Welcome/Opening Statements

Mr. Larry Nobles called the meeting to order at 1:09 p.m. A quorum was established.

Approval of Minutes

Ms. Lori A. Rolison made a motion to approve the minutes of August 18, 2017. Ms. Janice Pettus seconded the motion. The motion carried.

New Business

- Mr. Festus Simkins introduced the new Council members, Ms. Nancy McNair and Ms. Michelle Pugsley.

- Dr. Chad Allgood gave a brief overview of the first and second meetings of Healthy and Safe Behaviors Subcommittee. This subcommittee was charged by the Board of Health.
  
  o First Meeting – Dr. Chad Allgood, Ms. Kelly Carmody, and Mr. Jim Craig stated that the purpose of the subcommittee is to identify existing training and technical assistance resources and to identify gaps in services that could be addressed by
the MSDH Child Care Licensure Division. Existing resources were identified and the findings included resources for Special Needs Children.

- Second Meeting - A summary report was created and distributed to subcommittee members for follow up on action steps. The Subcommittee identified training that would be listed according to topics for providers across the state.

- It was stated by Ms. Ellen O’Neal that the Healthy and Safe Behaviors Subcommittee would be an open meeting, which will be placed on MSDH website by Mr. Festus Simkins.

- Ms. Ellen O’Neal stated that Ms. Cassandra Walter would be replacing her as the Attorney for the Child Care Licensure Division.

**Old Business**

- Ms. Kelly Carmody gave an overview of the new training that will be offered by the Child Care Division Training Unit. Two new training classes will be offered each month beginning in January 2018.

- Ms. Kelly Carmody gave an overview of the Complaint Investigation Unit. There have been 417 complaints received from July 1, 2017 – November 28, 2017. The Complaint Unit and Training Unit will work hand-in-hand to set up technical assistance topics so that Licensing Officials will be able to assist providers in systematically eliminating violations and thereby better protect the welfare of the children that are served.

- Ms. Kelly Carmody gave an overview of the new vetting system that the Training Approval Committee (TAC) will be using for new trainers.
  - Training topics will be listed as follows:
    - Health, Safety, and Nutrition
    - Infant and Toddler
    - Preschool
    - Afterschool
    - Administration

- Mr. Festus Simkins gave an overview of how the Licensing and Reporting System (LARS) will be available for public view. He also stressed that it is very important that the Licensing Official’s and facility operator’s documentation is accurate in the system. The MSDH website was used as a guide for the committee to view. Mr. Simkins introduced Mr. John McManus, the Development Team Leader who supervised the team that developed the LARS system with MSDH staff input.

**Public Comments**

- Jackie Smith, Owner, Little Dreamers asked if the Healthy and Safe Behaviors Subcommittee would be open to the public. It was stated by Mr. Simkins that the
meetings were public and the date of the next meeting would be placed on MSDH website.

- Joyce Moxley of Montessori Academy introduced herself and shared information on their program.

Other Business

- The next Child Care Advisory Council meeting is scheduled for February 9, 2017, at 1:00 p.m.

- The meeting was adjourned at 2:00 p.m.

Lori A. Robinson  /s/  [Signature]  [Phone Code]
Council Chairperson

[Signature]
MSDH Representative

2 Feb 18
Date