

Child care provider licensing committee

Minutes: March 12, 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, Tamara Thomas, Marissa Bernards, Alan Rice, Monica Gailey, Alanna Brickley, Johnny Andersen (filling in for Bree Murphy), Ariel Baker, Holly Kingston

Members excused: Bree Murphy

Executive secretary: Crystal Knippers

Welcome – Jody Zabriskie

- Committee roll call was conducted.

Minutes

- It was acknowledged that January 2026 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
 - The OCC will hold an additional advisory committee meeting in April to review the budget for the next fiscal year.
 - The new CCQS framework revision is now being implemented, with the first applications being accepted this month for scoring on the new framework.
 - A new policy has been established. Programs that maintain "High Quality" status for three or more years will transition to biennial observations, carrying over scores in the off-years.
- Utah Afterschool Network (UAN) - Ben Trentelman
 - Nominations for the Afterschool Awards are open through March 20, featuring a new "Child Care Center of the Year" category.
 - A brand-new adult resiliency course titled "Build Your Bounce" is scheduled to begin on April 14.
 - The Program Information Form for grantees will open on May 1, and the deadline for the afterschool incentive is April 10.

Assignments

- Crystal - Federal CCDF regulations and unannounced inspections
 - Crystal Knippers reported back from federal partners regarding inspection requirements. Federal code mandates that every program receive an unannounced inspection and we will continue to do both an announced and unannounced inspection covering all rules. Office of Licensing offered to send additional staff to complete the process more quickly upon request. The department will provide a biannual update on the progress of this research regarding differential monitoring.
 - Additionally, HB 379 allows both home and center providers to use residential grade equipment for kitchens.
- Keri Hamblin - Office of Background Processing resource manual
 - A draft resource manual was presented to clarify the background check process.
 - Based on feedback, a section on "cloning" clearances for teachers moving between departments (e.g. schools) will be added.
- Jody Zabriskie - Wording for temporary unsafe conditions
 - Jody Zabriskie presented the workgroup's proposed draft language to

address citations for hazards beyond a provider's control. Following a committee discussion on the legal necessity for concrete language, the assignment was shifted to the Office of Licensing to refine the wording.

New business

- Crystal: R381-100-24 Proposed new section
 - Crystal Knippers introduced a proposed new section regarding video surveillance policies, stemming from public feedback.
 - Due to a partial disruption of the physical meeting site during the meeting, this item was tabled for further discussion.
- Tamara: Required training hours for substitute caregiver
 - Tamara Thomas raised a concern regarding the 20-hour annual training requirement for substitute caregivers. The committee discussed the need for a formal definition of "substitute" to distinguish between occasional help and ongoing agency staff.
 - Ariel Baker suggested a "leave of absence" status in the portal.
 - Office of Licensing was assigned to research the possibility of tiered training or reduced requirements for occasional substitutes.

Public Comments

- Jody Zabriskie opened the floor for public comment. No public comments were made.
- One written inquiry was noted regarding whether substitute caregivers could be classified as volunteers to avoid training requirements. The committee clarified that any individual counted in the required staff-to-child ratio must meet all proper training standards regardless of their pay or volunteer status.

Action Items

- Office of Licensing will send the "Differential Monitoring" research overview to committee members to help them understand the moving pieces of a risk-based inspection system.
- Office of Licensing will research state and federal video recording guidelines to

ensure the proposed surveillance policy (R381-100-24) does not conflict with existing privacy laws.

- Office of Licensing will draft refined rule language for "Temporary Unsafe Conditions" that incorporates the *Price v. Smith* "constructive knowledge" standard for presentation at the next meeting.
- Office of Licensing will research the possibility of creating a specific definition for "substitute caregiver" and explore reduced training requirements for those who work only occasionally.
- Keri Hamblin will update the Background Check Resource Manual to include a section on "cloning" existing clearances and clarify the associated fees.
- Tamara Thomas will update the "Temporary Unsafe Conditions" working document with the legal citations provided during the meeting.

Upcoming meetings

- May 14, 2026 (9:30 a.m. - 11:30 a.m.)
- July 9, 2026 (9:30 a.m. - 11:30 a.m.)
- September 10, 2026 (9:30 a.m. - 11:30 a.m.)
- November 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](#)