## Meeting Minutes

### Meeting Title:
Child Care Advisory Council

### Meeting Location:
CC/PL Conference Room – 143B LeFleurs Square, Jackson, MS 39211

### Meeting Date:
May 3, 2019

### Time:
1:00 PM

### Called to Order:
1:13 PM by Festus E. Simkins

### Next Meeting Date/Time/Location:
September 6, 2019
1:00 p.m.
CC/PL Conference Room / 143B LeFleurs Square, Jackson, MS 39211

### Council Members Present
- Cora Lee-Vone Rogers
- Andrea Sanders, JD (Representing Jacob Black, JD)
- Whitney Herring, MD
- Larry Nobles
- Tonya Jones

### Council Members Absent
- Tunga Otis
- Rebecca McKeeman
- Tum mutual Norton
- Michelle A. Pugsley
- Cathy Grace

### Council Members Attending Via Phone Conference
- Lori A. Rolison

### MSDH Staff Present
- Festus E. Simkins
- Chad Allgood, Ph.D.
- Cassandra Walter, Esq.
- Brytni West
- Sandra Smith
- Melissa Parker

### Members of the Public Present
- Margie Nobles
- Kristi McHale
- Natalie Mahaffey

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Minutes Submitted by:  
Mississippi State Department of Health  
Revised 1/22/18  
Form 1075
### New Business

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<td>1.</td>
<td>Child Care Licensing Fees</td>
<td>Mr. Simkins presented to the Council, for their consideration, a proposal to increase the child care facility licensing fees. If approved by the Board of Health the fee increase would be effective on January 1, 2020. Mr. Nobles asked the Council for a motion to adopt, Whitney Herring, MD made the motion and Cora Lee Vone Rogers seconded the motion. Motion carried unanimously.</td>
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| 1.| Dr. Chad Allgood- Child Care Updates                      | Dr. Allgood gave an update regarding the QI team. The team consists of licensing officials, supervisors, and MSDH QI coordinator. Two additional observation-based inspections will begin in July and will be in addition to the current renewal and midyear inspections. These inspections will usually be conducted during transition times since most violations occur at that time, primarily staff-to-child ratio and unattended children. Observation based inspections will allow the license officials to offer recommendations that are proactive in nature and provide an opportunity for correction before a violation occurs. The pilot inspection will consist of the QI team that developed the inspection model and the number of inspections will gradually increase over time statewide. There will be an exit conference to establish a “Game Plan” to prevent future violations. Dr. Allgood reported the five most common violations:  
  - Staff to Child Ratio  
  - Capacity (room and facility)  
  - Unattended Children  
  - 121 Forms and Letter of Suitability  
  - Building and Grounds |
| 2.| Child Abuse and Transportation Violations                 | Dr. Allgood stated that Child Care Licensure will begin reporting child abuse and transportation issues to the proper authorities. Transportation violations consisting of overcapacity, improper restraint, children in the front seat, and lack of insurance will also be reported to proper authorities. |
| 3.| Child Development and Screening                           | Dr. Allgood stated that beginning June 7th, Director’s Orientation will include topics related to child development and the importance of screening children. The section of the Director’s Orientation training session will be approximately 90 minutes. |
| 4.| Unlicensed and License Exempt Inspections                 | Dr. Allgood stated that beginning May 10th, there will be one inspection per year for unlicensed and license exempt facilities. The inspections will be pass or fail, and the results will be available on the MSDH Child Care search page. The initial inspections will be completed by June 30th, 2019. Approximately 100 inspections will be completed. |
# Meeting Minutes

| 5. | Dr. Chad Allgood-Other Updates | Director’s Credential Renewal training has had 474 participants and two training sessions for an additional 115 participants will be held. Emails will be sent out regarding the Summer Feeding Program. |
| 6. | Vacancies on the CCAC | Mr. Simkins will be sending out emails to get appointments in by October 2019. |

## Public Comments

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## Other Business

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<td>1.</td>
<td>Meeting adjourned by Larry Nobles at 2:13 p.m.</td>
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Signature of Council Chairperson: [Signature]

MSDH Representative: [Signature]

Date: 6 Sep 19