

Child Care Licensing Advisory Committee

March 9, 2011

Meeting Summary

Members present: Kelley Bowes, Joan Gabrielson, Tom Keables, Patricia Kelly-Lynch, Kristen Morel, Noel Nelson, Lily Nie, David Secunda, Betsy Thamert, Constance Vigil, Ross Wright

Members absent:, David Collins, Cynthia Dicken, Michelle Molina, Sara Pacetti, Joni Reynolds

Public Input

There was no public input.

Approval of minutes

There were no minutes from the 02/09/11 CCLAC meeting due to our visit to the legislative sub-committee hearings.

ASSOCIATE DIRECTOR'S REPORT

OLD BUSINESS

1. Status of Issues presented by the Department (via David Collins) to the Committee: David Collins is attempting to schedule presentations from stakeholders involved with each issue (i.e., Payment responsibility for background checks; licensing considerations related to religious exemptions)

NEW BUSINESS

1. Other items committee members would like to discuss

- a. Current legislation related to prone restraint and the impact the ill will have on providers. This generated a broader discussion on the extent of LAC's advisory role, communication of members' opinions, and the formation of a formal, written Committee opinion on each issue brought for our consideration. Ross will contact David Collins for clarification.
- b. There is a desire to establish a method for escalating LAC's feedback if it doesn't seem to be communicated effectively to the Department. It is recommended that this be included in the by-laws.
- c. There was discussion of the current situation of the closure of an agency and the detrimental impact of rumors on the provider community. What role should LAC have in this type of event to facilitate communication among the constituents that we represent? It was recommended that the by-laws should indicate appropriate actions for members interacting with constituents during this type of situation.
- d. A template for consideration for use in the creation of by-laws the Committee was distributed (David Collins has also provided one via email). It was recommended that a sub-group of the Committee review them and make recommendations on sections relevant to LAC's operations.
- e. Interpretation of the quorum requirement: Quorum is defined by statute as a majority. There was discussion of defining membership to address member inactivity (e.g., both current parent representatives remain inactive). David Collins will be consulted on this matter.
- f. Formation of a formal Committee opinion: There is a need to define when a Committee opinion should be formed, who can participate, and how the opinion is communicated to the Department and public. It was proposed that opinions are recorded in the minutes for reference.
- g. Presentation of opinions to the Department (i.e., response to request vs. proactive)
- h. Member conflict of interest: It was proposed that a generic conflict of interest statement be identified and incorporated into the by-laws.

j. How business of the Committee is conducted (e.g. agenda, minutes, function):

- Separate web presence for LAC internal business (determination of agenda; posting draft minutes, reviewing minutes, approving finalized minutes; prediction of quorum; bulletin board for questions).
- Agenda: Prioritization of agenda items (pre-determined by members) at beginning of each meeting, but always with opportunity for new business. It was recommended that agenda items should include anything legislatively or through rules or policy that materially affects licensees.
- Minutes: There was a proposal that draft meeting minutes be posted onto the separate LAC website (or emailed to members) by the end of Friday of the meeting week. Ross Wright proposed that an administrative assistant be provided to produce and post the draft minutes. Members would access the draft, comment, and vote on the final minutes by the end of the following Friday. This would allow David Collins to receive, review, and post the final minutes onto LAC's page on the CDHS website (unless there were objections to minutes content). Minutes will include official decisions, attendance data, and other information appropriate for public viewing.

2. Topics to cover at future meetings

- a. Member roles with regard to constituents
- b. Quorum challenges regarding resigned and/or inactive members

INFORMATION

Locations and dates for future meetings

Location: Colorado Department of Human Services
1575 Sherman Street
Room 4A/4B

Time: 1:00 – 3:00PM

Dates: 04/13/11
05/11/11
06/08/11