

# Update Reporting

Hold over update reporting form due January 15, 2024  
Provider Advisory Board



Joint Legislative Oversight  
& Sunset Committee

## JANUARY UPDATE

The Provider Advisory Board will use this hold over update reporting form to report all updates that have occurred during the period of hold over: April 6, 2023 through January 14, 2024. **Update reporting must include a summary of actions and progress on hold over benchmarks during the hold over period.**

**The Provider Advisory Board provided updates to JLOSC staff on January 29, 2024. Their updates are presented below in blue.**

**Hold over period: April 6, 2023 - January 14, 2024.**

**Hold over benchmarks include:**

- **Whether the Board held regular meetings during the hold over period.**  
Are current bylaws require the board to meet quarterly. Proposed rule changes were delayed due to feedback from providers.  
Meeting Dates 2023:  
February 21, 2023  
March 21, 2023  
April 4, 2023  
October 26, 2023  
December 18, 2023
- **Whether the Board had minimal FOIA violations during the hold over period.**  
Meeting Notice and were posted on public meeting board along with minutes.  
DOE sent notice to providers through OCCL electronic mailing list.
- **Whether the Board met its statutory functions adequately during the hold over period.**  
We met the requirements to meet quarterly. Public notice was done. Since meetings were virtual and in person I was not able to post electronic Microsoft Teams Meeting recording to the public notice board. The board may need additional training to use this format. The minutes were posted as a document file.

- ➔ Additional Updates from the Provider Advisory Board During the Hold Over Period (additional updates can include items such as board actions, updates, any planned or finalized by-law changes, board elections, board member changes): [Connie Merlot](#) retired from her Child Care Director of Willow Road and as a member of the PAB. [Rhondalin Canon Tingle](#) (Sussex County) and [Rebecca Kalbach](#) New Castle County) were appointed as members. Both are Family Child Care representatives. We currently have the NCC Center spot vacant.
  
- ➔ Attach any documents such as meeting minutes, agendas, newsletters, annual reports, or presentations published by the Provider Advisory Board during the hold over period. List all attachments here: [Meeting Agenda and Meeting Minutes for hold over period](#).

**Complete and submit this update form to JLOSC staff by January 15, 2024.**

## Provider Advisory Board Minutes

April 4, 2023

Meeting was called to order at 7:02PM. Introductions and welcome were made. Attendees were asked to put their names in the chat.

Then there was a brief overview of the charge of the PAB.

Pat did share the report and recommendations of the JLO and Sunset Committee and timeline. (see attached) The next meeting of the Sunset Committee to review this matter is April 6, 2023 at 12 noon. Providers will only be allowed to comment at the discretion of the chair. Written comments can be sent to [sunset@delaware.gov](mailto:sunset@delaware.gov)

Providers made the following suggestions and comments:

PAB needs tech help

PAB needs advance notice when regulations are changing. They have not had enough notice in the past to be an effective group.

PAB is our only group. This is where providers can talk to other providers and convey needs to the state. DECC is not us.

DECC as an avenue of communication is not a good idea for us.

Our purpose is to support providers not associated with the public system. Other organizations do not have that purpose. We are childcare.

Expand the Board to more providers.

There is a need for better communication with OCCL regarding staff changes.

Without PAB providers would need to form groups independent of the state.

Providers were asked to share this information and send comments to [sunset@delaware.gov](mailto:sunset@delaware.gov) and share this with their network.

Meeting was adjourned 8:09PM

Respectfully,

Patricia Scruggs

Smyrna Clayton Boys & Girls Club Unit Director

Provider Advisory Board Chair

# **Provider Advisory Board Minutes**

**10/26/2023**

240 East Commerce Street, Smyrna, DE 19977 & Microsoft Teams

Welcome and Mission was reviewed by the Board Chairperson Patricia Scruggs.

Introduction of board members. Currently we have an opening for a NCC representative as per the bylaws.

The meeting link that was sent out was not working so people were having difficulty joining the meeting virtually.

## **PAB update**

The provider advisory board was held over until January 2024. It was move under the DECC. Meeting notice will come from the Office of Early Learning. The recommendation to expand the # of board members was not approved. Feedback from the community was the request for a family care child care subcommittee.

## **New Background Check procedures**

Deidra McNatt, Criminal History Supervisor gave an overview of the new process and took questions. Providers expressed concerned that they are not getting the full results of the background check. She also shared that the background check form can be photographed and submitted via email if the new employee does not have a scanner. The personal email must be that of the applicant.

## **Q & A**

Sex offender information is no longer mailed out. Providers must go online to get the information.

<https://sexoffender.dsp.delaware.gov/?/Search/SearchType/neighborhood>

There was a question regarding electronic files versus paper files in child care. Kim Garvey, DOE said Electronic files are permitted.

There was a question about the “Life Vac” device. It was shared 9/27 via email from DIEEC “Provider Helpful Wednesday” We will need to get clarification from OCCL. Currently not part of FA/CPR training.

There was a question about Large Family Child Care and how many children are allowable and can operate outside of the home. In the city of Wilmington it is allowable according to the providers on the call. They must be approved by the local county zoning and planning before being issued a license.

Per our bylaws the Provider Advisory Board is required to have 4 meetings per year. Next meeting will be **December 18, 2023** 6:30pm.

Respectfully submitted

Patricia Belle-Scruggs

Provider Advisory Board Chairperson

## **Provider Advisory Board December 18, 2023 Meeting Minutes**

Meeting was called to order at 6:33 pm.

Pat asked for approval of last meeting's minutes. Casey approved the minutes, and it was seconded.

Pat said that we will have to submit reports to the Sunset Committee for the PAB to continue. She will report in January what we have done (meetings and minutes).

Providers made the following comments/suggestions:

- Lead test- school age children are only required to have one test
- A question was asked about POC contracts. It was answered that they could be found in the POC manual. Clarification may be needed by some on copays/POC+. It was noted that parents pay copays on days that providers are closed, even when there is no POC payment, because the fees are paid monthly rather than weekly. It was suggested that an email was necessary to clarify holidays.
- Clarification is needed regarding new teacher qualifications. It was also noted that there is an issue with Sussex Tech not giving graduates their teaching certificates due to their age.
- There is an issue with delayed payments for the Food Program. Caitlin Gleason from DOE will forward our comments to the Food Program.
- Providers inquired about any upcoming new regulations. Betty Gail Timm said that there are no new regulations.

Pat said that the next meeting will be determined after she submits the report to the Sunset Committee and they give their outcome.

Meeting was adjourned at 7:07 pm.

Respectfully,

Patricia Scruggs  
Smyrna Clayton Boys and Girls Club Unit Director  
Provider Advisory Board Chair

**Provider Advisory Board Agenda  
Greater Smyrna Boys & Girls Clubs of Delaware  
240 Commerce Street, Smyrna, DE, 19977 & Microsoft Teams Meeting  
April 4, 2023**

**Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 285 002 883 074

Passcode: qVSJ4J

[Download Teams](#) | [Join on the web](#)

The Provider Advisory Board was created in 2011 to allow providers a say in determining their regulations. A state legislative committee, the Joint Oversight and Sunset Committee, is reviewing the PAB in advance of possibly eliminating it.

The next Sunset Committee meeting is April 6. We must provide a response to the committee before then and we need your help. Please join us to ensure that **YOUR voice is heard** whenever regulations are rewritten.

This Meeting is in person with a virtual option.

**Agenda**

Welcome Housekeeping

Sunset Review and recommendations

Feedback from Providers

Q & A

Public Comment

# **Provider Advisory Board (PAB)**

## **Agenda**

10/26/2023

Greater Smyrna Clayton Boys & Girls Club  
240 East Commerce Street, Smyrna, DE 19977  
302-659-5610

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 284 638 519 961

Passcode: yWGDot

Welcome – Pat Scruggs, Chair

Approval of Minutes

PAB Updates

New Background Check procedure – Deidra McNatt, Criminal History

Unit supervisor

Q & A

Public Comment

New Business

Next Meeting December 18, 2023

Adjournment



# Provider Advisory Board Agenda

## 12/18/2023

Greater Smyrna Clayton Boys & Girls Club  
240 East Commerce Street, Smyrna, DE 19977  
302-659-5610

### Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 245 614 420 222

Passcode: BsHg9U

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

### Agenda

Welcome- Pat Scruggs, Chair

Approval of Minutes

Sunset Review

Lead test

Public Comment

New Business

Next Meeting TBD

Adjournment