

**Arizona Department of Education**  
**Health & Nutrition Services**  
**Family Child Care Homes Advisory Council**  
Tuesday, October 28, 2008  
9:00 a.m. to 10:00 a.m.  
**OCTOBER 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 & 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:

Jen Manley	Arizona Department of Education
Teresa McCormack	Arizona Department of Education (Minutes)
Sandee Montez	Nutrition for Children, Inc.

***Welcome and Introductions:***

- Committee Chair extended welcome to Advisory Council and other participating sponsoring organizations. Okay, let's go ahead and get started – I did get a call from Deanna this morning and she said she going to be late because she was stuck in traffic trying to get out of globe so she will be here when she gets here, okay. It's been a while since our last meeting so hope everybody is doing well and all that good stuff, like that. Let's just go ahead and get started – first item on the agenda: Cathleen wants to discuss the AA Standards, so I'm going to turn it over to Cathleen.

***AA Standards: (C. Moore)***

- Okay, I have requested some clarification from Melissa and Mary but I haven't heard back yet. The recently updated Child Enrollment Standards – there is something that wasn't in any of the previous versions and this is regarding the Department of Health Services. Well we all know how the DHS use compensation for the homes that they certify but we have never either in DES homes or in AA homes counted CACFP reimbursement as compensation and according to our Manual it's not how DES looks at the homes that they certify. On numerous occasions over the years trying to have some dialog with DHS just on behalf of the DHS homes we've submitted and I'm very surprised to see that this shows up on the final version of the standards.
- Correct me if I'm wrong, but I thought that this was or thought this had been in place for the last couple of years. (K. Barnes)
- For the DHS homes, yes – but it's contrary to what is in our Manual. (C. Moore)
- You say it's contrary to what's in the Manual for AA Homes? (K. Barnes)
- For AA homes and also DES homes. (C. Moore)

- I know you all want – you had emailed me yesterday regarding the standards, was that the same issue that you wanted to discuss. (K. Barnes)
- I also have some questions that Cathy Reagan had wanted to discuss regarding DHS information about compensation for DHS homes. (L. Mendoza)
- You have a different version of the Standards – did you get the updated version that Melissa sent out? The most recent copy of 10/22 (Thursday or Friday). (K. Barnes)
- I didn't realize that was a different version – I got her email but I realize that it was updated. (L. Mendoza)
- What other questions did you have Lori – or other questions that Cathy had? (K. Barnes)
- What happens if the Provider doesn't have CPR the first date or can't get it within the 60-days are they off the program? (L. Mendoza)
- No, I'm just writing them down that's all – What happens if a person can't? (K. Barnes)
- If the Provider can't complete CPR within 60-days? (L. Mendoza)
- Isn't it four months – February? (C. Moore)
- Yea, it's February 2009 – Implementation. (L. Mendoza)
- Honestly, I haven't looked at the revised Standards that Melissa sent out because I've been in and out of the office and I haven't had a chance to look at them. I haven't given that much attention to it since we had that meeting in August. What happens if a person can't get CPR training? (K. Barnes)
- We're on the topic of CPR first aid and if there's certain groups that are approved versus another – there's a lot of groups: Heart Savers, Red Cross – we have a list of them. (L. Mendoza)
- As long as they are instructor certified right – an instructor that is willing to work with our agency and as long as they are booked in the class by then because you can't get a lot of people in the class. We don't want them in groups of 20 or 40 people because they don't learn anything. What we want them to consider that – if they are in a class, as soon as they can get into the class. The guy that we want to use is going to do 5 people at a time in sessions. One group per week and so for those low literacy level classes that we have if it takes them a little longer he can dedicate that time to them and they are going to be certified. (P. Montgomery)
- Okay and I would say if they can't get certified within a designated time frame that we may have said or is on the Standards – then you as a Sponsor, come up with a timeline and a game plan as far as when you plan to have them certified and when you want them certified. So if we say they need to be certified by February – and you haven't gotten your people certified by that time – come up with a timeline saying: We have 60 providers that aren't certified yet but this is the timeline that we've set to ensure that they are certified by March or April – whatever, like that – this is what we have in place to make sure that they are certified. (K. Barnes)
- Oh good cuz that's one of the things we were concerned about. (P. Montgomery)
- What is 'applicable' or 'not applicable'? (L. Mendoza)
- Okay, so in the corner right here where they have the N/A grayed out. Then that just means you have to answer C – in compliance; or N/C – not in compliance and N/A if for instance they don't have a pool, then the answer would be N/A. (K. Barnes)
- Will it be translated? (L. Mendoza)
- Will it be translated – that, I can't answer for you – Now, if you want to go ahead and revise your budget and get that translated then go ahead and do that. (K. Barnes)

- I think there should be some kind of collaborative effort – so not each individual sponsoring organization is investing. We should work together and have it translated once and have everyone benefit. (L. Mendoza)
- Yes, that would be the same thing – like we were just saying about the CPR training, things like that. For those that you haven't got those Standards signed by the end of February then again, come up with a timeline and either shoot us an email and let us know that you haven't gotten x-number of Providers and this is the timeline that we've come up with to ensure that they are Standards are signed by whatever timeline you come up with and just let us know – that's all. (K. Barnes)
- I have a question? – (C. Moore)
- Oh, I have more questions about the Standards. I thought you meant that item. (L. Mendoza)
- Okay go ahead – Cathleen, I'm Sorry. (K. Barnes)
- Question about Item 32 – “The provider prohibits smoking tobacco in the home.” – Doesn't this mean during the hours of childcare when children are there and not 24/7? (C. Moore)
- Well, the smoking bill says – “Smoking in any place of business.” – In my opinion the Provider's home is a place of business. They may not have kids there at the time but it is still a place of business. So, I would say that it is 24/7 cuz, if you go to a restaurant – a restaurant is going to be open from...: but, if I'm the manager and I'm doing a late night stop or something like that, you know – I can't just go in there and just start firing up because it is still a place of business. It's just like with these venues like, U.S. Airways and Jobing.com area. You may not have events going on but again, it's still a place of business. So, to answer your question – I would say 24/7 but I'll check for you just to be sure. (K. Barnes)
- Okay, I would appreciate that and I'm certainly no advocate for cigarette smoking but when the children go home it is a domestic residence. (C. Moore)
- The question was about Item 49 for people with residential below ground pools and about current certification and basic water rescue training: I had a client come into my office the other day who is the process of getting DES certified and so she gave me copies of her first aid and CPR photocopy while I was there and I was calling this to her attention because right now she is still an AA – and she said “no DES doesn't require any water rescue training certification, they only require you to have a fence and a hook and some other paraphernalia.” Currently, this is what I'm hearing from this client and maybe you can look into this. DES is not requiring water rescue certification for DES providers with below ground pools. (C. Moore)
- Okay, I'll check on that because I think they do – I think they do, okay I will check that. (K. Barnes)
- Okay, I would appreciate your giving that some attention. (C. Moore)
- Okay – back to you. Does anyone need a copy of the Standards, at least just to follow with us today? (K. Barnes)
- Yes, I left mine in the car. Thank you. (K. O'Neill)
- This isn't really a question – just a comment. Melissa's instruction needed to keeping dates not answering 'yes' or 'no' so the format for this document does not follow her instructions. Item 6a would be an example of where it allows for dates on the Health and the Fire Inspections but maybe not necessarily with the CPR. (L. Mendoza)
- Okay. There are some questions where you do need to give a date. (K. Barnes)
- Right – then not necessarily with the water rescue training and what date that was taken. (L. Mendoza)

- Is that something we'll need to document – that's just more paperwork maybe they can just show it to us. (P. Montgomery)
- So she is saying that ... (K. Barnes)
- This is my interpretation because I never talk to her directly – she just sent me this email: That there is no place in this Standards form to record the date that CRP and First Aid was taken or it expired on the water rescue. (L. Mendoza)
- Well, let's just take it for face value and what it is right now – and for those areas where it asks for dates. We'll just go ahead and place a date in there and if it doesn't ask for one then I wouldn't worry about it and we'll just go with "Compliant" and "Non-Compliant". (K. Barnes)
- Redundant to have on Standards if we have a Fire Inspection and Health Inspection copy in the Providers file. We track those on computer, it just seems that we should take the time to look up date of fire inspection and the date of health inspection and put it in the Standards form. (C. Moore)
- Now, I speak for myself – when I go out and do an Administrative Review, now I'm not trying to sound sarcastic or anything but I'm not looking at what you have on the computer I'm going to be looking at the Standards right here. (K. Barnes)
- Okay but you'll also be looking at the file which will have copies of the health and fire inspections. (C. Moore)
- But I guess what I'm trying to say is – I can't see where it's going to be that much of a problem to put 2 dates here on the Standards. (K. Barnes)
- Because it's not information that the Program Specialist tracks and the program specialist is going to be doing this form in the home. (C. Moore)
- I'll look at this (Standards) when I come out for a visit though. I guess what my question is: Is it that much of an inconvenience to add these dates right there? (K. Barnes)
- Actually for us it is – the way we are set up it is. (C. Moore)
- Okay, okay – well honestly and again this is going to sound sarcastic so excuse me ahead of time alright. This is what it is – I think that there have been concessions made with these Standards where I think that to ask you to put these dates right here would be a small concession on your part. Again, I'll raise that question to Melissa and to Mary but as of right now this is the way it stands right here. (K. Barnes)
- Okay – anything else? (K. Barnes)
- Is the Compliance Manual going to be revised to coincide with the Standards? (L. Mendoza)
- Yes, the Compliance Manual will be updated to make sure that the manual and standards go together and match. I probably won't get to that for about maybe honestly probably another month but it'll be done before the year is out and it will have an effective date to – but it will get done. (K. Barnes)
- She is asking (C. Reagan) – Will there be more money available to hire someone to track this information since now we will be licensing the Provider. (L. Mendoza)
- Will there be more money available? (K. Barnes)
- I think her point is that it is some extra work and tracking. (L. Mendoza)
- I can't say yea or nay on that and I don't want to put my foot in my mouth. Again, that's another question I'll raise cuz that's out of my realm of authority. So, nothing has been raised to even address that issue but I'll go ahead and bring it up. (K. Barnes)
- Phyllis do you have anything pertaining to Standards? (K. Barnes)
- Anything pertaining to Standards – Is ADE still reviewing the situation about the ratios? (P. Montgomery)

- Is that as far as using DES ratios? (K. Barnes)
- No, the application – Jen sent it over to me. It said that the Feds would be reviewing to check on the ratios. (P. Montgomery)
- I think the only issue was that you guys wanted to use the DES ratio and the email that Melissa sent Thursday and Friday said that you could use the DES ratio. (K. Barnes)
- Okay, that’s what I was going to ask – then it’s been ‘Okayed’ and the email was sent Thursday or Friday. I’ve got to make sure to check on it cuz I didn’t see it on my email. (P. Montgomery)
- Yea, as a matter of fact the Standards that you have now should include the DES ratio. (K. Barnes)
- The last one that was sent out by Simington – okay. So do clarify for me Kenny – I just want to make sure because I have to teach this to my case workers to and I want to be sure. So it says: Of children, no more than 2 children under the age of 1 – that’s the same as it’s always been, right? And the, “One caregiver at anytime” – we know that and “the home providers own children who are in care and up to 13, that use to be 12 but now it’s age 13 right? (P. Montgomery)
- No, as I understand it – it’s thru the age of 12 and up until the day they turn 13. (C. Moore)
- Right. (K. Barnes)
- Okay – just the wording of it sort of was moved different. (P. Montgomery)
- Where is the – “not more than four children for compensation” – Was that question asked before I got here?
- Yes, Cathleen already raised that question. (K. Barnes)
- No, I just was wondering – I kind of say this coming and I’m sure that everybody else did – but DHS made this interpretation a couple of years ago so it wasn’t a big surprise to me that it was on the Standards. (D. Barrowdale)
- Cathleen’s question and correct me if I’m wrong – is that, never been used on AA homes or DES homes. (K. Barnes)
- Both neither on DES nor AA homes have that interpretation. (C. Moore)
- Okay. I’m going to address this with Melissa since Cathleen says there being used for AA and DES homes and I didn’t think there was a change. (K. Barnes)
- Well in the past if let’s say it’s a grandchild – say a grandmother takes care of six of her grand kids but doesn’t get paid for any of them. So all the enrollment forms are marked “non-comp” but now she can only take care of four, is that correct – am I interpreting that correct? (D. Barrowdale)
- No. (C. Moore)
- Because the money that she is receiving from the CACFP would then be considered the reimbursement. (D. Barrowdale)
- But she could still have the six she just couldn’t claim two of them. (C. Moore)
- Right – she can have them all, I’m not saying she can’t have them all. She can’t have all six on her menus like she has in the past. (D. Barrowdale)
- That’s not true. (L. Mendoza, C. Moore)
- Not according to this. (D. Barrowdale)
- Yes, that’s what the question was and because this is DHS policy or rule and Cathleen was questioning how come it’s on the AA Standards, correct. (K. Barnes)
- Yes but as I understand it, it’s also not a rule so much as an interpretation. (C. Moore)
- It’s actually a DHS rule – again, it actually came out at least two years ago and again, that is what I’m following up on so we don’t have to get into interpretation or anything like that.

Like I said I'll follow up on it and find out the relevance that it has to AA and DES.  
(K. Barnes)

- Did they have them on their menus – are they for compensation? Yes. (K. Barnes)
- Since when? (C. Moore)
- 10/1/2008 (D. Barrowdale)
- How can you say Effective 10/1/2008 when we didn't get this until 10/22/2008 and we have to give Providers some notice we can't just say 10/1. (C. Moore)
- Okay, okay, okay – let's just stop right now. When it said Effective 10/1/08 this is not a surprise because this was listed in the email that Melissa sent that it was going to be Effective 10/1/2008, so this is not something that is being brought up right now, okay. (K. Barnes)
- And again it said that you have until the end of February to get everybody in compliance with these – that's what I'm saying so, to have a lot of heartburn just cuz it says this is Effective 10/1 is not necessary – you have until the end of February to get all this into effect. Like I said if you can't get into effect by the end of February then come up with a timeline and a game plan as to how you are going to get this into effect. Maybe it's not until the end of March or April but come up with something. So let's not get so fixated on the effective date of 10/1 be fixated on the fact that you have until the end of February to get all this into place.
- We have time if we have until the end of February. (P. Montgomery)
- Your timeline will have to be in writing and you have until the end of February – it's in Melissa's email that she sent out. It was in the email that said, "You have until the end of February." (K. Barnes)

***Two-Year Applications: (C. Moore)***

- The next agenda item Two-Year Applications; I'm going to turn the floor over to Cathleen again. (K. Barnes)
- Okay, I just have a question and I have to apologize, I cannot find the emails that I remember being your follow up on that – I was hoping to find that and bring it. I'm remembering you said about 2-year applications: Yes we could have them but we had to for the second of the two years return them to the Providers so they could update their information, initial it and get it back to us. Am I remembering that correctly? (C. Moore)
- Yes, what it is – Is that it's kind of like we do with the Blue Cards (DHS enrollment cards). If I'm a provider I fill out a Provider Application this year for FY09 and FY10 and you can do this when you have a monitoring visit or when you have like claims for your Providers whatever like that. It's just a matter of the Provider looking over their application and making sure that none of the information has changed and just initialing. You do have to have a Statement on your Application saying that: By signing or initialing here states that the information below is true and correct – You sign and date or Initial and date. That I'll leave up to you, that's what it is and I can't remember – I think I sent out an email on this, I can't remember. (K. Barnes)
- Yes, I couldn't locate it I was wondering whether I had dreamed it. (C. Moore)
- If necessary I'll shoot out another email in reference to that effect and there will be another revision in your Compliance Manual as well. I said, you know – hopefully you'll save some trees and as I said the only thing that you need to do is have a Certification Statement to have Provider sign or initial, whatever you want to have them do showing that the information below is still true and correct. (K. Barnes)

***Child Enrollment Forms: (K. Barnes)***

- For the most part it's going to be along the same lines as the Provider Applications – Every other year fill out a new one but on their off year just again, like Application and Enrollment forms every other year. So we'll do that along the same lines that we do with the 2-Year Applications. (K. Barnes)
- Kenny, I was actually under the impression that enrollment forms need to be collected every year... now, I'm all for less paperwork but that is my understanding. (C. Moore)
- What we can do – we can tighten them up but we can't lessen them. So, I guess if it does say that it would be an interpretation as to whether or not this is kind of – but I'll have to follow-up cuz I think it's a good idea. I know it's not cheap so anything to save you guys a penny or two. (K. Barnes)

***Unannounced Home Visits: (K. Barnes)***

- We have had raised this issue maybe 2-3 meetings ago. We are going to start this fiscal year and just randomly picking two or three homes to do unannounced provider homes. And the purpose behind that is because the business that we've done in the past year maybe two years in conjunction with the Administrative Reviews – we found a lot of homes that were not keeping sign-in sheets and not keeping menus like they are supposed to and this is because maybe they had a visit maybe a month ago or five weeks ago. I know that when I was down in Tucson that the first response was “Oh you were just here!” – So that tells me that they know what the monitoring cycles are and because they know that they know when they keep their paperwork done and everything. So to avoid that and to insure that everybody is following the rules like they are supposed to – it won't be a full-blown out home visit but it will be just something to ensure that parents are signing in like they are supposed to, that Providers have up-to-date menus. When are we going to do it? It will just be random. (K. Barnes)

What will happen is: We have a list – I checked with Barb this morning and she has a list of Providers and will work on getting an updated list. What we'll do is – we'll go ahead and whatever we find we'll let you know. I know the last time we talked about it – you all want to have somebody go out with us. (K. Barnes)

- Yes, so we can keep it as friendly visit as possible – and so we can see the same thing you see if they are not in program compliance. (P. Montgomery)
- As far as that goes, I don't think we really discussed whether or not we would take a monitor with us or not, so I will say that will be a topic of discussion for us as an agency before we do anything and whatever we decide whether it's yea or nay we'll let you know and we'll let you know the reason behind whatever we decide. Now again, this is not to harass anybody but it is to ensure program compliance which I know speaking for myself – I've seen this when I go out on visits and it's kind of sad because these Providers may not be breaking the bank when it comes to a reimbursement but you are getting paid something and if you are getting paid something you know you should be following the rules that have been set forth and it was sad because the attitude was so nonchalant – and I said ‘what do you mean?’ Some people hadn't done them for 2 days and some people hadn't done them for weeks and some didn't have sign-in sheets. “Okay, oh I haven't done them yet, okay just take away meals then” – you know it's just too easy to say ‘just take away meals’ and that tells me that they don't care. Because you know what they'll do it over again – they'll make that money up because again they know the monitoring cycles. Alright and I know one thing that's been

done when I did Deanna's and I talked to her about it. She adjusted her monitoring schedule and she's actually caught some of her people like I was catching them when I went out. So that might be a suggestion for you too – you know. If not okay, I'm not requiring it but it's a suggestion. If you want to ensure program compliance like we want to ensure program compliance then you've got to throw them a curve ball. If they know that you are coming out here and there and here – then you know what, that's when they'll tighten up their paperwork and say that was a good visit. Then you go out 2-weeks later and you'll see what we see. So again it won't be a full-blown out review or visit or whatever like that but it is something to ensure and let them know that we can 'pop in' at anytime to make sure that the paperwork that they are supposed to have on-hand they actually have on-hand. Although sometimes when you have a new child enrolled they may not have the enrollment form, that's fine – we've seen that and they'll get it in but when somebody says I have done menus. Honestly, there is no excuse for that it really isn't. So again it's not to harass anybody but we want to make sure that the individuals who are getting paid get reimbursed for these meals are doing what they are supposed to do in order to get reimbursed for these meals. Does anybody have anything else? (K. Barnes)

- Any program that you have whether it be DES, DHS or whatever you'll always have situations like that. I'm just hoping that we as agencies and sponsors as well as yourself are not out there to browbeat these clients and that you will have some of those clients that may have a day that they didn't keep things up to par and that we don't go out there striking at them to. I don't see anything wrong with it but I would also to say that we are all humans and there is no program that that's not going to happen to. (P. Montgomery)
- Okay, and you know what if it's just a day where somebody where somebody didn't do it for the previous day, that's one thing – and you're right that does happen, but when it's been almost 10 days again it's no excuse for that even if it's 2 days. Now if they say, I haven't done them for two days because I had this going on then you can give a little bit of leeway with that and it's technical assistance at that point where you know you're supposed to do that blah...blah... blah. However, if I go to your home on the 21<sup>st</sup> of the month and you haven't done menus since the 9<sup>th</sup> – well see that's more than technical assistance and again, then you hear – “Oh you were just here” – well you know, that tells me that you know what - I know when I know when I have to go ahead and keep my paperwork up tight because I know when you're coming by. Again, our job is not to go out and browbeat anybody – Our job is not to purposely go out and find things. Our job is to find things in conjunction of a visit, alright and if we do we do and if we don't that's even better. Honestly, for me I prefer not to find anything because that's less work for me. (K. Barnes)
- So when you go out – every time you go out you're not going to see all the menus. (K. O'Neill)
- Yes, and if that's the case then we'll know if it's your agency – then we'll know that we can check with you and say – Hey, do you have the menus for so and so and so and so. Now believe me when I tell you – We are not the bad guys, contrary to popular belief we are not the bad guys alright. We have to make sure just like you as the sponsoring organization, you ensure that when you go out to do monitoring visits on these Providers that they are doing things that they are supposed to do – Well, we have to do the same thing alright. And again, you have your monitoring schedules and unfortunately, these guys know when you are coming out, you know. Okay, so they know – so it's been awhile since I had a visit so I know to keep my menus up and have my sign-in sheets, alright. I hate to sound like a tape recorder but it's true. It really is, so until we not just our agency but all of us working

together we go out and we “pop-in” and that lets them know not only can we come by anytime even when it doesn’t fall in-line with our monitoring schedule that lets them know that they need to stay on top of this because they can drop by at anytime. And like I said trust me, I love money – I don’t want to take away nobody else’s money. You know, and if it was me I’d be doing everything I can to make sure that I keep my money and that’s just me cause I don’t have extra money to just throw away like that and I would think that the mentality would be the same thing for these Providers. Because what we are asking for them to do is not brain surgery and is not rocket science. If you think about it for the Center they have to document who ate right at the time these kids eat and we’re saying you can do this at the end of the day for all or whatever many meals you serve whether it’s snack, lunch or pm snack whatever like that. Kids are gone, it’s the end of the day and it’s kind of quiet around the house then you can go ahead and jot down – alright here, here and blah, blah, blah. So again, I don’t want anybody thinking that we’re bored around the office and we just go out and rough people up – that’s not the case. So I agree with you, we are not going out to browbeat anybody but we are going out to ensure that the individuals who are getting paid to apply the program are actually complying with the program that’s all. (K. Barnes)

- On that, since you do have three male specialists she must be extremely culturally sensitive since there may be Providers who will not let a man come into their home. (C. Moore)
- We can take that into consideration – we’ll go out in pairs and again two sets of eyes are better than one. So like you said Cathleen they might feel more comfortable opening the door for a women as opposed me – so if that’s what we need to do then that’s what we’ll do then. We’ll be sensitive to the Providers as opposed to just going in and doing the Elliott Ness and kicking the door in. (K. Barnes)
- Will the sponsor be provided a copy of the monitoring visit just like when you go out on reviews? (D. Barrowdale)
- Yeah – definitely. If we do find something we want you to know about it cuz it’s going to be something you’ll need to follow up on. (K. Barnes)
- Right. (D. Barrowdale)
- Deanna had one of my questions about how the information would be reported back to us as far as the results and then we are constantly as an Agency alerting Providers of the importance of keeping up paperwork. As a matter of fact and last meeting that we had we put something out on our newsletter – now whether everyone reads that I guess it’s something we’ll have to revisit with Providers and then the Sponsors Networks came up with what I thought was an excellent letter about how this program could be in jeopardy if paperwork is kept and maintained in a daily basis. I know a lot of the agencies sent that out to Providers so they know that this really is an important issue and what their responsibilities are. We always as an agency try to apply the consequences when we do encounter Providers who are not complying and as challenging as that can be it does happen and applying the consequences evenly and surely and the specialists are doing that. (L. Mendoza)
- And again that’s not a problem – I do want to say that again. The purpose of this is not just to go out and just trap somebody or look for something – when you guys do find something and we look at the monitoring visits when we go out when you do find something you do a good job of giving out corrective action and technical assistance so again, it’s not even a matter of you’re not doing what you’re supposed to be doing. Let’s give these Providers a little bit of credit they know when you’re coming by. Like I said again, if this is just a matter of not having paperwork done from the previous day or even two days alright – that is technical assistance right there but if it has been two weeks then that goes far beyond

technical assistance and that tells me that, you know – you are just not doing what you are supposed to do for whatever reason and again my guess would be that you just been there 2 or 3 weeks ago and they know you are not coming back for another whatever. If you don't find anything then that's beautiful in my book okay – I don't want to find anything but if I do then I do alright. (K. Barnes)

- For those who aren't a part of this group how will they be advised to what's happening because I'm not sure across the board all would know. (L. Mendoza)
- Very good question – she said for any individuals who don't attend these meetings or may not read the minutes – How would they be notified? And I said good question. We can send out a memo or a letter to all the Providers letting them know that this is something that we are going to implement starting this fiscal year, let them know what we are doing and the purpose behind it. (K. Barnes)
- I think more memos would be good. (C. Moore)
- And that is not a problem at all – anybody else want to say anything else on this topic? (K. Barnes)
- No, okay. Let's go ahead and jump into our public participation.

Advisory Council Chair requested Public Participation Request forms.

***Public Participation and Closing Remarks:***

- Sandee Montez from Nutrition for Children, Inc. – Request to Address Advisory Council on the following:
  - Translating of AA Standards – Feels the State should translate because this is a legal document. We can't put this into budget – our budget is maxed out.
  - I feel that in the past we have gotten this in both English and Spanish and that this form should be the responsibility of the State.
  - I am so tired of hearing – Put into budget to have translated.
  - If each agency translates each agency translation will be different. This is a horrendous form and translation should be same for all sponsors to use.
  - I don't know when we would have time to do this.
- Katie O'Neill from BJ Enterprises – Request to Address Advisory Council on the following:
  - AA Standards translation.
    - I agree that it is ADE's responsibility.
    - Is there going to be "State Money" because the Standards are an additional 'state' requirement?
    - Standards are State Mandated and should be ADE money to translate them.
    - We have maxed out our budget.
    - On the smoking issue – this should not be 24/7. We cannot dictate what they do in their own home.
  - Two-Year Applications.

- I'm doing enrollment every year because government regs say every year.
- Tiering Study
  - This was compiled as a national study.
  - We haven't gotten anything back on this.

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

- Our agency was involved with the tiering study and everything is being handled thru the mail. They provide us with FedEx envelopes and things they want to look and basically everything was categorized Tier 1 but there was one mixed home. (L. Mendoza)

***Closing Remarks:***

- Good. Let's see here – since normally our next meeting would be in December but that would fall around Christmas we are going to shoot for January 27<sup>th</sup> – same time 9:00am to 12:00pm. Teresa will check on a conference room. (K. Barnes)
- Thank you very much. Okay, let's just go down the table real quick and get some final comments if anybody has any – let's start with Phyllis.
- I just hope that all questions that we've asked be answered in a timely fashion that deals with these Standards. (P. Montgomery)
- I've written them down and I'll follow-up on those today and if possible then when I send the minutes out which will be more timelier than the last time the answers will be included with the minutes. (K. Barnes)
- I want to thank you for all the work that was involved with revising the Standards and the concessions that you mentioned earlier that were made and implementation is another and is the next big step for us as sponsors. (L. Mendoza)
- Yeah and you know what if we work together then you know what – we can make it happen. One thing I always want to stay away from is the 'us' and 'them' mentality. You know cause we are all in this together because if the Provider feels for whatever reason that it fall on you and if you fail – it falls on us. So we are all in this together and so we want to work with you and we hope that the sentiment goes the other way that that you want to work with us. (K. Barnes)
- I'd like to offer the forms we use at Children First and that we had offered to our Providers. I had emailed them to Kenny – the Incident Report and the CPS Abuse Report and we provided a copy of each of these reports to our Providers along with the green sheet that's a schedule change to be sent in so if you have a schedule shift change or scheduled Park days or something it's gets sent in and it goes in the menu file so that everybody will be compliant so that if ADE does a surprise visit then you can pull a file and let them know they are at the Park today and nobody will be in trouble. I'd be happy to share these forms and Chrissie had helped with them at Children First and we have some – they are in Microsoft Word format and I can email them to you or physically mail everyone a copy. One is a 3-part and one is a 2-part and then on the Medication Log we also added that at the end of our Sign-In/Out Sheets. So every child has a medication log and is documented and the parent won't have to sign because they are signing on the Sign-In/Out Sheets. So to alleviate some of the "we can't do this" and to make it a little easier, I don't mind offering those forms to anybody

that is interested. It is the Providers that we need to help to keep them on a positive attitude also. (D. Barrowdale)

- I didn't put it on the agenda to remember after three months if I have any readings and just another thing when I try to – I did get the email that you sent me but when I tried to see if Minutes had been posted online and it does show July 19, 2008 meeting minutes but when you try to access them – I get the 'this page not found' and cannot access them. [Comment regarding receiving Minutes three months and just recently posted] (C. Moore)
- I'll check with Rachael then because that who I send them to for posting. Again, that was my fault as far as getting the minutes out late and I apologize for that but it's been crazy and this became low priority but there were just things that were priority and that. Unfortunately, I just didn't get a chance to get around to them but now it has slowed up a little bit and I'll get the minutes out and I apologize for getting them late to everybody. It won't happen again you'll have them in a timely manner this time. (K. Barnes)
- Check about the Spanish translation – because we will have to use the English. How are we going to explain to the Spanish Providers? (Sandee Montez)
- I have that on my list to do – hopefully, all the things that I'm following up on hopefully I can get answers to those by the time I send the minutes out so I can send out just one document, the minutes and the answers.
- It's been a good meeting in my opinion and thank you all for showing up and as always if you have questions comments pertaining to anything you can email me or your specialist and we would be happy to get back with you. If we don't hear from you Happy Holidays – Thanksgiving, Christmas, New Years, Birthdays, Veterans Day – Thanks a lot we greatly appreciate you being here! (K. Barnes)

Meeting concluded at approximately **10:30 a.m.**

Next Advisory Council Meeting: Tuesday, January 27, 2008, 9:00A-12:00P Conference Rm 107