



Fair Start for Kids Act (FSKA) Temporary Licensing Subcommittee of the Early Learning Advisory Council (ELAC) Meeting Minutes

February 8, 2022 – 1:00 pm to 4:00 pm
Virtual Meeting

Welcome & Virtual Meeting Protocols

DCYF Deputy Director of Community Engagement Deanna Stewart welcomed attendees and walked through virtual meeting protocols.

Introductions and Meeting Agenda Review

DCYF Community Engagement Manager Emily Morgan reviewed the meeting agenda with the group, initiated introductions, and led a word cloud activity.

DCYF Licensing Division Organizational Structure and Scope

DCYF Statewide Licensing Administrator, Travis Hansen and DCYF Child Care Licensing Continuous Quality Improvement Manager Aliza Yair, provided an overview of their organizational structure, the Licensing Division’s scope, and provided an opportunity for Q&A, and collected feedback.

- [DCYF Licensing Division Organizational Structure Presentation](#)

Discussion	<ul style="list-style-type: none"> • What are the boundaries for north and south king county? <ul style="list-style-type: none"> ○ It is somewhat blurred and gets all the way down to zip codes and is not a clear line down the middle. There is some mix between Renton and Tacoma. • Was there intentionality in having licensors reflect the population of children they serve as you divided up the zip codes? <ul style="list-style-type: none"> ○ Those were already set, but as we are hiring we are looking at hiring people who reflect the children we serve. • Is there a slide that demonstrates the clear division of Region 4? <ul style="list-style-type: none"> ○ There is not. There is a shifting in caseloads to make them manageable for child care licensors. The reason the regions are established have more to do with child welfare and the courts. We don’t necessarily have to deal with the court system, so we have some flexibility there. • As you are talking about region 4 and the line that zig zags, does it sometimes shift or is it pretty clear? <ul style="list-style-type: none"> ○ Yes, it shifts. We have different areas that grow faster than others. There are only 85 folks to do this work, so we have to try and have manageable caseloads. • What is the average caseload per licensor? <ul style="list-style-type: none"> ○ We would like it to be around 60-65. • What is the main reason licensors are leaving (besides retirement)? What is the gender/racial demographic breakdown of those leaving? What is the pipeline the department uses for recruiting licensors? <ul style="list-style-type: none"> ○ We are seeing folks who have been in this sector for a long time retiring. We also have the issue of the vaccine mandates, and we changed to working from home which some people did not like. • With different Area Administrators engaged in District 4, how are you helping with the reliability and consistency of their work? At times it can be challenging when you work in King County and have three to four Area Administrators interpreting things a bit different.
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- We use a coaching approach and have folks meet with their supervisors once a month or more. We also have unit meetings that take place; some supervisors do one or two meetings a month. Quarterly, all supervisors get together statewide, but that has increased to monthly meetings.

Licensing Processes

The DCYF’s Licensing Division provided an overview of their processes, an opportunity for Q&A, and collected feedback on additional questions regarding the checklist.

- [Licensing Processes Presentation](#)
- [Licensing Processes Discussion Question Responses and Feedback](#)

Discussion	<ul style="list-style-type: none"> ● Can you say a little bit more about Child Protective Services (CPS) and the Licensing Division (LD) especially when there is an accusation in a child care center? <ul style="list-style-type: none"> ○ All complaints come in to the same place: the intake number. The intake worker will take that information and then it gets screened to LD CPS. If it is just a licensing issue, then it comes into licensing and then we will take care of that. ● Can we do something to improve the allegations process? <ul style="list-style-type: none"> ○ Yes, absolutely. We can do safety plans when there are allegations against staff. It is easier when there is an allegation in a child care center because we can remove that staff or keep them on site and put them in a different role such as a cook until the allegation is resolved. ● Providers do not know what the process is, what their rights are, what is required versus what is requested. <ul style="list-style-type: none"> ○ That could be a recommendation from this work as we move forward. If CPS doesn’t think an issue needs to be acted on, providers should not be held in limbo as they move on to “real” cases. ○ It would also be helpful to have clear guidelines for when administrative leave needs to occur. ● Do you have the Spanish version of the Feasibility List and the Checklist? The forms and documents are only in English. This is a barrier for Spanish-speaking providers who would like to become licensed. <ul style="list-style-type: none"> ○ We can definitely look at that. At this time, we have been told to not translate the Washington Administrative Code (WAC) into another language. If we were going to do that to the checklist, then the majority of it would still be in English since it is the WAC. We are having conversations with the Assistant Attorney General’s Office (AAG) on how we can do that. ○ Seems translated materials would fit into the Governor’s push for equality and diversity in the state. So that could also be another recommendation for our work. ● In speaking with providers who are in the process of trying to open new sites or are remodeling, there seems to be an issue with how various agencies interact (fire inspector, local building folks, etc.). What can DCYF do to help make this process simpler? <ul style="list-style-type: none"> ○ One of the goals of the Technical Assistance unit is to address those barriers. ● Can you help clarify between the compliance agreement and the inspection report? <ul style="list-style-type: none"> ○ Doing a facility licensing compliance agreement is in lieu of licensing taking action. The lower risks are going to end up on the inspection report and the more severe will be on the compliance agreement or licensing will need to take action. ● What is the status of the Community Review Panel? I know recruitment is with the Oversight Board, but when will the work begin? <ul style="list-style-type: none"> ○ Yes, it is in place and the only way you can get to that review committee is if you disagree with a Facility Licensing Compliance Agreement (FLCA). ● When is this committee starting to convene?
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	<ul style="list-style-type: none"> ○ If we got a review, we could put together the committee today. It is all set up to have folks come to the table to review. It is the change of language that is going to be the issue. We are going to want to present in detail on that. ● I was surprised to hear that an existing provider has to go through everything, including orientation, as if they were a brand new provider when opening an additional site. <ul style="list-style-type: none"> ○ There is the Organizational License Pilot that is underway which would help with that. Providers only need to attend orientation again if they took the old orientation before the WAC was updated. ● When you shared there are 85 licensors, does that include the new pre-licensing staff or is that in addition to existing licensors? <ul style="list-style-type: none"> ○ No, that does not include new pre-licensing staff. ● Being aligned with the Fire Marshall is not just a pre-licensing issue. Early Achievers requirements sometimes bump up against the Fire Marshall. <ul style="list-style-type: none"> ○ We have been trying to address this for years now, but it is out of our scope and the fire Marshall has a different WAC than we do. We are constantly having discussions with them to align our WAC's. ● You can find the Licensing Guidebook here. ● Will this feedback be discussed on a deeper level or will we receive a document with answers to these questions? <ul style="list-style-type: none"> ○ Yes, we will answer specific questions and we will use this feedback for future meeting topics and discussions. ● You all will be defining the recommendations throughout this process. Since this is a subcommittee of ELAC, ELAC'S annual report will go to the legislature but this group's recommendations will go to DCYF. ● Would it be possible to get a Licensing checklist sent to us before the next meeting? We would like to see a sample check list and what pieces of the WAC are included and the inspection report and what gets generated. <ul style="list-style-type: none"> ○ We will work on that. ● Is a sample checklist available to view? <ul style="list-style-type: none"> ○ We can provide the initial checklist, but I don't think that's what you want. You have the initial checklist and then the rotating checklist that you all would like. It makes it difficult to provide those specific smaller four checklists based on all different kinds of factors. We are working on getting this information out to you. We need to explain the methodology of the checklist and why because I think that would be helpful. ● Can you clarify how a CPS investigation might look different when the investigation is not related to a complaint. Are these also through DL CPS? ● But if a staff member has been dismissed for cause, couldn't that be listed in MERIT? ● I think there are WAC's that are a barrier to new providers. I'm wondering if this will be discussed at a future meeting?
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Closing Remarks/Adjourn

Next Steps/Follow Up	<ul style="list-style-type: none"> ● The next Fair Start for Kids Act Temporary Licensing Subcommittee meeting will be on February 23, 2022 from 1:00-4:00pm.
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