

## **VA Child Day Care Council**

**Pocahontas Building  
900 East Main Street  
1<sup>st</sup> floor conference room  
Richmond, VA 23219**

**September 9, 2010**

### ***Members Present***

Ed Altizer, Shirlye Anson, William Harvey, Diane Smalley, Kristi Snyder, Letitia Clark-Wilkins, Bethany Geldmaker, Henk de Jager, Jack Knapp, Kimberly Hulcher, Margaret Collins, Rosemary Burton, Katie Humphrey, Novella Ruffin, Mary Cole, Karin Addison, and Nancy Smith.

### ***Absent***

Irene Carney, Tracy Cox, Elizabeth Dowdy, Linda Janulis, John Purnell, Ellen Nau, Emory Rodger, and Rose Ann Smythe.

### **Call to Order**

Chair Kristi Snyder called the Council meeting to order at 10:00 a.m.

### **Welcome & Introductions**

Members and presenters were thanked for attending. Paula Eubank, newest Council appointee was recognized. She will replace Emory Rodgers.

It was reported that Charles Finley has submitted his resignation to Council.

The Chair advised that Richard Martin has retired from VDSS effective September 1. On behalf of the Council, Ms. Rengnerth will invite Mr. Martin to the November 9 meeting so members can offer their appreciation for his guidance, leadership and support to Council. Members thought that a basket filled with "hometown" goodies would be a nice way to honor Mr. Martin's service to the Council.

### **Approval of Agenda**

Jan Sigler reviewed the agenda.

***ON MOTION DULY MADE (Mr. Harvey) and seconded (Ms. Anson) moved to approve the agenda as presented. Motion approved with all in favor.***

### **Minutes**

***ON MOTION DULY MADE (Mr. Knapp) and seconded (Mr. Harvey) moved to approve the Minutes from the previous meeting. Motion approved with all in favor.***

### **Future Meeting Schedule**

*ON MOTION DULY MADE (Mr. Harvey) and seconded (Ms. Clark-Wilkins) moved to approve the following future meeting schedule.*

*January 13, 2011 (if necessary)*

*March 10, 2011*

*May 12, 2011*

*July 14, 2011 (if necessary)*

*September 8, 2011*

*November 10, 2011*

*Motion approved with all in favor.*

Members were reminded that the next meeting will be held on Tuesday, November 9. This is a change from their regularly scheduled meeting date as it fell on a state holiday.

### **Nominating Committee Appointment**

Bethany Geldmaker, Jack Knapp, and William Harvey were appointed to serve on the Nominating Committee. The Chair requested they meet during lunch and report on a proposed slate this afternoon. (Chair is appointed by the Governor.)

### **Information Items**

Mary Ward, Manager of the Child Care Subsidy Program reviewed the Provider Memorandum of Agreement (MOA) for the Subsidy Program. She advised there are three MOA levels and discussed the differences.

Licensed Vendor –may receive one registration fee per child- per calendar year up to \$100 if such is charged to the general public; will pay up to two absent days per month; and pay for ten recognized major holidays.

Voluntarily Registered or Religiously Exempt Vendor-does not pay absences or a registration fee; pays for ten recognized major holidays.

Unlicensed Vendors-does not pay a registration fee or for recognized major holidays. Pays only for days child attends.

Although automation and standardized statewide rate levels are an improvement, there was concern that rates are still too low. One member asked if the department planned on requesting additional funds in the upcoming budget. Having a request in place could be beneficial should surplus funds become available. Another member questioned whether it is the best time to fund new automation in light of budget and funding issues. Ms. Ward explained that time-limited funds from the American Recovery and Reinvestment Act (ARRA) are being used for automation and that subsidy funding is not impacted by the automation project.

The new system will be a comprehensive, case management, payment system. Clients will apply on line and the system will determine eligibility.

She further explained that a purchase order will be generated by the system and invoices will be eliminated. Swipe cards will be used by child care subsidy families and vendors will receive a POS machine leased by the state at no cost to the vendor (verified phone line is not reimbursed). The plan is for payments to be made twice monthly rather than monthly. Back swipes can be used for families that forget their card. IVR process will be used by family day homes that cannot use the POS swipe machine. This system is working well in other states. Start up target in Virginia is late 2011.

Questions or feedback should be directed to Tom Little at [tom.little@dss.virginia.gov](mailto:tom.little@dss.virginia.gov) or to her at [mary.ward@dss.virginia.gov](mailto:mary.ward@dss.virginia.gov). There will be a link on the department website and vendor portal to view attendance and general question and answers.

Ms. Ward agreed that rates are low; however, increasing reimbursement rates without additional ongoing funding would mean fewer children could be served. The waiting list has more than 10,000 children on it.

It was mentioned that the rate for two-year old children is the same as for preschoolers but ratios are different. Ms. Ward will look at this issue.

### **Regulatory Update**

Karin Clark, Policy Analyst with the Office of the Commissioner was introduced as the new regulatory coordinator for the department.

Ms. Clark reviewed Executive Order 14 and provided members with a handout on the regulation flow chart. (Handouts are attached to the official minutes housed in the home office.)

A member asked if Executive Order 14 was a CODE re-codification. Ms. Clark advised she was not aware of it being a re-codification.

### **Inspection Protocol Logistics**

Charlene Vincent, Associate Director Senior of Licensing Programs discussed inspection protocol and the need for statewide consistency. There will be guidelines for each inspector of what type and numbers of records to review, as well as making time to observe at the center.

Protocols have been instituted with success in adult programs and its felt child programs will benefit from their feedback. Members asked if providers could have access to the inspector "check list" for use in their training programs. Ms. Vincent felt that once developed, the checklist should be posted to the public website. These protocols will be implemented in late fall.

There was some discussion about duplication of duties between licensing inspectors and fire officials. Ms. Vincent will look into this issue. When in doubt, contact your local licensing inspector for guidance.

### **Council Check In**

Mr. Knapp introduced Eddy Aliff as his replacement with the VA Assembly of Independent Baptist. Although Mr. Knapp's time on Council is nearing its end, he hopes to be reappointed. Congratulations to Mr. and Mrs. Knapp, who just celebrated their 50<sup>th</sup> wedding anniversary.

Dr. Geldmaker reminded everyone that strep and flu cases are being reported and the importance of hand-washing. For further information [www.vdhnoflu4u.com](http://www.vdhnoflu4u.com). She will provide a briefing on what is considered an outbreak, mandatory reporting, etc., at the Council's November meeting.

There is a free two-day conference on Strategies for 21<sup>st</sup> Century Prosperity, being held October 20-21 at the Glen Allen Cultural Center. The First Lady of Virginia Maureen McDonnell is one of the presenters. For further information on registration, visit the Smart Beginnings website. This conference is open to 250 people.

Dr. Geldmaker advised that strep and flu cases are being reported. Dr. Ruffin provided information on a conference targeting rural home and family home providers entitled "For a Better Future- Quality Infant Toddler Care Today". This conference will be held on September 25 at the Wilder Building-Virginia State University. The conference is free and open to 250 participants. For further information, contact [nruffin@vsu.edu](mailto:nruffin@vsu.edu) or phone 804.524.5257.

Dr. Burton advised she is developing new programs in her position as Vice President of Education of the company. Anyone with information on engineering based around five year olds was encouraged to contact her. Dr. Ruffin is aware of program for school age children and will share the specifics with Dr. Burton.

Ms. Smalley advised that the city of Alexandria received a grant focusing on childhood obesity. The program is entitled "Color Me Healthy" and includes a newsletter and recipes for parents of preschool children.

Ms. Eubanks advised the new Code for Department of Housing and Community Development will available January 2011.

Ms. Anson discussed plans for a 2012 VAECE Healthy Child Conference. The conference will be held in Hampton. She will speak with Dr. Geldmaker regarding available grants, etc. She advised that a Director Group in Tidewater had been formed for the purpose of networking. Congratulations were offered to Mr. and Ms. Anson who celebrated their 50<sup>th</sup> wedding anniversary August 5.

Mr. Altizer advised October 3-9 is Fire Prevention Week and encouraged everyone to work with their local fire department. On October 3, there will be a presentation on automatic sprinklers in northern Virginia. Additional information will be provided to Council as it becomes available.

Mr. Altizer and Ms. Eubanks will provide a Code update at the November 9 Council meeting. Mr. Altizer will provide a "top 10" fire code violation list to Council and offer other advice to assist centers.

### **Public Comment**

**Benu Bhargava** from Sterling, Virginia spoke to the Council on the benefits of RightTime Kids, a drop in child care program. With this program, parents can get babysitting by childcare professionals in a safe, clean, fun environment but without an appointment and on an as-needed basis. Unfortunately, the drop-in childcare model doesn't fit neatly inside the current regulatory framework in Virginia. It is his hope to offer assistance in making drop-in childcare a reality for Virginia families. A copy of his remarks is attached to the official Minutes housed in the home office.

**Lori Klein**, Chief Executive Officer for RightTime Kids discussed the benefits of their drop in program. In addition to creating a reliable and professional resource for parents, RightTime Kids has had a measurable, positive impact on the ability of local businesses and professionals to schedule appointments where they may have otherwise been unable, due to lack of flexible, available childcare. A copy of these remarks is attached to the official Minutes housed in the home office.

### **RAP Committee Progress Reports**

It was reported that Debbie Beirne transferred back to the position Licensing Inspector in June. Charlene Vincent advised there are now two vacancies in her area.

Deb O'Neil provided members with a draft copy of the revised Table of Contents and an update on RAP meetings held between March 09 and June 2010.

She advised that RAP 2 is complete at the draft stage. RAP 4 is the next to be reviewed. Materials are closest to the second draft stage. RAP 1 was mainly definitions and program administration and there hasn't been a lot to do until revisiting the regulation.

Keeping in mind that they are two staff down, Ms. O'Neil proposed to have RAP 4 meet in October. If finished, then take a look at RAP 3 in November. Since there is a good structure already in place, they could do follow up via email.

At a previous meeting, Mr. Martin advised that the department would process the paperwork for a waiver once the Council has approved the proposed regulation.

After hearing the proposed RAP schedule, the Chair shared her concern that RAPs may not be moving aggressive enough to have the regulation complete before June 2011. She reminded department staff that many of the members writing this regulation will rotate off and be replaced prior to ever voting on it. This is a concern since new members would have no input and may feel uncomfortable voting on a regulation that is unfamiliar to them.

To advance work on the regulation and because of her expertise in this area, members asked, and Dr. Geldmaker agreed, to review the Mildly Ill Care section. Members will share their thoughts on this section, looking at inclusions and exclusions to ensure what's presented reflected their thoughts.

Ms. O'Neil was given approval by Council to speak directly with RAP committee chairs as necessary to ensure the proposed regulation is completed in a timely manner.

***ON MOTION DULY MADE (Mr. Harvey) and seconded (Ms. Clark-Wilkins) moved to amend the Council meeting schedule to include meetings in April and June 2011 to ensure the regulation is completed in a timely manner. Motion approved with all in favor.***

Ms. Rengnerth will provide several possible dates to members and coordinate setting up meeting in April and June.

RAP 4 will meet October 13 from 10-noon. Ms. Rengnerth will handle meeting details.

RAP 3 will meet November 9 following Public Comment at the full Council meeting.

Ms. Geldmaker will meet to discuss the Mildly Ill Care section November 9 from 9-10 a.m. Full Council will meet beginning at 10:00 a.m.

#### **Nominating Committee Report**

***ON MOTION DULY MADE (William Harvey) moved to approve the committee's recommendation for Kimberly Hulcher to continue another year in the position of Vice Chair and Leticia Clark-Williams to continue another year in the position of Secretary. Motion approved with all in favor.***

#### **Adjournment**

With no further business to discuss, the Council meeting adjourned at 2:00 p.m.

Respectfully submitted by Pat Rengnerth.