



Meeting Minutes



Meeting Title:	Bureau of Child Care Licensure Advisory Committee	
Meeting Location:	Via Zoom	
Meeting Date:	05.17.2024	
Time:	1:00 P.M.	
Attendees:	Advisory Committee Members: Roberta Avila Vincent Burke Jami Ferrell Cynthia Lewis Rhemalyn Lewis Gena Puckett Jamila Taylor Nita Norphlet-Thompson	Bureau Child Care Licensure Staff: Marlinda Beck-Lee Cassie Hillhouse LaKeisha Bland Tera German Denise Love Tonya Broger

	AGENDA TOPIC	NOTES
I	Welcome and Call to Order	Marlinda Beck-Lee-called the meeting to order at 1:03 P.M. Roberta Avila-seconded the motion.
II	Quorum	A quorum is established with 8 council members present.
III	Minutes of the Last Meeting	Marlinda Beck-Lee- a quorum was not established for the February 2024 meeting. There were no minutes to be read or accepted.
IV	New Business	1. SAFER Fingerprint system: Marlinda Beck-Lee 2. LIFT ED Training System: Marlinda Beck-Lee 3. Proposed Training Facilities: Vincent Burke The IN THE ZONE conference room is open to MSDH Monday - Fridays 8am - 4pm during the school year for classes. This will be starting August of 2024. Please feel free to reach out to Cassie Rainey, Director of Childcare Services to get schedule dates and times. Cassie Rainey's email address - CassieRainey@InTheZoneGC.com



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	AGENDA TOPIC	NOTES
		<p>3. Child Care Licensure Regulations Revisions</p> <p>Roberta Avila:</p> <p>What is the current status of the revisions to the Child Care regulations ? Will the advisory council have an opportunity to review the revised regulations ?</p> <p>Marlinda Beck-Lee:</p> <p>We are currently in the process of completing the draft for the regulation changes. Nicole Banes, Director, is the contact person regarding opportunities for discussions and to contribute provider feedback.</p> <p>Vincent Burke:</p> <p>Will we as the advisory board be allowed to view and comment on any potential changes before they are put in place as permanent?</p> <p>Jamila Taylor:</p> <p>What is the time frame for completion ?</p> <p>Marlinda Beck-Lee:</p> <p>The proposed submission is by October or November 2024.</p> <p>Vincent Burke:</p> <p>If there are any changes to the regulations for Child Care Facilities as far as the physical structures, will my facility construction that is set to take place in Long Beach MS be grandfathered in with the current facility requirements? We plan to build a new facility starting July of 2024 and opening in July of 2025.</p> <p>Marlinda Beck-Lee:</p> <p>For the interest of time, please email any questions, comments, or recommendations that you may have regarding the revisions to regulations and others items to marlinda.beck-lee@msdh.ms.gov or cassie.hillhouse@msdh.ms.gov.</p>



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AGENDA TOPIC		NOTES
		<p>Roberta Avila: Are there any updates regarding the position vacated by Festus Simkins?</p> <p>Marlinda Beck-Lee: Upper management will communicate any decisions regarding filled positions. New child care advisory council members will be introduced at the next meeting.</p>
V	Adjourn	Roberta Avila moved that the meeting be adjourned at 1:20 P.M. Jamila Taylor second the motion.
VI	Next Meetings	<p>Friday, August 16, 2024 (1:00 p.m.)</p> <p>Friday, November 15, 2024 (1:00 p.m.)</p>

ACTION ITEMS

#	Step	Person (s) Responsible	Due Date



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Minutes Submitted by:

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Mississippi State Department of Health

Revised 1/22/18

Form 1075



Meeting Minutes



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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