

Department of Early Learning NRMT Meeting Notes  
October 27, 2007, Yakima, Washington

The following agenda guided our discussion:

**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 an expert on the topic of Sanitation and Cleanliness
- Hear from each of the workgroups, their proposals and recommendations;
- Use the Issues Matrix to document main topics of discussion (Staff Qualifications, Food)
- Discuss and determine what elements should be incorporated into our work moving forward; and
- Determine next steps.

**Pre-Work Given at September 15, 2007 Meeting:**

- 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.

<i>Time</i>	<i>Topic</i>
<b>9:30</b>	<b>Welcome, Agenda Review, Check In</b>
<b>10:00</b>	<b>Work Group Meetings</b>
<b>10:30</b>	<b>Presentation &amp; Group Discussion of <i>Food</i>, continued – West Side Story</b>
<b>11:30</b>	<b>Gerri Miller RN-BSN, Yakima Health District Presentation on Sanitation</b>
<b>12:00</b>	<b>Get Lunch</b>
<b>12:15</b>	<b>Debrief of Sanitation discussion</b>
<b>12:30</b>	<b>Nurturing &amp; Guidance; Prioritization of Subtopics – C &amp; C Group</b>
<b>1:30</b>	<b>Break</b>
<b>1:45</b>	<b>Presentation &amp; Group Discussion of <i>Staff Qualifications</i>, continued – A Team</b>
<b>3:00</b>	<b>Summary, Decisions Made, Action Items</b>
<b>3:10</b>	<b>Next Meeting Agenda, Project Schedule Adjustments</b>
<b>3:30</b>	<b>Adjourn</b>

### ***Check in***

- We were joined by Karri Livingston, Eastern Service Area Manager, representing the DEL Leadership Team. She announced that DEL’s Deputy Director, Amie Lapp Payne is the NRMT’s Executive sponsor, and that Assistant Director Larry Horne will be our “point person” from the Leadership Team moving forward (Karri was sitting in for Larry today). DEL is still working on recruiting an NRMT Project Manager. Larry will join us at the Dec. 8 meeting. A DEL high-level org chart was requested so that members get a sense of who’s who within DEL from the Governor down.
- A request for translation services at today’s meeting was expressed since there were several providers present who could have benefited from this service. DEL was unable to fulfill this request since it was not received prior to the meeting.
- One member mentioned disappointment at the NRMT meeting being scheduled the same time as the conference in Yakima. Judy said that Yakima was chosen as the meeting location so that people who planned to attend portions of the conference wouldn’t have to travel and/or miss the NRMT meeting. The following dates have been selected for meetings in 2008. Locations for the meetings have not yet been determined. Please let Judy know if you have conflicts with the dates.

Jan. 12 (rescheduled – original date was Jan. 19, but it’s a 3-day weekend)

Mar 1  
Apr 12  
Jun 21  
Aug 9  
Sep 20  
Nov 1  
Dec 13

- It was decided that drafts of each subgroup's work shall be sent to Judy (by each group's Lead) on the Thursday 9 days prior to the meeting. All Leads are responsible for contacting Judy by close of business that Thursday so that the next day (Friday, 8 days before the meeting), Judy can send out the status of each group's work to all members.

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

Please see the matrix on Food for decisions and comments. The West Side Story group will review the following topics/issues and return with recommendations:

#### ***Home Canned Food***

- Researching risk factors, freezing, and the possibility of getting parent permission

#### ***Frequency of Food***

- After school & (not) regular schedules
- Sleeping kids (waking hours vs. sleeping hours)
- Nighttime care
- "Approximately" 2-3 hours
- "As needed"
- Donna brings book with good language

#### ***Utensils/ Plastics***

- Research
- Disposables
- Marge's suggestion (delete 1<sup>st</sup> paragraph)

#### ***Food Prep Area***

- 1<sup>st</sup> paragraph (Appliances? Refrigerator?)
- Before & after (after = as soon as possible?)  
Intent of rule
- Pets & food (food dish on counter?)

#### ***Eating Area***

- Socialization aspect (research)

### ***Presentation by Gerri Miller, Yakima Health District***

Gerri provided handouts and information and answered questions which some groups documented for their consideration. She defined "sanitation" as a 4-step process:

1. Wash (immerse) with hot soapy water - heated over 120 F
2. Rinse soap off
3. Sanitize (spray or dip in bleach solution, or boil)
4. Air dry

We may want to consider defining “sanitize” (as above)

She agreed to review more of our questions, which will be submitted to her via email by Judy. Following are some of Gerri’s thoughts and recommendations:

- Do not re-heat food in plastic containers because chemicals (Phthalates) are leached into food, posing a risk.
- Read the labels-safe plastics are: Polyethylene and Polypropylene
- Helpful web site [www.watoxics.org](http://www.watoxics.org)
- Recommend minimal use of all plastics
- Recommend Food Handler permits
- Recommend throwing all plastic utensils away after one use
- Soap & water is preferable to hand sanitizer; but hand sanitizer is pretty good alternative if soap & water is not available
- Hand sanitizers are not recommended for children; use baby wipes for children under 2. Hand sanitizers should be kept away from kids (safety issue – alcohol)
- Recommend a doctor’s note for over-the-counter medication for kids under six
- Recommend parent’s permission & documentation of all sunscreen applications (& any other medications administered)
- Recommend following current exclusion guidelines
- Chlorine wipes do not meet the same guidelines as chlorine bleach. Sanitizing wipes do not disinfect
- Recommend regular hand washing

### ***Nurturing & Guidance – by C & C group (Marge)***

The C & C group held a meeting and determined that they wanted to devote additional time (meet in person for a day) to tackle some of their assignments thoroughly. They indicated that by the Dec.8 meeting their group would bring:

- A proposal for additional subtopics in the “wheel,” which would be a sort-of pre-cursor to an Index)
- A list of topical areas for (& prioritization of) Nurturing & Guidance
- An Issues Matrix for General Licensing Requirements, ***which would include the subtopic of Responsibilities formerly included under Staff Qualifications***

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

Please see the matrix on Staff Qualifications for decisions and comments. There was considerable (lively!) discussion to indicate that further discussion is warranted.

In the category of *Assistants*:

- Being able to hours leave kids with a 20-hour trained Assistant for four hours (instead of two hours)
- Are activities requiring absence “regularly scheduled?” How much is too much?

In the category of **Basic Education**, some sub-themes arose:

- Literacy – in whatever language
- Minimal safety communication skills
- Basic child care skills
- Balancing wanting kids to be “school ready” with not wanting to exclude good providers who may not have skills to help kids get “school ready”

In the category of **Personal Qualities**, these themes arose:

- WAC? RCW 43.215.2002B
- Expectations; how will Licensors deal with “violations”
- Solicit parent input?

Judy Jaramillo offered to chair a subgroup (with help from Debbie K.) to do further research on both (1) the Literacy aspect of qualifications and (2) the Personal Qualities piece, and bring that information back to the larger group.

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

### **Next Steps, Assignments**

The next meeting will be in Seattle on December 8, 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:
  - Work with Judy’s subgroup on both (1) the Literacy aspect of qualifications and (2) the Personal Qualities piece
  - Identify the priority topic areas that the large group should discuss
  - Discuss and prepare recommendations.
  - Cite research (list at the end of the Matrix)
- ◆ The **C & C Team** (Marge Johnson is Lead) will:
  - A proposal for additional subtopics in the “wheel,” which would be a sort-of precursor to an Index)
  - A list of topical areas for (& prioritization of) Nurturing & Guidance
  - An Issues Matrix for General Licensing Requirements, **which would include the subtopic of Responsibilities formerly included under Staff Qualifications**
  - Cite research (list at the end of the Matrix)
- ◆ The **West Side Story** (Karen Hart is Lead) group will
  - On the topic of Food, revisit the topics the large group discussed, reflecting on the group’s input, and bring back recommendations
  - Cite research (list at the end of the Matrix)
- ◆ (In addition to everything else!) **Judy** also agreed to:

- Determine an effective communication channel between DEL and DOH (Department of Health) for topics that affect both groups
- Recommend to Larry an outreach plan to tap into the Parent Advisory group that has been formed at the Governor's request

Once again, 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 though group discussion and flipchart notations. Additional notes may be available.)