

Department of Early Learning NRMT Meeting Notes  
September 15, 2007, Issaquah, Washington

**Overall Goal:**

The purpose of this Negotiated Rule Making Team (NRMT) is to develop a set of rules and recommendations about issues that affect the health, safety, learning and quality of environment for children that is supported by parents, early care providers, health/ safety experts and interested stakeholders. The NRMT's proposed rules will then move on to the legal and legislative proceedings (and formal public comment period) before they can be formally adopted.

**Today's Meeting Objectives:**

- Hear from each of the workgroups, their proposals and recommendations;
- Use the Issues Matrix to document main topics of discussion
- Discuss and determine what elements should be incorporated into our work moving forward; and
- Determine next steps.

**Pre-Work Given at August 11, 2007 Meeting:**

- The **A Team** (Debbie Knighten is lead) will use the Issues Matrix to format the work that they previously did on **Staff Qualifications**, incorporating what they learned from the large group discussion.
- The **C & C Team** (Marge Johnson is Lead) will continue to format and identify subtopics for the major topic headings identified in the wheel model. They will use the wheel model's language (For example, the Wheel Model describes a major topic heading as Home & Yard. In May's visioning work, that topic heading was referred to Indoor & Outdoor Environment). They will try to identify referrals and/or subtopics that appear in multiple categories and should be referenced.
- The **West Side Story** (Karen Hart is Lead) group will use the Issues Matrix to format their exploration of the **Food** Topic, and will consider what content experts and/or other input might be sought out.

<i>Time</i>	<i>Topic</i>
10:15	Welcome, Agenda Review, Check In
10:45	Review of Decision Making Protocols
11:10	Work Group Meetings
11:30	C & C Team -- Work Group Presentation
12:00	Get Lunch
12:10	A-Team -- Presentation & Group Discussion of <i>Staff Qualifications</i> , continued
1:15	West Side Story – Presentation & Group Discussion of <i>Food</i>
2:15	Break
2:30	West Side Story -- Group Discussion of <i>Food</i> , continued
3:20	Summary, Decisions Made, Action Items
3:35	Next Meeting Agenda, Project Schedule Adjustments
4:00	Adjourn

## ***Check-in Discussion***

An announcement was made that a DEL Project Manager for the NRMT has been identified and offered the job. Since there was no word about whether the offer was accepted, there was no formal announcement, except to say that it was likely that by the next meeting the NRMT would have a dedicated resource. Stay tuned.

Also at our check-in discussion, one of the participants said that her work group (the A-Team) was having difficulty arranging and conducting effective meetings. Though tough to make happen, she felt there was more value in having in-person meetings. Also, DEL is experiencing significant staff shortages, which once alleviated, should allow them to offer more time to this project. The other two work groups reported progress and satisfaction with how things were going in the small groups, and offered some suggestions to the A-Team. During the first work group meeting of the day, the A-Team talked about options to make their in-between meetings more effective.

## ***Review of Decision Making Protocols***

There was a review of the NRMT's decision making protocols:

- ◆ Aim for consensus, defined as "All parties support, or can accept, the decision."
- ◆ If consensus cannot be reached after extensive efforts by the NRMT, the group may decide to move ahead using a vote & capturing the minority opinion(s)
- ◆ Strongly want a visual representation (e.g. thumbs up, don, sideways) so that there is transparency about where people stand with regard to an issue
- ◆ Thorny or divisive issues may require a neutral facilitator

The facilitator brought up, "What if there is no consensus on our scheduled topic? Do we keep moving it ahead to the next week? How long do we continue to discuss a topic?" There was no real answer. Participants sincerely want to achieve consensus; we may need to revisit this issue as the situation warrants, and/or when the new DEL Project Manager begins.

## ***Work Group Expectations, addition to NRMT Protocols:***

The group discussed and determined that for upcoming sessions, they had expectations for the small work groups to:

- ◆ Use identified subtopics as references (as a skeletal structure for their work)
- ◆ Research their topics and cite their research
- ◆ Present their information in the agreed-upon Issues Matrix format
- ◆ Identify the key topics for large group discussion (to help prioritize the group's time)
- ◆ If possible send out data that will be discussed 1 week prior to the large group meeting

By consensus, the group decided to add the above to the NRMT Protocols.

## ***C & C Work Group – Subtopic Presentations***

Topic: Emergency Preparedness.

Topic: Record Keeping.

### ***Staff Qualifications – led by A-Team (Debbie)***

Please see the matrix on Staff Qualifications. ***With regard to the subtopic of Training, the following decisions were made with full consensus:***

- ◆ Anyone interested in applying for a family home child care license must attend an orientation provided by the Department of Early Learning.
- ◆ Applicants must attend a pre-service training (different than Orientation) prior to being licensed.
- ◆ Licensees must attend a 20-hour STARS-approved course within 6 months of becoming licensed.
- ◆ All licensed providers must maintain valid CPR and First Aid certifications for Infants, Children & Adults.
- ◆ Licensees must get continuing education with a minimum of 30 hours in 3 years.

The A-Team will continue their work researching Staff Qualifications subtopics for next time.

### ***Food – led by West Side Story (Sue)***

Please see the matrix on Food. ***With regard to the subtopics listed below, the following decisions were made with full consensus:***

#### ***Subtopic: Nutrition***

##### ***Balanced Diet, Alternative Foods***

- ◆ Licensees must follow the current USDA guidelines for nutrition, whether food is provided by licensee or parent.

##### ***Multicultural Food Needs***

- ◆ No WAC needed – USDA guidelines should cover it.

##### ***Home Canned or Frozen Food***

- ◆ It was determined that we could benefit by hearing from an expert resource before deciding.

##### ***Water***

- ◆ Licensees must make safe drinking water available to children and must offer it at intervals that are responsive to individual needs of children.

***Food provided by the Parent***

- ◆ A policy decision for individual providers, no WAC needed; issues should be covered by language in “Balanced Diet,” above.

***Milk***

- ◆ Milk served must be pasteurized.

***Subtopic: Food Service***

***Meals and Snacks***

- ◆ This topic still needs to be addressed. The current WAC is good but has confusing wording. We will revisit this next time.

***Food Storage***

- ◆ Food shall be prepared, stored and served in a safe and sanitary manner.

***Washing Dishes***

- ◆ We decided we could benefit from an expert opinion before deciding.

***Utensils/ Services items***

- ◆ We decided we could benefit from an expert opinion before deciding.

***Food Prep area/kitchen***

- ◆ We decided we could benefit from an expert opinion before deciding.

***Eating Area***

- ◆ No WAC needed.

***Kitchen Activities***

- ◆ It was recommended that there be no WAC about this as any safety/supervision issues are addressed elsewhere.

***Special Diet***

- ◆ Any child’s diet that requires an exception to USDA guidelines requires a signed statement from a medical professional.

***Food Allergies***

- ◆ This issue should be moved to the Health section.

The West Side Story group will continue researching Food Topics for next time. They will also seek an “expert opinion” – possibly a presentation at the Oct. 27 session, not to exceed 30 minutes – on the topic of sanitation and cleanliness.

***(It is understood that these all decisions made were approved in concept and that when rules are written the language will change.)***

## *Next Steps*

The next meeting will be in Yakima on October 27, 2007. Pre-work for the small groups:

- ◆ The **A Team** (Debbie Knighten is lead) will continue to use the Issues Matrix to work on Staff Qualifications. Specifically, they will:
  - Identify the key topic areas that the large group should discuss
  - Discuss and prepare recommendations regarding primary staff and assistant requirements
  - Cite research (list at the end of the Matrix)
  
- ◆ The **C & C Team** (Marge Johnson is Lead) will:
  - Share the identified subtopics for the topic of Nurturing & Guidance
  - Review all other topic and subtopic areas for issues that might related to sanitation and cleanliness; draft questions for our next session's expert to address
  - Review the previous topics and subtopics and recommend which subtopics are key for the larger group to discuss
  - Plan to use the Issues Matrix to prepare for large group discussion on December 8 on the topic of Licensing Requirements & Process
  
- ◆ The **West Side Story** (Karen Hart is Lead) group will
  - On the topic of Food, revisit the Frequency of Foods, using the current WAC as a possible model but tweaking the wording so it is more understandable
  - Identify and invite an expert to present (or provide written expert opinion) on the topic of Sanitation and Cleanliness
  - Review the issues of Washing Dishes (3 compartments), Utensils, Dishes, Food Prep, and draft some questions for our Cleanliness/Sanitation expert to address.

We got a lot done, thanks to well-prepared work groups, and a fully engaged large group!

These notes are not intended to be all inclusive, but rather to share what the facilitator captured through group discussion and flipchart notations. Additional notes may be available.