



# Meeting Minutes



<b>Meeting Title:</b>	Called Child Care Advisory Council Meeting	
<b>Meeting Location:</b>	ZOOM - 143B LeFleurs Square, Jackson, MS 39211	
<b>Meeting Date:</b>	12 November 2021	
<b>Time:</b>	1:00 p.m.	
<b>Called to Order:</b>	1:03 p.m. by Festus Simkins, Quorum was established	
<b>Next Meeting Date/Time/Location:</b>	TBD 143B LeFleurs Square, Jackson, MS 39211	
<b>Meeting Adjourned</b>	1:38 p.m.	
<b>Attendees:</b>	<u><b>Council Members Present</b></u> Chad Allgood, Ph.D. Stella Patino Cora Lee-Vone Rogers Lori A. Rolison Cathy Grace, Ed.D. Michelle Pugsley Tonya Jones	<u><b>Council Members Absent</b></u> Dr. Tumutual Norton
	<u><b>MSDH Staff Present</b></u> Festus Simkins Chriscella Clay Lakisha Bland	<u><b>MSDH Staff Absent</b></u>
	<u><b>Attending Via Phone Conference</b></u>	
	<u><b>Members of the Public Present</b></u>	



# Meeting Minutes



	New Business	NOTES
1.	Updates	Festus Simkins informed the Council that with the departure of Tabitha Bynum who has transferred to the Dept. of Human Service he had been appointed as director of the Child Care Licensure Bureau.
2.	Discussion of proposed amendments to the child care regulation	<p>Mr. Simkins stated that the purpose of the called advisory council meeting is to present to the Council the proposed child care regulation amendments and to seek their endorsement of the proposed amendments. He asked if everyone has had a chance to review the documents that had been sent to them. The floor was then opened for discussion.</p> <p>Ms. Tonya Jones asked that with the new requirement that people cannot be in the facility without a letter of suitability, will there be a way to get backgrounds checks backs sooner than 15-20 days?</p> <p>Mr. Simkins responded that LiveScan is currently available in the central child care office and that the Fingerprint Unit is setting up a system to make LiveScan available in 25 county health departments. He also stated that there are plans to have LiveScan available in all county health departments. Mr. Simkins noted that it is unusual for it to take 15 days for the facility to receive the results for a criminal history records check. He suggested that Ms. Jones contact Nicole Banes, director of the fingerprint unit for information regarding the delay she is experiencing.</p> <p>Stella Patino stated that Nicole helped them get set up in the system and that they had been receiving letters within 48 hours. She stated that it was a very efficient system.</p> <p>Ms. Jones asked if facilities will be notified when the LiveScan system is set up. Mr. Simkins stated that all facilities will be notified by email and a list of locations for the LiveScan will be provided when the system is set up.</p> <p>Ms. Rogers asked Mr. Simkins to speak more on the personal information that will be entered into LARS.</p> <p>Festus stated that the LARS database is a secure database, backed up by two servers that are not linked together. The information entered is not accessible to the public. It will be for internal use only. This system will be used for authenticating employees' continuing education hours and will allow directors to register staff for training. Festus discussed the current registration system and the issue with it not closing a training after they have reached the maximum number of registrants which causes staff to have to contact them to inform them that they will need to sign up for another training. He stated that LARS will automatically close a training once they have reached capacity and providers will have to register for another training. Festus also stated that the system will allow directors to enter outside training attended by staff. This information would still be verified during inspections.</p>



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	New Business	NOTES
		<p>Dr. Cathy Grace asked if it is possible to have a registry in LARS with all credentials listed for a staff person. She mentioned other states have this and it would be up to the provider to enter that information. Mr. Simkins thought the idea had merit and requested that Dr. Grace send him more information on the subject.</p> <p>Ms. Jones asked if we have someone under 18 years of age working for them, will the parents have to sign for consent form giving the facility permission to run a criminal history records check on them. Mr. Simkins confirmed that this would be the case. If they are unable to be fingerprinted, they will not be allowed to be employed by the facility.</p>
3.	Approval of proposed amendments	Dr. Grace made a motion that the Council endorse the proposed amendments as written. Ms. Pugsley seconded the motion. Motion passed unanimously.
4.	Other business	Ms. Rogers asked if the regulations could be amended to include the definition and qualifications of an Assistant Director. Mr. Simkins informed the Council why the position of Director Designee was placed in the regulations. He also stated that the facility is free to give staff members any title they choose. Ms. Rogers stated that was acceptable to her.
5.	Membership Status	Mr. Simkins stated that there are currently three vacancies on the Council and that the Bureau will shortly begin recruiting to fill those seats.
6.	Next meeting	<p>Mr. Simkins stated that he would work on scheduling a meeting for late January. Council members will be notified of the proposed meeting date and time.</p> <p>Meeting adjourned at 1:38 p.m.</p>

	Old Business	NOTES
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Minutes Submitted by:



# Meeting Minutes



	Public Comments	NOTES
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	Other Business	NOTES
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DocuSigned by:

*Lori A. Rolison*

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**Council Chairperson**

DocuSigned by:

*Festus E. Simkins*

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**MSDH Representative**

1/31/2022 | 8:33 AM CST

**Date**

Minutes Submitted by:

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