

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

Thursday, September 10, 2026

9:30 AM - 11:30 AM

Multi Agency State Office Building

195 N 1950 W, Salt Lake City, UT 84116

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

This meeting was recorded. An audio copy of this recording and all other meeting materials can be found on the Utah Public Notice Website ([Child Care Provider Licensing Committee](#))

Attendees

Committee members: Ariel Baker, Marissa Bernards, Alanna Brickley, Bree Murphy, Monica Gailey, Mary Kavanaugh, Holly Kingston, Alan Rice, Tammy Thomas (proxy standing in for Jody Zabriskie)

Absent: Brendon Koahou

DLBC staff: Crystal Knippers, Travis Broderick, Jada Stelmach

Special Guests: Brittany Huff (Assistant Attorney General)

Agenda

1. Welcome

- a. The meeting was called to order at approximately 9:30 AM by Holly Kingston.
- b. Holly Kingston read the introductory script, outlining that the meeting is being held virtually, hosted by the Utah Department of Health and Human Services (DHHS) Division of Licensing and Background Checks (DLBC), and is being recorded.
- c. Holly Kingston introduced a new member of the committee, Mary Kavanaugh, representing SEAT-15989 as an owner or director with an active child care center license with at least 5+ years of experience.

2. Approval of May 2026 meeting minutes

- a. Approval of the May 14, 2026 minutes were not approved via email. The motion to approve the minutes was moved by Ariel Baker and seconded by Holly Kingston. The motion to approve the May 14, 2026 meeting minutes was unanimously approved.

3. Committee vacancies

- a. Crystal Knippers (DLBC) shared current seat openings. SEAT-15984 - An Individual who holds an active license as a Licensed Family child care provider
 - i. SEAT-14128 - An Individual with an active Residential Certificate
- b. Applications can be submitted through the [Utah Boards and Commissions website](#).

4. Agency and committee report

- a. Office of Child Care (OCC) - Camie Galt, Assistant Division Director
 - i. OCC is required to complete a market rate study every 3 years to establish childcare subsidy rates. A provider survey will be distributed between January and March 2027. The resulting subsidy rate updates are scheduled to take effect in October 2027.
 - ii. OCC is navigating agency budget cuts and corresponding adjustments to the subsidy program.
- b. Utah Afterschool Network Report - Ben Trentelman, Executive Director
 - i. Ben Trentelman was absent and no report was given.

5. Open and Public Meetings Act Training

- a. Brittany Huff, Assistant Attorney General, presented the annual Open and Public Meetings Act (OPMA) training.

6. Assignments

- a. Substitute training hours
 - i. Crystal Knippers (DLBC) discussed the strain placed on providers to maintain annual training hours for substitutes. Office of Licensing (OL) is launching a pilot program to evaluate minimal required training thresholds for short-term substitutes while maintaining compliance with Child Care and Development Fund (CCDF) guidelines. Further updates will be provided during the upcoming 2027 committee meetings.
- b. Wording for unsafe conditions

- i. Crystal Knippers (DLBC) reported that proposed additions to Rule R380-600 Licensing General Provisions-Enforcement must be reviewed across DHHS. Further discussion remains paused while higher-priority items are being addressed by OL. The item will return to a future meeting agenda.

7. New Business

a. Suggested rule update

- i. Crystal Knippers (DLBC) shared proposed rule updates to address items posing hazards for the following rules:
 - 1. Rule R381-100 Child Care Centers
 - 2. Rule R391-40 Commercial Preschool Programs
 - 3. Rule R381-60 Hourly Child Care Centers
 - 4. Rule R381-70 Out-of-School-Time Child Care Programs
 - 5. Rule R430-50 Residential Certificate Child Care
 - 6. Rule R430-90 Licensed Family Child Care
- ii. Tammy Thomas and Alanna Brickley asked for clarification on “unstructured” vs. “unframed” items. Alan Rice clarified that building codes already mandate anchoring wall furniture over 4 feet tall. Travis Broderick (DLBC) affirmed that "unstructured" is intended to address materials that can collapse or mold around a child. Internal application guidelines will account for age-appropriate settings.
- iii. Alan Rice moved to accept the proposed rule language as drafted using the term “unstructured”. Alanna Brickley seconded the motion. The motion was passed unanimously.

b. New chair / vice chair election

- i. Alanna Brickley nominated Jody Zabriskie to continue as Chair. The nomination was seconded by Bree Murphy. The nomination was unanimously approved.
- ii. Monica Gailey nominated Holly Kingston to continue as Vice Chair. The nomination was seconded by Bree Murphy. The nomination was unanimously approved.

c. Review by-laws and updates

- i. Crystal Knippers (DLBC) shared the by-laws, noting that “Executive Director” was changed to “Commissioner” and that statutory references were updated.
- ii. The motion to approve the by-laws was moved by Alan Rice and seconded by Ariel Baker. The motion was unanimously approved.
- iii. Crystal Knippers (DLBC) highlighted key by-laws requirements:

1. Promoting child health and safety in center and residential settings.
2. Maintaining 50% minimum attendance or sending a qualified proxy.
3. Submitting agenda items and summaries at least 48 hours in advance.

8. Public Comment

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

9. Adjourn

- a. Holly Kingston made a motion to adjourn the meeting. The motion was seconded by Marissa Bernards.
- b. The motion was passed unanimously. The meeting was adjourned at approximately 10:15 AM.

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.)
- July 8, 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](#)