is also not working.

**-Holly Kingston**

- A. Asked about the inability of the Office of Child Care to be able to process child care subsidy applications. There have been quite a few reports of people spending 3 and 4 months in that process. Is that something that you can speak to at all?
  - a. Camie Galt answered that she would love to have case numbers. That would help us give you an exact picture, or help us with an exact picture as to why it would be taking that long. Processing an application really shouldn't take that long, and 30 days is how long eligibility has to approve it unless there's other verifications that are being requested to make sure they're getting the best benefit. Application timeframes are up to 60 days before they would have to reapply. Any information that you can get her will assist with answers. Please email her at [cgalt@utah.gov](mailto:cgalt@utah.gov).
  - b. Alex Wade and Jody Zabriskie reiterated the issue with the prolonged process of applications.

**-Katie Ricord**

- A. The 50th Utah Early Childhood Conference is March 14 -15, 2025 at the University of Utah, and presentation proposals are due November 19th. All the info can be found on our website, [uaeyc.org](http://uaeyc.org), on the Conference page. Registration for attendees and should open after Thanksgiving.

**-Kristen Schulz**



A. An article recently came out about the Utah Fits All scholarships voucher program. It was HB 529 in the last legislative session.. For people who are applying for the vouchers, provide their social security number and agree to the sharing of data, the Utah State Tax Commission can provide information on what their income is. I would love to see if there's a way, for those families who are willing to submit their social security number and consent to the data sharing, to just have this be an easy way to verify their income. I would like the Office of Child Care to check into that, and see if that's a possible way that we can make it a little easier for some families.

- a. Camie Galt informed the committee that this system hasn't been implemented yet. Once it actually comes out, then we can start looking into it. We do have things in eligibility that have current income through the Work Number employment verification systems. Most employers report current income and current hours to the Work Number. That is all electronic, and it's current information with the hours. It is something that is required with child care. We have to verify the hours that they're working to ensure that we are giving them the right benefit. In addition, they have quarterly wages that we already receive through the tax commission. They're able to look at that and verify. But again, that's quarterly and current. A lot of our customers have fluctuation with their jobs often, and we want to make sure we get them the best benefit for their current situation. We will look into it once it has been implemented.

**-Kristen Schulz**

- A. Asked if there is any update on the Care About Child Care search site and the suggested changes from the last committee meeting. When she looked at it this morning, she didn't see any changes.
- a. Jamie Foster informed the committee that it went live on Tuesday.
  - b. Camie Galt added that some of the requests have not been added to this release due to the timeframe. There will be ongoing updates to the website, and we can inform the committee of the changes that have been made.

	<p><b><u>-Bridgette Weier</u></b></p> <p>A. Childcare Advocacy Day is January 24, 2025 at 3:30 in the Rotunda at the Capitol.</p>	
<b>Adjournment</b>	<p><b><u>Upcoming Meeting:</u></b></p> <p>Wednesday, January 8, 2025 ~ 1:00 pm – 3:00 pm</p>	<p>Ben Trentleman called for a motion to adjourn. Johnny Anderson motioned. Christina Barrera seconded. The motion was carried unanimously. The meeting was adjourned.</p>

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