



Meeting Minutes



Meeting Title:	Bureau of Child Care Licensure Advisory Committee	
Meeting Location:	Via Zoom	
Meeting Date:	2.24.23	
Time:	1:00 P.M.	
Attendees:	Advisory Committee Members: Shelly Pugsley, Lori Rolison, Roberta Avila, Yolanda Morrow, Stella Patino, Cora Rogers, Cathy Grace, Nita Thompson, Chad Allgood	Bureau Child Care Licensure Staff: Kimberly Clark, Marlinda Beck-Lee, Chriscella Clay, Lakeisha Bland, and Carol Bishop

	AGENDA TOPIC	NOTES
I	Welcome and Call to Order	Chriscella Clay called the meeting to order at 1:02 P.M. Roberta Avila seconded the motions, and the meeting was called to order.
II	Quorum	A quorum is established with a 50% attendance of the council. A quorum was met.
III	Minutes of the Last Meeting	Chriscella Clay moved to accept the minutes of the October meeting. Nita Thompson seconded, and the minutes were accepted.
IV	New Business	1. 2023 Council Positions: Chriscella Clay Per By-Laws, the council must have a chairperson, vice chairperson, and secretary. For 2023, the following positions are: <ul style="list-style-type: none"> • Chairperson - Lori Rolison • Vice Chairperson – Stella Patino • Secretary – Tumutual Norton 2. Vacancies: Chriscella Clay



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		<p>Applications are available for vacancies in the following:</p> <ul style="list-style-type: none"> • Supreme Court District II – Provider • Supreme Court District III – Provider • Supreme Court District III – Professional Organization • Supreme Court District III – Professional Organization <p>3. Chriscella Clay reminded everyone that By-laws for the Advisory Committee were sent to all members.</p> <p>4. Observation-Based Inspection</p> <p>Cathy Grace: What is the status of the Observation Based Inspection project?</p> <p>Chriscella Clay: The Observation-Based Inspection project is currently on hold. Formal communication will be sent out when an update is available.</p> <p>5. Cora Rogers: Can someone else from her area be recommended for the vacancy?</p> <p>Chriscella Clay: Yes, Chriscella will send a note to Ms. Rogers about the vacancies.</p> <p>6. Chad Allgood: Correction to the minutes; the Stabilization Grant funding was 350 million, not 35 million.</p> <p>7. Cora Rogers: Question for Chad Allgood: A representative from the tax assessor’s office visited to check the contents. If it is funding from the Strong Grant can Tax Assessor tax these items?</p> <p>Chad Allgood: Grant funding will need to be reported on Federal Tax Return.</p>



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		<p>Suggested that they check with an accountant.</p> <p>Chriscella Clay: Suggest that an email be sent to Chad Allgood requesting additional information.</p> <p>Lori Rolison: Shared the documentation that is required each year. Stated it is due April of each year.</p>
V	Adjourn	Chriscella Clay moved that the meeting be adjourned at 1:26 P.M. Nita Thompson made the motion. Cathy Grace seconded.
VI	Next Meetings	<p>Friday, May 19, 2023 (1:00 p.m.)</p> <p>Friday, August 18, 2023 (1:00 p.m.)</p> <p>Friday, November 17, 2023 (1:00 p.m.)</p>

ACTION ITEMS

#	Step	Person (s) Responsible	Due Date



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Instructions for Form 1075, Meeting Notes

Revision Date, 1/22/18

Purpose: The MSDH Meeting Minutes is optional and not mandated for use; however, it is strongly recommended to meet adequate documentation standards as a PHAB accredited agency. The form serves as strong documentation that a meeting took place and what was discussed. This documentation is very important for continuing accreditation.

Instructions: Prior to the meeting, prepare the agenda with topics to be discussed and times for discussion. Meeting Title, Location, Date and Time should match what is listed on the Meeting Agenda (Form 1074). Agenda topics should also be listed in the table provided, and corresponding discussion and/or decisions made should be entered into the notes section of the table. The Action Items table should be completed to list actions to be taken after the meeting, as well as who is responsible for their completion and any relevant deadlines associated. There is space in the footer for the name of the person who compiled the minutes and submitted them to the group for review and approval.

Office Mechanics and Filing: To be determined by meeting purpose and topics discussed.

Retention Period: To be determined by meeting purpose and topics discussed.

Minutes Submitted by:

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