

# Child care provider licensing committee

Agenda: May 8, 2025

---



## [Zoom link](#)

Physical location: 195 N 1950 W, Salt Lake City, UT 84224, Room 1044

### **Welcome – Jody Zabriskie**

- Welcome and Introductions
- Committee roll call

### **Minutes**

- Minutes for April 9, 2025 approved by email

### **Committee vacancies**

- Review of Committee Bylaws
- The child care provider licensing committee currently has 1 vacant seat for a pediatrician or health care provider. Qualified persons may apply for this seat on the [Utah Boards and Commissions website](#).
- Chair and Co-Chair election needed

### **Agency and committee report**

- Office of Child Care (OCC) - Karrie Phillips
- Utah Afterschool Network (UAN) - Ben Trentelman
- Office of Licensing (OL) Director update: Noncompliance process update.

### **Assignments**

- OL - Draft updated wording for the interpretation manual (IM) Section 11: Child Supervision and Security, to clarify the assessment of active supervision requirements.
- OL - Bring back information regarding noncompliance with active supervision requirements.

### **New business**

- Brittany Huff (DHHS) - Training Open and Public Meeting Act.
- Janice - Update on new rules and public comment if any
- Daphne - Child care interpretation of 26B-2-406(3)
- Discussion: Committee - New owner / Insurance
- Discussion: Medication Administration; how to work with parents on inhalers and original Rx included.

- Discussion: Administrative hearing process
- Discussion: Corrective action and CMP process (April 9th follow-up)

## **Public comment**

## **Upcoming meetings**

- July 10, 2025 (9:30 a.m. - 11:30 a.m.)
- September 11, 2025 (9:30 a.m. - 11:30 a.m.)
- November 13, (9:30 a.m. - 11:30 a.m.)
- A full calendar of upcoming meetings can be found on the [child care provider licensing committee webpage](#).

## **Reminders**

- To add items to the agenda, please click [Request to add items](#)
- Committee meetings are conducted virtually, but members of the public are able to attend at a physical location upon request. To attend a future committee meeting in-person, please contact Crystal Knippers ([cdknippers@utah.gov](mailto:cdknippers@utah.gov)) no later than 48 hours prior to the start of the committee meeting.

## **Documentation**

- [Committee by-laws \(2023\)](#)
- [Committee members](#)