

**VA Child Day Care Council**  
**Virginia Department of Social Services**  
**Richmond, Virginia 23219**

**June 2, 2011**

**Meeting Minutes**

**10:00 a.m. Call to Order**

Kristi Snyder, Chair, called the meeting to order.

***Members Present***

Ed Altizer, Shirlie Anson, Rosemary Burton, Irene Carney, Mary Cole, Margaret Collins, Paula Eubank, Bethany Geldmaker, William Harvey, Kim Hulcher, Katie Humphrey, Henk de Jager, Jack Knapp, Ellen Nau, Novella Ruffin, Nancy Smith, Rose Ann Smythe, and Kristi Snyder.

***Absent***

Tracy Cox, Elizabeth Dowdy, Karlis Graubics, Linda Janulis, John Purnell, Bryan Rhode, and Diane Smalley.

**Welcome and Introductions**

Kristi Snyder, Chair, welcomed everyone and requested Council members and Licensing Programs Children's Staff to introduce themselves. Kristi Snyder shared acknowledgements from the Virginia General Assembly commending Jack Knapp for his many years of service.

**ACTION ITEMS**

**Approval of the Agenda**

A recommendation to the council to approve the March 10, 2011 Minutes was made by the Chair.

By a motion made (William Harvey) and seconded (Nancy Smith), the agenda was approved as amended with all Council members voting in favor.

**Minutes**

By motion made (Jack Knapp) and seconded (Nancy Smith), the March 10, 2011 minutes were approved with all Council members voting in favor.

**2012 Meeting Schedule**

The Council's bylaws state that "Within 90 days prior to July 1 of each year, the Council shall adopt its meeting schedule for the next fiscal year." It was proposed that the following meeting dates be adopted for 2012 and noted that the General Assembly is in session on the first two dates: January 12 (if necessary); March 8, May 10, July 12 (if necessary), September 13 and November 8<sup>th</sup>.

By a motion made (William Harvey) and seconded (Nancy Smith) the meeting schedule for 2012 was approved with all Council members voting in favor of the following dates. January 12, March 8, May 10, July 12, September 13 and November 8.

**Information Items:**

Review and working session on Draft Proposed 22 VAC 15-31, Standards for Licensed Child Day Centers. The Council reviewed the combined draft work done by the Council Regulatory Advisory Panels (RAP) over the last 2 years. The review was facilitated by Deb O'Neill, Children's Program Licensing Consultant, Division of Licensing Programs, Virginia Department of Social Services. Council discussed and made final edits and language determinations on Parts I through V. The remainder of the draft will be

reviewed and final edits and language determinations for Parts VI through XIV will be completed during the Council's final RAP meetings scheduled for June 29 & June 30, 2011.

**Adjournment for Lunch:**

The Council adjourned for lunch at 11:45a.m.; the Council reconvened at 12:10p.m.

**Public Comment:**

Matt Venezuela, Director of Champions in Prince George's County, Virginia, addressed the Council with three questions:

1. Where is the separation between child care and the extended learning and after school program in regards to site assistance?
2. Would like some clarification on parent involvement when parents show up at the facility and come inside to wait around for a student(s) who is not there yet.
3. Regarding bleach and water; how do you define the term "inaccessible"?

April Thomas, Regional Director of Champions, addressed the Council with two questions:

1. Regarding activated charcoal activation, we've had facilities cited because there was no expiration date on the powder. Does the powder need to indicate an expiration date on the package?
2. Do we use powder or liquid?

**Chair's Remarks:**

Kristi Snyder recommended that the Council should assemble together again before the scheduled July 14<sup>th</sup> Council Meeting to continue through completion of the review of the Proposed Draft of Standard 22 VAC 15-31. After conferring with Council members on possible dates in which to meet again in June, all were in favor of reassembling on June 29 and June 30, 2011.

**Council Check in:**

None.

**Adjournment**

Upon agreement of reconvening again on June 29 and June 30, 2011, Council meeting adjourned at 4:45p.m.