

**CHILD CARE ADVISORY COMMITTEE
MEETING MINUTES**

**May 28, 2014
1:30 PM**

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

Health Care Quality and Compliance
4220 S. Maryland Parkway Bldg. D Ste. 810
Las Vegas, Nevada 89119

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

Committee Members Present

Diane Nicolet, Co-Chair, EL Cord (Carson City)
Carrie Paldi, Co-Chair, Creative Kids Learning Center (Las Vegas)
Andrea Davis, Kids Kottage (Carson City)
Stephanie Moye, Caring 4 Cubs (Spring Creek)
Tiffany Alston, Sunrise Children Foundation (via phone)
Rachel Perez, Kids Quest (via phone)
Austin Olson, ATC (via phone)
Christine Stern, YMCA, (Las Vegas)

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)
Tiffany Kaplan, Child Care Surveyor (Carson City)
Terri Buster, Child Care Surveyor (Las Vegas)
Rachel Netz, Child Care Surveyor (Elko)

Others Present

Alice LeDesma Washoe County Department of Social Services (Carson City)
Denise Tanata Ashby, Children's Advocacy Alliance (Las Vegas)
Monica Morales, DPBH, Chronic Disease Prevention and Health Promotion (Carson City)
Jessica Lamb, DPBH, Chronic Disease Prevention and Health Promotion (Carson City)
Representatives of SNECAC, (via phone)

Members Not Present

Kyle Lairmore, Kyle's Home Day Care, Las Vegas
Sue Joyner, Dayton Valley Learning Center, Dayton
Sara Kreutz, Noah's Ark Elko

1. Opening remarks and Introductions

Meeting began at 1:45pm due to audio difficulties between the locations. It was determined that there was a quorum. A request was made to have public comments after Denise Tanata Ashby's presentation was made. This request was accepted.

2. Childhood Obesity Prevention presentation by Denise Tanata Ashby

Presentation was made regarding nutrition and physical fitness in early childhood education programs. A PowerPoint presentation was emailed to committee members and printed handouts were available at the videoconference sites. A grant with funding was made available through the Center for Disease Control and Prevention which went through the Division of Public and Behavioral Health to focus on school health and prevention and control of obesity, diabetes, heart disease. They are currently coming to the end of year one of a five year grant period. The agency plans on assisting with implementation and training regarding the new regulations which involve nutrition, physical activity, screen time and worksite wellness and it applies to all licensed child care facilities including child care centers, institutions, family/group care, special event and accommodation facilities. The group would like to bring the changes they are working on back to the CCAC.

Denise Tanata Ashby requested that the discussion of the proposed nutrition/physical activity regulations, agenda item number 12 be tabled until the next meeting so more updated information could be provided. The decision was that when the group got to that point in the agenda a decision would be made.

Denise Tanata Ashby answered questions from CCAC members.

A concern was mentioned about the proposed regulations effect on accommodation facilities. Children attend only two to three hours and some have no space for physical activity and some do not serve food.

Another concern was raised regarding screen time for institutions. They do not watch a lot of television, but they do have occasional a movie night. Other facilities stated that they occasionally had movie nights. This regulation would prohibit this.

A concern was raised that knowledge of nutritional guidelines are ever changing and apprehension to put them into regulation was raised. Considering informational addendums or guidelines in the regulation to compliment the regulations may be a better avenue. Obesity in young children is not a child care issue, but a family and community issue. Many children that come to kindergarten overweight have never attended child care or preschool.

Diane Nicolet provided a handout of responses she received from different providers and/or professionals in the field. Carrie Paldi expressed that she received very similar responses to providers she has spoken with. Diane Nicolet expressed that it is a very important issue, but did not know if regulations were the way to go.

3. Public Comments

Amanda Haboush-Deloye from Southern Nevada Early Childhood Advisory Council (SNECAC) made a comment that she thought it was important for the revisions to go through and they support the regulation changes; she also acknowledged that it is a community and family issue since 75% of

children do not attend preschool. She stated that there are also other health and wellness initiatives occurring in the State such as QRIS (Quality Rating Improvement System) which assist providers to deal with food issues. Also, Home Visitor Program and HIPPPY work with families on a one on one basis. SNECAC wants to get on board with these initiatives.

Alice LeDesma said that once something is put into regulations there are not other options. It is black and white and applies to all facilities in all situations. There are other supportive organizations that regulatory agencies refer people to. They don't have the limitations that licensing has so they are able to craft solutions and assist people.

4. Discussion, recommendation and appointment of person to take meeting notes

Lisa Roberts will be taking the minutes.

5. Approval of minutes from April 23, 2014 meeting

A question was raised about Christine Stern's membership. Lisa Roberts stated that at the last meeting, committee members were announced. Carrie Paldi stated that the by-laws require replacement members be voted on. Diane Nicolet requested that as long as there are no objections, the request to vote on new committee member be added to the minutes.

It was requested that the minutes from the April 23, 2014 meeting be amended to include that Christine Stern was discussed as a possible replacement for Beth Kokacki's position. The CCAC approved to move forward with CCL sending her an application and reviewing it. The CCAC was to discuss and approve the new member.

VOTE: Diane Nicolet called for a vote to approve the minutes as stated with the addition. Vote was unanimous.

6. Update from Child Care Licensing including Board of Health updates

Anna Lisa Acosta reported that there have been no Board of Health meetings since the last meeting and that CCL has been looking into the previously discussed proposed nutrition regulations.

7. Update from advisory members

Carrie Paldi shared about an upcoming dance recital and graduation ceremony for Creative Kids as well as an upcoming Nevada Early Childhood Advisory Council meeting and provided an update on the Science event that occurred in Las Vegas.

8. Announcement of new committee members

Christine Stern left the room and her application was discussed. Christine represents both the recreation program and the out of school time sector and has a variety of experiences in the field. She is committed to quality programming.

VOTE: Diane Nicolet called for a vote in favor of approving Christine Stern as a Committee member to the CCAC.

The vote was unanimous to approve Christine Stern as a committee member.

9. Discussion, recommendation and approval of sections of the By-Laws regarding policies and procedures and possible formation of workgroups

It was noted that the Attorney General would like the group to complete its work at the committee meetings so the committee will not be forming workgroups at this time.

Committee members each presented the sections they were assigned. The committee discussed the language and agreed on recommended language for the policies and procedures. Some of the by-laws a policy was not needed; the by-law itself was the policy so only a procedure was needed.

Section 4 - Members

Subsection A: Composition

Policy:

There is an 11 member representation from licensed child care facilities that are in full regulatory compliance.

Members will represent diverse child care sectors and Nevada regions.

Procedure:

- a. Members will be identified and vetted through existing member representatives and Child Care Licensing.
- b. Potential members shall voice a willingness to serve and complete an application and supply a resume.
- c. Committee members will vote on applicants provided by CCL.
- d. All applicants will be notified concerning results

Policy:

A quorum is a majority of the members in service.

Procedure:

Before each vote a quorum will be assured.

There was discussion regarding if there is not a quorum present, the CCAC can meet and discuss, but not vote.

Subsection B: Term of Membership:

Policy:

The entire membership shall not be replaced at any one time.

Procedure:

- a. Terms are staggered. Members are asked to commit to a two or three year service.
- b. In order to serve two consecutive terms member must be re-elected by a quorum of committee members.
- c. In the event of a vacancy nominations will be solicited by CCL and/or committee members. Qualified applicants must be approved by a quorum of committee members.

Subsection C: Compensation:

Policy: Committee members serve on a voluntary basis with no compensation. Members shall cover all costs related to membership travel including gas, etc.

Subsection D: Staffing

Policy:

CCL staff will arrange meetings and set up teleconference locations. CCL staff shall confirm locations one week prior to meeting date. CCL staff will prepare agendas and send to co-chairs for recommendations and review. CCL staff will submit agendas to AG for approval and post in accordance with Open Meeting Law. CCL staff will conduct necessary research on CCAC's behalf if CCL resources allow.

Subsection E: Voting:

Policy:

Only members of CCAC may cast votes. Members are entitled to one vote per business item. Votes may be cast in the following ways: in person, via teleconference or via telephone. Representatives sent in proxy to members do not have voting privileges. Vote approval requires quorum of members present.

Subsection F: Termination

Policy:

Committee members' facilities must be in good standing with CCL. Committee membership will be terminated by CCL staff if committee member's facility has substantial health or safety issues or has their license suspended or revoked or if members are absent from two consecutive meetings without notifying chairpersons. If a committee member cannot serve the duration of their term, they should submit a written resignation to the co-chairpersons and CCL staff. The letter should include the position represented and last day of committee service.

Section V – Officers

Subsection A: Composition

There was a suggestion that the officers be other than North and South only but other configurations such as urban and rural providers. It was determined that the suggestion could not be considered because the approved by-laws states that there are Northern and Southern co-chairpersons.

It was determined that the by-laws statement was a policy and that nothing else was needed. There would be sufficient continuity with the group that it would be known that North and South does not mean only Washoe and Clark county, but representation from distinct different parts of the state.

Subsection B: Duties of Officer:

Policy:

Co-chair persons shall conduct the meetings of the committee and assign recorder duties and taking minutes.

A suggestion was made that in order to drive results, it may be helpful for the officers to assign times, dates, specific time lines when appointing subcommittees with specific tasks that must be achieved. Although this was a good idea it was not considered adding to the policies and procedures due to the Attorney General request that business be conducted at the meetings and subcommittees not be formed. It was determined that a policy and procedure would be written in the event that the group had a subcommittee.

Procedure:

Co-chair persons will alternate presiding over meetings. In the event the designated presiding chairperson is not available the co-chairperson will preside over the meeting.

Any sub-committees of this group will require approval of the Attorney General's office.

Subsection C. Term of Office

Procedure:

Co-chairpersons terms will be staggered.

Section VI- Meetings

Subsection A:

Policy:

The committee shall hold a minimum of quarterly meetings. The co-chairpersons and/or CCL shall decide if additional meetings are necessary. The committee members shall agree on dates.

Subsection B:

Policy:

Special Meetings may be required for topics of urgent need. Member flexibility with attending these meetings is appreciated. Notification of additional meetings may be requested through a variety of mediums.

Subsection C:

Policy:

In accordance with Nevada's Open Meeting Law if a quorum is not present items may be discussed, but no business may be conducted.

It was noted that although the Attorney General (AG) approved the by-laws which included the mention of subcommittees, the committee was told that the work was to be completed at the meetings. The recommendation of the AG was to assign tasks to individuals rather than groups and the work be

completed at the committee meetings. The by-laws policy and procedures were assigned to different members to work on and much progress was been made in this circumstance.

Subsection D:

Policy:

All subcommittees will require approval of the Attorney General's Office. A subcommittee may be appointed for specific topics that need further work. Chairpersons will appoint members to serve on specific subcommittees.

Clarification was requested if subcommittees and workgroups were the same and had the same requirements of open meeting laws.

It was agreed if the co-chairs or the committee saw the need for a subcommittee they could ask CCL to request approval from the AG to form a subcommittee.

Subsection E:

Carrie Paldi stated that one of the committees that she is on has the simplified Robert's Rules of Order in the policies and procedures but she noted that there are numerous versions so she felt that it was a good idea to have something. Diane Nicolet has a one page simplified version which she read to the group. Carrie Paldi and Diane Nicolet agreed that they were following the proper procedures and that nothing further was needed for this subsection.

Section VII – Amendment of the By-laws

Policy:

Process should be the same for modifying, adding or deleting the by-laws.

Procedure:

1. When someone is proposing an amendment to the bylaws it should include the following:
 - a. The section they are requesting to be amended
 - b. How the amendment currently reads
 - c. The proposed amendment
 - d. The rational
2. Proposed changes must be submitted at least 30 days prior to the meeting so members have time to review and the changes will be voted on at the next meeting.
3. Proposed changes must be submitted at least 30 days prior to the meeting so members have time to review and the changes will be voted on at the next meeting.
4. The amendment would pass with a majority vote of the committee. The amendment will be written as a new document to the bylaws.
5. The by-laws should be reviewed annually and amended by-laws be written into the bylaws.

Diane Nicolet requested the policies and procedures be added as addendum to the by-laws in color and to be reviewed and voted on at the next meeting.

10. Discussion, recommendation and approval of communication methods (Listserv posting and sharing committee contact information)

Diane Nicolet reported that she has most of the member information forms. She will have only the information provided on the forms added to The Nevada Registry website. Diane Nicolet recommended that The Nevada Registry website regarding the committee be cleaned up and she volunteered to do this on behalf of the committee.

It was noted that Kyle Lairmoire has missed three meetings. Tiffany Alston stated she spoke with her and will contact her again. Tiffany Alston was requested to remind Kyle Lairmore that she could phone in to the meetings.

Sue Joyner has missed two meetings, but sent a representative to the last meeting.

11. Discussion and recommendations regarding proposed nutrition/physical activity regulations

Carrie recommended that since there is dialog going on between CCL and the Children's Advocacy Alliance she recommended that this item be tabled until the next meeting. Jessica Lamb indicated that that would be their wish as well because they want to provide a more finalized version of proposed regulations. Anna Lisa Acosta stated that it would be helpful to CCL to have the committee's thoughts regarding the proposed revisions even though they are in progress.

Jessica Lamb stated that she will work on getting some of the background information regarding the survey that went out to the providers and the report that was published to the committee members.

A concern was raised by Carrie Paldi about how the items in the proposed regulations were going to be regulated and what it would require of licensing as far as staff man hours to regulate. She said she had also expressed these concerns to Denise Tanata Ashby.

A question was raised about juice and if centers have to provide juice or choose to provide juice they must provide 100% fruit juice. Jessica Lamb answered that it was "if" facilities choose to provide juice and referenced the food program requirements regarding juice being served instead of fresh fruits they realized they needed to set a maximum, but stated that this was still being worked out so an in depth conversation regarding this issue wasn't warranted at this time.

Tiffany Alston announced she needed to leave the meeting and so the co-chairs moved on to the next agenda item regarding future meetings.

12. Discussion and approval of scheduling future meetings

June 24, 2014 at 1:30 is the last meeting that is currently scheduled. The co-chairs decided to skip meeting in July. Carrie Paldi said that in regard to the proposed nutrition/physical activity regulations, she hoped they would be able to provide the feedback the committee needs to provide before the next meeting. It would be an issue of concern if there was not a meeting scheduled. It was brought up that the committee could still provide a memorandum listing concerns with the proposed regulations as Chad Westom and Latisha Brown requested at the last meeting and submit the document to CCL.

Jessica Lamb asked if the committee wanted the most finalized copy of the revisions prior to submitting a memorandum. She said that she could come back to the next meeting if they could be added to the agenda and do a presentation on the progress that has been made and have a more finalized copy of the revisions. The committee at that time would be asked provide feedback.

Anna Lisa Acosta asked Jessica Lamb what their timeline was regarding putting forth the proposed regulations because their timeline is an important factor regarding when information needs to be provided to her group. Jessica Lamb answered that it is something that Denise Tanata Ashby would need to comment on. She said that internally it depends on the next meeting with CCL, but there are more parties involved in the revision. She definitely felt that they could have a more finalized copy by the June 24th meeting, after that she does not know the timeline. Anna Lisa Acosta said at the meetings that CCL provides feedback regarding what is measurable and what is not, but CCL would also like to have provider feedback on how the proposed regulations would affect the providers. Anna Lisa Acosta said that since the CCAC meets after Jessica Lamb's group and CCL meets she wants to ensure that provider feedback is considered.

Alice LeDesma asked what the deadline was. Was it to go to LCB prior to the session? Jessica Lamb stated that they are a government entity and they don't have a time line to meet as far as legislation. It would be the outside agency that would have timelines to meet.

Carrie Paldi interjected that since they are going the regulation route they wouldn't have to hit prior to legislation.

Alice LeDesma questioned if they wanted them approved before they go into session so they could get LCB's approval back. She said that LCB probably won't take anything after June or July because they will be too busy with session issues. She asked if there were deadlines for the grant.

Jessica replied that they have a five year grant and it is going to be an integrated process of raising the standards. She agreed that there was a deadline if it were to go that route (regulation) and there was a consensus and all parties agreed they will need to move forward at some point. They do not want to wait until the end of the five years to do something. Other parties have different timelines involved and they have to be sensitive to those. It would be good to bring everyone to the table but for now internally her time line is to have information together before the CCAC meets again on June 24 with a more formalized plan of action.

Diane Nicolet asked Jessica Lamb if they will be conducting a business impact study. Jessica Lamb stated that if it does go that route, the BOH will require a small business statement. She said that is why the report that she is hoping to be able to share with the CCAC is so crucial. She said it was done in the beginning and over 140 people responded which she felt was a good number for the number of providers.

Diane Nicolet disagreed that 140 was a substantial number. She said that she believes that the CCAC has a strong responsibility to its' constituents and she is not comfortable moving forward with just her voice until the committee had an opportunity to do what Jessica Lamb requested them to do so. As a committee, she feels that they have a lot of work to do. She is not sure what that looks like and how the AG wants them to go about doing stuff like that. From the committee's standpoint there is a lot of query left to happen.

Terri Buster reported that the group in Las Vegas were talking amongst themselves and thought that although a meeting was not to be scheduled in July, once the committee received the finalized version of the proposed regulations a special meeting could be scheduled so the committee would have time to gather their thoughts.

When trying to set future meetings it was determined that there was no longer a quorum. Austin Olson, Stephanie Moye, and Tiffany Alston were present at the beginning of the meeting, but had to leave before the end of the meeting. Diane Nicolet said that setting the future meeting schedule will be discussed early in the next meeting.

Jessica Lamb stated that by the June meeting she will have a better idea of a timeline to assist the group.

Carrie Paldi requested the information that Jessica Lamb would be providing to the group by Thursday of the week prior to the June 24th meeting so the committee will have a chance to read and comprehend it; the group could then take more appropriate action. Jessica Lamb said she would try, but it would depend on everyone's schedules. Carrie Paldi requested that any information she is able to provide before that meeting should be sent to Lisa Roberts to be forwarded to the committee members. It would help the committee to be more educated and to be able to make specific responses at the June 24th meeting.

Tiffany Alston returned to the meeting after a brief absence and volunteered to do a survey monkey or doodle survey to try to survey the group to see which days work best for future meetings. A decision was made to meet monthly August to December. Carrie Paldi stated that she was not available the week of September 2 and September 22 -29, but stated she did not need to be there. Tiffany Alston said she would be unavailable the month of August. Carrie Paldi also suggested avoiding the week of August 25, the first week of public school and the week prior since those are very busy weeks for most facilities.

13. Discussion and approval of future Agenda Items

- Standing agenda items
- Setting meeting schedule
- Review and approve policies and procedure and possible vote
- Presentation by Amanda Haboush-Deloye, Southern Nevada Early Childhood Advisory Council(SNECAC) regarding their work and their community calendar
- Presentation by Jessica Lamb or Denise Tanata Ashby on proposed nutrition/physical activity regulation changes
- Discussion and possible action on the proposed nutrition/physical activity regulations

14. Public Comments

There were no public comments

15. Adjournment

The meeting adjourned at 4:35pm.