

# Child care provider licensing committee

Agenda: November 13, 2025

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## [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 September 11, 2025 approved via email.

## Committee vacancies - update

- Update on committee seat upcoming term end dates
  - SEAT-14129 - A child development expert from the state system of higher education - currently held by Bree Murphy.
  - SEAT-15570 - A Parent with a child in center based child care (SLC) - currently held by Monica Gailey.
  - SEAT-15989 - An Owner or Director with an active Child Care Center license with at least five + years of experience - currently held by Tamara Thomas

## Agency and committee report

- Office of Child Care (OCC) - Karrie Phillips
- Utah Afterschool Network (UAN) - Ben Trentelman
- Office of Licensing (OL) Director update - Travis Broderick - Crystal Knippers

## Assignments

- Crystal: Resource manuals linked on rules page
- Crystal: Provide link to guidelines for corrective action and civil monies penalties.
- Crystal: Update on report on preliminary inspection (checklist) reports to providers and posting of inspections.
- Crystal: Explore options for when a public finding is under appeal.
- Crystal: Review rule of medication administration and notes from May meeting.

## New business

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## Public comment

### Upcoming meetings

- January 8, 2026 (9:30 a.m. - 11:30 a.m.)
- March 12, 2025 (9:30 a.m. - 11:30 a.m.)
- May 14, 2025 (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](#)