

Department of Early Learning NRMT Meeting Notes
December 8, 2007, Seattle, 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 each of the workgroups, their proposals and recommendations;
- Use the Issues Matrix to document main topics of discussion (**Food, Staff Qualifications**)
- Discuss and determine what elements should be incorporated into our work moving forward; and
- Determine next steps.

Pre-Work Given at October 27, 2007 Meeting:

- 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)
- 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)
- **Judy** 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

<i>Time</i>	<i>Topic</i>
10:00	Welcome, Agenda Review, Check In Update from Judy: <ul style="list-style-type: none"> • Parent Advisory Group as a resource for NRMT • DEL/DOH communication channel
10:30	Work Group Meetings
11:00	Presentation & Group Discussion of <i>Food</i> , continued – West Side Story
12:00	Get Lunch
12:15	Presentation & Group Discussion of <i>Staff Qualifications</i> , continued – A Team
1:45	Break
2:00	Nurturing & Guidance, Prioritization of Subtopics – C & C Team
3:00	Summary, Decisions Made, Action Items
3:10	Next Meeting Agenda, Project Schedule Adjustments
4:00	Adjourn

Welcome, Check in

- We welcomed Bob McLellan, DEL Northwest Service Area Manager and Larry Horne, Assistant Director of DEL’s Quality Division to our team. Larry also announced that Andy Fernando will be joining the team at the January meeting. Andy is the new Rules Coordinator for DEL and will be serving as the NRMT Project Manager.
- Larry also announced that Judy Jaramillo will be the DEL representative on the Rule Writing Committee. SEIU will soon select their representative for the Rule Writing Committee and will notify the NRMT.
- A revised form of the Issues Matrix was also introduced. The new form includes a column to cite research. This form was welcomed by the group, as we have repeatedly discussed the importance of our decisions and recommendations being research-based.

- Members of the NRMT brought up a newspaper article that contained disparaging remarks about the rule negotiation process made to the media by a member of the NRMT. Team members expressed that the protocols and expectations that the NRMT had developed and agreed to (see Negotiated Rule Making Protocols) as the foundation for this collaborative work had been breached. The focus of the discussion was a desire to address the issue constructively and directly with the NRMT member in our meeting, per the protocols, but the member was not present. The group decided that if he arrived we would alter the agenda so that the issue could be discussed. With 30 minutes of meeting time remaining he had not yet arrived (he did arrive 15 minutes before we adjourned), so the group decided that Larry Horne (DEL), Karen Hart (SEIU), and the NRMT facilitator, Debbie Rough-Mack, would arrange a time to have a conversation with the NRMT member to represent the group's concerns, assure him of the group's desire for his continued input, and make a plan for how the NRMT will move forward on this issue.
- Cassandra Clemens, of APRE, expressed a concern about the change of representation of her membership on the committee since the resignation of Deborah Rosser, also of APRE, from the NRMT last month. The NRMT decided that the Participation section of the NRM Protocols should reflect the change, from "APRE – up to 2 members" to "Provider Advocate – up to 2 members". Sandy will continue to participate on the committee and group approval will be required if another advocate is added later (Vote 20 in favor; 1 (PSD) undetermined)

Food – led by West Side Story (Karen)

Cause for celebration! The NRMT completed their study on the topic of Food. Please see the matrix for specific decisions and comments. The following issues were discussed:

- About ***Home Canning***: the current WAC is fine (Vote: 20 in favor, 1 (DEL) against).
- About ***Frequency of Food***: "Children shall be offered food at intervals not more than 3 hours apart unless they are asleep."
- About ***Utensils and Serving Items***: changes were made because of research about plastics. See the matrix for specifics. Add a reference to address plastic baby bottles, something like "See Infant section for bottles, infant feeding" (Vote 20 in favor, 1 (DEL) against)
- About ***Food Prep Area/Kitchen***: see matrix for language; also, the guidebook should include examples of acceptable food prep surfaces (Vote 21 in favor, 0 opposed)
- About ***Eating Area***: see matrix for language; guidebook could include ideas for fun, creative ways to serve food. Special Program section could address special eating issues and health plan (Vote 21 in favor, 0 opposed)

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

Please see the matrix on Staff Qualifications for decisions and comments. The A Team expressed frustration about not being able to reach agreement within their group, and appealed to the larger group for other ways to move forward with this topic. They indicated that they thought it would be useful to separate Basic Education into subcategories.

After hearing comments and ideas from the large group it was clear that this topic was complex! The larger group determined that a productive “next step” would be to take a step back from the issues matrix that typically guides our discussion and address these issues:

- Refine/revisit the Intent of a WAC on this topic
- What research is available that can guide us?
- Identify experts who could speak to the group on this topic
- Identify questions for those experts
- Research the legal parameters regarding limitations or restrictions about who can or cannot be licensed
- Determine DEL’s direction on the issue of Staff Qualifications

Prioritization of Subtopics, Nurturing and Guidance – by C & C group (Cammy)

The C & C group presented an expanded list of topics and subtopics (and accordingly, more spokes in the wheel model – see handouts). A new category of Supervision was added. Supervision is the topic of the most citations so it was decided that repeating the supervision-related rules under other relevant categories would be acceptable. The NRMT adopted the subtopic list as a guide until each category is studied (Vote 21 in favor, 0 opposed)

The C & C group also presented an Intent, Applicable Rules, and Subtopics on Nurturing and Guidance. The group adopted the list (Vote: 20 in favor; 1 (PSD) undetermined)

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

Next Steps, Action Items

- At the January meeting we will revisit our Guiding Principles, Meeting Protocols and Rule Writing Process. This will be for the NRMT’s review and understanding as well as to inform the new NRMT Project Manager, Andy.
- Larry, Karen and Debbie will arrange a meeting to address the newspaper article issue.
- SEIU will identify a representative for the Rule Writing Committee. Karen will tell Judy, who will announce it to the NRMT.
- Larry, Karen, Debbie, and Judy will meet with Andy before the January meeting to help integrate him into NRMT process.
- The next meeting will be in either Yakima or Spokane on January 12, 2008 (originally scheduled for January 19, but that’s a three-day weekend). Judy will notify us of the

location in the next few weeks. Additional meeting dates for 2008 are listed below. Locations for the meetings have not yet been determined. Please let Judy know if you have conflicts with the dates.

Mar 1
Apr 12
May 17
Jun 21
Aug 9
Sep 20
Nov 1
Dec 13

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, not including the Basic Education section. Their next area of focus will be Infant Care. Specifically, they will:
 - Identify the priority topic areas that the large group should discuss
 - Discuss and prepare recommendations.
 - Cite research

- ◆ The **C & C Team** (Marge Johnson is Lead) will:
 - Cross reference the subtopics from the Food section with the expanded Subtopic list
 - Update the linear list on a regular basis
 - Develop an Issues Matrix for Licensing Process, *which would include the subtopic of Responsibilities formerly included under Staff Qualifications*
 - Cite research

- ◆ The **West Side Story** (Karen Hart is Lead) group will, on the topic of Staff Qualifications:
 - Refine/revisit the Intent of a WAC on this topic
 - What research is available that can guide us?
 - Identify experts who could speak to the group on this topic
 - Identify questions for those experts
 - Research the legal parameters regarding limitations or restrictions about who can or cannot be licensed
 - Determine DEL's direction on the issue of Staff Qualifications
 - Refer to the Issues Matrix developed by the A-Team and their cited concernsIf time permits, West Side Story will also begin studying the topic Program

Once again, congratulations to the NRMT for completing the Food section. We are on our way, thanks to the continued commitment of our team members! Thank you for your hard work.