

**Louisiana Advisory Council on Child Care and Early Education**  
**Advisory Council Meeting – December 10, 2010**  
**Iberville Building 10:00 am to 12:00 am**

Members Attending: Patricia Crocker, Rev. Tommy French, Lois Jordan, Brenda Leonpacher, Gilda Duplesis, Cindy Rushing, Mary Sciaraffa, Ph.D., John Dupre, Capt. Leland Falcon, Dr. Mary Louise Jones (represented by Cynthia Ramagos), Gail Kelso , Al Mancuso (represented by Joy Acklen-Raymond), Guy Sylvester

Unexcused Absence - Members Not Attending/Without Advance Notification: Barbara Pickney, Steve Gogreve, Rhenda Hodnett

Excused Absence – Advance Notification: Carrie Prochaska, Todd Battiste, Tiffany Hinton, Tonia Loria, Carey Foy

Interested Parties: Brenda Butler Aikens, Cindy Bishop, Gina Forsman, Delores Gordon, Teri Knouse, Dr. Ashley Lucas, Sherrel Pointer, Jonathan Pearce, Catherine Robin

Others: Susan Delle Shaffette (Facilitator), Dorothy Jones (Recorder)

**I. Introductions and Welcome**

President Pat Crocker called the meeting to order at 10:00 am on the 9th floor of the Iberville Building. Attending Advisory Council members introduced themselves and the organizations they represented. Those persons attending as interested parties were also invited to introduce themselves.

Minutes from the Advisory Council meeting on September 10, 2010 were introduced by Cindy Rushing, Secretary. A correction was made to the minutes on page 4 of 5: it should include Act 429 and 569 of the 2010 Legislative Session. A motion was made by Gilda Duplesis to approve the minutes as corrected. Motion passed.

**II. Communications Committee Update**

At the September, 2010 meeting, the Advisory Council had accepted the suggestion of the Communications Committee and requested a page on the DCFS website. This page would be allocated to the Advisory Council with a member listing, information links and a place to submit comments/questions. This request was forwarded to Trey Williams of DCFS. After review, his recommendation was that the Advisory Council maintain their own independent website and DCFS would put a link to it on their website. DCFS does not have the manpower or budget to maintain pages for Advisory Councils.

The Advisory Council members discussed the option of having the website set up and maintained under their current administrative support contract. The function and content was briefly discussed. A motion was made by Cindy Rushing that Susan do research on the matter and provide further information on costs involved to obtain and host a website for the next meeting. Motion passed.

**III. 2011 Meeting Dates**

Meeting dates for the 2011 Advisory Council meetings were selected:

- March 18
- June 3
- September 16
- December 2

#### **IV. Update on TOTS/CCAP**

Gail Kelso, DCFS, presented information on changes in the TOTS/CCAP program. A copy of the letter sent out to child care providers on December 1, 2010 was distributed. This letter addressed changes concerning disqualified payments that went into effect on December 1, 2010.

- New time periods for disqualification will now apply
- The reasons for disqualifications have not changed – only the lengths of the disqualification periods.

The TOTS program will be working with providers concerning funding/accounting matters as some providers were paid twice due to a power system interruption. This only applied to approximately 10 providers. It was noted that they are still working on refining the new TOTS system and reconcile time/payments. The Resource & Referral providers are all trained to assist child care providers with implementation. There was discussion concerning examples of payment situations, including holiday payment schedules.

Issues such as parents leaving centers who owe their co-payment and going to a new one, only to repeat the process were discussed. The need for some type of tracking forms was mentioned. Gail asked that requests for improvements/forms be sent to her. DCFS is working toward CAFÉ with a Child/Staff/Provider portal (modernization plans). She will be presenting information concerning the budget matters in March.

#### **V. Update on Emergency Rule**

Guy Sylvester, DCFS Licensing, was present to give an update on the new emergency rule that became effective on November 4, 2010. Copies of the rule were distributed to attendees.

- Act 210 from the 2009 Legislative Session forbids sex offenders from being within 1000 ft. of a child care center. It also requires owners & providers to do background checks on employees.

The portability of background checks and documentation to be viewed vs. retained was discussed. The site must see the certified copy with the raised imprint. They may then make a copy to retain in the staff member's folder. The portable background document is good for 12 months. Within that 12 month period after hiring the staff member, the child care center must get the typical background check completed and kept in the appropriate files. There was discussion concerning the definition of owners, especially in the case of corporate owners to determine the responsible party.

The use of the portable background check with various situations was discussed and clarified, for example: the use of a substitute pool with portable background checks. There was a question raised by one of the members regarding contract-based teachers who already went through the background process via a school board, etc. Prior to the portability law, if the teacher met all the criteria and had a

letter from the school board indicating a background check had been conducted that was acceptable for day care purposes. This is being looked into further, but at this time it is acceptable.

Act 429/569 exempts religious groups from licensure and the moratorium expires on July 1, 2011. The emergency rule is a twelve month rule and can be renewed annually.

The Notice of Intent and the Emergency Rule were distributed on the same date. They will be discussed at a public comment meeting on January 25<sup>th</sup> at 9:00am at the Iberville Building. The room assignment will be posted at the building entrance and on the website. The Advisory Council was not sent notice in advance of this emergency rule, therefore the council did not have opportunity for review or offer comments. There was a short discussion concerning the role of the Advisory Council.

#### **VI. Public Comments, Announcements and Department Updates**

Cindy Rushing: The Department of Education is hosting an event on January 25-26, 2010 at the Baton Rouge River Center: Pre-K & Kindergarten Teachers Conference. \$70.00 - two days. Payment due by December 17th.

Joy Acklen-Raymond: The Department of Health & Hospitals is working on revisions to the daycare/sanitation codes start in January. Joy was asked to include a committee of child care providers for input.

John Dupre: Department of Education has received the federal re-authorization, but the details have not been distributed yet. It will be disseminated as soon as possible. At this time there no new rules. It was requested that John bring information to the next meeting.

#### **VII. Next Meeting**

The next meeting of the Advisory Council will be on March 18, 2011.

#### **VIII. Adjourn**

Pat Crocker adjourned the meeting at 12:00pm.