



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 PowerPoint presentation shared throughout the meeting, which may be helpful while reading through the minutes: <https://www.utah.gov/pmn/files/1216169.pdf>

Link to the agenda:

<https://www.utah.gov/pmn/files/1216165.pdf>

Link to the audio recording:

<https://secure.utah.gov/pmn-admin/files/1334359.m4a>

Committee: Ben Trentelman, Holly Kingston, Cristina Barrera, Jennifer Floyd, Brian Zabriskie (for Jody Zabriskie), Johnny Anderson, Katie Ricord, Kelly Noorda, Kristen Schulz, Liliam Llanos, Shauna Tiatia, Rhonda Dossett, Crystal Knippers (for Florencia Schapira de Grout), Bree Murphy

Excused/Absent: Joyce Hasting, Alex Wade, Jody Zabriskie, Anna Robbins-Ek, Florencia Shapira De Grout

Interested Parties and Guests: Heather Thomas, Camie Galt, Kari Haugsoen, Jamie Foster, Emma Moench, Ann Stockham Mejia, JoEllen Robbins, Su Chon, Joe Edman, Stephanie Anderson, Travis Broderick, Jenilee Davidson, Colin Crebs, Carolyn Lawson, Nichole Gaffney, Karrie Phillips, Wendy Byron, Jeff Sorensen, Rebecca Banner, Jerica Casper, Jamie Galloway, Broc Huntsman, Brittany Greenwood, Charlotte Tanner, Lori Birrell, Kathy Brown, Heather Hughes, Lynne Burton, Julie Backlund, Leah Schilling, Amber Mabey, Jamie Allen, Hillary Christensen, Betzy Mulwee, Michele Rice, Madeline Higginson, Ashley Trujillo and Lauren Fredman

Agenda Item	Discussion	Recommendations/Actions
Welcome	<p>A. Ben Trentelman, acting chair of the board for Joyce Hasting, welcomed the Committee and called for attendance.</p> <p>B. Committee Membership - Vacant Positions</p> <ul style="list-style-type: none">a. Small business community representative (2)b. Corporate community representative (1) (Family-friendly workplace with efforts related to child care)c. To apply for all public seats, please go to the Board and Commissions. <p>C. Annual Conflict of Interest Forms</p> <ul style="list-style-type: none">a. Notarization is required.b. Forms filled out and returned by 11/12/2025 meeting.c. DWS Legal Counsel can answer questions regarding the form or future concerns. <p>D. Approval of 7/09/2025, Meeting Minutes</p>	<p>Ben Trentelman called for a motion to approve the 7/9/2025 minutes. Kristen Schulz motioned. Cristina Barrera seconded. The motion was carried unanimously, and the meeting minutes were approved.</p>

**Office of Child Care
(OCC) Director's
Update**

To view these updates go to pages 5-6 in the [PowerPoint](#).

OCC Staffing Update - Heather Thomas

- A. Heather Thomas informed that the Head Start Collaboration Office Director, Wendy Byron, has accepted a new position and recruitment will begin soon to replace her.

Discussion

- A. No discussion

Federal Update - Heather Thomas

- A. Upon request, Heather addressed the federal Big Beautiful Bill that was passed.
 - a. The bill does not include any changes in the Child Care Development Fund (CCDF), which is OCC's main source of federal funding.
 - b. Childcare-related provisions in the bill included changes to the Federal Dependent Care Assistance Plan, Employer-Provided Child Care Tax Credit and Child and Dependent Care Tax Credit. The Office of Child Care does not administer these programs. Several national and local organizations have provided more information around the impacts of this bill online for those that are interested.
- B. Heather spoke on the new federal Child Care and Development Fund (CCDF) rule that went into effect in April 2024 by the federal Office of Child Care and the challenges states have faced with implementation.
 - a. The federal Office of Child Care intends to issue a new notice of proposed rulemaking (NPRM) for CCDF rule for public comment within the next year (potentially February 2026). This rule aims to return flexibility back to the states.
 - b. The Office of Child Care had already implemented many of the changes in the new rule. OCC did request a waiver until August 1, 2026 in regards to the new rule for providing some grants or contracts for direct child care assistance slots for infants and toddlers, children with special needs, and underserved geographic areas. An extension for transitional waivers can be requested for an additional two years. OCC plans on requesting this extension through August 1, 2028.

Discussion

- A. Kristen Schulz inquired about any knowledge of changes to the algorithm and formula for the state's funding allocation.
 - a. Heather Thomas explains new data is put into the formula every year to determine the grant year's allocation, but she is unaware of any changes to the formula itself.

Child Care and Development Fund (CCDF) [State Plan Appendix](#) update

Heather Thomas spoke on the Child Care and Development Fund (CCDF) state plan and appendix. The appendix is connected to the state plan, which states complete every three years, and outlines the actions steps Utah will take to meet all federal regulations. She shared updates on what is currently in progress:

	<p>A. Data is being collected in areas and counties to evaluate supply gaps for children with disabilities and non-traditional care hours.</p> <p>B. The Department of Workforce Services is updating the eligibility system to avoid case closure by having the ability to suspend and reopen childcare cases during the twelve month eligibility period.</p> <p>C. The Office of Licensing is revising administrative rule to require providers to collect immunization information for school-age children.</p> <p><u>Discussion</u></p> <p>A. Brian Zabriskie asked for clarity on the purpose of the State Plan Appendix.</p> <p>Heather Thomas explained that the appendix outlines action steps and strategies for OCC to achieve compliance in areas where Utah is currently non-compliant with federal regulations.</p>	
Partner Highlight	<p>To view this presentation go to pages 7-13 in the PowerPoint.</p> <p><u>Help Me Grow - Stephanie Anderson</u></p> <p><u>Discussion</u></p> <p>A. No discussion</p>	

**Child Care Quality
System (CCQS)**

To view these updates go to pages 15-23 in the [PowerPoint](#).

- JoEllen Robbins (with Crystal Knippers & Travis Broderick)

- A. JoEllen reviewed current CCQS data.
- B. JoEllen spoke about the feedback from providers that informed revisions on the policy change that occurred on April 1, 2024 around minimum requirements for High Quality ratings in the licensing compliance component of the Child Care Quality System.
 - a. When Civil Money Penalties (CMP) are incurred currently, a High Quality rating changes to Building Quality, and the Enhanced Subsidy Grant amount is discontinued.
 - b. Pulled data within the Office of Child Care.
 - c. CMP looks back at three years and that was considered.
- C. Crystal & Travis from the Office of Licensing (OL) discussed the differences between low, moderate, high and extreme risk of harm, the new corrective action grid and factors in the determination of a CMP.
 - a. For low or moderate risk findings, OL may issue Technical Assistance prior to any warnings or citations.
 - b. Changes to high risk of harm findings include a CMP on the first instance of a rule finding.
- D. JoEllen discussed a new option for the High Quality status minimum requirement that would eliminate the CMP factor and instead look at whether child care programs received any high or extreme risk level citations in the documentation period and during the certification period.
- E. Enhanced Subsidy Grants will also be retained until the end of the certification period, and this admin rule change is currently in progress with either option.

Discussion

- A. Johnny Anderson raises awareness to the elimination of a warning column providers used to receive. He emphasized that this change removes an additional opportunity to correct a problem before receiving a CMP as compared to when the policy was first implemented with CCQS.
- B. Several questions directed towards Crystal and licensing were asked:
 - a. Jennifer Floyd gives an example of a choking hazard on the floor that was identified by the licensor. She asks if technical assistance (TA) comes first before there's even a warning or does it go straight to a warning level?
 - i. Crystal responded that yes, if it fell in the low or moderate level and it was the first time within the last three years, technical assistance would take place first.
 - b. Bree Murphy asks if the licensor(s) still stay with the provider for an extended period of time?
 - i. Crystal responded that they review everything and talk through it on site with providers after the inspection. Then, they go back and finalize the report

and send the final report to the provider when it is complete.

- c. Cristina Barrera asks if parents and families can view the record of what is in the report.
 - i. Crystal responds that yes, that is a requirement that they are still posted publicly.

- C. Johnny responds to JoEllen's new option ("Option 2") of eliminating the use of the CMP as being a better option. He still has concerns over the policy because there are many staff within each center that are trained and understand the policies, but somebody could still do something thoughtless. The center leadership could take appropriate action (termination, etc.), but they would still be issued a high-level citation and would lose their rating.

His recommendation is that there would be a group, a panel of providers or from OCC, who looks at each situation individually and decides whether the High Quality rating should be removed or not. It is a significant investment and a tremendous amount of work to get to High Quality and one employee can make a poor decision that takes all of that away. In some cases that could be merited and in some cases it may not be.

His program was issued a CMP, and they appealed it. It remained on his licensing record and he lost his High Quality rating right away. They won the appeal several months later, but the lower rating and the citation and CMP were on the record during the appeal. He expressed that this affected enrollment.

- D. Jennifer Floyd asks if the decision at OCC could wait until the Office of Licensing appeals process was complete along with "option 2"?
- E. Heather Thomas agreed to take a look at it. She added that when there is a high or extreme risk violation posted on the OL website, it is difficult to leave the High Quality rating on our website. Families see these serious violations with OL and then our website says they are High Quality. We are trying to make sure we align, and there is integrity within the system.
- F. JoEllen discusses that we have to find a balance between providers and parents and their expectations. The program does not have to be perfect in the last year, and they can still get High Quality and participate even if they have a couple of findings. There is an appeals process at OL, and they are the experts.
- G. Johnny acknowledges the need for the Office of Licensing and OCC websites being consistent but asks for better understanding of the current situation of providers.
- H. Kristen Schulz proposes having an "option three" by having a review panel that would create guidelines to follow to review high and

	<p>extreme findings and decide whether to remove the High Quality rating or not.</p> <p>I. Holly Kingston follows up on the idea of the appeals process and the opportunity for a program to show the efforts with policies and implementations. They can prove they are a good program, and it was one mishap.</p> <p>J. Heather speaks on high and extreme levels that are determined and defined by the Office of Licensing. They are the subject matter experts on the health and safety rules and are the ones who determine the level of citation that is appropriate. A review panel created by OCC would have difficulty in an additional determination process since OCC is not Licensing, and we are not the ones going out to observe programs and make the risk-level determinations based on what was seen and the rules in place.</p> <p>K. Johnny suggests going back to having a license in good standing with no more than two public citations and reminds the Committee that agency action to close a child care program for child harm still exists.</p> <p>L. JoEllen speaks on the importance of safeguards being in place for the safety of the children and promotes more conversations in finding a balance between OCC, Licensing and childcare providers.</p> <p>M. Cristina offers the idea of using a type of disclaimer on the websites, a way to help the public understand that a review or an appeal is in process due to a citation that could result in the loss of a High Quality status. Perhaps it doesn't have to be all or nothing.</p> <p>N. Rhonda speaks on behalf of herself, providers and her staff on the difficulties of being a High Quality center and why she no longer is part of the program, regardless of her high quality practices. There is a process for those who want to appeal their CCQS rating. It is stressful because it is only a snapshot of what is happening in the program. Rhonda also raises awareness that the stress and pressure of CCQS-like programs throughout the country is causing owners and directors of "five star" centers to leave the industry.</p> <p>O. Johnny follows up with Rhonda's remarks with the situation of his own director leaving because of receiving a CMP and the repercussions within the CCQS system.</p>	
Engagement and Development Update	<p>To view this presentation go to page 25 in the PowerPoint.</p> <p>- Jamie Foster</p> <p><u>Discussion</u></p> <p>A. No discussion</p>	

Grants Update	<p>To view this presentation go to pages 27-29 in the PowerPoint. <u>-Emma Moench</u></p> <p><u>Discussion</u> A. No discussion</p>	
Subsidy	<p>To view this presentation go to pages 31 in the PowerPoint. <u>-Ann Stockham Mejia</u></p> <p><u>Discussion</u> A. Kristen Schulz referred back to the upcoming revisions in the CCQS program, confirming that centers would be keeping the ESG payments. Ann also let Kristen know that the copayment table would be online that upcoming Friday. B. Heather Thomas informed the Advisory Committee that they are set up to receive notifications when the administrative rule comes out for public comment. Please let OCC know if they have any feedback.</p>	
Agency Updates	<p>To view this presentation go to pages 34-40 in the PowerPoint. <u>Office of Licensing - Crystal Knippers</u></p> <p><u>Discussion</u> A. No discussion</p> <p><u>USB- Cristina Barrera</u></p> <p><u>Discussion</u> A. No discussion</p>	
Other Business	<p><u>Katie Ricord - Public Service Announcement</u> A. Katie Ricord announced the for the Utah Early Childhood Conference on March 13 & 14th at the Loveland Living Planet Aquarium in Draper and presenter proposal is open.</p> <p><u>Brian Zabriskie - Public Service Announcement</u> A. Brian Zabriskie announced the UPCCA annual conference in Park City on November 7th and 8th, with keynote speaker Beth Cannon.</p> <p><u>Discussion</u> A. No discussion</p>	
Adjournment	<p><u>Upcoming Meeting:</u> Wednesday, November 12, 2025 ~ 1:00 pm – 3:00 pm</p>	<p>Ben Trentelman called for a motion to adjourn. Johnny motioned. Rhonda seconded. The motion was carried unanimously and the meeting adjourned.</p>