Arizona Department of Education
Health & Nutrition Services
Family Child Care Homes Advisory Council
Tuesday – March 30, 2010
9:00 AM to 12:00 PM
MARCH MINUTES

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:10 a.m.

Advisory Council Attendees:

Kenny	Barnes	Arizona Department of Education
Deanna	Barrowdale	Mid-State Child Care and Nutrition
Teresa	McCormack	Arizona Department of Education
Lori	Mendoza	Association For Supportive Child Care
Phyllis	Montgomery	Child and Adult Community Resources
Cathleen	Moore	Food For Children

Other Attendees:

Carmen	Anaya	BJ Enterprises - Area Coordinator
Darci	Curtis	ABC, Inc.
Michael	Flores	ADE
Anita	Griffin	ABC, Inc.
Angela	Hilton	Nutrition and Health Education Resources
Chauncie	Kuerra	BJ Enterprises - Area Coordinator
Jen	Manley	ADE
Sandee	Montez	Nutrition For Children
Mark	Morgan	Child and Adult Community Resources
Melissa	Munoz	ADE
Tracey	Nissan	ADE
Beverly	O'Neill	BJ Enterprises
Katie	O'Neill	BJ Enterprises
Mandy	Quintanar	ADE
Cathy	Reagan	Arizona Association of Family Day Care Provider
Beatriz	Sandoval	Comite de Bienestar, Inc. – BCCRC
Valeda	Shivers	BJ Enterprises - Area Coordinator
Barb	Simington	ADE
Joe	Steech	ADE
Sheila	Yarbor	Child and Adult Community Resources

Welcome and Introductions:

- Committee Chair welcomed Advisory Council and participating sponsoring organizations: Nick Dunford our Director of Finance is going to talk to you all pertaining to payments so I'll turn it over to him.

Payments – Financial Services Director: (N. Dunford)

- As indicated, my name is **Nicholas Dunford** and I am the **Financial Services Director** for Health and Nutrition. As the individual **responsible for all the federal Child Nutrition Program**

payments, I have asked to speak at this advisory council meeting to discuss the payment process specific to Day Care Home Sponsors.

I ask that you **hold all questions and comments until the end**.

In the interest of ensuring that everyone is on the same page, I would like to start by providing a brief explanation as to **how the payment process works** at ADE.

1) **Each federal program has several payment batches** that must be processed monthly. For example, **Day Care Home Sponsors have four** payment batches that are processed monthly:
    a. One **regular** payment for those that receive **physical checks**
    b. One **regular** payment for those that utilize **direct deposit**.
    c. One **advance** payment for those that receive **physical checks**
    d. One **advance** payment for those that utilize **direct deposit**.

2) The AZ General Accounting Office only allows ADE to **upload ONE payment batch each business day**. So, it takes **four business days** to upload all of Day Care Home Sponsor's batches. Please keep in mind that your program is only **one of 11** that are paid in this method.

3) Once a payment batch is uploaded it is **released** by ADE Accounting the **following business day**.

4) Once a payment batch is released, it will be **paid** by the General Accounting Office **2 business days later** (this 2 day wait period is mandated by the General Accounting Office).

5) So, as you can see the **post-upload processing timeframe of 3 business days** is established and outside HNS's control. However, it is the **order of upload that primarily defines the distinction** between when one program receives payments versus another (for example, whether we upload a batch on the 11th or on the 18th).

6) Finally, the **actual receipt** of payment is **dependent on** whether you are **direct deposit** (which usually results in payments received fairly immediately) or whether you receive a **check** via mail (which is then dependent on FedEx or USPS). We typically provide the blanket statement of expecting 7-10 calendar days for receipt.

Now, while I know everyone is familiar with the federal requirements, I did want to quickly mention that the **CFR** does provide the State Agency with **45 days** from the date of receipt **to process payments**. So for example, this month (March), if everyone had submitted their February claim for reimbursement on March 1 (the earliest date possible), then payments would not be "LATE" until after April 15th.

With those points clarified, I wanted to **address** what occurred in **February**. Historically we have had an **order of upload that put Day Care Homes near the beginning**. This resulted in **payments being received prior to the end of the month**. It seems that the Day Care Home Providers **became used to** receiving their funding at this time of the month. Because of other factors in February, I was **forced to**

shuffle Day Care Home Sponsor uploads **to the end** of the month. This **upset the "normal" cycle** and caused a **lot of confusion** in the community.

> **I think it is important for everyone in this room to know that the "confusion" was expressed by the Providers in an extremely unprofessional, and in many cases hostile, manner that is absolutely unacceptable. When the Superintendent of Public Instruction is forced to hang up on a belligerent Provider, I think we can all agree that a line has been crossed.**

Because this **lack of consistency** had such a **huge impact** on the Day Care Home community, Health and Nutrition has taken **action to improve the consistency** of the payment cycle for Day Care Homes Sponsors. Specifically, Health and Nutrition will **upload** the Day Care Home Sponsor payment batches **immediately prior to uploading the advance batches**. This will have the **following benefits**:

1) Because this is near the end of the cycle, it will provide **increased consistency** in payment receipt as there is typically **less fluctuation at the end of the month**.

2) It will provide the Day Care Home Sponsors with **more time to submit their claims**, thereby reducing the number of revisions necessary.

3) It will allow for Day Care Home **payments and advances to be sent within a couple days** of each other.

4) It will allow for the possibility of **increased advance collections** by ADE, thereby increasing the following month's advance amount to the Sponsors.

While I cannot provide an exact upload date for any program (as there will always be variability such as holidays, corrupted batches, etc.) I can provide the **general timeframe** that can now be expected. All things working correctly and presuming no holidays, we can anticipate Day Care Home Sponsor payment batches to begin getting uploaded within the **third week of each month**.

Also, there was an excellent question that came via email and I provided a short response to that and most of you received that email response, if not – that's part of what I'm going over today but some of the information that I gave in that email will be reiterated and also Melissa additionally responded reminding you that we have reinstated our call line which will hopefully have some benefit in the estimated timeline – it's hard to go back in an update the call line every single day. We are doing everything in our power to meet those dates that we put on our phone line. So, all of this has kind of arisen from what happened in February - - that's the reason I'm here and that's the reason that memo went out because we had some issues in February.

So, historically I had DCHs early in that cycle so I would usually upload your payment right after Centers – so after Centers I would do DCH and then National School Lunch, School Breakfast, Afterschool Snack, Summer Food and at the very end I would do DCH advances.
In February is when I closed out my previous fiscal year. I had to collect money from other programs who owed us a bunch of money and in order for me to collect that money in the timeframe that was consistent with my requirements with USDA I've had to shuffle the normal work and I shuffled DCH to the end because I had to get the money from different federal programs first. That shuffling was

obviously well within the requirements but it seemed to disrupt what everybody considered a normal cycle and I know people get kind of in a – 'expect what's normal' so when we have a change from the normal we have some issues. And to say it in a polite manner there was a lot of confusion – now I do want to touch upon the fact that what I call confusion in my memo was actually providers being extremely unprofessional and in many cases hostile and overall absolutely unacceptable.

We had to have the Superintendent of Public Instruction was forced to hang-up on an individual who was so rude and so belligerent that even he could not stay on the phone - - most of the 4th floor which is all the Executive Team of the Arizona Department of Education heard Mr. Horne yelling because this person was being so rude.

I hope that we can all agree that we're all going to have frustrations and that we may need questions answered sometimes but in no way having 40-50 people calling and berating the State Agency and causing the Superintendent of Public Instruction to have to hang-up on them. This is not in any way appropriate. So, I wanted to put that out there because that is something that we need to make sure does not happen again. I have – I don't even know how many hate voicemails I have with people using inappropriate language - - so it was a trying February to say the least. We ended up not having to not take phone calls because they were so hostile and I do not feel that my employees should be subjected to that. In addition because that's what we did for so long and as many of you know we had to push back payments because there wasn't enough time dealing with all these phone calls and dealing with all these issues and many of your advances were delayed. I hope that doesn't happen again.

So, with that piece out of the way we did want to address the base issue of consistency so again the State Agency was not out of compliance - - we did modify our consistency which seemed to have a pretty large impact but we have decided we would like to do something to hopefully increase the variation in when you receive payment. As I indicated in my memo we have moved the DCH sponsor payment to the end of the month right before we do advances.

This has the following benefits:

1) It will increase consistency because I cannot push anything back later than the end of the month. So, for example if I had another emergency where I had to collect somebody early, like School Lunch again - - it's not going to affect these payments because I have to send out Advances prior to the first of next month, right? And if I can't miss that deadline then I'm always going to have to send your regular payment right before that which means it will almost always be right near the 3rd – 4th week of the month depending on holidays and stuff like that. In my email I gave you a way to kind of calculate that based on when the end of the month was and the fact that you have 3-days that you know it's going to take so I have to calculate that three days and it has to be to you by April 1st and I would have had to send it 3-business days prior to that so that I could have met my requirement and then I would work backwards from there to see when I would send regular payments. So you can see that is a benefit - - no matter what happens we are not going to greatly change the day the payment comes to you like we did in February.
2) This also has the benefit of providing you more opportunity - - More Time to submit later claims - - While we tell you that we want it between the 1st and the 10th - - Ultimately, if you submit a claim prior to me processing that claim it will be processed in that claim month. Many of you are probably aware that if you submit something on the 11th and if I process payment on the 13th you got paid for that claim. Now it's the same issue – while we always encourage and

remind you that your due dates are between the 1st and the 10th if I don't process payments until the 19th you practically have until the 18th to actually submit that claim. This for me is also a benefit because you guys do a lot of revisions and revisions can cause extra work so hopefully by increasing the timeframe that you have to submit the original claim you may have fewer revisions because you will have had more time to collect your provider data and won't have to make a subsequent revision to capture all of that provider information.

3) We believe that having your payments in advance and is pretty much being sent together is a benefit of at least give us consistency in those funds being sent together and you won't have a long delay between one payment and another.
4) And then finally, it will allow me to increase advance collection if we get a little bit higher initial amounts in those original payments – again presuming that you won't have to do as many revisions and will allow a little bit more time to collect provider information which will increase the value of your claim which would increase the amount of advance that we offset and that benefits you because if we fully collect then you get your full amount of Advance next month where if we only collect 70% well then you only get 70%.

And again, we can't provide absolute timeframes for any claims because there are things like holidays, non-working days, short months - - all of those things impact each individual day that we are uploading claims to the General Accounting Office. And as I indicated in that email you can kind of work backwards and in general we will start processing DCH during that 3rd week of the month and that will be pretty consistent.

So that was my quick overview and now how much time? I know we have a full agenda - - so do we have around 5-10 minutes for questions?

K. Barnes – Please take as much time as needed.

(Nick Dunford, Financial Services Director)

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Beverly O'Neill: I don't recall that, I'll have to go back and look.

Nick Dunford: It was send by Barb.

Phyllis Montgomery: That email didn't come to us because we had just as many calls as you and we can't control when providers call us. That's not – they have a reason to ask about their money, so we can't control them - - they have your numbers and there is nothing we can do about it.

Nick Dunford: When providers are calling with specific information from CNP web and the information that they are stating reflects knowledge of our internal systems that only you have access to and all of those occurred after my initial memo indicating when payments would process in February. It does reflect that it wasn't just providers having no idea of what's going on because the providers additionally said they spoke to you, many of them and we have these voicemails that these are providers that indicated that they had spoken with you and they had been told that they didn't know when the payment was going to be received and that they should contact us. So we don't have to get into the specifics but I just want to point out that we will and we did try to free up the… - - and you also have to remember that because we have so many payments and because we have that 45-days in our perspective it's not late and that it's just a transition in how ADE uploads the payment but it's not late and so that's something else that you have to consider is that we have to process 30-million dollars in payments monthly. So you know if one goes one day and another goes another day from the standpoint of my one employee who does all of those payments it not really like - - oh, we just threw a wrench in it and we have to notify everybody - - it's not like that, we are slightly modifying which payment is uploaded first. Now we realize that this does impact you and again, we are trying to address that and instead of us going from the beginning and having to notify you and send out letters and deal with this every time we have created a system that will ensure that we won't have this occur.

Sandee Montez: I have a comment and a question. My comment is that I did do Direct Deposit a while ago and it wasn't faster. Some of the sponsors got their checks 1-2 days before mine was even in the bank so I discontinued it. And on my question - - I want to know if the online claims status is going to be updated? I look at that all the time and not the phone thing - - and in the past it has always been that it keeps saying that your check has not been released or whatever it says - - and then I get my check in the mail and two days later it's updated. So is that going to be updated promptly?

Nick Dunford: Our policy and procedure and what I've been monitoring is that our payment dates which is what you are referring to is updated on the day that the information is received from the Accounting Office. So if you have information to the contrary I would be happy to look at it - - I know there have been ad hoc situations where maybe it took the day after because maybe we haven't gotten it until 4:30 or 5 o'clock from Accounting on that day - - and so eventually it doesn't get input until the next morning and it is possible that some of you have received overnight checks that have been sent FedEx overnight and could possibly have it in your mailbox before we put that online.

Sandee Montez: I've received it by mail and still it wasn't updated online.

Nick Dunford: My team knows that we verify and put that date in the day we receive it from Accounting. So if there is information or if you have information that you were truly getting a physical

check thru USPS prior to us putting that date online that would indicate that our Accounting office is providing the information very late. And so if you turn that in to me I can look into it.

Sandee Montez: I did call and asked why.

Nick Dunford: Well – let me clear this up. This is something that we would want to see is consistently happening. Of course there are always times that we are not going to type in ---- that looks exactly perfectly ---- but if it's something that is consistently an issue then we would need to talk with our Accounting Office but we would have to have something to show them that where we need some improvement. For things like that it's best to contact me directly.

Phyllis Montgomery: And you know another thing is - - when you call the hotline that's the line that we give clients to call. The hotline says that the funds were released on the 25th and here it is the 30th . Why not put it in a language that they can understand because when they call on the 25th to us sponsors and we tell them 'no' - - and they say on the system it says that we got paid. Put a date on there that is more concise with the day that they are going to get paid because if not, we are getting phone calls just like you are and what answer can we tell them other than to call that number and that number says it's been released.

Nick Dunford: What they indicated when we gave out that number is we plan out our month in advance because we have to and each day we say which batch we are going to upload. And we do that and again I use with the original day of the month to upload every single batch that I have and based on this estimation we know that if we upload on the 22nd and that GOA will release it on the 25th or 26th, I'm sorry - - and so that's what I put on the phone line - - "We anticipate release of funds on the 26th".

Phyllis Montgomery: It doesn't say that on the… "We anticipate…." It says it's been released and that's what they look at and when they see that they call us just like they call you and we have to answer to that as well.

Nick Dunford: And I don't have the exact language, I don't have it in front of me but I thought that I wrote the language so that it did not indicate that it absolutely will - -

Phyllis Montgomery: That's the way they look at it because when they call us - - that's what they tell us.

Nick Dunford: And so if you feel that it's important to have a little more clarification at the beginning we can try to do that. It would be something to the effect that we know - - "Please be aware these are estimated dates" - - because there is a possibility that usually of 1-day to be off because let's say we upload a batch and there was EIN issues that we have been dealing with and that pushes the batch back a 1-day. We can definitely take a look at that and make sure that the voicemail has a little bit extra clarification information on it so that they know that these are estimations. Also, so that you know that we monitor that and if we do see anymore than the a 1-day difference - - my goal is to go back in and revise that message so that it would be correct because we don't want it to be too far off. This is something that we are still dealing with and because we just reinstated it and these are all so that we can continue to work on and modify it so that it suits the needs of our sponsors. Anybody else?

Cathy Reagan: I have a question - - how would I - - so you're telling me that you will probably do the claims around the 3rd week of the month so as long as I get it to you before the 3rd week of the month that I won't be in trouble? Are you my buddy?

Nick Dunford: Right. So it's something that in the past we've always hesitated to put out in the public because it does get a little confused. And so it is much easier to tell everybody your rules are for the 1st to the 10th of the month - - and that's again what I'm going to encourage you to do because you will be guaranteed payment if you submit your claims between the 1st –10th. Also, everybody here is capable of understanding the actual way that it works so that you can see that I'm uploading something every single day and I'm telling you guys that I won't even start processing yours until the 3rd week of the month. You can definitely be sure that if you are a little bit after the 10th you will still get paid.

Beverly O'Neill: I would be afraid to do that after 28 years.

Nick Dunford: And if you have any questions or if you have a month where you are getting bad data and the other thing too is if you go in between the 1st and the 10th and submit your claim - - then you go back in on the 14th and you don't see that it hasn't been paid right - - well then you know that we haven't processed payment and you can revise it and resubmit it right then. As long as you do that quickly and there wasn't that tiny chance that she's pushing the button right as you're submitting it right - - which is probably highly unlikely, then you resubmit. Obviously, if you go in on the 14th or the 15th and you see it in 'paid' status, well then we have already processed - - but, it does give you that opportunity where you could get 4-5 more provider claims and you could go in and update it. You know that when you do a revision that you may have to wait until the next payment cycle so the fewer revisions you have to do the more benefit to the providers in getting their money in the first month.

Katie O'Neill: The one problem I see with the later payment is the potential in the revised payment from the previous month there is no leeway to make any revisions. And when you process them earlier there was the possibility of making revisions.

Nick Dunford: So you are talking about possibly having three different claims - - because you have your first or the original and typically you have the 1st revision and you think about the possibility of limiting your 2nd revision right? That's a possibility - - What we hope is that the longer timeframe for that 2nd revision and for that 1st revision would give you the opportunity to get more information from your providers.

Katie O'Neill: Sometimes is just for the providers and you know it's like a clerical error and it's at the provider's request.

Katie O'Neill/ Beverly O'Neill: And then I wanted to say that you presented all the benefits very nicely, although, it doesn't seem like a benefit because the provider's are more than 90% at poverty level and are already 2-months in arrears and they have to buy the food, then serve it and then they send their claims and then they have to wait for another month to get paid - - so they are 2-months in arrears. Just so you understand the other the Centers and Schools, they are all institutions and they actually have other money where these providers are far under the poverty level - - and just so you get back actual clarity.

Nick Dunford: I very well aware that the CACFP crew makes sure - - and I'm actually from School Lunch and I have a program that I've been out to most of these places so I'm aware of the populations that we deal and we are always trying to be responsible for all these programs and always trying find that balance. We understand that DCH providers are a vital and sensitive population and we also know that we have - - and you know, that they constitute about 5% of the total reimbursement that we send monthly. And this past month we had fantastic and extremely disruptive things occur and that we will need to stop that to benefit everybody because what happened in February and what started to happen in January because January was a little bit later impacted everyone and had maximum impact on all the federal programs - - so this was my kind of 'happy medium'- - being we created consistency so that we hopefully, maybe not have their money as early as they would absolutely like but at least the funds won't be coming in greatly different timeframes so that they expect something that doesn't occur and they can make specific expectations that can be met consistently that's typically easier then fluctuating times and then that will hopefully ensure that I also meet my requirements with the other federal programs. So I will take all this into consideration but I also have the responsibility to balance all the programs. Is there anything else?

Beverly O'Neill: I have remarks. It seems to be a theme year after year (?) - - you are doing our advances and you know, like right now: You owe me $2000 so I'm not in arrears and I'm not 2-months in arrears, I'm not a month in arrears - - you owe me money. As we're doing these advances – Are you still going to cut our advance in half in August and September? Because the way you're doing this and the way you're doing this now - - there is 'no way' we have 2-months advance at any given time. We're lucky if we have 1-month. So this would eliminate - - us having to pay $150-$250 a year to keep an established credit line and it would help on interest for our program so talk to me about saving money - - so I'm just asking? I mean, I know what the Rules are and I know what the Regs are.

Nick Dunford: You know I'll be short with this just because I think this isn't quite the topic I was planning on speaking today and we don't want to take up anymore time - - I don't have any plans to change our current Policy and Procedure. If you would like we can request time and if it's something that the group feels that should be considered then I think that it's something that you can provide in writing and I can address that in a separate form. Is there anything else? If not, I'm going to slip away.

Kenny Barnes: Thank you Nick. Next on the agenda is Phyllis and she wants to discuss approved fire inspectors - - so now I will turn it over to her.

Listing of Approved Fire Inspectors: (P. Montgomery)

- I've gotten quite a few call from sponsors asking about different type of firemen and who was approved or whatever and we want to know if the State can provide us with a list of the ones that they have that are approved? (Phyllis Montgomery)
- I'll check with Melissa - - I think that the answer to that is 'no' and the reason is because that there might be the interpretation that by giving out a list of fire inspectors there could be interpretation that we are endorsing one fire inspector over another. So again, I'll check and see but at the top of my head right now, I will say 'no'. (Kenny Barnes)
- Now these records - - now are you saying that these records are going to be kept private and we can't come in and look at this as public records? Are we allowed to come into the Department of Education and take notes of who these people are and make our own determination? (Phyllis Montgomery)

- You might be able to come in and take a look and see but as far as ADE actually giving that information out - - I don't believe so. (Kenny Barnes)
- But it is program policy that we can come in and take a look. (Phyllis Montgomery)
- Yes that's what I said - - you might be able to come and take a look and see - - again, before I stick my foot in my mouth let me go ahead and check with Melissa on that. (Kenny Barnes)
- I thought we got an email from Barb saying that that was acceptable if we wanted to come in and look at it. (Cathleen Moore)
- Okay, then there's your answer right there. So in the event that any of you would like to come in and find out who the fire inspector is for different counties you can actually come into the office and make an appointment with your specialist and you can actually sit down and find out who is approved for individual counties. (Kenny Barnes)

Provider Transfers – Letters of Conveyance: (K. Barnes)

- Okay, next item on the agenda is Provider Transfers - - Policy states that when the provider wants to transfer from one sponsoring organization to the next then the outgoing sponsor must do what is called a "Letter of Conveyance" to the new sponsor. And all that the Letter of Conveyance simply is - - is just letting the new sponsor know that the Provider is not seriously deficiency' and there is no money owed and is in 'good standing' and is okay for that Provider to transfer or if the Provider is not okay to transfer the reason behind it. I say this and let's not get into a habit of waiting - - I've gotten a couple of calls where new sponsors have asked 2-3 weeks prior and they still haven't gotten any information and with a Letter of Conveyance you are talking about two or three lines / sentences if that – okay. We are all busy we are all professionals I understand that but part of the duties in situations like this it's wise to follow policy and it should take all of 5-10 minutes. If the provider is in 'good standing' let the new sponsor know - - this provider is okay, blah, blah, blah. If for whatever reason the provider is not again just officially note there is money owed whatever like that again, make that new sponsor aware of that. Let's not hold up the transfer needlessly. (Kenny Barnes)
- I just - - I don't have any problems with letting any of my providers go to whoever they want to - - but I have a problem with those words, conveyance - - it goes back to chattel - - it goes back to property. Our providers are not our property and we should not be conveying anything but property and not people. I think a Letter of Release - - anything but conveyance, it sounds like they are property and we are conveying them to you. That's just smacks of you know - - something that we should not be bringing up. I think of a Letter of Conveyance a Letter of Release. And this just happens to be me - - feeling about a letter of conveyance. (Beverly O'Neill)
- Okay, we could always discuss a word change but until then let's not let terminology dictate whether or not you follow policy - - I guess that's my point right there. And, I will take into consideration what you said but until something has been changed as far as the wording, release instead of conveyance or something along those lines let's follow policy as the State Agency currently states right now. Anybody else have any questions? (Kenny Barnes)
- So can we still continue to request a registered letter from the provider requesting that they would like to transfer - - and then we do the Letter of Conveyance? (Phyllis Montgomery)
- Right, once you are notified by the provider that they would like to transfer then that's when you would go ahead and let the new sponsor know whether or not the provider is in good standing or not. So again, let's not let something such as the terminology dictate whether or not we actually follow policy - - Yes. (Kenny Barnes)
- And then when they transfer if one of Phyllis's people transfers to me then do I still have to submit it to ADE for approval. (Cathy Reagan)

- Yes. (Kenny Barnes)
- Okay, then just like a new person. (Cathy Reagan)
- Anybody have any questions and or comments? (Kenny Barnes)
- I think we can change to 'Release of Contract' - - that's a good term. (Cathleen Moore)

Health Inspection - Findings:

- Okay, next item on the agenda - - now, we have gotten some less than desirable health inspections come in with some of these provider applications. Now granted, the inspector may say the home inspection is 'satisfactory' but when we see something such as - - pool has green water and dead bugs floating in it or home is infested with ants and other dead bugs and the cat has things like that. I would think that you would all make sure that's a situation that's taken care of before you even let this person into your organization. In saying that - - look at the health inspections, just don't go by the fact that it says that the home is 'satisfactory'.

  If the inspector puts some kind of comments on there they put them on there for a reason - - now, why if I see a pool has green water and dead bugs floating in it - - why would I deem that home satisfactory? I don't know but that's just me. If I saw that no way in the world would they get on the program - - but for whatever reason they go ahead and categorize these homes as 'satisfactory' and what I'm asking you guys as sponsors is to look at these health inspections alright. Look at the comments in there and when you see things like that - - that should be a red flag that you need to go ahead and make sure the provider has gotten these situations taken care of before you actually allow them onto the program. I bring this up because this isn't a 1 or 2-time situation - - we are seeing a lot more of these, a lot more than what I would like to see. There is no reason why I should look at something that says – Pool is green and has mosquito larvae and dead mosquitoes floating on the surface. The home was deemed as 'satisfactory' - - this is just one out of several that I've seen when I was reviewing applications while Melissa was out. It was a 4 to 5-day period where I had the specialist send those back so I guess what I'm saying is - - Look at the Health Inspection Forms and look at the comments. If it's something like a fire extinguisher isn't hung and a lot of times they say it's taken care of at the time of the inspection - - things like that. Here's another one - - "Observed many dead ants in cabinets and kitchen area" and this home was deemed as 'satisfactory'. If I'm a sponsor and I see that - - the County may have deemed it as satisfactory but in good conscious I don't want you on my program until you get that taken care of okay. (Kenny Barnes)
- Kenny, I agree with you. I don't think that stuff is not good either - - but what kind of liability are we under if the provider has a 'satisfactory' Maricopa County health inspection and we are denying them. I mean they say on there and it's ridiculous, it says on there: "If Satisfactory – Your home has met the qualifications that Maricopa County has to pass the inspection". Then if we tell them "Oh no you haven't" - - I'm just asking can they come after me and go: Why are you telling me I can't and you are discriminating because the parents will leave this child in this house because that's the way there house was and they don't have any problem with it - - I'm serious, how can I say to them that the Department of Education says you are not clean enough. (Cathy Reagan)
- And you know what - - that is what you can say. (Kenny Barnes)
- So you are now the local authority? (Katie O'Neill)
- Well we are not the local authority but - - I'll put it like this and I'll say this to everybody here: If you want to send a Health Inspection like that in you are more than welcome but it's coming right back to you. And then you can say that ADE returned the application because your pool water is

- Well I agree with that and it's the little things that should be taken care of. (Cathy Reagan)
- And that makes the whole difference and "No" – no one would do that but a 911 sticker on the phone why does that have to come back? Can we verify that at the 28-day visit which we normally do. If it's a big pool issue, if it's a roach issue, if it's an ant issue or general cleaning where the inspector says that the carpet needs cleaning we wouldn't even send it in to you until we have that done. But there has to be a line between whether it's a real health or safety issue or whether and you know…. (Beverly O'Neill)
- And in saying that there are some things that can probably be taken care of at the time or there might be some things that can be taken care of or purchased for approval - - show us a receipt that you bought that. Now show us the receipt that you bought it okay and you go back out there or we go out for that matter and we see that it's still - - and now it's an issue with the provider. Depending upon if you were able to get out there within that 28-day or whatever like that. (Kenny Barnes)
- Kenny when you approve a new provider we are out there within a couple of weeks and there is no question about it. Maricopa county and now Mesa fire - - we have agreements with them that we can do the follow-up with the 28-days and they have no problem with that unless they absolutely fail something for major reasons. I'm not quite getting how we have to react everyday to things that should be taken care of in the normal course of business. (Beverly O'Neill)
- Again it depends on what the violation is? (Kenny Barnes)
- Yes, I would agree that 'it depends'. (Beverly O'Neill)
- Like I said there is going to be some things that where you might have to purchase a piece of equipment or something like that and they send you in a receipt saying that they went out and bought a fire extinguisher or whatever like that okay. Again, depending on what the violation is if honestly, there are going to be times when you are going to need to go back out. I don't have a list of the violations but I would think that everybody in this room should have a good idea as to what you would want to go back to make sure that that violation was corrected before you actually put them on the program. (Kenny Barnes)
- I agree with you and why can't we have a list of the violations? So we all know how to respond to a situation - - when it's a rodent infestation is a visual inspection by us adequate or do you want an exterminator receipt. (Angela Hilton)
- Me personally, I would expect an exterminator receipt - - Like this report right here a visual inspection is not going to do it. (Kenny Barnes)
- Right, but you are different than anyone else's specialist - - we don't know that what bothers you may not bother Elsa or another specialist - - but we all have a common goal but this is why we need to know - - what do we need to submit to you to be efficient with our time and your time and get the provider approved and moving forward and without a checklist we don't know. Like the 911 that does not warrant a visit from the sponsor to check for 911 stickers on their phone because on the 28-day visit it's on our review forms and will be checked at this time. My big thing is that fire inspectors won't give 911 stickers and I think it's their job when they do an inspection to make sure there is a 911 sticker on the phone. They are not the only ones that have budget cuts and so if you are asking to make a priority of absolute things we have to deal with and best practices and everyone's different - - everyone is very subjective. (Angela Hilton)
- Right and the reason is why I say I don't have a list of violations because it could be anything to be honest with you - - I would have never expected to see something that says "pool water is green" or "dead ants" and other "bugs in the cabinets" for the life of me. So that to address what you are

saying the violations could be anything from 10 to 2,000 and so that's why I say I don't have a list and when it comes to deciding is this something that I need to physically go back out and check before I put them on the program or something they can send in that they had to purchase and show a receipt that they bought this for. I would say honestly - - I want to say that you use your best judgment but I don't want to put you in a position where you say I used my best judgment and yet you still send me back out there okay, alright. (Kenny Barnes)

- We actually have in our management plan, we have a list of priorities and it has to be priorities – we have a limited budget and we are getting less money than we did last year and now we have all this micromanagement going on. We have a priority list that was approved in our management plan and if this happens it has to be dealt with immediately - - if this happens we have documentation at the next regular visit - - if this happens we can determine serious deficiency. I mean it's very clear and we can make a list and then it's black and white for everybody. And I think and you know I don't know - - I think that it was (name?) who said - - you know until this happens then… it seems like everything is totally out of control and we felt that we were a well oiled machine and we took care of these things in a way that we can afford to. Every time we do a visit it costs $50 and I mean are we going to do a $50 visit for a 911 sticker - - we give them 911 stickers at the sign-up visit and then they get a new phone and then it's gone. I think that we give 911 stickers practically every visit because they get a new phone or a new way of doing things - - but that should not require a visit, so I think together we can come up with a list of priorities. I think we should do this as a group. (Katie O'Neill)
- And that fine, I don't have a problem with that if everybody wants to bring their own list of priorities and send them in and I'll come up with what I've seen and I'm pretty sure you guys back there (ADE group) they can jot down some things they have seen on applications. (Kenny Barnes)
- Do you understand that we have to triage because we have limited funds and our priority is that the children are safe and I think that's the single one of our priorities but I think that you know sending everybody willy-nilly is - - I mean it feels like everything is out of control. (Katie O'Neill)
- Well, things aren't out of control you mentioned earlier micromanage. It may seem like that and you can honestly use any term you want to but we all do things like that and look at applications closer and tighter now because the Feds are looking at us tighter now - - and it's like anything else it rolls downhill. So like the Feds are on us and looking at us and scrutinizing us more with things that we do and documentation that we have that tells us that we have to do the same thing with you guys. So you know, it's not micromanage - - it's just ADE following our directive that we get from the Feds and so it may seem like we are being more picky and more ticky-tacky whatever like that. (Kenny Barnes)
- It feels like you're assuming we aren't taking care of these things and we are - - and we are in the way that we do it. We prioritize and we triage. (Katie O'Neill)
- Nobody and I'll speak for these guys - - nobody is making that assumption all right, but in the course of doing what we have to do there are going to be times when we say: You know what, before we can approve this I need to go back out and look at this. That's not an assumption that you aren't doing your job - - what that is, is making sure that I'm doing what I'm supposed to do for I'm being told from above. So I don't want anybody here to get the impression that anybody that thinks or that anybody assumes that you aren't doing your job because that couldn't be further from the truth – okay. And I'll be perfectly honest with you and each and everybody here in this room and as far as our review and what we look at and how we look at it - - it's going to get tighter and this is what we have been told from our recent Federal ME. We had to go ahead and bust out the bigger magnifying glass now as well. (Kenny Barnes)
- How do we do a query where we can look at your ME. (Katie O'Neill)

- I have no idea - - I can check. I don't know if that's possible. (Kenny Barnes)
- Can you check on that and on how to do a query? (Katie O'Neill)
- You know what, a lot of times I get the reports and I look at them like this - - I take it very personally and I look at it and say - - you know what? Would I want my kid to go there? And if I get a Health Inspection Report like that, I would not want my grandchild , my niece and nephews to go there and that's what I keep in mind and then I feel like this: If they can come to their house and see that then they can definitely have somebody do an extermination or whatever if they want to be on this program because our Agency is at risk as well and I don't want and we don't want the State Agency lady to go out there and see roaches climbing there and while she not looking having us swat down roaches - - well, we don't have to do that. I wouldn't want my kid there and I use common sense about it and little things like 911 stickers then I agree. I get a lot of reports all the time that says - - they don't have the backflow valve. I don't know if anybody else gets that – a lot of people don't like to keep them on their hose because it slows the flow so that is something that I'm not going to get a receipt but I will go out there and say - - you don't know when I'm coming and you better have that backflow valve sitting there like it's working okay, and tighten it up and do whatever. I can see something like that but roaches or stuff like that we've got to use common sense because I'm terrified of them and don't want them sitting next to me period and I'm going to do whatever it takes to make that report don't come back that way. (Phyllis Montgomery)
- And you know what - - what you say is probably the best way to put it. As a parent would you want your child going there, I know I'm a parent and even though my son is a grown man now but I was telling a lady yesterday when trying to interview prospective babysitters and daycare providers and things like that we went thru a minimum of ten. Once you settle on the right one then you end up moving them again after that - - you want your child in the best situation that you can put them in. Like I said there are going to be situations like that where you won't have to go back out to visit that provider again - - but you have to make sure that's it's a situation that if you don't go out there it's not anything that could be a potential health or safety hazard to the children in care. (K. Barnes)
- For the most part you guys are available for our emails or phone calls so if there was something that came up on a health and fire inspection that was questionable normally you get back to us within a day or we can call the specialist of the day and so wouldn't that be the better answer than making a list because I mean, we had one in the past that had a dead chicken in the backyard and covered with a crate - - and so I mean, you can run into things that you would never expect. I don't think that there is a list that could actually encompass every single failure for a home provider. (Darci Curtis)
- That's a good idea. (Kenny Barnes)
- We can call the specialist of the day or call our specialist and ask questions or send an email. (Darci Curtis)
- We will always be accessible to you via phone call or email so if you would rather do that that's fine. And like I said, as far as a list of violations well that list could be pages - - it could be from the littlest things to hinges from the door coming off - - so it could be anything. If you want a quicker response then call or email and if your specialist isn't in then we have a 'specialist of the day' that is always on duty that can answer any questions that you might have. So does anyone have any questions or comments pertaining to health inspections? You guys/ADE have anything that you want to add? And sense I'm pointing back that way - - we have two new staff that I want to introduce you to: Zhen Zhen Li and Melissa Munoz – they started with us a little more than a week ago and we are kind of running them thru the tutorial phase and getting them up to snuff on what needs to be done and so when you see new faces out with us at an Admin Review or

something like that you know who they are. And it goes without saying that we are happy to have them. (Kenny Barnes)

Health and Fire Inspection Forms:

- Now, Health and Fire Inspection Forms - - We would like to have some sort of contact information for the person conducting that fire and health inspection cell phone number, email address. Reason being is that recently we had an individual inspector state that he was endorsed by the Arizona Department of Education and he was putting that information on his advertisements and forms and things like that - - when we got wind of that we had no way of finding out how to get back to him to have him remove that verbiage and everything. We had to go thru a couple of channels to get in address and phone number and things like that to let him know. Plus just the fact that these guys are coming into these provider's homes you would like to have some sort of contact information for them and if nothing else just from a safety standpoint just know who is coming into your home and how to get a hold of them and things like that. So a lot of the inspector forms do have that information but we have run across a few where the inspectors name was scribbled worse than mine and my handwriting is atrocious so when it is scribbled worse than mine you can't really see who this person is or if you need to get a hold of them how to get a hold of them. Again whether its via email, cell phone or whatever like that - - so just kind of a heads up if you see a forms like that or if you have inspectors that have forms like that with no contact information on it - - just let them know to put a readable name and either email address or cell phone number so that you have a way of getting a hold of them that would be great. (K. Barnes)
- Kenny, as far as the name on those lists can we provide to our specialists - - saying that Andrew Brooks performed a health inspection in Navajo County and give this information 1-time as opposed to each time. (Beverly O'Neill)
- As long as you are saying that there is only one person doing it for that area and if you send your information to your specialist that should be fine. (Kenny Barnes)
- We are asking for cards from the little tiny fireplaces and we have those on order. (Beverly

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Advisory Council Chair requested Public Participation Request forms.

Public Participation:

- Sandee Montez from Nutrition for Children, Inc. – Request to Address Advisory Council on the following:
  - What happened to paper reduction?
  - How long will the process take for Providers that are renewing - - Will they be approved based on when their Fire and Health Inspection dates are completed or when ADE dates it?

- Katie O'Neill from BJ Enterprises – Request to Address Advisory Council on the following:
  - Health inspections and approval dates?
  - Breakfast times. Kids need more time for breakfast - - Can meal times be expanded more than an Hour and a Half?
- Angela Hilton from Nutrition and Health Education Resources – Request to Address Advisory Council on the following:

- ADE file update project – Information reviewed and action is required on information that was submitted to the Sponsor back in October-2009. Requirements have changed with no written documentation by ADE - - i.e. hours of care and number of meals served. Providers list times for meals that they claim - - not what they serve on a regular basis.
- CACFP Grants – We discussed this at the last meeting – 0 minutes, we have not received them. We are asking that ADE apply for this Federal Grant so that sponsors are eligible for sub-grants.

Please note that these additional comments were given by membership in participation and support of Individual Speakers.

Angela Hilton from Nutrition and Health Education Resources

- Okay, well since Angela's is sitting here on top let's just start with Angela's - - Kenny reading comments and questions on 'request to address advisory council' and commenting on item 2. (Kenny Barnes)
- I'm talking about the file review that is taking place right now the A thru F that we are submitting right now for the providers that we have currently on the program. (Angela Hilton)
- Okay, I'm listening - - why don't you just go ahead and clarify that. (Kenny Barnes)
- The process of sending in the documentation for our current providers which we are doing right now and my question is. First thing – What is the purpose of that is my first question? And my second question – When you are reviewing the information you are looking at policy that has been implemented now (2010) but we submitted those applications and those forms back in October-09. (Angela Hilton)
- But specifically what are you talking about Angela? (Kenny Barnes)
- Meal times on the application - - how many meals you actually serve in a day? (Angela Hilton)
- What – like shift care or? (Kenny Barnes)
- No, it's some of the meals times at 6am to 6pm and maybe those that claim lunch, 2pm snack and dinner. It's coming back to the sponsors saying that they need to have a Breakfast and AM Snack or change their hours of care on the application. I don't know where that is in writing and where ADE says they have to serve every meal and snack during their typical hours of care. It previously read on the application the meals that they claim - - because that's the meal that we visit. So my concern is that when all these files are being reviewed if we are looking at these differently in March-2010 and these forms were filled out in Oct-Nov 2009 we now have a lot of extra work that needs to be done. (Angela Hilton)
- Well that particular example you are talking about - - honestly, I wasn't aware of that and so I will have to go ahead and talk to Melissa about that. (Kenny Barnes)
- Okay, that's my request – can we update or can you update your policies of your meal times and how you want the providers to fill out the application – we know the meal duration and I know that you can't have supper at 6pm if you close at 6pm but it has never been in writing anywhere. So this would be helpful for next year when we are filling out the new applications but for this time – this project or whatever you are calling it – what do you want from me now to send in? (Angela Hilton)
- Okay, let me address what you asked and I think you asked for that earlier - - you said: Why are we doing this? This is part of regulation that we have to get these applications every year and unfortunately, it was something that we weren't doing but it is Federal Regulation that we have to have Provider application every year to review. (Kenny Barnes)
- Where is it in the regs? (Katie O'Neill)

- I don't have it but I can get the site for you. (Kenny Barnes)
- No other states are doing this. (Katie O'Neill)
- Well I can't comment on other states okay - - I just know what we are doing here okay, and it is Federal Regulation, I'll get the site for you and I'll email it out instead of waiting for the minutes to come out. I'll email that site out to everybody today so that you can go ahead and review it yourselves - - but that's the reason why we are actually – we are looking – we are getting these provider applications here right now. (Kenny Barnes)
- Are you reviewing them for accuracy or as part of your policy or are you just collecting information and we are starting from this point on? (Angela Hilton)
- Well, we are reviewing them to make sure that – like new applications that they are correct and this and that and the other. Any kind of errors and anything like that we'll let you know about it but to review we are looking for the same things with these applications that we would look for with a new applications. (Kenny Barnes)
- And you see my point? That they were done back in October and now basically what we are having to do is 'redo' everything - - so I'm completely confused. (Angela Hilton)
- Do you have State money for us to have this done? (Katie O'Neill)
- I don't have State money other than my own salary – so we don't want to go there alright. (Kenny Barnes)
- This 'project' is called 'renewal'- - this is DCH Renewal Applications - - so that is the project name. USDA is now mandating that Arizona have yearly DCH Renewals. (Teresa McCormack)
- Well, like I said the Regs have not changed and like I say it's that is still Federal Regulation and unfortunately, we were not adhering to it as a State Agency - - so now instead of saying send us every provider application that we had and that's why we are breaking it out into sections A-F. (Kenny Barnes)

Date	Active Providers whose last names begin with:
March 15-19	A-F
April 19-23	G-L
May 17-21	M-R
June 14-18	S-T
July 19-23	U-Z

- So it's not just the applications it's all of the documentation - - so with future applications you mean they will be considered as a new provider or do you just need the provider application which is that 1-piece of paper? (Angela Hilton)
- What are we receiving? The Application, Pre-approval, Fingerprint Card, Fire Inspection and a copy of the License - - so it's all their paperwork. (Barb Simington)
- Okay, does that answer your question - - yes, I see where you are coming from. What I would suggest is anything that we may be enforcing now or we changed versus the way it was at the beginning of the fiscal year - - we can just kind of see how much of a change it would be to either let it go now then when you do your renewals just make sure that it's changed then. Again, I'm not saying that's the way it's going to be but maybe it's something that we can say - - alright this is what this was with this application this way and now when you do your renewals come fiscal year 2011 make sure that this is corrected and this is corrected like that. (Kenny Barnes)
- More comments – unclear due to too many people speaking at the same time here.
- Well quit making promises you can't keep. (Cathy Reagan)
- I see - - I say I'm not going to put my foot in my mouth see. (Kenny Barnes)
- Well you did - - I wrote it down. (Cathy Reagan)

- And I have it on tape. Okay, so we can check on that. (Kenny Barnes)
- So about the hours - - is this something that every specialist has their own opinion on what meals should be served? (Angela Hilton)
- No – No we don't operate like that and just because I haven't heard about it and I probably haven't heard about it because I haven't seen any applications like that and haven't run into any situation like that alright – ever. And to be honest with you every application that I've ever seen they have meal times down for all day but that's just me. Now I can check on that but I'm not going to say 'yeah, that's the way it is' or whatever like that – if you were told that then I'm going to go out on a limb and say that's the way it is. I'm just saying I haven't heard of it and I haven't had any kind of situations like that but I can check and find out so that I can get what the official stance – what the official policy is and let everybody know from here on out. (Kenny Barnes)
- Do we have the policy in writing? (Angela Hilton)
- Yes, well once I find out what it is. (Kenny Barnes)
- That and the meal period and the typical hours that all changed this year without anything in writing also – you know what I'm talking about right? (Angela Hilton)
- Yup, yes. (Kenny Barnes)
- So what are we going to do for 2011 and for new people? (Angela Hilton)
- I'll check. (Kenny Barnes)
- And the CACFP Grant that we discussed during at the last meeting - - I'm just wondering if you have pursued that - - not you but ADE? (Angela Hilton)
- Actually, Melissa and I were talking about it yesterday and briefly and no decision has been made right now because as you know we've had other priorities other than that - - I can find out what her position is and what we are going to do about that. (Kenny Barnes)
- We can't apply for sub-grants unless ADE applies first - - and we have until the mid or end of April. (Katie O'Neill)
- Okay. (Kenny Barnes)
- So do this quick. (Katie O'Neill)
- I'll check with her and I'll let you guys know by the end of the day. What is the due date – April 15th? (Kenny Barnes)
- OMG – I think we have just two more weeks. (Katie O'Neill)
- That's why the government keeps all the IRS money. (Cathy Reagan)
- Is this online so that we can take a look at it?
- Yes it's been online for awhile – it's been posted for four or five months. It's a USDA grant for $8million (?) dollars. (Cathy Reagan)

Katie O'Neill from BJ Enterprises

- Okay, anything else – okay? Katie on Approval Date - - hit it. (Kenny Barnes)
- Kenny – Can we and we talked about this last time but is there any possibility that the provider could get approved by the date that everything is in instead of waiting for you guys to review? (Katie O'Neill)
- Are you saying – the date that you send everything in and make that the approval date the day that you send it in? What if we had to send it back for a fingerprint card or something like that an it takes additional 3-5 days to get that information. (Kenny Barnes)
- I'm saying when it's a completed application – everything is sent and on a completed application can that be the approval date instead of 2-3 or 4-days? (Katie O'Neill)
- Instead of 2-3 or 4-days? (Kenny Barnes)

- Because the provider is serving the meals and have already started and they could already started getting their money. (Katie O'Neill)
- I think that we discussed this and unfortunately the answer would be – 'no' – it would be the date that we actually signoff on that application. So if we receive that information let's say April 1st and we approve the application April 3rd then that would be the official date. (Kenny Barnes)
- All right - - and as we've discussed I also haven't seen any minutes for the last meeting. (Katie O'Neill)
- And that's my fault - - Cathleen reminded me, I thought I had actually sent them out and I didn't so that's my fault and I'll take responsibility for that. (Kenny Barnes)
- But we asked about amending the meal times for breakfast and I think as people who go out in the field breakfast time is the time that needs a larger time span than lunch and supper. Breakfast has to be expanded more than an hour and a half and that's the practical side of serving meals to kids in the home. (Katie O'Neill)
- Okay – I will address that. (Kenny Barnes)
- Did I put one more thing in there that I forgot? (Katie O'Neill)
- Yes, you have – Health Inspections, Breakfast Times and Approval Date. (Kenny Barnes)
- Okay, I would like to help with how we can bundle up on the health and fire inspections in general and I know that some things come up that aren't usual like the chicken in the backyard but there is generally very consistent things that happen. So I would like all of us together to develop a list, not an autocratic list but a list that we all work on together. (Katie O'Neill)
- Okay, that's fine and that can be something that we can do for the next meeting - - what I'll suggest then is everybody come up with your own list and we can discuss at the next meeting and see if it's something that we can put in and we can create a little form or something like that okay. Alright anything else? (Kenny Barnes)

Sandee Montez from Nutrition for Children, Inc.

- My things are kind of stupid - - I think of these things and I know the answers but I feel that I need to bring it up. Like you know for the longest time we keep hearing 'reduction of paperwork' and it's getting worse and worse - - Where is the reduction that's been brought up in the past and we are going to keep hearing reduction and there is additional paperwork instead. (Sandee Montez)
- Okay, I don't know if my answer is going to be the same that you gave to Katie but I'm talking about the renewals after we get done with this process of the A-F and all that and with the providers are renewing their fire and health and all that they have to do. So we've got their approval date from you guys it's not going to be the date that their fire and health that they were approved it could be 5-6 days later when you guys say they are approved – is that correct? (Sandee Montez)
- Correct. (Kenny Barnes)
- Because right now I'm ordering their inspections and they don't renew every year - - it's renewing every 11-months and now we are having to do it so far in advance so they don't expire before the new inspections are done and before you guys give the approval and I mean it keeps dragging. So my question is they can't be starting and stopping and I'm trying to do it so it's smooth and so they keep continuing to claim and there is no break where they can't claim. (Sandee Montez)
- Right. Why does an existing provider have to get approval from you if they are only renewing paperwork? (Darci Curtis)
- Not yet but I'm saying when that process comes up and after we are done with all the A-F and G-L and all that process and whenever that month comes up. (Sandee Montez)

- Sandee, I kind of have an answer to that - - only because I know because I we had to list it when we were doing the fire inspections stuff and the Federal Regs and it states in there that "A provider can continue claiming unless there is a reason to believe that they aren't going to pass fire and health inspections" - - the Federal regs state that you cannot stop their claiming if they have everything done and everything seamless and they haven't caused a problem to stop it from continuing. (Cathy Reagan)
- And to go along with that I thought we discussed this two or three meetings back because a lot of you were concerned that maybe the fire inspection was scheduled and maybe the provider wasn't home or the inspector wasn't able to get out there you know. I think we said that as long as there was something documented or you had a date scheduled that you know it would be taken care of. Now it wouldn't go on for 6-months but I think we said something like 30 – 45 days. (Kenny Barnes)
- So they are not going to be approved but the provider can continue to claim? (Cathy Reagan)
- No matter what your approval date states they can continue because there wasn't a problem. (Sandee Montez)
- Right – yes. I said as long as it is documents where maybe the fire inspection was scheduled and the inspector wasn't able to get out there for whatever reason and maybe his car broke down and wasn't able to get out there on the 27th and the next available date would be the 12th of the next month or something like that. Maybe the provider wasn't home because there was an emergency or something like that - - something definitely has to be documented you know and like I said and we have 30-45 days. (Kenny Barnes)
- So are you guys going to actually send out like you do now and say that the provider is approved and this is the date - - we don't have to do that with the renewals as long as everything is okay and we can ignore your approval date and go by their fire and health was approved on this date and everything was okay. (Cathy Reagan)
- Babb's what's going to be our process on that - - or have we addressed that yet? (Kenny Barnes)
- On renewals - - I haven't discussed that with Melissa yet. (Barb Simington)
- We haven't addressed that yet. (Kenny Barnes)
- Yes because our fire and health inspections don't expire on the same month - - so do we have to have a fire inspection approval and a health inspection approval? So when the provider get a new fire inspection to you guys want all the paperwork and three months later the other inspection expires - - so do we have to send all of that, all of those same forms in. (Sandee Montez)
- No because I thought we send information the 3rd Thursday/Friday (?) of every month.
- More comments – unclear due to too many people speaking at the same time here.
- And you don't want to start that until we are done with this entire process. (Cathy Reagan)
- Well as long as you don't have something expiring? (Sandee Montez)
- Well no in the meantime – right. (Cathy Reagan)
- More comments – unclear due to too many people speaking at the same time here.
- I worry about things way in advance and that's just the way I am. (Sandee Montez)
- That's fine – it's all good. You didn't have anything? (Kenny Barnes)
- Not really but do you have a policy and a procedure for how this is working and can we get a copy of that. (Cathy Reagan)
- Once we get a set process then we will have something and we'll put that out for you. (Kenny Barnes)
- And that will make it easier for us to know what you are looking for and how you are working so that we can get it and everybody is on the same page. (Cathy Reagan)
- Okay anybody else have anything as far as the public participation part of it? (Kenny Barnes)

- Kenny, I'm really concerned about that grant and can you make a list of the sponsors that are interested and so that it might help you make a decision? (Angela Hilton)
- Show of hands. (Kenny Barnes)
- Do you know about it? (Angela Hilton)
- Yes like I said - - are you talking to me or her? (Kenny Barnes)
- Well I can brief you on what it is - - do you want to talk about it? (Angela Hilton)
- No, I think we all talked about it at the last meeting and if you are not sure just kind of … I got you. (Kenny Barnes)
- Everyone should know and pretty much everyone knows what it is - - and I mean it has to be promoting like nutrition education which means things have gone out the window - - you can use the funds for training and you can also use it for technology. And those of us that aren't on 'minute menus' or want to get on 'minute menus' it would help to move forward with that and it's for recruiting. (Katie O'Neill)
- How about you Cathleen – and you Lori are you interested in the grant? Okay. (Kenny Barnes)
- This doesn't have anything to do with anything - - it's just like a public service announcement. I just happened to watch the Jamie Oliver program about feeding kids in schools so if you have an opportunity to watch it and watch what they are feeding everybody in the school lunches and it reiterates the fact that our program is 0-6 year olds that we are pretty much feeding and if we can get across to them that chicken nuggets aren't good and that everything that is processed is not good then we have done a good deed. I was thinking about emailing Jamie Oliver to see if he wants to come to my nutrition training - - and what's he going to say - - I mean what is he going to say "no"! I think that would be kind of fun - - I think the program was done pretty well. (Cathy Reagan)
- When was that on? (Cathleen Moore)
- It was on Friday night and it's a series - - but what's hard is changing the adults and it's also hard changing the kids when they use to drinking strawberry milk, chocolate milk, chicken nuggets, and pizza for breakfast and that's what is going on in the schools - - not what's going on in the daycare homes. So you know we are trying to get them started so if you can get a kid at a younger age then 'good for us' - - but anyway if you have time to watch it – watch it because it is a pretty good show. (Cathy Reagan)
    - Jamie Oliver's Food Revolution on ABC
- To kind of piggy-back on that at the Atlanta conference last week - - a child's eating habits are formed by the age of 3-4 so that's why it's imperative that we start them out eating the right things now because after that it's real hard to change that habit - - that, culture change. So all know what a lot of the kids are getting outside of the daycare home when they go home. (Kenny Barnes)
- So it's important to approve these providers so that we can teach them about nutrition and teach them to feed the kids the right things and not worry so much about the stupid paperwork because… sorry, that's another editorial comment. But you know the whole idea of this program is to teach the kids and help the kids have healthy meals and snacks and not if they can put 6 to 6:15 on their menu but to make sure they are actually feeding them the right foods and that should be the focus. (Cathy Reagan)
- And, you know I agree with that - - but to go along with that there are certain rules and guidelines that need to be followed to get to that point where they are feeding the right things so it all goes together. (Kenny Barnes)
- Yea, yea, yea. (Cathy Reagan)
- Alright – okay. (Kenny Barnes)

Closing Remarks:

- You know, so let's start with our panel up here - - we'll start with Phyllis and see if there are any comments and we'll just go down the line. (Kenny Barnes)
- I'm fine we covered all the issues for once. (Phyllis Montgomery)
- I just want to reiterate that expanding the meal service duration for breakfast would be a really good thing. (Cathleen Moore)
- Deanna – no comments.
- Lori – I just wanted to mention and maybe some of you have heard that due to budget cuts with DPS the processing time is taking longer than they have for Alternately Approved homes due to the renewed fingerprint clearance cards and it's probably a good idea to start to process sooner than we have in the past - - and again it's due to budget cuts. (Lori Mendoza)
- It's not just due to budget cuts this is an anniversary year and it's the volume of fingerprints - - if you look at the providers that you have and are now submitting maybe last year we didn't have any renewals but this year we do and this is an anniversary year too. (Cathleen Moore)
- And the other is just a comment regarding the renewal application project - - I know for me it's the rational of to why this is being asked and what's included in the memo and again for transparency of why this is being done. It would have been helpful for me to kind of know the why so that's my comments on that. (Lori Mendoza)
- Or like with any change - - anything that is being asked of us we all know that there are some Federal regulations out there that do mandate these things. (Lori Mendoza)
- Okay, now next meeting is Tuesday, May 25th at 9:00 o'clock. We already have a conference room reserved so we are all set. (Kenny Barnes)
- I have some Federal Regs here that you might want to reference. (Mandy Quintanar)
    - 226.6 D1
    - 226.19 D
- Is that about the provider approval? (Cathleen Moore)
- That is about the provider approval as well as the meal times that go on the provider applications. This regulation says: "Each daycare home participating in the program shall serve the meal types specified in its approved application" (Mandy Quintanar)
- Correct so if they don't put breakfast they don't serve breakfast. (Cathy Reagan)
- Right but if they put breakfast then they have to serve breakfast. (Mandy Quintanar)
- Well what if they don't have anyone there - - do they have to serve it? (Cathy Reagan)
- I'm just stating the regulation. (Mandy Quintanar)
- Okay, they just don't claim it – if they don't serve. (Cathy Reagan)
- Alright – any other questions - - Any other comments? Thank you all very much and have a very good rest of the week. Oh, and thank you "Happy Easter". (Kenny Barnes)

Meeting concluded at approximately **11:15 a.m.**

Next Advisory Council Meeting:
May 25, 2010 (Tuesday)
Time: 9:00A – 12:00P
ADE Central – Conference Room 100