

Division of Licensing and Background Checks (DLBC) Utah Child-Placing Adoption Agency Consortium

Wednesday, July 2, 2026

1:00 PM - 2:30 PM

Multi Agency State Office Building, Room 2009

195 N 1950 W, Salt Lake City, UT 84116

Public Virtual Attendance: <https://utah-gov.zoom.us/j/85477739642>

This meeting was recorded. An audio copy of this recording and all other meeting materials can be found on the Utah Public Notice Website ([Utah Child-Placing Adoption Agency Consortium](#)).

Attendees

Board members attending: Meghan Anderson, Tara Romney Barber, Laura Boudreau, Bonnie Hilton, Yvonne Johanson, Randy Mitchell, Laraine Moon, Donna Pope, Steve A. Sunday

Board members excused:

DHHS staff attending: Florencia Schapira De Grout, John Ortiz, Kamille Sheikh, Jada Stelmach, Sarah Atheron

Agenda

1. Welcome - Florencia Schapira

- a. Intro Script
 - i. The meeting was called to order at approximately 1:00 PM by Florencia Schapira, Consortium Chair.
 - ii. Florencia Schapira read the introductory script, outlining that the meeting is being held in-person and virtually, hosted by the Utah Department of Health and Human Services (DHHS), and is being recorded.
- b. Roll call
 - i. A roll call was conducted to establish a quorum.
- c. Open and Public Meetings Act

- i. Florencia Schapira outlined the public meeting guidelines, noting that the public comment is limited to two minutes per person and must pertain to matters within the body's jurisdiction.
- d. Approval of the Agenda
 - i. Florencia Schapira proposed amending the agenda to add a public comment section at the end. Tara Romney Barber motioned to approve and Meghan Anderson seconded the motion. The motion passed unanimously.

2. Mission and Purpose - Florencia Schapira

- a. The Consortium discussed its core mandate under statutory guidelines, Utah Code 26B-2-127.
 - i. The Consortium must define what constitutes reasonable fees and establish standards to evaluate specific cases where a court or consortium is requested.
 - ii. Kamille Sheikh noted that the Division of Licensing and Background Checks (DLBC) is drafting updated rules for child placing adoption agencies to reflect these statutory changes and will share a draft for feedback.

3. Goal Setting - Florencia Schapira

- a. Florencia Schapira highlighted the requirement to draft formal Consortium by-laws. She directed Consortium members to review existing committee by-laws on the DLBC website.
- b. The Office of Licensing (OL) will draft a by-laws template and present it to the consortium.

4. Consortium Responsibilities - Florencia Schapira

- a. The Consortium voted by majority to have individual adoption agency representatives submit their own fee standard ideas first.
- b. The Consortium reviewed its mandate to report 2025 data to the legislative interim committee in October 2026.

5. New Affidavit and Parent Form - Sarah Atheron

- a. Sarah Atheron, DLBC Program Coordinator, presented the HS Adoption Expense Declaration and Birth Parent Services Reporting Form, which went live on the provider portal (UCLAPP) on July 1, 2026.
 - i. Remove the court number identifier. How do we prevent resubmitting?

- b. The Consortium raised concerns about technical bugs, client confidentiality, court case numbers and how these forms apply to international adoptions. DLBC staff noted these concerns for further troubleshooting and policy clarification.

6. Action Items

- a. All Consortium members must draft and email their individual ideas for standards to Florencia Schapira and John Ortiz by July 23, 2026.
- b. OL will prepare a by-laws template to share with the Consortium.
- c. Loraine Moon will email John Ortiz to clarify the existing adoption orientation form.
- d. DHHS staff will review statutory constraints on international adoptions.

7. Public Comment

- a. The chair opened the floor for public comment. It was confirmed that no members of the public requested to comment.

8. Adjourn

- a. Florencia Schapira adjourned the meeting at approximately 2:20 PM.