

**CHILD CARE ADVISORY COMMITTEE  
MEETING MINUTES**

**March 25, 2014  
1:30 PM**

Division of Public and Behavioral Health  
727 Fairview Drive, Suite E  
Carson City, Nevada 89701

Desert Regional Center  
1391 Jones Boulevard  
Las Vegas, Nevada 89146

Division of Public and Behavioral Health  
1010 Ruby Vista, Suite 101  
Elko, Nevada 89801

Teleconference:  
Dial-In Toll Free Number:  
1-888-398-2342  
Access Code: 1530727

**Board Members Present**

Diane Nicolet, Co-Chair, EL Cord (Carson City)  
Carrie Paldi, Co-Chair, Creative Kids Learning Center (via phone)  
Rachel Perez, Kids Quest (via phone)  
Sue Joyner, Dayton Valley Learning Center (Carson City)  
Andrea Davis, Kids Kottage (Carson City)  
Austin Olson, ATC (Carson City)  
Sara Kreutz, Noah's Ark (Elko)

**Child Care Licensing Staff Present**

Anna Lisa Acosta, Supervisor Child Care Licensing (Carson City)  
Lisa Roberts, Child Care Surveyor (Carson City)  
Tammy Hutchinson, Child Care Surveyor (Carson City)  
Terri Buster, Child Care Surveyor (Las Vegas)

**Others Present**

Sarah Carone, Children's Cabinet  
Christine Stern, YMCA-Centennial(Las Vegas) on behalf of Beth Kolacki

**Members Not Present**

Tiffany Alston, Sunrise Children's Foundation Early Head Start, Las Vegas  
Kyle Lairmore, Kyle's Home Day Care, Las Vegas  
Stephanie Moye, Caring 4 Cubs Preschool, Spring Creek  
Beth Kolacki, YMCA of Southern Nevada, Las Vegas

**1. Opening remarks and Introductions**

Meeting was started at approximately 1:35 PM. Introductions of attendees were made.

**2. Public Comments**

No public comments were made

**3. Discussion, recommendation and appointment of person to take minutes**

It was determined that Carrie Paldi would take notes for this meeting. Lisa Roberts will put together the formal minutes.

**4. Approval on minutes from February 20, 2014 meeting**

**MOTION:** Sue Joyner  
**SECOND:** Sara Kreutz  
**PASSED:** UNANIMOUSLY

**5. Update from Child Care Licensing**

Anna Lisa Acosta stated that Child Care Licensing is moving forward with the proposed regulations and they will be heard at the March 28, 2014 Board of Health meeting. She also reported that the Northern Child Care Licensing Office will be holding a Multi-Regulatory Team (MRT) Meeting April 3 with local business license offices in the jurisdictions that we license. Providers caring for fewer than four children are not required to obtain a State Child Care License, but often are required to get a local business license. The purpose of the meeting is to have open communication with the business license officials and make them aware that providers are advertising that they are licensed providers. Child Care Licensing would like the providers to be clear about what type of license they hold so that parents seeking care are not being misled into thinking the provider has background checks, training, fire and health inspections, etc. The State Business License officials were also invited. It will basically be an information sharing meeting so that all can be on the same page.

Terri Buster reported that in Southern Nevada they have been investigating more complaints than usual, both unlicensed complaints and licensed complaints. She concluded that because people are becoming more aware of where to report non-licensed facilities. The licensed facility complaints involve child related injuries perhaps due to the nicer weather and more outside play.

The Northern Nevada child care staff concurred that they have also been investigating more complaints and it is believed for the same reasons that Terri Buster reported.

There was discussion regarding business license requirements that attendees of the meeting had at locations where they operated.

**6. Update from advisory members**

Carrie Paldi shared information regarding Family Fun Day and the NevAEYC Conference. Christine Stern from YMCA said she was attending and promoting it among their employees.

Diane Nicolet asked for an Elko update and how the committee could help Elko with crating options for family child care. Licensing indicated that the business licensing and special use permits were very expensive in Elko. Committee was asked to brainstorm ideas and asked if there was support for this.

Diane Nicolet asked Austin Olson about Adolescent Treatment Center. He stated that they have adolescents, ages 12 – 17 with space for 16 youth. They always have a waiting list because they are one of the few facilities in the state that provide the services that they provide. Their program accepts youth from all parts of Nevada.

Andrea Davis reported that they were preparing for Spring Break activities for the children. When questions about how the facility functions when school is out Andrea reported that they have guest presenters and take the children on outings.

Diane Nicolet reported that her school just hired a new infant/toddler teacher and they were almost completed with their new security system. She also reported that she would be presenting at the NevAEYC Conference.

Sue Joyner reported that her school was in the process of working with QRIS, most of her staff attended a Carson City mini-conference where they attended many relevant sessions with the most beneficial session being a room arrangement class. She expressed dismay that the conference was being held over Easter weekend.

#### **7. Announcement of advisory council member**

Child Care Licensing reviewed the applications that were received for the Advisory Committee Member vacancy and Austin Olson was selected. Austin Olson has a graduate degree in counseling and a graduate degree in public administration been in the youth mental health field for over 9 years in a variety of jobs including CPS, residential treatment programs, and case management.

#### **8. Discussion of member terms**

Carrie Paldi stated that there are now 11 committee members. She expressed that the committee should make sure that all members do not turnover at the same time. A person can serve two consecutive terms and the division should be split up, with some completing two year terms and some completing three year terms. Diane Nicolet and Carrie Paldi had spoken among themselves and decided that so the chairs didn't transition out at the same time and determined that Diane would complete a three year term and Carrie Paldi would complete a two year term and consider

completing a second term. Diane Nicolet went down the list and asked each member present what their preference for their term would be. Listed below are the preferences specified:

Diane Nicolet – 3 years

Carrie Paldi – 2 years (will do an additional term)

Sue Joyner – 2 years with option to renew

Tiffany Alson – not present

Kyle Lairmore – not present

Stephanie Moye – not present

Rachel Perez – 2 years with option to renew

Andrea Davis – 3 years

Beth Kolacki – not present, but Christine Stern standing in for Beth believes that she would choose 2 years. Christine will ask her and follow-up with Carrie.

Sara Kreutz – 3 years

Austin Olson – 3 years

## 9. Approval of by-laws

Discussion followed. Lisa Roberts reported that the Deputy Attorney General (DAG) was consulted regarding information requested from the previous meeting. The DAG made the following clarifications:

1. Only actual committee members can vote; a member cannot have another person vote for them.
2. A committee member cannot vote via email. They must vote in person or via phone.
3. Sub-committees or workgroups formed by the Child Care Advisory Committee must follow the open meeting law.

Diane Nicole asked if anyone needed time to review the bylaws, hearing no comments she requested a motion to approve the by-laws as written.

**MOTION:** Austin Olson  
**SECOND:** Sue Joyner  
**PASSED:** UNANIMOUSLY

Prior to the vote Sue Joyner had a question that was deferred until after the vote since the chair had already called for a vote. After the vote the question was addressed. Sue Joyner questioned that if a person stepped down or was unable to fulfill their term if their position would be filled by someone with the same criteria. Carrie Paldi answered that the composition of the committee is outlined in the by-laws so the replacement would need to meet the same criteria. Both Carrie Paldi and Diane Nicolet stated that it would need to be addressed in the policies and procedures.

## 10. Discussion, recommendation, and approval of Policy and Procedures

Diane Nicolet explained the difference between a policy and procedure stating that a policy was a one or two sentences regarding concepts, beliefs, things that guide the committee's work and a procedure was how it is enacted. Carrie Paldi further explained that policies and procedures were extensions of the by-laws. Bylaws are the chief governing document and policies and procedures are how to get to the components in the by-laws.

Carrie Paldi stated that as of this meeting that the committee is a full group and that the membership term would start from this meeting date. As a group the committee can decide when the term starts, but as of this meeting the Child Care Committee is officially formed. Diane Nicolette stated that for transparency, equity and fairness sake that today officially starts the term as it relates to term limits and work and the details will be fleshed out in the policy and procedures.

Diane Nicolet suggested that a policy of how members become part of the group could be developed. Historically the chairpersons used the by-laws as a template for members and solicited to see if people were interested. They came up with a simple procedure and submitted names to Licensing. Licensing created an application and made a final determination. Diane Nicolet stated that the Committee can change that as they get stronger and wiser. Carrie Paldi added that as a group they can vote on members as vacancies become available. She also stated that fluidity in this type of group was good because it encourages new people, new thoughts and new ideas.

Diane Nicolet also noted that the by-laws states the Child Care Advisory Committee and the minutes indicated it as a group. She would like the wording to be consistent and indicate committee.

Diane Nicolet suggested that the committee members read the by-laws before the next meeting and choose parts that they would be interested in working on. Carrie Paldi suggested asking committee member to take sections of the by-laws and bring back suggestions for policy and procedures to submit to the committee.

There was discussion primarily by Diane Nicolet and Carrie Paldi regarding potential policies that could be developed including how members would be solicited, absences, ideas on the two or three year terms, whether reappointment was automatic.

Diane Nicolet suggested a policy and procedure for committee member terms.

Potential policy: "At no time will the Child Care Advisory Committee have a total turnover in membership."

There was discussion regarding different wording for the procedure among the group. Sara Kreutz offered to get a copy of her church council's policies for ideas and wording.

Diane Nicolet requested that the committee members look at the issue of member terms and come back to the table with potential policies for those sections of the by-laws.

Christine Sturm questioned if a motion was needed and also suggested that there be a selection committee of applicants and that applications could possibly be kept for a year in the event someone had to leave the position replacing the committee member would be easier.

Diane Nicolet requested the committee work towards a motion regarding Section 4 Subsection B and Section 5 Subsection C.

Carrie Paldi made a motion for the committee to review Section 4 subsection B and Section 5 Subsection C.

**MOTION:** Carrie Paldi  
**SECOND:** Rachel Perez  
**PASSED:** UNANIMOUSLY

Ms. Nicolet requested that committee members familiarize themselves with the by-laws to work on the by-laws sections just discussed and bring back ideas that will move the policy and procedure work forward. She requested that everyone come with input and emphasized that there were no bad ideas.

#### **11. Discuss and recommend communication methods (Listserv posting and possible sharing committee contact information)**

There was discussion regarding the Advisory Committee Members sharing their contact information with providers via list serve so that information could be brought forth on their behalf. Diane Nicolet stated that perhaps the information could be posted on the licensing website. Sara Kreutz indicated that the information was her personal information and she would rather not share that information with the public. Diane Nicolet stated she would create a form that would indicate which information would be shared. Christine Strum suggested using the Nevada Registry Blog to get the information regarding the committee. Diane Nicolet stated she would speak to Shelly Nye regarding this issue.

Sue Joyner suggested that the category the person was representing should be indicated with the person's name. Diane Nicolet asked if a one page information sheet could be shared with the providers. Carrie Paldi asked if the information could be shared at Licensing's director trainings.

Diane Nicolet asked if a motion was needed and Carrie Paldi responded that since the committee was not actually taking action, a motion was not needed.

## 12. Schedule of future meetings

Diane Nicolet indicated that the following meetings have been scheduled:

April 23            May 28            June 24

Carrie Paldi stated that the committee needs to look at future meetings and decide if meeting should be quarterly, every other month, etc.

When Diane Nicolet asked that the committee discuss the future meeting schedule, Carrie Paldi brought up that if the new regulations passed by the Board of Health they would take effect on July 1 and there are no meetings scheduled after June. Carrie Paldi stated that there would likely be a lot of questions and backlash regarding the new regulations because it involves fines. Carrie Paldi stated that notices were sent out to providers, both on the list serve and by mail, but almost no one showed up. Many providers feel that something is being done to them, but Licensing did seek input and did ask opinions.

Diane Nicolet asked how the committee could support licensing. Terri Buster stated that the committee could promote information to those do not have it, especially to family/group care providers. The information dissemination would primarily be Licensing's responsibility, but the committee members could be just another person to ask. There is a lot of information coming out and it may be a confusing time for providers. Carrie Paldi stated that she asked a question of behalf of someone before a meeting and has also helped someone understand the overall center ratio. Diane Nicolet cautioned members regarding interpreting regulations.

It was brought up that family and group care providers have difficulty leaving to attend meetings.

Sara Kreutz had to leave the meeting, but it was noted that the committee would still have a quorum with six members.

## 13. Discussion and approval of future Agenda Items

Future agenda items and standing agenda items were discussed. The following should be on the next agenda:

1. Future meeting schedule
2. Finalize member terms
3. Policy and Procedure-review steps for action
4. Next steps for policies and procedures
5. Member information sharing-list serve, registry, sharing form
6. Standing agenda items

A motion was made by Rachel Perez to approve the following standing agenda items:

- a) Introduction and opening remarks
- b) Approval of minutes

- c) Public comment (at beginning and end)
- d) Update from Advisory committee members
- e) Update from Licensing
- f) Board of Health information
- g) Future agenda items

**MOTION:** Rachel Perez  
**SECOND:** Austin Olson  
**PASSED:** UNANIMOUSLY

#### **14. Public Comments**

There were no public comments

#### **15. Adjournment**

The meeting was adjourned at 4:07PM.



