



Meeting Minutes



Meeting Title:	Bureau of Child Care Licensure Advisory Committee	
Meeting Location:	Via Zoom	
Meeting Date:	02.21.2025	
Time:	1:00 P.M.	
Call to Order:	1:02 PM Jamila Taylor	
Next Meeting Date/Time/Location:	May 16, 2025 1:00 P.M. Via Zoom Meeting	
Meeting Adjourned	2:17 P.M.	
Attendees:	<p>Advisory Committee Members Present: Jamila Taylor Vincent Burke ReGina Harvey Roberta Avila Jamie Ferrell Dr. Rhemalyn Lewis Marneshia Cathey Tonya Jones Sherita Calvert Dobbins Nita Norphlet-Thompson Gena Puckett</p> <p>Advisory Committee Members Absent: Cynthia Lewis</p> <p>MDHS Staff: Dr. Chad Allgood</p>	<p>Bureau Child Care Licensure Staff: Melissa Parker Nicole Banes Marlinda Beck Lee Tera German Cassie Hillhouse Tonya Broger LaTonya Reed Lisa Allen Denise Love Nicole Womack Paulette Elliot</p> <p>Public Attendees Guests attending via phone conference. Please note, several attendees signed in with unidentified telephone numbers, iPads, and iPhone.</p>

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	AGENDA TOPIC	NOTES
I	Welcome and Call to Order	Jamila Taylor called the meeting to order at 1:02 P.M. Ms. Thomas established a Quorum (at least 7 members) was met.
II	Quorum	A quorum is established with 11 council members present.
III	Minutes of the Last Meeting	<p>Jamila Taylor called for the approval of the council minutes from the November 15, 2024, meeting. A call for a review of the minutes made before was granted to allow several council members an opportunity to read the minutes before the final approval.</p> <p>Jamila Taylor called for a motion from one of the council members to accept the minutes or continue discussions.</p> <p>The minutes from the November 15, 2024, meeting was approved.</p> <p>Roberta Avila motioned that the minutes be available 72 hours before the next advisory council meeting. A second on this motion was requested.</p> <p>Jamila Taylor proposed an amendment to the motion that all documents that need to be discussed and reviewed within that meeting are also sent and within the 72-hour frame.</p> <p>Vince Burke proposed an exception to regulation changes. The council members should have at least 30 days to review potential regulation changes.</p> <p>Nita Norphlet-Thompson inquired if there anything in the bylaws that speaks to notice on meeting minutes.</p> <p>Jamila Taylor stated that there were no bylaws that state when documents need to be shared with the council nor was there listed a timeframe to review such documents.</p> <p>Roberta Avila motioned that a specific timeframe for the review of documents be placed in the bylaws.</p> <p>Jamila Taylor stated that the procedures for making changes to the council bylaws can be investigated and discussed during the next council meeting.</p>

Minutes Submitted by:

Mississippi State Department of Health

Revised 1/22/18

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		<p>Jamila Taylor called for any other discussions. A call was made for the vote to ensure we have all documents that need to be reviewed before a council meeting, apart from regulations, within 72 hours.</p> <p>The motion regarding the 72-hour timeframe for documents review carried.</p>
IV	Old Business	<p>Jamila Taylor opened the floor to any other discussion regarding the five or fewer regulations.</p> <p>Nicole Banes stated that she did not have any comment on the five or fewer, at that time.</p> <p>Jamila Taylor opened the floor to the council members for questions on the five or fewer regulations.</p>



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	AGENDA TOPIC	NOTES
<p>IV</p>	<p>New Business</p>	<p>Jamila Taylor stated that a scratched-through version of the regulations with corrections should have been received with notation that many have not had enough time to examine the two hundred pages. The floor was opened to Nicole Banes to discuss these regulations.</p> <p>Nicole Banes thanked all parties present for being on the call today and stated that an opportunity to address questions would be granted.</p> <p>Nicole Banes stated that the regulations were written according to federal health and safety standards and that we must implement those regulations. We've updated some of the language for clarification, and in some instances, we updated areas based on best practices. So, those three areas are what we focused on this time. I spoke with Jamila yesterday afternoon; we aim to get this set of regulations with the federal requirements out and passed through the board in April. We will be doing another phase of updates to the regulations, and currently, my goal is to have those proposed at the January board meeting. We want to focus more on health and safety. The federal government wants us to remove some of the more detailed information in those regulations and focus solely on our children's health and safety. So, we're working toward that. We reduced the regulations from 218 pages to around 115 and hope to reduce some more this January.</p> <p>Nicole Banes "Chad, would you like to mention anything? Would any of my childcare supervisors like to comment? We will answer questions as best we can."</p> <p>Chad Allgood stated no comment.</p> <p>Jamila Taylor stated that the comments received regarding the regulations were taken into consideration, as each was received from council members and were sent to Nicole Banes and Marlinda Beck-Lee. Some of the comments have been edited as they are working through that process, so I wanted to let you know that for those who may have already sent additional comments and suggested changes.</p> <p>Jamila Taylor opened the floor for council members to discuss that you would like to share additional comments or questions that have been received.</p> <p>Roberta Availa stated that she didn't understand how the date of January 2026 was given. Is this date for the regulations that are currently being proposed for the April board meeting, or will there be another phased update to the regulations?</p> <p>Nicole Banes stated that these will be pushed out in January 1926.</p> <p>Roberta Availia stated that she would like to see a process where we have a</p>

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workshop to examine those. The council needs to meet with Marlinda Beck-Lee before, to walk through and clearly understand why things are being removed and added. There isn't time in our formal advisory council meetings to discuss that, but it is recommended that it happens because having council members send comments does not work well when we don't know what's being sent. There is value in having a group discussion; I recommend that you talk about the process.

Roberta Availia stated that she does not understand what happens after the minutes are approved. The council has not approved them. These minutes go to the Secretary of State's office. Is that correct? Can you tell us a little bit about that process? I want to know about that process.

Nicole Banes stated that the information is sent to the Health Department's executive leadership. They will read through what the advisory council has recommended. Based on the suggested concerns, they decide whether to approve those regulations to be sent to the board.

Let's say they approve those regulations and send them back to me. I then fill out some paperwork, contact the Secretary of State's office, and then a public hearing date is set.

So, there's a time frame that I look at. It's around 25 to 30 days before that board meeting when the oral proceeding would be held.

Once it is ready, it will be posted to the Secretary of State's website. You will receive the market copy underlined.

What you receive is what they will post on the Secretary of State website within that 25–30-day time frame. They will be out there for the public to pull off the website and review.

Then, we would have the public hearing at that designated time. Everyone could attend via Zoom.

Roberta Availa questioned whether everyone will have an opportunity to comment once the public hearing is set.

Nicole Banes stated that there would be no discussion during that hearing. You must sign up prior to making a public comment. You may also submit written statements. Public comments are reported and included with the regulations, to the board, along with the other required paperwork.

Roberta Availa thanked Nicole Banes for that explanation and asked for a written summary of what that process entails, for clarification.

Roberta Availa made a formal motion prior to the regulations being approved; that the Advisory Council have an opportunity, and those who wish to join attend a workshop to look at the regulations, make comments, and provide an opportunity to look at the regulations together with someone from the Health Department to walk and talk through the necessity of any changes.

This is a formal motion, to chairperson Jamila Taylor. To not only receive a copy of the draft, but since we are the council, to be able to provide comments and advice in that role, not to vote on, but comment and advise, all while understanding what is being changed.

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Jamila Taylor stated she didn't know if the council would have an opportunity to do that before the April meeting, since we only have March, but when January 2026 gets ready to come out, if feasible, a meeting may be scheduled before the health department council votes.

Roberta Availa formally requested an opportunity to meet prior to the April meeting so that all those council members who can attend will be able to participate. The advisory council should have an opportunity to speak, advise, give comments, and feel as if we're heard from the board.

Vince Burke requested that the advisory council members and the public have 30 days or more days to review. This will provide a chance for interested parties in our area and other childcare facility owners to have the opportunity to provide comments and feedback to us, so we can pass that on to you guys. There's been motion. I do have the time to meet.

Jamila Taylor requested that all in favor of meeting with the Bureau at an TBA time in March 2025, so that they can explain some of these suggested changes before approval in April 2025 respond by saying, I.

All: "I"

The motion to meet at a TBA time in March 2025 carried.

Colleen Smith stated that this motion may be something for the council to work on going forward. In agreement with Roberta Availa, a clear written process is needed, just like when they do federal national proposed rulemaking. There's a clearly defined process. This is what happens, and those steps. You did a really good job of outlining those steps, but I'm almost 70 years old, and I forgot half of what she just said, So, we need it in writing. Each of us represents early childhood landscapes. I don't want to feel like an idiot if somebody calls me up, asks something pertaining to the process and I can't tell him anything. So, if we could get at some point and this may be another work group, set up a process. I think that would be very important. That'll go a long way in helping people better manage their time. Second, I'd like to see where the proposed changes are federal mandates. If they could be indicated as a federal mandate. Put it in an asterisk, put a flag, or whatever, but it lets us know that this is a federal mandate.

ReGina Harvey stated that every bit of this conversation will be put into print, including the steps provided by Nicole Banes, so that we have a step-by-step process checklist. Also, Ms. Smith sent a piece of the bylaws. It states... "The council may establish any ad hoc committee it deems necessary to carry out its functions. Committees must be shared by a member of the council but may seek information or special knowledge or expertise from others outside of the council.

Roberta Availa requested to co-chair the committee. Is that OK?

Vince Burke thanked Roberta Availa for her participation.

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Roberta Availa asked if the meeting would be open to oral comments and written comments. Also, for those who want to come from other childcare centers and for others in our early childhood community who want to continue to share and make suggestions to the childcare licensure bureau.

Do they have a board meeting scheduled for public comments on the regulations? Do they have that specific meeting in Jackson scheduled yet? Do you know if it's going to be for just comments to be made?

Nicole Banes stated that it is not on the calendar yet. That will be scheduled when we submit that to the Secretary of State. They set all of that up, so unless we get this through the advisory council, we won't be set up as a submission for the July board meeting.

Roberta Availa asked for clarification as to when is the actual meeting for public comments on these potential changes?

Nicole Banes stated that it has not been set.

Roberta Availa OK, yeah that comes from the state. That comes from them.

Nicole Banes stated that they set that information once I've submitted all the paperwork required on our side. The advisory council is part of that information that they are expecting.



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	PUBLIC COMMENTS	NOTES
V	Public Comments	<p>A Participant (?) inquired if the public comments from this meeting be shared with the board.</p> <p>Nicole Banes stated that yes, all information would be included with the documentation sent to the board. That's correct, thank you. Are you ready Miss Taylor to open any other comment?</p> <p>Jamila Taylor inquired before the floor was opened to the public, if comments, questions, and messages that were submitted had been compiled.</p> <p>ReGina Harvey stated that the typed comments and questions had been put in order.</p> <p>The floor is open to public comment. Each participant will have two minutes to speak.</p> <p>Jamila Taylor So, the first one, are you there Burnett? Ms. Lawanda?</p> <p>Jamila Taylor requested that Marlinda Beck-Lee keep time for the comments, so that way we can be respectful and hear as many comments as possible.</p> <p>Jamila Taylor (to the public audience) also this meeting is being recorded, so we can transcribe the minutes. As well as thoroughly stated as possible. To get that passed on the way you wanted your comment to be. OK, so I'll turn it over to you, ReGina Harvey.</p> <p>ReGina Harvey Miss Lawanda, are you still here?</p> <p>Lawanda Burnett: Yes, I am. I'm sorry, I am.</p> <p>ReGina: You asked what steps are needed to join the council?</p> <p>Lawanda: Just listening to everything you guys are saying, especially with...Because I'm a be honest. I was very overwhelmed with everything coming out like it was. Like there is a meeting tomorrow. So, I had to rearrange things and then not have enough time to review.</p>

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My school is a therapeutic school. So, we do things a little bit differently than most. We're incorporating more mental health services, and more emotional regulation. I would like to see some of that going into regulation. I didn't find this out until yesterday, so that's why I'm asking these questions because I don't know where to go, so that I can put my school in a better position. I want to be a part of this council or whatever council; to be a resource and let you know you guys know that there are entities that are taking different steps or doing more innovative measures of incorporating mental health services. We are seeing more and more kids with ADD, ADHD, and Autism. This is the area that we're specializing in. We want to get that word out. Be another support and service for even some of you guys there. How do we do that? So, that was one of my questions.

I was looking through as much as I could yesterday. The 180 documents that little time that I couldn't read everything, but it is what I'm with you guys. It just wasn't clear enough to flow enough so that we know what those changes are about, that's my comment.

ReGina Harvey: Thank you for that, next is Doloris.

Doloris Suel: Where can I find the federal mandates?

Nicole Banes: I'll put them on the website to childcare so that we will know prior to these recommendations of regulation being made and we can look at other things.

Doloris Suel: I was on the council. Responsible through the legislature, the castle being able to vote on the rules and make recommendations but also decide through what to go in and that was a good process.

The other thing glad that we're happy. We are home and we found out about them, but I say look on the website it tells you every meeting that's going to. It will be sent to you, but I hope that the council do what we've done today and follow up because from what I'm seeing may have just been admitted thank you.

ReGina Harvey: I'm going to put my email in the chat. If anybody wants to send me their email, I'll make sure that you get the minutes via email.

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The next person is Miss Carol Burnett.

Carol Burnett: I just want to say that if you read the federal childcare development fund rules. There are rules that, I believe, the department of health childcare licensure staff have said or what requires some of these regulation changes.

Those rules give states general guidance and general categories of things to address, but those do not have specific requirements. So, I really don't think it's correct to say that the regulatory changes that are being proposed are being federally mandated.

ReGina Harvey: Everybody's putting their emails in the chat and I'm not sure how I would have access to that. So, if there is a way that you guys can send me a transcript of the chat?

Next, we have Debbie Ellis

Debbie Ellis: Good afternoon. Thank you for this opportunity to speak in two minutes. I have much more that I can say, but I would like to also inform you:

1.

After such recommendations are made by the childcare advisory council and the board of health will require that a vote is made to approve these new regulations.

2.

The proposal would then be filed with the secretary of state.

3.

The Secretary of State will ask which changes are being made.

I ask that the department of health list every single one. That is the way it has been done in the past and that will prevent any confusion. I also thank you in advance for providing us with the so-called requirements for health and safety. I must say, based on what I received in December, at the last minute, for regulations changes, there are many recommendations that have nothing to do with health and safety. In

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fact, many are, an outright overreach of authority! So, handling this kind of matter is serious, at these times, and during the childcare crisis! To alienate childcare providers in such a way to devalue and disrespect childcare providers in such a way, is atrocious! It is not fair to Marlinda, who must come out and visit sites. It's not fair to my licensing official. To have to explain what's required and what's not required. That's not their job!

Policy makers need to get busy providing us with everything we need to know with regards to policy changes, and you'd be surprised at the times we would support you in agreement to...

Marlinda Beck-Lee: Ms. Ellis, your time is up, thank you.

ReGina Harvey: Next we have Lisa Daniel.

Lisa Daniel: I would like to see the federal mandate as well, so I can review what those requirements are as I'm reviewing the proposed changes to the regulations.

ReGina Harvey: Next is Cantrell Keys.

Cantrell Keys: I would like to second the motion to everything that Debbie said, and I'd like to request that they continue true transparency with changes and rules and regulations. I don't think any director or owner on this call would NOT follow rules and regulations, but when there's clarity, you're able to do what is expected of you. You can explain to your staff why you must do this in the classroom or why you don't have to do this in the classroom. Training starts with us every day when we're hiring people. When we're doing the on boarding processes, we are cultivating them to fall in line with regulations. We all want to have quality childcare centers. We all want the state of Mississippi to represent well, so that other states can fall in line with what we're doing to provide quality in childcare.

I'm asking this council and the board to continue transparency, so we can follow the things that we need to follow and continue to be great business owners. We are business owners of childcare, and we must be able to provide that service to our parents, to our grandparents, and to our students. Thank you!

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ReGina Harvey: You also asked, how do we know our comments are received?

Jamila Taylor: It is being recorded, transcribed, and shared with the bureau.

Cantrell Keyes: The second part of that was when we make the comment, how do we know when it gets back to the board that any of those changes from our comments will be made?

Jamila Taylor: We'll get that information and then we can provide some response to that.

ReGina Harvey: I'm not sure who iPhone 6 is, but they mentioned that having two people on staff always is not cost-effective. They were also concerned that we weren't childcare providers on this board, so I just wanted to clear the air, that I personally own a center and so does Vincent. I think that's it as far as where I'm at. I'm on the coast, but we'll just listen.

Vincent Burke: We're here working for you guys.

Jamila Taylor: Me too, I have HeadStart. We're not supposed to comment so we can receive everybody's comment, right? Are there any others?

ReGina Harvey: Jonah Marlin? Marlin?

Simeon Gates?

Simeon Gates: I am a reporter with Mississippi Today. I wrote an article about the regulation changes, and I have a couple of questions. I don't know if this is a place to ask questions. First off, can we see the second draft of the new regulations, and will we be able to see the second draft of the regulations before they get approved?

ReGina Harvey: The next one is Colleen Smith.

Colleen Smith: One thing that's not related to the new regulations, but I would like to see the childcare advisory council go back to in person meetings because I think that you can get more done, I think that the

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dynamic between the comments and discussions is completely different than a Zoom meeting. I feel like it must've changed, for the council, whenever we started during the pandemic. I don't know if there's a reason why it's continued, but that's all I have to say, so I can yield my time to someone else. Thank you.

Jamila Taylor: We are going to address that before we adjourn our meeting.

ReGina Harvey: Ms. Parker said that comments will be shared via smart sheet and the commentor can get a copy of their comments after they're made.

Jamila Taylor: Will that be put on the website?

ReGina Harvey: Melissa, would you like to answer that?

Melissa Parker: I'm just saying that the comments can be put on the website if they're needed. Yes, we can do that.

ReGina Harvey: I don't have any other people that raised their hand or spoke up.

Jamila Taylor: Okay, alright. This is wonderful to have so many individuals when it pertains to really taking care of our children across our state and the health and safety of business owners. So, I'm happy that you're taking an interest, and speaking up. To be able to share what we would like to see, in the regulations to be able to maintain a healthy and safe environment for our families, our children, and our staff that we have within our site.

As far as the meetings are concerned, I was going to ask for our next meeting in May to be face-to-face. I've already had that conversation with Marlinda and Nicole, and they were fine with that. I wanted to bring that to the rest of the council to see if they would be willing to travel to Jackson for us to meet, and of course, we still have the virtual option for people who want to make public comment. We could do at least two meetings face-to-face and then the other two virtual. I wanted to see what your thoughts are about meeting face-to-face in Jackson that location has not been determined because I wanted to talk to you

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first about it, so we're looking at the Jackson area.

Several say yes, plus Vincent and Roberta.

Name inaudible: It would depend on the date and time for me, because that's a drive for me.

ReGina Harvey: Yah, it's three hours for me.

Jamila Taylor: Friday is when we have the quarterly meetings, the next meeting will be on the third Friday in May. It will be at the same time. They're always from 1 o'clock until two on May 16.

ReGina Harvey: So, if we're going to drive that long, shouldn't the meetings be longer, because I'm not going to drive three hours for a one-hour meeting.

Jamila Taylor: In the by-laws it says we meet an hour. As a council we need to go over that and we could do that depending on what those agenda items are, but in the bylaws, it does say that our meetings are filled for one hour

ReGina Harvey: Is that at a minimum?

Jamila: It does say in the by-laws as well that you are compensated for mileage and travel expenses, according to authorize bylaw. So that's something we can investigate as well, but I'm fine with whatever we decide, we want to do as a council, but for at least an hour.

ReGina Harvey: I would like to ask who's in charge of the public website? Who lists all the posts of our meetings and stuff like that, because it hasn't been updated since February 2024.

Marlinda Beck-Lee: We posted those. If it gets closer, it'll pop up, but we can check back to make sure. I think that came up at the last meeting. So, we went there, it was there, but I'll double check it.

ReGina Harvey: They would also like to have the Bylaws posted on that website.

Marlinda Beck-Lee: It's already on there; we'll get you instructions on how to find it.

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ReGina Harvey: I think, I think I still have that that you sent out not too long ago.

Marlinda Beck-Lee: Just let us know if it's something that you don't see and we can walk you through it, Ms. ReGina since you are the secretary and then you can help get it to the council and Ms. Taylor and she then could respond to you. If that's OK? That way everybody won't be coming to us.

ReGina Harvey: That's good for me.

Jamila Taylor: Let's try to have a two-hour meeting but we know for sure it will be an hour.

ReGina Harvey: Yeah, sounds good.

Jamila Taylor: All right? Is there any other order of business for the council before we adjourn.

Roberta Availa: Since I'm just chairing on the committee with Mr. Burke. I will be getting back to you just as soon as we have a date to see if it can work for the majority of the advisory council members who want to join us because we realize that this is important that we get together as soon as possible.

Jamila Taylor: Any other order of business?

Lawanda Burnett: I just want some clarity. So, to be a part of everything y'all are talking about, especially for May 16, those are for the people that I've already been approved to be a part of this council. Correct?

That's the next time we will get, those of us of the 200 that are here, we will come together to comment in January. Once our comments have been collected and the changes have been made to regulations on what they're doing now, they are going towards health and safety. Then another change will come. That's when we will be invited again. Correct?

Jamila Taylor: It is my understanding that you'll have another opportunity to provide oral and written comments as well once that date

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has been approved by the Secretary of State office. Another date will be for you to have the opportunity to comment on what is being proposed. So, you don't have to wait until January. So, there will be another set of times to where you will have an opportunity to voice your suggested concerns about the regulations. If I am misspeaking, Ms. Marlinda and Ms. Nicole, if I am incorrect on that.

Nicole Banes: That is correct, Jamila.

Lawanda Burkett: Where do I need to go, to find out how I can apply to be a part of this council?

Jamila Taylor: The council has already said that there is an application on the website, and it's listed by the congressional district. So, you can look for those. Marlinda, can you give me a little information on that? We shared at our last meeting there were two vacancies that are needed by the council, and there are applications being accepted as we speak. What is that cut off day to be accepted?

Marlinda Beck-Lee: March 7

Jamila Taylor: So please go to the website.

Lawanda Burkett: What website?

Jamila Taylor: Childcare Licensure.

Marlinda Beck-Lee: Ms. Jones, if you need some information, give us a call when you get of this line, we can take you right to it because we send them out to all the daycare centers. So, if you have a daycare, you should have gotten that, but if not, just give us a call on 601-364-2827.

ReGina Harvey: What district are you looking for?

Jamila Taylor: Is there any other business from the council members?

ReGina Harvey: Yes, Ms. Jamila, what district are they looking for?

Jamila Taylor: District one and two. The application process explains all that information, so please, please, please, if you're interested or know others who may be interested in getting that information submitted so that the department of health can begin to review that

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application and make those selections. That is not part of the council, we don't do that.

Deloris Suel: Can I say one thing before you go about the process? I applied and I got no response. I would appreciate it if people at least acknowledged that they submitted it and that they were not chosen. You know, because it does help, and it is just good business.

Jamila Taylor: Can we get to close our meeting and make a motion to adjourn? People in favor?

ALL: I

Jamilla Taylor: Enjoy the rest of your day and thank you so much.

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Addition Public Comments Shared via ZOOM Chat:

From iPhone (6): You guys are suggesting your requirements, but you do not work in a center. Having 2 people at all times cost money. Also, we cannot find people to work much less come in at 6 or 6:30 for maybe 5 children that early. Centers are closing every week here on the coast.

Colleen Smith: from the CCAC by-laws:

VI. Committees

The Council may establish ad hoc committees it deems necessary to carry out its functions. Committees must be chaired by a member of the council but may seek information or special knowledge or expertise from others outside of the council.

Jonna Marsland: Why are these regs being changed? These regs will cause depletion of funds and profits to properly run a childcare center. It's hard to find good employees, these changes look like they will decrease our funds and make things harder to operate.

Colleen Smith: from the CCAC by-laws:

I. Functions

The Child Care Advisory Council was created by the Child Care Licensing law of 1972. Members of the council are appointed by the Executive Officer of the State Board of Health. The function of the Council is to assist and advise the licensing agency in the development of regulations governing the licensure and regulation of childcare facilities. Assistance and advising the licensing agency will be accomplished through the following:

(A) seeking input and recommendations from agencies and advocacy groups for best practice in all areas and concerns affecting children in childcare.

(B) recommending legislative agendas and action to the State Board of Health to promote the best practice of health, safety, and development of children in childcare settings.

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Debbie Ellis: Regs do not have to be updated every year. Please do not plan for December surprises of announcing proposed regulations. You all ruined the holidays by many providers. Please make a note of it.

The council will meet the second month of each quarter (August, November, February, and May) of the state fiscal year. Regular meeting dates will be the third Friday of the month. If the regular meeting date falls on holiday the council will select, by majority vote and no later than the preceding scheduled council meeting, an alternate meeting date to conduct business by the council.

Public notice of Child Care Advisory Council meetings will be given two weeks prior to the meeting date. All council meetings are open to the public.

The Council may, at its discretion, cancel meetings (1) for nominal agenda/business items for the council to review; (2) for unforeseen events such as severe weather conditions; (3) for unusual or emergency events that may transpire.

Meetings may be canceled by majority request of council members by way of a telephone poll or by the decision of the Chairperson, Vice-Chairperson, and Secretary. Council members will be contacted in a timely fashion regarding these actions via telephone, fax, e-mail or other electronic means. When deemed appropriate by the three officers of the Council, selected business may be conducted by conference call or other means among members of the council. Special meetings of the Council may be called by the Chairperson or by request of two-third (2/3) of voting members of the Council.

	Other Business	NOTES
1.	Adjourn	Jamila Taylor moved that the meeting be adjourned. By unanimous vote, the motion was second. The meeting was adjourned at 2:17 P.M.
2.	Next Meeting	Friday May16, 2025 (1:00 p.m.)
3.		
4.		
5.		

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Mississippi State Department of Health

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ACTION ITEMS

#	Step	Person (s) Responsible	Due Date

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Jamila Taylor

Council Chairperson

Marlinda Beck-lee

MSDH Representative

5/27/2025 | 11:35 AM CDT

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Instructions for Form 1075, Meeting Notes

Revision Date, 1/22/18

Purpose: The MSDH Meeting Minutes are 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.