

Child care provider licensing committee

Minutes: January 8, 2026



The audio recording of this meeting can be found on dlbc.utah.gov and on the [Utah Public Notice website](#).

Members present: Jody Zabriskie, Mindy Brown, Tamara Thomas, Marissa Bernanrds, Alan Rice, Monica Gailey, Alanna Brickley, Bree Murphy, Ariel Baker,

Members excused:

Executive secretary: Crystal Knippers

Welcome – Jody Zabriskie

- Committee roll call was conducted.

Minutes

- It was acknowledged that November 2025 meeting minutes were approved by email.

Committee vacancies

- Upcoming seat openings: Current members may reapply, subject to eligibility requirements.
 - 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
 - SEAT-15984 - An Individual who holds an active license as a Licensed Family child care provider - Open for application

Agency and committee report

- Office of Child Care (OCC) - Karrie Phillips
 - There is a new CCQS framework revision set to take effect on July 1, 2026. This timeline dictates that applications for new or recertification ratings

submitted starting in March 2026 will be scored under the new framework. Additionally, she reminded providers that the Arise Attendance System will be discontinued on March 1, 2026, requiring a transition to alternative DWS-compliant tracking systems.

- Utah Afterschool Network (UAN) - Ben Trentelman
 - Providers are invited to several upcoming events, including a free Youth Mental Health First Aid training on January 27 and the Northern Recharge Conference on February 22. He also highlighted "Afterschool Day on the Hill" taking place February 25 at the State Capitol.
- Office of Licensing (OL) - Florencia Schapira De Grout
 - An update was introduced for the Internal Dispute Resolution (IDR) process. Providers who appeal a licensing action will now be proactively invited to speak with the internal committee before the case is forwarded to the Office of Administrative Hearings.

Assignments

- Crystal - Review rule of medication administration
 - The committee reviewed the rules regarding life-saving medications, such as EpiPens and inhalers. Crystal clarified that while medications must generally be locked, "active supervision" allows for caregivers to carry emergency medication on their person (such as in a fanny pack) to ensure it remains inaccessible to children but immediately available for the specific child in need. The committee reached a consensus that a new rule is not required; instead, the Office of Licensing will develop a Resource Manual to compile these interpretations into a single, educational guide for providers.
- Daphne - Review background check process
 - Daphne explained the current workflows and best practices for background processing. She emphasized that many delays are caused by "name mismatches," where the name on the application does not exactly match the individual's government-issued ID. She noted that while OBP strives for a three-day determination window once results are received, the wait for FBI and Public Safety reports can take up to 14 days.

New business

- Unannounced inspections
 - Tammy Thomas raised a concern regarding the length and intensity of unannounced inspections for large centers. She proposed that licensing consider inspecting a percentage of classrooms, similar to the CCQS model, rather than every room. Crystal Knippers noted that federal CCDF guidelines currently require a full inspection of all health, safety, and fire standards, but she agreed to research if any federal flexibility exists for large facilities.
- Temporary unsafe conditions
 - A discussion occurred regarding citations for "temporary unsafe conditions", hazards a provider could not have reasonably known about (e.g., a parent leaving a medication bottle in a child's cubby). Tammy Thomas argued that providers should not face punitive findings for issues they fix immediately upon discovery.
 - The committee voted to form a subcommittee to draft specific rule language regarding temporary unsafe conditions. The subcommittee includes Tammy Thomas, Ariel Baker, Bree Murphy, Jody Zabriskie, Marissa Bernards, Monica Gailey, and Crystal Knippers. They plan to present a draft at the March meeting.

Public Comments

- Lori Taylor, a family child care provider, requested that the committee consider "blackout days" for unannounced inspections to prevent licensors from arriving during high-risk events like water parties.
- Ilse Wilson suggested a formal 15-minute "sleep check" rule for infants as a safer alternative to relying on video monitors.
- Christine Medina urged the OBP to find an intermediate "conditional approval" step to get teachers into classrooms faster during the current staffing crisis.

Action Items

- Crystal Knippers will email the approved minutes from the November 13th meeting to Alan Rice and any other committee members who did not receive

them.

- Crystal Knippers and the Office of Licensing will research federal CCDF (Child Care and Development Fund) regulations to see if there is any flexibility for "conditional" background check clearances or emergency variances when a provider experiences sudden staff turnover.
- Crystal Knippers will consult with federal partners and the Department of Workforce Services to determine if unannounced inspections for large centers can be adapted to a percentage-based classroom model without violating federal requirements.
- The Office of Licensing will draft a Resource Manual to clarify how providers can remain compliant while ensuring life-saving medications like EpiPens are immediately accessible during active supervision and field trips.
- The Office of Licensing will provide screenshots and a step-by-step guide on how to navigate the portal to apply for committee seats. This will be included in the follow-up for this meeting.
- OBP will develop a Resource Manual specifically for the background check process. This manual will include guidance on fingerprint forms, how to handle applicants who cannot print their forms, and strategies for managing emergency staffing situations.
- A subcommittee will meet before March to draft proposed rule language. This language aims to protect providers from punitive findings regarding hazards they were unaware of and corrected immediately.

Upcoming meetings

- March 12, 2026 (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) no later than 48 hours prior to the start of the committee meeting.

Documentation

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