

**Arizona Department of Education**  
**Health & Nutrition Services**  
**Family Child Care Homes Advisory Council**

Tuesday, May 29, 2007

9:00 a.m. to 12:00 p.m.

Minutes

Kenny Barnes – Family Child Care Homes (FCCH) Advisory Council Committee Chair, called the meeting to order at 9:05 a.m.

Advisory Council Attendees:

Lori Mendoza	Association for Supportive Child Care
Phyllis Montgomery	Child & Adult Community Resources
Cathleen Moore	Food for Children
Kenny Barnes	Arizona Department of Education

Advisory Council Members Not in Attendance:

Deanna Barrowdale	Mid-State Child Care and Nutrition
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Other Attendees:

Dulce Lopez	Child & Family Resources, Inc.
Angela Hilton	Nutrition & Health Education Resources
Katie O’Neill	BJ Enterprises
Cathleen Reagan	Az Association of Family Day Care Providers
Linda Armstead	Child & Adult Community Resources
Stacey Gyenize	Community Nutrition Resources
Mandy Quintanar	Arizona Department of Education

Last call for ‘Public Participation Request to Address’ Council forms

***Welcome and Introductions:***

- Greetings and welcome to Advisory Council and other participating sponsoring organizations made by Kenny Barnes.
- Discussion of email sent by Cathleen Moore in reference to: Incorrect transcription of last meeting’s minutes and the referencing of Advisory Council and attendees as “Ladies”. Some felt that it is not a professional way of greeting the membership.
  - Kenny Barnes, Committee Chair apologized if he offended anyone and mentioned that in the two years we have been holding meetings he has always addressed the Council as ladies. He did not feel it was necessary to address everyone by name. Any comments from the Advisory Council?
    - We are ladies – no problem. It is hard to address each one by name. (P. Montgomery)
    - This is not a personal thing, this is how it was explained to me – three people felt put down being addressed as “ladies”. Should I mention names? (C. Moore)
    - I had not given it much thought – no I am not offended. (L. Mendoza)

- Because it was an issue with three people I have no choice but to revise how I address you folks. If a reference to “ladies” comes out, please don’t put me in front of a firing squad. This is not to take away from your positions or role that is why I’ve used “ladies” – It was not intended to put anyone down. It is not that big of a deal to me and quite insignificant; I will address you in some other term. Please give me your comments on other terms by filling out the comment cards. (K. Barnes)

***Fire Inspection Update:***

- An RFP was sent to Procurement approximately three weeks ago if not longer. We have no other information at this time. (K. Barnes)
- Why is State Procurement involved if State is not paying or providing services? (C. Moore)
- I will research this and will let everyone know tomorrow. (K. Barnes)
- ADE Procurement will need to let us know if we have to include this in our budget so that we can do our own negotiating if we have to come up with the money. Providers pay for Health Insurance, Fingerprinting and Fire Inspections. We will loose a lot of providers with the current rates at \$20-\$45 and we have an increase to \$60 plus gas. Budget is already expended out – Make fee negotiable for everybody. (P. Montgomery)
- If the providers don’t buy in (smoke detectors, house fire inspections) they are not good providers. (P. Montgomery)
- I agree. We use Mr. Graham of G&G and have exclusively for more than 1-year to do our fire inspections. Help minimize liability if providers don’t have working smoke detectors. (L. Mendoza)
- Fire Inspections in Maricopa County – Need to know Codes and Ordinances regarding Fenced Pools. Private Inspector – Health Inspector do not want to take responsibility. And providers won’t fail. We are going with DES Requirements since Fire Inspection is inconsistent. (L. Mendoza ?)
- You cannot mandate something that is not mandated by law. They had issue with provider and they couldn’t enforce it. It is not right to Mandate due to: (P. Montgomery)
  - Base on economics
  - Supervision
  - Fence is good
  - As a Sponsor you can add this on
  - Sponsor has jurisdiction of private home
- What organization is Mr. Graham part of? (K. Barnes)
- My experience with Mr. Graham is that he is very quick and the only one that does fire inspections at a reasonable cost. I received a document from an independent retiree (lady) in Arizona City available to do fire inspections, however, the cost was quoted at \$60 + gas and there were many places she would not go to. The cost to providers has gone from \$20-\$30 then \$20-\$45 and now we are looking at \$60+gas. (P. Montgomery)
- We currently have Sara King and Mr. Graham doing fire inspections. (L. Mendoza)
- Ethics Committee is needed to address issues regarding Serious Deficiency of Providers. This has been left to Sponsor when Provider wanted to appeal. State involved only when Provider Terminated for Cause. The Committee should consist of a State Representative and other Sponsors. (L. Mendoza)

***Status of Income Affidavits:***

- Income applications had already been mailed out and received by sponsors. (K. Barnes)

***CACFP Conference:***

- No - the conference date cannot be changed. This is a preset conference date with no compromises. The 3-day extension on claims is a possibility. However, if filing claims late you take the risk of getting paid later and payments will not be as timely. You will need to determine what takes priority. (K. Barnes)
- It is somewhat unfortunate that staff cannot attend if there is no compromise on the conference date and on the extension on claims and that we will need to decide what takes priority. (L. Mendoza)
- It is disappointing to have conference dates during our three busiest days. We cannot do claims before menus. (K. O'Neill)
- Your determination will depend on the priority of agenda items and breakout sessions. You can pick and choose the area of interest. (K. Barnes)

***5-Day Reconciliation Forms:***

- Tracey Nissen created a form that may help you – this tool is not mandatory to use. Please feel free to use this form if you feel that it would be beneficial to use. However, if you have your own process in place and this works for you continue using that. Distribution of 5-day reconciliation form to attendees and discussion. (K. Barnes)
- Each of my specialists has devised their own way of working the 5-day. (L. Mendoza)
- The reason I like the new form is because I don't have to keep going back and forth to other forms to verify information. Everything is all there on the 5-day form. (P. Montgomery)
- Try it out and implement to your monitoring procedures. Please give your comments and questions to Tracey at [Tracey.Nissen@azed.gov](mailto:Tracey.Nissen@azed.gov). (K. Barnes)

***Management Plan:***

- Make the management plan more user friendly. What make it cumbersome and complicated are the attachments to include and the checklist. Have the Management Plan and attachments only rather than having them listed in two different places. Provide Management Plan to us in Word format. (C. Moore)
- We are trying to have available in PDF format. (K. Barnes)
- I don't want to reinvent the wheel. (C. Moore)
- We do our leases and rental agreements every 3-years – Why do we have to attach another copy every year. Same with other contracts that don't change every year?
  - Was told that the Permanent file is not on site (P. Montgomery)
  - Archives – where is archives?
  - Policies and forms sent in with Budget have been 'okayed' – Why is it that when Specialists come out – they change policy and forms when it has been approved with Budget?
  - Specialist wants to change forms and add on – this needs to be reviewed
  - Case workers are trained on what was okay on the Budget – it upsets me that things change when you come out to review. (P. Montgomery)

- Meal times are wrong. In the 15 years I have been in business we have always had meal times from 11:am–1:30pm. Now we have a document asking us to change this to 11:am–1:pm within 30 days. Never before have we been given a meal services times form.
  - We need uniformity.
  - This is confusing to us as sponsors.
  - We want to run our organizations the right way. (P. Montgomery)
- Do you feel that there is inconsistency when ADE comes out to review? (K. Barnes)
- I did not experience that this year. However, my Specialist made policy on site on serving hotdogs once per week – The Creditable Food Guide shows okay to serve twice per week. We were told the tamales had insufficient meat and Specialist made policy at visit – then somehow this stays in mythology for a long time. (C. Moore)
- We try to be consistent and follow policy on review visits, technical assistance and policy in effect. In the past this was an issue and was prior to new staff being here. Current staff pushing for consistency – We have been trying to flip that around. We are making a conscious effort to do the same thing on policy and procedures. (K. Barnes)
- Form documents, Management plan, nothing changed. You have to have the word “Permanent” written on this. If it is a permanent document and we have a deadline of August then why do we get response back October 1<sup>st</sup>? We need to have Budget in place by October 1<sup>st</sup> and we don’t get Budget until later. Specialist must get back to us within 10-days. This is a major peeve of mine – Let us know within 10-days not when Budget goes into effect October 1<sup>st</sup>. Don’t come up with new rules. (P. Montgomery)
- The word “Permanent” on sponsor/provider agreement and the civil right statements on the menus, I will correct and revise. (L. Mendoza)
- We will be making revisions at printing. (C. Moore)
- Teach me these things so that I can teach my case workers, so that we can do this right. (P. Montgomery)
- I will follow up on this – I was not aware of the issue. (K. Barnes)
- Use current supply and next time you print the forms correct. (M. Quintanar)
- Approved – this should be good for current fiscal year. Please correct at next print of menus and meal times. If Specialist missed this at approval then he cannot write you up for his oversight. (K. Barnes)
- We want to be on the same page – when at Audit or Review. (P. Montgomery)

***FCCH Management Handbook:***

- Melissa has approved and it will be uploaded to the web Thursday 5:00 pm, with an Effective date of June 1, 2007. We want to thank all the members of the council and everyone that made comments and gave us feedback. (K. Barnes)
- Reference March minutes that we would send manual to Council for review prior to posting – this was not done. (C. Moore)
- This was a misprint in the minutes, everyone was actually told that the manual would **not** be sent out for review again. (K. Barnes)
- Suggestion for the purpose of accuracy – send the minutes out to the members of Council so that no one is misquoted. (L. Mendoza)

***Renewal Training:***

- What would you like to see included this year that would be beneficial to all? (K. Barnes)
- We want to include items of interest with Renewal Training this year. (M. Quintanar)
- How to calculate increase of employee wages and 5-day reconciliation uniformity. (P. Montgomery)
- Would this be activity based? And Block claiming. (M. Quintanar)
- Train us on anything new and additions to Management Plan. (P. Montgomery)
- Limited to Budget, Management Plan, and Meals. Have a special class for 5-Day Reconciliation. (C. Moore)
- Recommended days Monday, July 9<sup>th</sup> or Thursday, July 19<sup>th</sup>. Most attendees preferred Thursday. (M. Quintanar) **Confirm dates with Mandy**
- Agrees with P. Montgomery and C. Moore. Highlights on new changes. Clarification on 5-Day Reconciliation and recap where we are on Block claiming. (L. Mendoza)
- Problem with document on Block claiming. Instruction letter – Redo to restate what to send in and what is to be maintained in sponsoring organization office. (C. Moore)

***Provider Transfers/ Sponsor's Responsibility:***

- Provider transfer reason whether founded or unfounded – let's not get caught up in battle with other Sponsors over provider and something that is not really necessary. (K. Barnes)  
The vision that I have for Sponsors is to all be able to co-exist, work together and communicate without accusations. Before accusing another Sponsor of something, please make sure you can backup your accusation. You are professionals in what you do – I stand by that. Your actions, the way you communicate with your providers, other sponsors and trying to balance provider meal claims – There is so much more for everybody to focus on other than unfounded accusations. Again, if provider wants to transfer for no justifiable reason.  
Being the professionals that you are – you run excellent organizations – you lookout for your providers. Being the professionals that we are, we need to start acting like it.  
This Advisory Council needs to work together and membership input needs to be constructive. Being unprofessional in what you do causes heartache in all – Before making accusations make sure you have all ducks in a row so that we all have an idea of where we want to go. I apologize for being cryptic – Actions and behavior affect your agency, other organizations and ADE. (K. Barnes)
- New provider Adds/ Deletes and address. I found one provider that was participating in the program with 3 other sponsoring organizations. How does ADE manage the list of providers? Do you use birth date and social security numbers? (P. Montgomery)
- Birth date and name on providers. Can ADE provide a Master List to sponsoring organizations with Provider last name, City and Birth date? (C. Moore)

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**Public Participation:**

- Cathy Reagan from AZ Association of Family Day Care Providers Request to Address Advisory Council on the following:
  - Fire Inspection Update.
  
- Katie O'Neill from BJ Enterprises Request to Address Advisory Council on the following:
  - Conference Dates
  - Management Plan
  - Meal Times
  - Effective Date of Manual
  - Sponsor Transfers
  
- Angela Hilton from Nutrition and Health Education Request to Address Advisory Council on the following:
  - Fire Inspection Update
  - Is this Council replacing the Constructive Task Force
  - Formal Update from ADE to all Sponsors
  - ADE issue timeline in advance or at Renewal Training of sponsor & SA timelines
  - Use of Ethics Committee for any issues pertaining to provider transfers
  
- Linda Armstead from Child and Adult Community Resources Request to Address Advisory Council on the following:
  - How the ladies should be addressed: I am not offended – If it's okay for First Lady Laura Bush then its okay with me – This is the highest title and is a non-issue.
  - Evaluation form for State employees that do Sponsor Reviews. The form was distributed by Linda to membership to complete evaluation form at the end of year.

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

- Comment on Fire Inspection update and M. Conner RFP submitted October 2005. We were told that State cannot hire Fire Inspectors because of the liability issue.
- Ask all Sponsors to please share information on fire inspectors other than Sara King and Mr. Graham. We need a list of 6-people to do Fire Inspection.
- We have been told that we cannot use until State does due diligence on fire inspectors. ADE needs to share this information.
- Sponsors share information on other Fire Inspectors. You won't lose a provider by sharing information with everyone.
- This is incredibly frustrating – We don't have a lot of control – We have taken it to the Attorney General – We have taken it to ADE Procurement. We need clearer communication from ADE on direction of Fire Inspections.
- No Inspection is not a good thing.
- Please we need to be on the same page – We need to work together and communicate.
- The Fire Marshall promised he would do them and he went away – We have had no communication on a timely fashion.
- Fire Inspection also – 1<sup>st</sup> person information from ADE.

CACFP FCCH Meeting - Continued

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- April 2006 requirement of Fire Inspectors – We are looking for people that meet these requirements: (A. Hilton)
  - LCC certificate
  - Liability insurance
  - State approved
- Requirements have changed – We have been working under that premise. The certificate is the only cost.
- We have Management and Budget renewal timelines.
- I agree with comments made by C Moore on Management plan.
- Meal times have always been 11:am – 1:30pm and then changed with 2002 Manual to 11:am – 1:00pm.
- Request change back Meal Times due to “culture” difference of meal times.
- Transfers - Ethics Committee reinstatement and using it as an Appeals Board.
- Sponsor transfers – Be professional enough to talk to them directly.
- There are no accusations that are unfounded.
- Ethics Committee needs to be active – Please place this on the Agenda for next meeting.
- The Ethics Committee was never disbanded – it just went dormant.
- ADE does not want to get involved – We thought it was in effect and some not following it.
- The June 1, effective day of Manual is insufficient time for us to prepare.
- Concerns with DHS Ratio and Over Ratio policy.

***Closing Remarks:***

- Committee Chair – Thanks all for your comments, I greatly appreciate your participation. All comments to be taken into consideration

Meeting concluded at approximately 11:00 a.m.

Next Advisory Council Meeting: Thursday, July 26, 2006, 9-12

Location: 2005 N. Central, 1<sup>st</sup> Floor Conference Room  
Phoenix, Arizona