

**Minutes**  
**Child Day Care Council**  
**VDSS – 7 N. 8<sup>th</sup> Street**  
**Richmond, VA**  
**April 8, 2004**

Present

Gail Johnson, Chair  
Donna Thornton, Vice Chair  
Lisa Shelburne, Secretary  
Rosemary Burton  
Margaret S. Collins  
Jane Craig  
Norman R. Crumpton  
Charles W. Finley  
Sondra Freeman  
Susan Hackney  
William Harvey  
Kim Hulcher  
Donna R. Peters  
Novella Johnson Ruffin  
Anita Simpkins  
Nancy Read Smith  
Kristi W. Snyder  
Carol Steele  
Jeff Walton  
Deborah M. White

Absent

Susan Ballard  
Judith Beattie  
Terry Davis  
Deborah Gardner  
Bethany Geldmaker  
Adam Thiel  
William Tobin  
Jay DeBoer  
Dona Huang

Call to Order

The meeting was called to order by Chair Gail Johnson at 10 a.m.

Special Invited Guest

Delegate Bradley P. Marrs spoke on two pieces of legislation: House Resolution 18 that request the Child Day Care Council to review the impact of proposed revisions to the minimum standards for licensed child day centers; and House Joint Resolution 114 that directs the Joint Legislative Audit and Review Commission to study the potential impact of the amended 22 VAC 15-30, Standards for Licensed Child Day Centers, on providers, parents, and children.

Agenda Approval

The agenda was approved as presented.

Approval of Minutes

Al Wilson, Special Assistant Attorney General, defined "Meeting Minutes" as opposed to "Transcript". Mr. Wilson's reference was from Robert's Rules of Order. The Department of Social Services, as a component of support to the council, will provide Minutes for the Council but cannot provide a meeting transcript. Council may choose to hire a

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stenographer for a transcript but the department will not be able to participate in the funding.

A quote from Robert's Rules of Order on minutes is "*The minutes should contain a record of what is done, not what is said. Minutes do not contain interjected personal comments or someone's opinion about what has happened*".

There are two options for the disposition of minutes according to Robert's Rules of Order: They are either *approved as read or corrected*.

***ON MOTION DULY MADE (Ms. Hackney) and seconded (Mr. Harvey) moved to approve the minutes of February 12, 2004, as corrected with the addition of Ms. Burton being present. Motion Carried.***

***ON MOTION DULY MADE (Mr. Crumpton) and seconded (Dr. Craig) moved to approve the minutes of March 11, 2004, as corrected, to add the question asked by Commissioner Jones and answered by Carolyn Stevens that referred to the mechanism by which a center that could not expand its square footage due to zoning or other unresolvable issues could apply for an allowable variance. Motion carried.***

***ON MOTION DULY MADE (Mr. Crumpton) and seconded (Dr. Craig) moved to direct the minutes of this body reflect action taken by the Council, the fact that speakers spoke on certain topics, specific topics were discussed and specifically the public comment section will not list the speakers name nor their comments but only that a public comment period was held.***

22 VAC 15-30-440. Staff-to-children ratio requirements and group size requirements.

***ON MOTION DULY MADE (Ms. Simpkins) and seconded (Dr. Craig) moved that all references to group size in Sections I & J of the standards in the Town Hall be eliminated.***

A friendly amendment was offered to exclude group size for school-age children. It was not taken up due to the vote taken on the above motion.

Jeff Walton called for a vote for removing reference to group size in Sections I & J.

***Roll Call Vote- 11 Yes: Thornton; Burton; Craig; Crumpton; Freeman; Hulcher; Peters; Simpkins; Smith; Walton; White. 8 No: Shelburne; Collins; Finley; Hackney; Harvey; Ruffin, Snyder; Steele. 1 Abstain: Johnson. Motion Carried.***

Nancy Smith requested "mixed age group" be added to the agenda. Gail Johnson stated it would be inserted under "Other" at the end of the agenda.

22 VAC 15-30-230. Program director qualifications.

***ON MOTION DULY MADE (Ms. Hackney) and seconded (Ms. White) moved that sections A and B be adopted as presented in the department's recommendations.***

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**ON MOTION DULY MADE (Dr. Burton) and seconded (Ms. Hackney) moved to amend the motion above to reinsert the word "individual or organization" into the language suggested and appearing in Section A 4. b. (4) of the department's recommendation.**

**ON MOTION DULY MADE (Ms. Simpkins) and seconded (Ms. Hackney) to remove the word "associate" from Section A 4. b. (4) (d) as recommended by the department's proposed revisions.**

**ON MOTION DULY MADE (Mr. Harvey) and seconded (Mr. Crumpton) moved to accept the program director section as written with the amendment that reinserts "individuals or organizations" and removes the word "associate" in Section D.**

**Roll Call Vote for all motions in 22 VAC 15-30-230. Program director qualifications. Section A. 19 Yes: 1 Abstain (Ms. Johnson). Motion Carried.**

#### Commissioner's Comments

Commissioner Jones stated three training initiatives that he is directing the department pursue. They are: 1) push for higher quality by increasing training hours; 2) recognizing there is room for improvement; and 3) the need to spend more funds on training.

**ON MOTION DULY MADE (Dr. Craig) and seconded (Ms. Hackney) moved to adopt Section A.5. With an amendment inserting the department's suggested language making the qualifications less restrictive as outlined in the department's recommended revisions to the Town Hall.**

**Roll Call Vote. 19 Yes: 1 Abstain (Ms. Johnson). Motion Carried.**

**ON MOTION DULY MADE (Dr. Craig) and seconded (Mr. Finley) moved to accept Part B with the reinsertion of "or" of the department's recommendations.**

Kim Hulcher requested an amendment to insert an asterisk (\*) after management experience and to end with a period (.) after management functions.

**ON MOTION DULY MADE (Dr. Craig) and seconded (Mr. Walton) moved to adopt Part B of the department's recommendations to read that "B. Program directors without management experience\* shall have one college course in a business related field; or 10 clock hours of management training; or one child care management course that satisfactorily covers the management functions.  
\*Management experience**

**is defined as at least six months of on-the-job training in an administrative position that requires supervising, orienting, training, and scheduling staff.**

**Roll Call Vote- 15 Yes: Burton; Collins; Craig; Crumpton; Finley; Freeman; Harvey; Hulcher; Peters; Simpkins; Smith; Snyder; Steele; Walton; White. 1 No: Ruffin. 4 Abstain: Johnson; Thornton; Shelburne; Hackney. Motion carried.**

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**ON MOTION DULY MADE (Ms. Hackney) and seconded (Dr. Ruffin) moved to amend the previous motion of the adoption of Part B, department's recommendations, and reinsert the four management criteria of (1) planning; (2) budgeting; (3) staffing; and (4) monitoring.**

**Roll call Vote- 11 yes: Shelburne; Collins; Craig; Finley; Hackney; Harvey; Peters; Ruffin; Smith; Snyder; Steele; White. 5 No: Burton; Crumpton; Freeman; Hulcher; Walton. 3 abstain: Johnson; Thornton; Simpkins. Motion carried.**

**ON MOTION DULY MADE (Ms. Simpkins) and seconded (Ms. Hulcher) moved to strike the word "regulated" in 22 VAC 15-30-230 A. 5., second sentence as it appears in the department's recommendations. Voice Vote- Motion Carried.**

22 VAC 15-30-260. Program leader qualifications.

**ON MOTION DULY MADE (Ms. Hackney) and seconded (Ms. Snyder) moved to accept as written in the Town Hall with an amendment in Section C to reflect "200" hours instead of 250 hours as it currently reads.**

**Roll Call Vote- 11 Yes: Shelburne; Burton; Collins; Craig; Crumpton; Finley; Freeman; Hackney; Harvey; Snyder; White. 2 No: Simpkins; Walton. 6 abstain: Johnson; Hulcher; Peters; Ruffin; Smith; Steele. Motion carried.**

22 VAC 15-30-230. A. Program director qualifications.

**ON MOTION DULY MADE (Ms. Hulcher) moved to strike the words "child related field".**

Ms. Hulcher withdrew this motion to give her more time to study the topic.

22 VAC 15-30-310. Staff training and development.

**ON MOTION DULY MADE (Mr. Harvey) and seconded (Dr. Craig) moved to treat each section separately. Voice Vote. Motion Carried.**

**ON MOTION DULY MADE (Mr. Crumpton) and seconded (Dr. Craig) moved to accept Section A as written in the Town Hall. Voice Vote. Motion Carried.**

**ON MOTION DULY MADE (Ms. Steele) and seconded (Mr. Harvey) moved to accept Section B as written in the Town Hall. Voice Vote. Motion Carried.**

**ON MOTION DULY MADE (Ms. Hackney) and seconded (Dr. Ruffin) moved to accept Section C with the addition of allowing parents in Co-op centers to complete two hours of orientation training per year.**

**Roll Call Vote- 14 Yes: Shelburne; Burton; Collins; Craig; Crumpton; Finley; Hackney; Harvey; Hulcher; Peters; Ruffin; Smith; Snyder; White. 1 No: Walton. 3 Abstain: Johnson; Simpkins; Steele. Motion Carried.**

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The department recommended allowing up to two hours of CPR and First Aid training to count toward annual training for all staff members. The council decided to discuss this further when Dr. Geldmaker is in attendance.

***ON MOTION DULY MADE (Mr. Walton) and seconded (Dr. Burton) moved to adopt an amendment requiring short-term program staff and part-time (less than 20 hours per week) employees of school-age programs obtain ten hours of training per year.***

***Roll Call Vote- 10 Yes: Burton; Crumpton; Finley; Harvey; Hulcher; Ruffin; Simpkins; Smith; Steele; Walton. 5 No: Shelburne; Collins; Craig; Hackney; Peters. 3 abstain: Johnson; Snyder; White. Motion Carried.***

#### TIPS Calendar

Lib Whitley Baron handed out TIPS calendar and talked briefly about training information contained in this document.

***ON MOTION DULY MADE (Ms. Snyder) and seconded (Ms. Collins) moved to strike "part time" employees from the previous motion that establishes the number of hours of training required per year. Voice Vote- Motion carried.***

***ON MOTION DULY MADE (Ms. Hackney) and seconded (Dr. Craig) moved to delay action on Section D until Dr. Geldmaker is present. Voice Vote. Motion Carried.***

***ON MOTION DULY MADE (Ms. Snyder) and seconded (Mr. Harvey) moved to accept Sections E and F as they appear in the Town Hall. Voice Vote. Motion Carried.***

***ON MOTION DULY MADE (Ms. Hackney) and seconded (Mr. Harvey) moved that the reference to "school age children" be removed from the previous motion (of Mr. Walton and seconded by Dr. Burton) stating that short-term employees obtain ten hours of training per year. Voice Vote. Motion Carried.***

#### Agenda Item for April 22, 2004 Meeting

Deborah White requested the topic of young children riding on bus with older children be on the agenda.

#### Next Meeting

April 22 – 10 a.m. to 4 p.m. at the Department of Social Services located at 7 N. 8<sup>th</sup> Street, Richmond, VA, 6<sup>th</sup> Floor Conference Room.

***ON MOTION DULY MADE (Mr. Crumpton) and seconded (Mr. Finley) moved to dispense with the public comment period at the April 22, 2004 meeting in order to allow more time for council to complete their work on proposed regulations. Voice Vote. Yes 12: No 4. Motion carried.***

***ON MOTION DULY MADE (Mr. Harvey) and seconded (Dr. Craig) moved to adjourn the meeting. Motion Carried. Meeting adjourned at 3:25 p.m.***

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Respectfully submitted:

Phyllis Dalton

May 4, 2004