



**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/1247101.pdf>*

Link to the agenda:

<https://www.utah.gov/pmn/files/1247099.pdf>

Link to the audio recording:

<https://www.utah.gov/pmn/files/1248227.m4a>

**Committee:** Ben Trentelman, Alex Wade, Katie Ricord, Holly Kingston, Liliam Llanos, Shauna Tiatia, Joyce Hasting, Julie Backlund, Anna Robbins-Ek, Crystal Knippers for Florencia Schapira, Jared Lisonbee for Cristina Barrera, Brian Zabriskie for Johnny Anderson, Jennifer Floyd, Jody Zabriskie, Kelly Noorda, Kristen Schulz, Rhonda Dossett, Bree Murphy

**Interested Parties and Guests:** Heather Thomas, Camie Galt, Ashley Trujillo, Jamie Foster, Emma Moench, Ann Stockham Mejia, JoEllen Robbins, Reed Coombs, Colin Crebs, Jill Chesley-McGinnis, Lynne Burton, Lori Birrell, Michele Rice, Heidi Petersen, Cheryl Saunders, Leah Schilling, Jeff Sorensen, Karrie Phillips, Amber Mabey, Jamie Galloway, Kathleen Brown, Betzy Mulwee, Trina Valdez, Nichole Gaffney, Marlin Taylor, Wendy Byron, Maddie Higginson, Hillary Christensen, Minerva Jimenez, Sara Jane Schenk, Jamie Galloway, Carolyn Lawson, Lauren Fredman, Charlotte Tanner, Samantha Mafua, Alison May, Broc Huntsman, Holly Phillips, Jerica Casper, Gina O'Driscoll, Carrie Stott, Joe Edman

Agenda Item	Discussion	Recommendations/Actions
<b>Welcome</b>	<p>A. Ben Trentelman welcomed the Committee and called for attendance.</p> <p>B. Ben Trentleman announced the new board members.</p> <ul style="list-style-type: none"><li>a. Shauna Tiatia - Utah Head Start Association</li><li>b. Anna Robbins-Ek - Family Child Care Provider</li><li>c. Breen Murphy - Public-at-Large Representative</li></ul> <p>C. Committee Membership - Vacant Positions</p> <ul style="list-style-type: none"><li>a. Small Business Community Representative</li><li>b. Corporate Community Representative</li></ul> <p>D. Approval of 1/8/2025, Meeting Minutes</p>	<p>Ben Trentelman called for a motion to approve the 1/8/2025 minutes. Jody Zabriskie motioned. Kristen Schulz seconded. The motion was carried unanimously, and the meeting minutes were approved.</p>

**OCC Director's  
Update**

**HB 106: Income Tax Revisions - Heather Thomas**

- A. The child tax credit expansion: This tax credit was previously for ages 1-4 and now it is for 0-5.
- B. The childcare business tax credit: This gives a percentage of childcare construction of facilities as a tax credit (20%) as well as childcare expenditures for businesses. They will receive 10% of a credit for childcare expenditures if they meet one of the following criteria:
  - a. Has their own facility
  - b. They're working with a 3rd party childcare provider

**Discussion**

- A. Kristen Schulz informed the board that she would like to talk about the business tax credit. Currently the state one is 20% as a tax credit if you do construction and 10% for operating. But if operating it also includes if you contract with a child care provider, because oftentimes businesses don't want to actually operate it on site. You could just do a contract that says, "Hey, you know you could be receiving a tax credit and it could be any kind of arrangement to get the tax credit in our state." This requires people to get the Federal tax credit as well, and the Federal one is currently being looked at. John Curtis is one of the sponsors to double it, so if the Federal one passes it would be 50% tax credit. This is currently underutilized due to providers not fully understanding it. My question is if the Office of Child Care can educate the child care providers on this benefit?
  - a. Heather Thomas informed the committee that she can look into this.

**HB 410: Child Care Amendments - Heather Thomas**

- A. This bill is about having preschool employment counting as experience for teacher relicensure. If you had a K-3 or K-6 license you could also get experience by working in a preschool program.
- B. The bill also has the use of housing and transit reinvestment zone funds for construction or expansion of childcare facilities within that bill.

**Discussion**

- A. No Discussion.

**School Readiness - Heather Thomas**

- A. We received \$6 million over 3 years in one time Temporary Assistance for Needy Families funding. We currently have \$6 million from our Child Care and Development Fund for Federal funding, \$6

million from State funding. This is an additional \$2 million for the next 3 years with TANF funding. We are moving from \$12 million to \$14 million per year. We will hopefully be able to serve a few more programs and children with this little bit of extra funding.

**Discussion**

- A. Jennifer Floyd- Asked if the TANF funding is to be traced clear down to the actual family that would have qualified?
  - a. Heather Thomas- Answered yes, that is correct.
- B. Jennifer Floyd- Asked if the Office of Child Care has decided how it is going to be managed?
  - a. Heather Thomas - Answered that we're working with our Workforce Development Division that oversees the TANF funding and our finance team to figure out what that looks like along with what documentation we need to collect to make sure that we're meeting all of the TANF eligibility requirements and parameters.
- C. Jennifer Floyd- Asked if there would be TANF students in every school?
  - a. Heather Thomas - Answered that it would look like yes. Programs would collect documentation on whether students would meet that specific TANF eligibility. Then we could code those specific slots to TANF versus CCDF or State funds. We are still in the process of figuring out what that looks like. It adds a little bit of more complexity. We will work through this so that we can want to be utilize the additional funding.

**Child Care Assistance - Heather Thomas**

- A. A legislative motion was approved to allow the Department of Workforce Services to expend any available one-time TANF reserve funds . These funds are leftover after appropriation approvals during the legislative session, and we requested to be able to use those funds at our discretion for childcare services for TANF-eligible families. Similar to what we were just discussing, we would have to ensure that those specific families that were receiving the TANF funding would meet those TANF eligibility requirements for childcare. It will require some system updates. This will take some time to put into place and make sure that it is working appropriately before we can start using the funding. We also have several other projects that are going

	<p>on with our case management systems. We are looking at project prioritization, but it could eventually free up some additional funding for us to use CCDF dollars for either serving more families or the ability to possibly raise rates. This does depend on how much money is in the reserve.. We are excited to use that funding when it's available and other programs are not using it.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion.</p> <p><b><u>Child Care and Development Fund (CCDF) State Plan Appendix Update - Heather Thomas</u></b></p> <p>A. To view this update, please go to page 6 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No discussion</p> <p><b><u>Budget in May Meeting - Heather Thomas</u></b></p> <p>A. This will be provided in the May meeting.</p> <p><b><u>Discussion</u></b></p> <p>A. No discussion.</p>	
Partner Highlight	<p><b><u>Salt Lake Community College - Reed Coombs</u></b></p> <p>A. To view this update, please go to pages 7-13 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Lynne Burton asked if the classes were available virtually?</p> <p>a. Reed Coombs answered that yes, they are offered virtually.</p> <p>B. Lynne Burton- Is the cost covered for qualified providers?</p> <p>a. Reed Coombs answered that the cost for the courses is either \$385 for the fundamentals course, and the budgeting course is \$405. The Tuition for the leadership principles course is paid for through this grant with the Office of Child Care, and so there is no out of pocket cost to the providers.</p> <p>C. Kristen Schulz asked if there is any opportunity, either in this summit or as part of the coursework, to educate childcare providers about the employer sponsored child tax credit and help them figure out how they could contract with employers.</p> <p>a. Reed Coombs answered that the Office of Child Care is going to have a vendor table.</p>	

	<p>He would be happy to create some time during the lunch break to have this information presented.</p> <p>b. Heather Thomas asked Kristen Schulz is she means within the classes in general?</p> <p>i. Kristen Schulz answered that she feels like this is an opportunity to educate providers. It seems like this program is trying to work on the business fundamental side and not so much the child development side. To me, I think this would be a topic that's of interest to the providers, but we should probably ask the providers if that's the case.</p> <p>ii. Reed Coombs would like to implement this into the curriculum and would need additional information on what she would like disseminated during the class.</p>	
Stabilization Grant Survey	<p><b>- Camie Galt</b></p> <p>A. To view this update, please go to pages 15-20 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion.</p>	
CCQS	<p><b>- JoEllen Robins</b></p> <p>A. To view this update, please go to pages 21-27 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion.</p>	
Professional Development and Consumer Education Update	<p><b>- Jamie Foster</b></p> <p>A. To view this update, please go to pages 28-29 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No Discussion</p>	
Grants Update	<p><b>-Emma Moench</b></p> <p>A. To view this update, please go to pages 30-32 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked how many applications did they receive?</p> <p>a. Emma Moench answered that they received 18.</p> <p>B. Kristen Schulz asked if they can reapply each year?</p> <p>a. Emma Moench answered that yes, they can reapply each year.</p>	

## Subsidy

### -Ann Stockham Mejia

- A. To view this update, please go to page 33-34 of the [Power Point](#).

### Discussion

- A. Jody Zabriskie asked if there are families asking for assistance for basic movements. For example, let's say, a child comes that has a broken leg that can't get up and will need additional assistance for wound care, etc. Are they able to apply for just that temporary time for that portion?
- a. Ann Stockham-Mejia answered that we have gone back and forth on the temporary situations. If it truly is a temporary situation where their special needs request would need to end, we would have that conversation with them to find out when that ended. We could then continue eligibility at the regular subsidy rate without the special needs portion.
- B. Jody Zabriskie asked what information do we need to provide you? For instance, I had a situation where a parent wanted me to go above and beyond what was stated for special needs. They then claim that I didn't do what was asked. What can providers provide to you to show that we completed what was asked of us?
- a. Ann Stockham- Mejia answered that's not something that we're verifying right now. Currently, if we receive this and it's clear that the provider needs to provide additional support, we just go with the information that has been provided, and we approve it. We don't typically reach out to the provider to get more information. There might be an occasional time where we would contact a provider for additional information, but usually, , it is not needed. We don't anticipate the need for this due to the way it is written.
- C. Jody Zabriskie asked if a provider can get a copy of the form or request?
- a. Ann Stockham-Mejia answered no, due to confidentiality.
- D. Anna Robbins-Ek asked where the forms are located?
- a. Ann Stockham-Mejia informed her that they can request them through their eligibility specialist assigned to their case, and the blank form is located in the provider portal for providers to view.

<p><b>Agency Updates</b></p>	<p><b><u>Licensing - Crystal Knippers</u></b></p> <p>A. To view this update, please go to page 36 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. No discussion</p> <p><b><u>USBE- Jared Lisonbee</u></b></p> <p>A. To view this update, please go to pages 37-40 of the <a href="#">Power Point</a>.</p> <p><b><u>Discussion</u></b></p> <p>A. Kristen Schulz asked about the changes at the Federal Department of Education. Are those filtered down at all to any of the funding streams or anything that you guys are working on?</p> <p>a. Jared Lisonbee answered that we're in the same boat as everybody else. What will happen as far as the High Quality School readiness grant programs depends on what happens with the federal TANF and CCDF funds that are used. There are a lot of programs that do receive federal funding through the United States Department of Education. It's a wait and see what will happen and how that will impact. We haven't heard anything yet but will keep the committee informed once information is available.</p>	
<p><b>Other Business</b></p>	<p><b><u>Emma Moench</u></b></p> <p>A. We have the school age quality grant and the TAP grant coming up. So if you know of any individuals who could be scorers that would be interested in participating, please reach out to Emma Moench at <a href="mailto:emmamoench@utah.gov">emmamoench@utah.gov</a> to get the information and conflict of interest forms.</p> <p><b><u>Jennifer Floyd</u></b></p> <p>A. New website launch <a href="http://earlychildhood.utah.gov">earlychildhood.utah.gov</a>. It is kind of a 1-stop shop for early childhood resources. There are links to many programs on the website. It's really designed to help guide families. Flyers are available on this new resource.</p>	
<p><b>Adjournment</b></p>	<p><b><u>Upcoming Meeting:</u></b></p> <p>Wednesday, March 19, 2025 ~ 1:00 pm – 3:00 pm</p>	<p>Ben Trentelman called for a motion to adjourn. Jody Zabriskie motioned. Rhonda Dossett seconded. The motion was carried unanimously, and the meeting adjourned.</p>