

Licensed Child Care Home Advisory Committee

Meeting Minutes

Tuesday, July 24, 2018

Office of Early Childhood Staff Present: Debbie Sampson, Beth Kumfer

Advisory Board Members Present: Sabrina Chase, Noel Hanson, Tamela Hunt, Latrina Johanning, Coleen Land, Stephanie McKinstry,

Advisory Board Members Absent: Marci Graves, Ginny Harman, Gina Maples, Jennifer Quartucci, Joey Scherschel, Nina Webb, and Maria Wynne

Laws/Regulations Business:

- The law requires a written report of activities from the past year (2017). Stephanie McKinstry, Latrina Johanning and Noel Hanson should have the report completed in the next six (6) weeks.
- Child Care Home regulations are still being reviewed by FSSA legal.
- Nicole Norvell will host a webinar with the three (3) advisory committees to talk about the consumer education changes in the laws. Emails will soon go out about the webinar.

Office of Early Childhood and out of School Learning Business:

- Licensing has been restructured. The office has a new director, Lisa Clifford, two (2) managers - Debbie Sampson and Pam Roadruck, four (4) regional managers – Amy VanBruggen, Beth Kumfer, Nancy Chew, and Samantha Mann, and each region has seven (7) to eight (8) consultants per regional manager.
- Business permit contact list is now on the Carefinder website under, Provider Resources and on the CCRR websites. The list has the contact persons or office and other important information.
- Work continues on the online submission of the licensing application and consent forms. Letters will be going out as we get closer to implementation.
- Providers can check on the progress of their license renewal or if the application had been rejected once the system is automated.

Other Business:

- **(Stephanie McKinstry)** Are Providers considered license when we get the license? **(Debbie Sampson)** When your paper work is processed in our system, the system updates Carefinder and you are able to check the status of your home. Care-finder is updated every day.
- **(Coleen Land)** Does the consent have to be filled out by every household family member in the home and out? **(Debbie Sampson)** All family members over the age of eighteen (18) living in the home whether away or back home should fill out the form.
- **(Stephanie McKinstry)** What are pre-license and re-license checks? **(Debbie Sampson)** Provisional licenses have always been an option in the law. All new licensees will receive a Provisional license for the first six (6) months and will have two (2) license visits during that time. Consultants will be able to help or assist the new Provider. **(Beth Kumfer)** For centers provisional licenses are given to all new centers. This includes providers who move locations. The Provider has more contact with the consultant. You can still move through PTQ. The consultant will come out twice to help the provider with laws and regulations and assist with any other issues they may be having.

Adjournment: Latrina Johanning made a motion to end the meeting, Sabrina Chase seconded that motion. The meeting was adjourned at 1:32 p.m.