

## Licensing Advisory Committee

September 9, 2009

### Meeting Summary

**Members present:** Rosemarie Allen, Dana Andrews, Mat Aubuchon, Alletta Bode, Cynthia Dicken, Tom Keables, Jerry McLain, Cathy Moyer, Noel Nelson, Sarah Pacetti, Ellen Stephan, Connie Vigil.

**Members absent:** Alberto Garcia, Maddie Noleen, Lynne Torpy, Jerry Yager.

#### Public Input

See separate document.

#### Approval of minutes

Minutes from the 07/08/09 meeting were reviewed and approved with the following corrections:

- Corrected spelling of visitor names: Carin Rosa and Michelle Sears-Ward.
- Correction of meeting location: 1575 Sherman Street.

#### Administrative Note

Noel Nelson indicated that it can be an inconvenience for LAC members when cancellation notification is not received in a timely fashion. Rosemarie stated that the cancellation of the August LAC meeting was due to extraordinary circumstances and that every effort will be made to communicate future cancellations at least 3 days before the scheduled meeting date.

#### Director's Report

Rosemarie provided information on the following topics:

- a. Current budgetary challenges that have impacted Division of Child Care resources and strategies for future operations.
- b. Re-incorporation of 24-Hour Monitoring Unit into the Division of Child Care.
- c. Refinement of Licensing Compliance and Review Team (LCRT) procedures to include negotiation of stipulated requirements and identification of resources when needed.
- d. Review of Appeal Panel processes to facilitate more timely decisions.
- e. Decision to issue Group Leader qualification letters to HeadStart staff whose qualifications have been certified by their HeadStart Director.
- f. Discussions surrounding creation of a new type of qualification letter specifically for Directors of Family Child Care homes (FCC) that have no intention of working as a Director in a child care center. Noel cautioned against the impression that these Directors may market themselves as Director-qualified without distinguishing the difference and, thus, may begin to compete (with the advantage of lower overhead) with centers. Cathy suggested finding a very different name for the new letter so that the distinction would be very clear.
- g. Restructuring of the Resources and Referrals agencies (current contract with QualStar). Proposed allowing QualStar to subcontract out regional R&R services, among other proposals.

#### OLD BUSINESS

##### 1. Discussion of process for new appointments to the Committee by the Governor's Office

Dana shared the results of LAC recommendations based on review of applicant bios. Rosemarie confirmed the recommendations:

- Parent position: Applicant #1 recommended
- Colorado Department of Education: sole applicant recommended
- Colorado Department of Public Health and Environment position: Applicant #1 recommended
- Child Placement Agencies (CPA) - International Adoptions: Applicant #1 recommended
- CPA - Foster Care: Applicant #1 recommended

These recommendations will be forwarded to Karen Beye for consideration as she determines which applicants will be recommended to the Governor's Office.

## **2. Discussion of proposed rules and giving feedback to the Department**

### **Child Care Centers/Less Than 24 Hours rules Director/Group Leader/Infant Nursery Supervisor Qualifications**

Dana thanked Noel for his role in compiling and presenting community provider recommendations. After incorporation of acceptable recommendations, the draft proposed rules will be shared with the public in community meetings for dialogue and additional input. The draft will then be returned to LAC for review, hopefully in October.

## **NEW BUSINESS**

### **1. Update on rules already submitted to the State Board of Human Services**

The proposed rules for CPAs and FCC homes were submitted together. Dana will attempt to post them on the website before they go to the State Board hearings so that providers will have an additional opportunity to read them. Hearing dates to be confirmed and communicated.

### **2. Discussion of Director approval letter for FCC home providers**

Discussed in Director's Report.

### **3. Other topics from LAC members**

Sarah Pacetti communicated provider concerns regarding the apparent practice of having QualStar re-rate providers as a requirement for coming out probation status. Rosemarie clarified that this re-rating is one of several possible stipulations and does not occur universally for facilities undergoing this change in licensure status.

### **4. Topics to cover at future meetings**

September: Continue discussion of Director/Group Leader/Infant Nursery Supervisor Qualifications rules

## **INFORMATION**

### **Locations and Dates for future meetings**

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

Time: 1:00 - 3:00PM

Dates: 10/14/09  
November 2009 - Date and location TBA  
12/09/09

**Summary of Public Input**

**1. Michelle Sears-Ward**

Michelle requested correction of the spelling of her last name in the minutes from the July meeting.

She also indicated the inconvenience she experienced when a LAC meeting cancellation is not communicated to the public. Rosemarie stated that the cancellation of the August LAC meeting was due to extraordinary circumstances and that every effort will be made to communicate future cancellations at least 3 days before the scheduled meeting date.

**2. Alletta Bode (Synthesis CPA)**

Alletta commented about the existence of extra-official information about the state of CDHS, particularly regarding staffing levels and changes in responsibilities. Specifically, she felt confusion related to an apparent change in the CDHS Licensing Specialist assigned to Synthesis that was not communicated in an effective manner. She stated that she discovered the change when she noticed a different signature on her Continuation Notice. She indicated further that attempts to contact her former Licensing Specialist have not been successful. Cathy indicated a similar incident last year.

Rosemarie responded that there is an internal process for reassignment of Licensing Specialists and that such changes can occur for a variety of reasons. Her concern focused on the breakdown in communication between Alletta and her former Licensing Specialist, who should have told Alletta about the change. The general rule is that a return call is expected to be placed by CDHS staff within 48 hours.