

**CHILD CARE CENTER LICENSING COMMITTEE  
MEETING MINUTES**

12 May 2016  
Highland Plaza Building, Auditorium  
3760 South Highland Drive  
Salt Lake City, UT

**Members Present:** Naysla Anderson, Laura Brown, Becky Lageschulte, Genevieve Romero, Julie H. Shakib, Dale Smith, and Deborah Tilley.

**Members Excused:** Scott Smith.

**Members Absent:** None.

**Department of Health and Child Care Licensing Staff Present:** Sarah Atherton, Marc E. Babitz, Simon Bolivar, Avis Burrows, Joyce Hasting, Patrice Isabella, Kathleen Sanders, Jessica Strout, Kim Rice, and Austin Roy.

**WELCOME**

Deborah T. welcomed those members of the committee and the public who were in attendance. Meeting commenced at 9:05 a.m.

**APPROVAL OF MINUTES**

Minutes from the March meeting were approved via email.

**OLD BUSINESS**

None

**NEW BUSINESS**

**CACFP Rule on Water Consumption**

This topic was tabled for discussion in the March meeting. Committee felt no further discussion was needed; voted and approved to close the issue.

**Committee Vacancies and Meeting Times**

Need to fill upcoming vacancies (parent, center owner, and pediatrician) was discussed. Deborah asked for clarification on if a member can stay on the board if no one has been appointed to fill

the spot even though their term is up; it was clarified that a member can still serve on the board until a replacement can be found and appointed.

### **New Background Screening Checks and Costs**

Effective July 1, 2016, the fees for FBI fingerprint checks will change from \$34.75 to \$52.75, and all FBI checks will be done using Next Generation. The new fee also applies to fingerprints submitted before July 1, 2016 without fees or background screening forms.

You can continue to send fingerprint cards or use LiveScan prints. If you use LiveScan, make sure the LiveScan operator uses our code B2086. Otherwise, you will be required to re-submit with our code.

The annual background screening fee of \$15.00 will not be increased.

OCC has agreed to purchase LiveScan machines and will run fingerprints free for all providers. Machines will be in most CAC Offices.

If someone leaves the state or ceases to practice child care for more than a year, then they will be required to get fingerprints done again.

### **CCDF Required Training vs CCL Required Training**

To clarify, CCDF is training required for a federal grant. Only those receiving grant money are required to take these trainings. CCDF training can count towards CCL required training and hours. Current employees are still only required to have 20 hours of annual training. New hires must have 20 hours of annual training, plus the 2.5 hours of preservice training.

### **Handling of Breast Milk**

Breast milk can be stored for 72 hours if refrigerated, and up to 2 weeks if frozen. Breast milk must be discarded if not used within 2 hours of preparation. Also, time and date of collection should be labeled on the bottle. A motion was made to pass an update to the wording in the interpretation manual regarding breast milk. Motion was approved and passed.

### **Inspecting Locked Rooms**

This topic was discussed in depth by the committee and members of the Department of Health. There was no decision was made on this topic, and the issue was tabled for further discussion in the next meeting.

- Deborah expressed her opinion regarding locked rooms and used a visual aid to help explain the matter. Deborah mentioned how centers are written up for leaving chemicals out, and expressed concern about the potential for an employee to leave locked rooms and cabinets open which is hazardous sharps and chemicals. Deborah expressed concern about protecting confidential files. She mentioned she has had dishonest staff alter her documents and steal money from her in the past. She does not want to leave a key with 1/3 of her staff. She mentioned reasons why she feels she cannot leave a key with employees. Deborah used a visual display to show how many inspections occur per year versus how many problems with locked rooms have occurred in a given year. Deborah

feels that it is too risky for centers to have locked rooms exposed every time an inspection occurs.

- Dr. Babitz reminded everyone that the primary purpose of the Child Care Center Licensing Committee is to protect the health and safety of children and it is not intended to be a venue to voice personal and/or business interests. There are other channels that are better suited and available to voice personal and/or business interests and concerns that deal directly with the Utah State Legislature. Allowing locked rooms essentially opens a Pandora's Box of loopholes that compromises the health and safety of Utah's children.
- Becky commented that her identity is important and protecting that is paramount to her. By protecting her identity she feels that this is also protecting her children as well.
- Simon clarified that Child Care Licensing is not asking for rooms to be left unlocked, but rather that when CCL comes to do an inspection that a room be briefly unlocked in order to allow the licensor to peek in, and the room should subsequently be locked back up again right away.
- Julie asked the question of: what happens when or if a room cannot be accessed? Simon answered that if room cannot be accessed at the time of inspection, then intent to revoke the license will be issued. However, no finding is issued; only an intent to revoke. A license will only be revoked in the event that CCL is unable to gain access to the locked room in question at the follow-up inspection. If access can be gained to the room in question at the follow-up inspection, then the intent to revoke will be rescinded.
- Genevieve commented that she is satisfied with the current process and that she thinks it is fine the way it is because she feels that it has the best interests of the children in mind. Genevieve added that if a provider has staff that they cannot trust then they should get rid of that employee. Genevieve said that she feels it is scary to think that a dishonest person could potentially lock children up.
- Dr. Babitz stated that the Center Committee has the right to propose rules or rule amendments, and all committee actions must be approved by the Executive Director of the Department (passed into law by the legislature this year). Ultimately, the Executive Director (Dr. Miner) says yes or no to any action proposed by the committee (amend a rule, eliminate a rule, or have a new rule).
- Simon added that depending on the circumstances most findings can be appealed.
- Topic was tabled for discussion in the next meeting, with the recommendation that any proposed change/motion be in writing so that the committee has something to decide upon in the next discussion.

## **AGENCY AND COMMITTEE REPORTS**

### **American Heart Association – Marc Watterson**

- The AHA would like to encourage 30 minutes of activity per day, or active time. If there is recess time, AHA would like to add a minimum time limit. Also, AHA would like to encourage a limit on screen time.
- Child Care Licensing decided that moving forward the AHA and AAP handouts will be used as technical assistance, and they will also be added to the interpretation manual.

### **Care About Childcare – Karrie Phillips**

- An email blast is going out soon regarding changes to the CAC website. The new changes will give parents access to more options and will hopefully help to improve parent awareness. Overall, the webpage is improved and will allow parents have more information available to them than ever before.
- OCC is investing in retaining providers in rural areas by trying to identify those who can be providers and helping them to get set up. Coaching will be given to teachers of the providers who are receiving grant money.

**Child Care Licensing – Simon Bolivar**

- Reminder, starting July 1, 2016, CCL will be running all fingerprints as Next Generation (Next Gen) Background Screenings. All providers who receive CCDF funding will be required to have Next Generation background screenings by September 2017. The Next Gen screening fee is set at \$52.75.
- OCC is striving to have LiveScan machines available by July 1, 2016. Providers and caregivers will be able to get fingerprints done for free at most OCC locations throughout the state. To clarify, only the service fee is free on fingerprints at these locations, (which is the fee typically charged by law enforcement authority to do fingerprints). However, providers will still be required to pay the Next Generation Background Screening Fee (\$52.75).
- The CCL injury and deaths report includes all injuries requiring medical attention, and the report shows the findings based on facility type.

**PUBLIC COMMENT**

None

**ASSIGNMENTS**

Child Care Licensing, Joyce Hasting:

- Create a new handout that explains training requirements.
- Update interpretation manual to clarify that rules are different for breast milk versus other types of milk.

**ADJOURNMENT**

Deborah T. adjourned the meeting at 11:15 a.m.

**UPCOMING SCHEDULE 2016**

**July 14, 2016**  
**September 8, 2016**  
**November 10, 2016**

Highland Plaza Building  
3760 S. Highland Dr.  
Salt Lake City, UT  
3<sup>rd</sup> Floor Auditorium  
9:00 a.m. to 11:00 a.m.

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Austin Roy at (801) 273-2904 or via email at [aroy@utah.gov](mailto:aroy@utah.gov) to request reasonable accommodations.