

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

Monday, March 26, 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 9:10 a.m.

Advisory Council Attendees:

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

Other Attendees:

Dulce Lopez	Child & Family Resources, Inc.
Sandee Montez	Nutrition For Children
Katie O'Neill	BJ Enterprises
Cathleen Reagan	Az Association of Family Day Care Providers
Sheila Yarborough	Child & Adult Community Resources

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.

Review January Advisory Council Meeting Minutes:

- Review and discussion of Minutes and the Revised format for Advisory Council meetings; Bylaws; our Goals; Smoke-Free Arizona - Proposition 201 and making providers aware.
 - Approval of Minutes with the following correction:
 - Proposition 201 “excludes outdoor patios.” (C. Moore)
 - Announcement of CACFP Conference date for April 7, 8, 9-2008 at the Tempe Mission Palms.

Explanation of Public Participation Format:

- Ombudsman Office Investigator asked – “Did we use a public format?”
- The format and all information were taken from the Arizona Revised Statutes for Public Meetings and what Committee Chair was instructed to do. Please review the following statutes at this site: Arizona State Legislature – <http://www.azleg.state.az.us/>
 - 38-431.00 Definitions – Advisory committee
 - 38-431.01 Meetings shall be open to the public
 - 38-431.02 Notice of meetings
- Please let K. Barnes know if you have questions or comments.

CACFP FCCH Meeting - Continued
Monday, March 26, 2007

Meeting Minutes and Agenda:

- We had originally said that we would post meeting minutes and agendas at our Central office location. Instead we posted the information on the “Family Day Care Homes” web page (Handout provided): <http://www.ade.az.gov/health-safety/cnp/cacfp/family/>
- Minutes will be available to view on the web within 7-10 business days.

Family Child Care Home Guidance Manual:

- We currently have the 2002 FDCH Policy Manual online.
- Melissa Conner is currently reviewing the FDCH manual and we should have this posted online within the next 7-10 business days. K. Barnes will send via email for all to review prior to posting on web.
- The updated 2007 FDCH Management Handbook will be posted the first week in April and Effective April 1, 2007.

Update on Fire Inspections:

- M. Conner has written a Request for Proposal and will forward to ADE Procurement for consideration.
- I am not sure what she is doing – can we have some clarification. (C. Moore)
- We need to find a pool of people approved to do home inspections. It has been several months since any inspections were done. At the September Constructive Task Force meeting we discussed attracting and recruiting contractors to do Fire Inspections. (L. Mendoza)
 - Recruit base of inspectors
 - Establish inspectors qualifications

Audit Guide:

- We have not used an Audit Guide in quite awhile – there is no “Audit Guide” per se. (K. Barnes)
- I was able to get the 2006 Audit Guide from the State and will email to you. There is erroneous information on provider. We have annotated our copy so will email K. Barnes the copy received from the State. (C. Moore)

Management Plan – Revision:

- Committee Chair asked Advisory Council members if they would be interested in helping to revise the Management Plan to make it less cumbersome and turn document into a PDF file and to key in information.
- The project will not be as labor intensive as the policy manual.
- Advisory Council agreement (C. Moore, L. Mendoza, D. Barrowdale, P. Montgomery)
- K. Barnes will email blank copy of Management Plan so that Advisory Council can review, give suggestions and recommendations to discuss at next meeting.

Public Participation:

- Katie O’Neill from BJ Enterprises Request to Address Advisory Council on Public Participation and Management Plan Revision.
 - It really feels like church – I appreciate your responses from last committee meeting.
 - This still feels very inconsistent with goals of Advisory Council – for example; I have someone in my group that could have commented on Fire Inspections as no one on Advisory Council new anything on subject.
 - This is very restrictive – Comments should be done during discussion.
 - Please can we complete the Public Participation Cards towards the end of meeting?
 - Make sure to have current USDA Management Improvement Guide when revising Management Plan.
 - Effective date of Management Handbook aka Policy Manual – October 1, 2006 or April 1, 2007?
 - No, cannot be retroactive. (K. O’Neill)
 - How can it be 4/1/2007 if we don’t receive copy until after final review and posted to web 4/10/2007 ? (L. Mendoza, C. Moore)
 - Remember the last draft of Policy Manual required home review from providers – we need to allow time to print forms and time for implementation. (C. Moore)

- Sandee Montez from Nutrition For Children Request to Address Advisory Council on Management Handbook.
 - Policy Manual/ versus Handbook?
 - When will Management Plan Revision be effective?
 - We hope that it will be ready by next renewal 10/01/2007. (K. Barnes)

- Cathy Reagan from AZ Association of Family Day Care Providers Request to Address Advisory Council on Format of Meetings and Fire Inspection Update.
 - Is there any way to make Advisory Council Meetings more ‘user friendly’?
 - Last Fire Inspection done last August – will this affect reviews or audits?
 - We need communication from ADE about Fire Marshall. We have providers out there that need fire inspections – we have gotten nothing back since August – this is an important issue.

Additional Comments from Advisory Council:

- Bylaws: You want to know if Advisory Council had input – “No” (K. Barnes)
 - Reason is that we used Arizona Statues and Federal Guidelines. This is Black & White, we cannot deviate from State Law and no input was asked for.
 - These ladies have been very helpful and supportive.

CACFP FCCH Meeting - Continued
Monday, March 26, 2007

- FCCH Policy Manual: ADE cannot disallow for items you have not been made aware of previously. Example: ADE requirement is to leave form with sponsoring organization. The last time we sent manual for comments (2-3 months ago) we had very few comments and only minor changes. From an agency standpoint we have not added anything new. What do you suggest? (K. Barnes)
 - Currently we are not able to leave form with providers – We need to have forms redone. Please give us implementation time – we want to stay in compliance. (C. Moore)
 - Committee Chair – Yes, we'll give you implementation time to do forms and again, that's minor. We are not here to work you over we are here to help you implement changes. (K. Barnes)
 - Can we do this on a case-by-case basis? (D. Barrowdale)

- Any changes regarding DHS and compensation to provider – Allowing them to claim on those menus if they receive CACFP reimbursement. DHS providers are aware of policy and sponsoring organization enforcing policy to providers. (L. Mendoza)
- Not aware of this implementation time needed due to management issue. (L. Mendoza)
- USDA doesn't affect how you reimburse people on the program. (C. Moore)
- DHS interpretation of compensation for DHS homes. This is DHS policy, not CACFP policy. (K. Barnes)
- DHS allowed claim 10 children (4 own). Providers own children not included in ratio. (P. Montgomery)
- ADE and Sponsoring organization – we need to be on same level. (P. Montgomery)
- I will follow-up on this – I was not aware this was such a hot topic. (K. Barnes)
- Management Plan review: Send copy for us to review – I would like to make changes. (P. Montgomery)
- Send us USDA Guide for reviewing Management Plan. (L. Mendoza)
- Committee Chair – Thank you all for your comments and participation.

Meeting concluded at 10:15 a.m.

Next Advisory Council Meeting: Tuesday – May 29, 2007 – 9:00AM, ADE Central 1st Floor Conference Room