



## Family Child Care Task Force Minutes

September 19, 2019

6:05 pm to 8:49 pm

Four Points by Sheraton, 7745 Lyndale Avenue South, Richfield, MN 55423

### Appointed Task Force Members Present

<input type="checkbox"/> Ann McCully	<input type="checkbox"/> Ariane Bromberg	<input type="checkbox"/> Cyndi Cunningham
<input type="checkbox"/> Dan Dorman	<input type="checkbox"/> Elizabeth Harris	<input type="checkbox"/> Heidi Hagel Braid
<input type="checkbox"/> Hollee Saville	<input type="checkbox"/> JoAnn Smith, by phone	<input type="checkbox"/> Julie Seydel
<input type="checkbox"/> Kelly Martini	<input type="checkbox"/> Kim Leipold	<input type="checkbox"/> Lanay Miller
<input type="checkbox"/> Marit Woods	<input type="checkbox"/> Rep. Ami Wazlawik, Co-chair	<input type="checkbox"/> Rep. Lisa Demuth
<input type="checkbox"/> Reggie Wagner, DHS Commissioner's designee	<input type="checkbox"/> Samantha Chukuske, by phone	<input type="checkbox"/> Scott Marquardt
<input type="checkbox"/> Sen. Mary Kiffmeyer, Co-chair	<input type="checkbox"/> Sen. Melissa Wiklund	<input type="checkbox"/> Stephanie Hogenson
<input type="checkbox"/> Tiffany Grant		

### Appointed Task Force Members Absent

<input type="checkbox"/> Erin Echternach	<input type="checkbox"/> Erin Johnson-Balstad	<input type="checkbox"/> Laura Bordelon
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### ACET Facilitators Present

<input type="checkbox"/> Ashley Kitchen	<input type="checkbox"/> Jolene Roehlkepartain	<input type="checkbox"/> Stella SiWan Zimmerman
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Each Task Force member received a three-ring binder, which included:

- A welcome from the Co-chairs;
- The agenda;
- Frequently asked questions;
- Duties, reports, and roles and responsibilities of the Family Child Care Task Force;
- Family Child Task Force standards for qualifying for per diem payments and for child care reimbursement;
- Family Child Care Task Force membership roster;
- and four background materials:
  - *Status of Child Care in Minnesota (2018) Legislative Report;*
  - *Status of Child Care in Minnesota (2017) Legislative Report;*
  - *Legislative Task Force on Access to Affordable Child Care: Report and Recommendations to the Minnesota Legislature (January 15, 2017);* and
  - *Family Child Care: Upcoming Changes to Licensing and Background Studies.*

## Welcome

- The meeting began at 6:05 p.m.
- Co-chairs Sen. Mary Kiffmeyer (District 30) and Rep. Ami Wazlawik (District 38B) welcomed everyone.
- DHS Reggie Wagner, Deputy Inspector General, Licensing Division at the Minnesota Department of Human Services also provided a welcome.
- Stella SiWan Zimmerman, the Task Force facilitator from ACET, Inc., presented a welcome and introduced the other two facilitators from ACET: Ashley Kitchen and Jolene Roehlkepartain.
- Task Force members each introduced themselves.

### Introduction activities:

- Task Force members each signed the State of Minnesota's Oath of Office form and turned them in.
- Task Force members reflected on receiving the news of being appointed to the Task Force and identified 2-3 positive words or phrases that came to mind. Members wrote these on sticky notes, and the facilitators themed the responses and posted them on the wall. Five major themes emerged:
  - "Positive change and solutions" (19 votes)
  - "Excited" (10 votes)
  - "A voice at the table" (7 votes)
  - "Collaboration" (4 votes)
  - Other (4 votes). These included: "This is for all our kids;" "Make it easier for people to become providers and stick with it;" "Overwhelmed;" and "Policy."
- In groups of 3, Task Force members drew a Venn diagram to identify what they had in common. They presented their discoveries to the full group.

## Task Force Overview

- Co-chair Rep. Ami Wazlawik provided an overview of the Task Force roles, responsibilities, and reports due. The first report is due March 1, 2020. The final report is due February 1, 2021. Co-chair Sen. Mary Kiffmeyer reviewed the duties described in Minnesota Laws 2019, 1st Special Session, Chapter 9, Art. 2, Sec. 132 (pages 164-167), which established the task force:
  1. Identify difficulties that providers face regarding licensing and inspection, including specific licensing requirements that have led to the closure of family child care programs, by reviewing previous survey results and conducting follow-up surveys, if necessary
  2. Propose regulatory reforms to improve licensing efficiency, including discussion of criteria that would qualify a provider for an abbreviated licensing review based on statistically significant key indicators that predict full compliance with all applicable rules and statutes, and discussion of the development of a risk-based, data-driven, tiered violation system with corresponding enforcement mechanisms that are appropriate to the risk presented by a violation

3. Review existing variance authority delegated to counties and recommend changes, if needed
  4. Recommend business development and technical assistance resources to promote provider recruitment and retention, including the potential need for mentors, a family child care provider network, or shared services
  5. Develop recommendations for alternative child care delivery systems that could be more financially viable in smaller communities with unmet child care capacity needs in greater Minnesota, which could include new licensure models for large group family child care or small capacity child care centers
  6. Review Parent Aware program participation and identify obstacles and suggested improvements
  7. Review how trainings for licensed family child care providers are offered, provided, coordinated, and approved, and make a recommendation on the establishment of a family child care continuing education training committee, to advise on compliance with federal and state training requirements
  8. Consider methods to improve access to and understanding of the rules and statutes governing family child care providers
- Co-chair Sen. Mary Kiffmeyer presented the five ground rules. Additional ground rules may be added as time progresses. The ground rules included:
    1. Respect participants' time by starting and ending the meeting on time.
    2. Agree to the agenda and stick to it.
    3. Stay mentally and physically present.
    4. Listen actively and with an ear to understanding others' views.
    5. Tackle issues; not people.
  - Co-chair Sen. Mary Kiffmeyer led a vote for approving the guidelines for per diem payments. Hollee Saville moved for the Task Force to approve the language for qualifying for per diem payments and for child care reimbursement. Kelly Martini seconded it. The motion was: "Family Child Care Task Force Standards for Qualifying for Per Diem Payments and for Child Care Reimbursement for the purposes of Minnesota Statutes, section 15.059, subdivision 3: a) a day on which the Task Force holds a public meeting constitutes a day spent on Task Force activities, for purposes of making daily 'per diem' payments to members of the Task Force. b) the Task Force authorizes the reimbursement of reasonable child care expenses that Task Force members incur as a result of time spent attending Task Force meetings, that the members would not have otherwise incurred. In this case, 'time spent attending Task Force meetings' includes time spent traveling to and from the meeting location."
  - The motion passed with 21 ayes and 4 not voting due to absences. The votes:
    - Ann McCully, aye
    - Ariane Bromberg, aye
    - Cyndi Cunningham, aye
    - Dan Dorman, aye
    - Elizabeth Harris, aye
    - Erin Echternach, not present
    - Erin Johnson-Balstad, not present

- Heidi Hagel Braid, aye
- Hollee Saville, aye
- JoAnn Smith, aye
- Julie Seydel, aye
- Kelly Martini, aye
- Kim Leipold, aye
- Lanay Miller, aye
- Laura Bordelon, not present
- Marit Woods, aye
- Rep. Ami Wazlawik, aye
- Rep. Lisa Demuth, aye
- Reggie Wagner, aye
- Samantha Chukuske, aye
- Scott Marquardt, aye
- Sen. Mary Kiffmeyer, aye
- Sen. Melissa Wiklund, not present
- Stephanie Hogenson, aye
- Tiffany Grant, aye

**Discussion:**

- Task Force members did a think-pair-share (partnering up with the person next to them) and identified which priorities to discuss from the 8 duties, prior to the interim report, which is due March 1, 2020.
- Priorities identified by each think-pair-share:
  1. Julie Seydel and Heidi Hagel Braid: #2, #4, #6, #5.
  2. Dan Dorman and Ann McCully: #1 and #2 together, #3, #4, #5, #8.
  3. Hollee Saville and Marit Woods: #1, #2, #4, #5.
  4. Kelly Martini and Lanay Miller: #4, #5, #8.
  5. Cyndi Cunningham and Rep. Ami Wazlawik: #1, #2, #8.
  6. JoAnn Smith, Samantha Chukuske, and Kim Leipold: #2, #5.
  7. Elizabeth Harris and Reggie Wagner: #2, #5; #1 and #2 are related.
  8. Ariane Bromberg and Tiffany Grant: #1, #2, #6, #7.
  9. Sen. Mary Kiffmeyer and Stephanie Hogenson: #1, #3, #8; #1 and #2 are linked.
  10. Scott Marquardt and Rep. Lisa Demuth: #5, #1; #5 is about Greater Minnesota; how can we think innovatively?
- Tally totals:
  1. Task Force Duty #1: 7 groups
  2. Task Force Duty #2: 7 groups
  3. Task Force Duty #3: 2 groups
  4. Task Force Duty #4: 4 groups
  5. Task Force Duty #5: 7 groups
  6. Task Force Duty #6: 2 groups
  7. Task Force Duty #7: 1 groups
  8. Task Force Duty #8: 5 groups

- In regard to resources and materials needed for each duty, Task Force members wrote suggested resources for each Duty (#1-#8) on numbered sheets on the wall (see Appendix A).

**Next Steps:**

- Co-chair Sen. Mary Kiffmeyer discussed the Vendor's Invoice for authorized expenses and the per diem. Task Force members must include original receipts with the completed, signed form. A question was asked if a photo of a receipt could be submitted and Beth Fraser from DHS said she would check on this. For now, members must submit their original receipts.
- Based upon Task Force members' stated availability, a survey will be sent to choose the next meeting date with options on Tuesday evenings, Thursday evenings, and longer meetings on Saturdays.
- A discussion was held about meeting locations. Suggested locations included the Ridgedale Library, the Maple Grove Library, and the current location (Four Points by Sheraton) but not when Task Force members have to travel during rush hour. An essential aspect of the location is to have access to free parking and access to major roadways. Additionally, choosing a location on the "outer ring" of the Metro area would make traveling easier for Greater Minnesota Task Force members.
- Task Force members completed and submitted Meeting Feedback Forms.
- Co-chair Sen. Mary Kiffmeyer adjourned the meeting at 8:49 p.m.