

Child Care Home Advisory Board

Meeting Minutes from April 17, 2012

Bureau Staff Present: Debbie Sampson and Melanie Brizzi

Guests Present: none

Advisory Board Members Present: Tamela Hunt, Jennifer Quartucci, Ranee Armstrong, Karen Burnside-Strack, Noel Hanson, Maria Wynn, Lena Burns, Sabrina Harris, Rebecca Kenworthy, Joey Scherschel, Brenda Kennedy, Colleen Land, Stephanie McKinstry, Tammy Dunn (trouble getting on line).

Absent Members: Heather Colglazier, Jennifer DeLucio, Jaime Jones

Old Business: Karen made a motion to approve the January minutes. Ranee seconded the motion. The minutes were approved.

New Business: Debbie introduced new member from Region 1, Jennifer Quartucci. Jennifer told us that she has operated a home day care for 6 years and prior to that taught Kindergarten in Illinois. She was welcomed.

Debbie then told us we have a new member from region 4 named Ginny Harman who could not be present today but would be for the July meeting.

Region 3, 6, and 11 have had invitations sent out for new members but there have been no replies as yet. They will also be sending an invitation to someone in region 2.

Melanie then talked to us about Bureau Updates. She told us there was a new organizational structure but it does not affect homes. The child care ministry consultants and child care center consultants have become part of a facilities unit supervised by Lisa Clifford. There is a new licensing consultant for Lake, Porter and Jasper counties and she is Tiffany Key. There are also two new central office clerical assistants named Benita Jones and LeeAnn Ratcliff.

Legislative Updates were reported on by Melanie. The general session is complete and very little child care things got passed. The Early Childhood Advisory Council did get passed. It is very loosely defined and we don't know who will be on it at this point. Its passage is critically important because of funding opportunities which require such a council. It is our hope that it will meet requirements and open up funding opportunities to help children.

Melanie also informed us of an event happening May 11 at 10:00am which is a joint press conference/open house on the PTQ online child care search. Parents can get a virtual tour of the child care and providers can go to a website and input their information. Information will be sent out about this.

Melanie discussed a "Survey Monkey" survey to be sent out in an attempt to make the advisory groups more beneficial and time sensitive for all. Please fill it out if you get one.

Also if we want any special guest speakers or topics covered let Debbie know and the Bureau will arrange it.

Maria asked a question about the on-line virtual tour. There is a place for the provider to upload pictures of their families because they cannot upload children they care for, for confidentiality purposes. The response was that, it is not required to put pictures of your family up. You do not have to.

Rebecca asked about information to the site she already submitted and was returned to her by Jackie. She was told to ask Jackie why it was returned or if she is missing some information and if it's still a problem to get back to Melanie.

Debbie then moved on the Interpretive Guidelines which are done yearly to clarify the rules and regs. There were five updates (see attached list):

1. Regarding multiple homes under 1 roof. They can have one business phone number, however they are required to operate independently of each other so they must have separate phone numbers. They can use cell phones but the phone must be the same one. It does not have to be a land line phone however; the cell phone number can't change every day. If it changes permanently contact the Bureau and let them know, but not daily. You can use a pre-paid cell phone and they can be purchased for \$9.99 on up at the dollar stores.
2. Visitors and Guests clarified. Visitors can be at the child care no more than 8 hours monthly. They are not household members. They are older than 14. They are not sex offenders. They are not left alone in charge of the children. They are exempt from staff qualifications.
3. Fences must be a minimum of 4 feet high to prevent a child from escaping the property. Hedges only count if they are so close together that a child cannot get through them.
4. Smoke Detectors. Smoke detectors should be adjacent to all sleeping areas, the fire department clarified their position on this. They can be in the next room, or in the hall. The purpose is for them to go off before the smoke hits that room.
5. Fire Extinguishers. This does not apply to the re-chargeable ones. It applies only to the disposable extinguishers. They now put manufacturer's instructions with them stating what date the extinguisher will expire and need to be replaced. As long as you have the manufacturer's paperwork with the expiration date and the extinguisher itself still reads full – you do not have to replace them until the expiration date. If you use them, or they don't read full, then you need to replace them immediately.

Debbie stated that changes will be sent out with a cover letter in May and please do not distribute the attached updates until the Bureau has a chance to mail them to all providers.

Joey asked about Red Cross CPR training that is now good for two years according to the card. She wanted to know if we now only had to get it every 2 years. The response was no that according to state law child care providers must recertify in CPR yearly regardless of what the card says. First Aid is still every 3 years.

Tamela Hunt stated that she is trained to teach CPR, first aid, Universal Precautions and Blood borne Pathogens and does it free for providers every year in September at the Kentucky Avenue site in Indianapolis. You can call her at 317-281-9227 for more information.

Lena had a question about her attendance, but will go back to look at which month her name was not listed as present.

There was a comment that the IACCR military training was the same time as the conference. Melanie will check to see if they will reschedule it.

Rebecca thanked everyone who was so supportive of her effort to get accredited. She also wanted to know who to contact about completing the Design Professional form for a Class II home. Debbie told her to contact an architect or engineer to fill out the needed paperwork.

Joey asked about the next meeting. The next two meetings will be July 24 and October 23 at 1pm. Joey made a motion to adjourn and Karen seconded it. The meeting was adjourned at 1:43pm.