

Division of Licensing and Background Checks (DLBC) Child Care Provider Licensing Committee

Agenda

Meeting information: The Child Care Provider Licensing Committee meets to advise the safety of children in child care programs. The committee collaborates to make rules that govern center and residential based child care as necessary to protect qualifying children's common needs for a safe and healthy environment.

Date: Sep 10, 2026

Time: 9:30 AM - 11:30 AM

Location: Multi Agency State Office Building (MASOB)

Virtual Attendance Information:

<https://utah-gov.zoom.us/j/85898103522>

In-Person Attendance Information:

Multi Agency State Office Building (MASOB)

195 N 1950 W

Salt Lake City, UT 84116

Committee Member Attendees:

DLBC Staff Attendees:

Other Attendees:



Time	Topic	Presenter	Notes
9:30 AM	Welcome	Holly Kingston	a. Welcome and introductions i. New committee member, Mary Kavanaugh b. Committee roll call
9:35 AM	Approval of May 2026 Minutes	Holly Kingston	Minutes did not receive enough votes through email.
9:40 AM	Committee vacancies	Holly Kingston	a. Upcoming seat openings: Current members may reapply, subject to eligibility requirements. i. SEAT-15984 - An Individual who holds an active license as a Licensed Family child care provider - ii. SEAT-14128 - An Individual with an active Residential Certificate Available for application b. How to Apply
9:45 AM	Agency and committee report	Holly Kingston	a. Office of Child Care (OCC) - Camie Galt b. Utah Afterschool Network (UAN) - Ben Trentleman
9:50 AM	Open and Public Meetings Act Training	Brittany Huff	
10:20 AM	Assignments	Holly Kingston	a. Substitute training hours b. Wording for unsafe conditions



Time	Topic	Presenter	Notes
10:30 AM	New Business	Holly Kingston	a. Suggested rule update b. New chair / vice chair election c. Review by-laws/updates
11:20 AM	Public Comment	Holly Kingston	
11:30 AM	Adjourn	Holly Kingston	

Upcoming meetings

November 12, 2026 (9:30 a.m. - 11:30 a.m.)

January 14, 2027 (9:30 a.m. - 11:30 a.m.)

March 11, 2027 (9:30 a.m. - 11:30 a.m.)

May 13, 2027 (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](#)

