



Meeting Minutes



Meeting Title:	Bureau of Child Care Licensure Advisory Council	
Meeting Location:	Via Zoom	
Meeting Date:	2.16.24	
Time:	1:00 P.M.	
Attendees:	Advisory Committee Members: Roberta Avila Tonya Jones Marneshia Cathey	Bureau Child Care Licensure Staff: Marlinda Beck-Lee Julie Henderson Cassie Hillhouse Lakeisha Bland Denise Love Yolanda Morrow Lisa Allen LaTonya Reed Kimberly Clark

	AGENDA TOPIC	NOTES
I	Welcome, Call to Order, and Establish Quorum	Only 3 people were established from the Child Care Licensure Advisory Council. Marlinda Beck-Lee introduce herself.
II	Adjourned	The meeting was adjourned due to lack of quorum.
III		
IV		
V		

Marlinda Beck-lee



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ACTION ITEMS

#	Step	Person (s) Responsible	Due Date

Marlinda Beck-lee



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.