



Legislative Report

Family Child Care Training Advisory Committee

Annual Report

Child Care Services Division

December 2022

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Minnesota Statutes, Chapter 3.197, requires the disclosure of the cost to prepare this report. The estimated cost of preparing this report is \$4,164.

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I. Legislation

Minnesota Session Laws of 2021, First Special Session. [Chapter 7, art. 2, sec. 82]

FAMILY CHILD CARE TRAINING ADVISORY COMMITTEE.

Subdivision 1.

Formation; duties.

(a) The Family Child Care Training Advisory Committee shall advise the commissioner of human services on the training requirements for licensed family and group family child care providers. Beginning January 1, 2022, the advisory committee shall meet at least twice per year. The advisory committee shall annually elect a chair from committee members who shall establish the agenda for each meeting. The commissioner or commissioner's designee shall attend all advisory committee meetings.

(b) The Family Child Care Training Advisory Committee shall advise and make recommendations to the commissioner of human services and contractors working on the family child care licensing modernization project on:

(1) updates to the rules and statutes governing family child care training, including technical updates to facilitate providers' understanding of training requirements;

(2) modernization of family child care training requirements, including substantive changes to training subject areas;

(3) difficulties that family child care providers face in completing training requirements, including proposed solutions to provider difficulties; and

(4) other ideas for improving access to and quality of training for family child care providers.

(c) The Family Child Care Training Advisory Committee shall expire December 1, 2025.

Subd. 2.

Advisory committee members.

(a) The Family Child Care Training Advisory Committee consists of:

(1) four members representing family child care providers from greater Minnesota, including two appointed by the speaker of the house and two appointed by the senate majority leader;

(2) two members representing family child care providers from the seven-county metropolitan area as defined in Minnesota Statutes, section 473.121, subdivision 2, including one appointed by the speaker of the house and one appointed by the senate majority leader;

(3) one member representing family child care providers appointed by the Minnesota Association of Child Care Professionals;

(4) one member representing family child care providers appointed by the Minnesota Child Care Provider Information Network;

(5) two members appointed by the Association of Minnesota Child Care Licensors, including one from greater Minnesota and one from the seven-county metropolitan area, as defined in Minnesota Statutes, section 473.121, subdivision 2; and

(6) five members with expertise in child development and either instructional design or training delivery, including:

(i) two members appointed by the speaker of the house;

(ii) two members appointed by the senate majority leader; and

(iii) one member appointed by Achieve, the Minnesota Center for Professional Development.

(b) Advisory committee members shall not be employed by the Department of Human Services. Advisory committee members shall receive no compensation, except that public members of the advisory committee may be compensated as provided by Minnesota Statutes, section 15.059, subdivision 3.

(c) Advisory committee members must include representatives of diverse cultural communities.

(d) Advisory committee members shall serve two-year terms. Initial appointments to the advisory committee must be made by December 1, 2021. Subsequent appointments to the advisory committee must be made by December 1 of the year in which the member's term expires. Any vacancy on the advisory committee must be filled within 60 days and must be filled in the same manner that the leaving member was appointed under paragraph (a).

(e) The commissioner of human services must convene the first meeting of the advisory committee by March 1, 2022.

Subd. 3.

Commissioner report.

The commissioner of human services shall report annually by December 15 to the chairs and ranking minority members of the legislative committees with jurisdiction over early care and education programs on any recommendations from the Family Child Care Training Advisory Committee. The report may include draft legislation necessary to implement recommendations from the advisory committee.

II. Introduction

Purpose of report

This report is submitted to the Minnesota Legislature pursuant to Minnesota Session Laws of 2021, First Special Session. [Chapter 2, art. 2, sec. 82.]

The report reflects the discussions of the Family Child Care Training Advisory Committee (FCCTAC). Members are:

- Brenda Ann Hruza – Provider, Twin Cities Metro
- Julie Smith – Provider, Twin Cities Metro
- Nicole Debbaut – Provider, Greater Minnesota
- Theresa Peplinski – Provider, Greater Minnesota
- Kim Renner – Provider, Greater Minnesota
- Julie Garceau – Provider, Greater Minnesota
- James Nicholie – Expertise in child development and instructional design or training delivery
- Cory Woosley – Expertise in child development and instructional design or training delivery
- Sherry Tiegs – Expertise in child development and instructional design or training delivery
- Hollee Saville – Expertise in child development and instructional design or training delivery
- Stacy Boysen – Minnesota Child Care Provider Information Network
- Julie Seydel – Minnesota Association of Child Care Professionals
- Beth Rignell – Association of Minnesota Child Care Licensors
- Sara Peterson – Association of Minnesota Child Care Licensors
- Rep. Ami Wazlawik
- Rep. Lisa Demuth
- Danielle Thompson – Achieve, the Minnesota Center for Professional Development
- Scott Parker – Commissioner’s Designee for Child Development Services
- Barb Wagner – Commissioner’s Designee for Office of Inspector General

The report was written by the committee facilitator, with review by the Department of Human Services (DHS) staff from the Child Care Services and Licensing Divisions, and with approval by the committee chair, Cory Woosley. The report captures the discussion themes of the initial meeting of the committee, held on February 28, 2022, and the second meeting, held on September 26, 2022. Minutes of these meetings and copies of presentation materials are found in the Appendices.

III. Discussion highlights and themes

The Family Child Care Task Force, which was created by the Minnesota Legislature in 2019 and met until 2021, made a recommendation to review required family child care training and training requirements. Those recommendations led the 2021 legislature to create this committee in law and to function through December 1, 2025 (Minnesota Laws of 2019, First Special Session. [Chapter 9, art. 2, sec. 132.]) As technology has evolved and the pandemic has changed how providers participate in training, this group’s suggestions and recommendations will be timely.

Initial meeting

The committee held its first meeting on February 28, 2022. The purpose of that meeting was to review the current state of training for family child care providers. Key to that discussion were these focus areas:

- Learning the status and ongoing progress of the family child care licensing modernization effort,
- Identifying the challenges and difficulties family child care providers experience in completing training requirements, and
- Identifying ways to improve access to and quality of training for family child care providers.

The bulk of the first meeting was spent grounding participants in the current system of services for family child care licensing and training. A presentation by the Licensing Division reviewed the definitions of roles related to licensed family child care (license holders, co-license holders, second adult caregivers, substitutes and helpers) and the initial, annual, and ongoing training requirements for each role.

Next, the Child Care Regulation Modernization Project was presented. This effort, based on the recommendations of the Family Child Care Task Force, supports the development of new licensing standards, risk-based tiered violation systems and abbreviated inspections. Through a three-year contract with the National Association of Regulatory Administration (NARA), this effort will engage stakeholders, develop options and prepare a report and proposal to the legislature by February 1, 2024.

The final presentation was an overview of training. It included how training is offered and tracked in the Develop data system, when DHS funds development and delivery of training, training needs assessment, training delivery methods, and how trainings are coordinated and approved.

Committee members then expressed their desire to focus on these areas in their September 2022 meeting and subsequent discussions:

- The number and diversity of trainers needed
- The types of training needed
- The particular needs of rural providers
- The possibility of linking non-credit training to college credit

Second meeting

The second meeting was held September 26, 2022 and focused on the types and frequency of training being offered, and the trainers delivering that training. The presentations (found with the meeting minutes in Appendix Two) covered the training delivery system in depth, including updates on recent changes made to the system, and reviewed the requirements and data about training availability, trainers and course writers.

Key points from the presentation and discussion on training availability:

- Significant changes have been made to increase pathways for approved trainers and course writers, and to have clearer pathways for training organizations to offer training for providers.
- There has been an increase in the number of online training events offered during the pandemic and even more added within the second half of the calendar year 2022.
- While the pandemic led to a dramatic increase in online course attendance, there is still a need for in-person training. The increase in provider comfort with online learning may lead to a more permanent shift in the balance of online and in-person offerings.
- Marketing and promotion of training should be expanded and diversified to make it easier for providers to find training options.
- There may be opportunities for improvement in process and timelines.
- Rural providers face unique challenges, including inconsistent internet access, geographic distances to in person training and isolation.

Key points from the presentation and discussion on trainer availability:

- For training funded by DHS and offered through Child Care Aware of Minnesota, pay, reimbursement and other policies should be consistent across the state, not varying by Child Care Aware district.
- More assistance is needed with trainer start-up costs and other related items such as computers and projectors.
- There is a desire for more training of trainer (TOT) opportunities so that trainers have more courses they can train.
- Training for trainers and course writers needs to be marketed more aggressively, and identification of potential trainers (such as those retiring from family child care) should be a priority.
- Diversity of trainers is still a need and a priority. DHS continues to explore new strategies to increase and diversify its trainer pool, including linguistically diverse trainers. The creation of a new trainer academy to help potential trainers meet approval requirements is one of these strategies.

IV. Report recommendations

The committee has not taken formal action on recommendations during this initial phase. However, during the first two meetings, questions were raised and suggestions made to the department and to Child Care Aware of Minnesota that were incorporated into the ongoing efforts of those organizations. Several examples include:

- Discussions on unified trainer pay and policies
- Exploring ways to provide prospective trainers with easy access to information on how they might become trainers and/or course writers
- Addressing a request for more trainers to be able to train courses online

In 2023, the committee will continue its work and develop specific recommendations to DHS and contractors working on the family child care licensing modernization project. Recommendations will be summarized in the next report to the Minnesota Legislature due December 2023.

V. Appendix one

Family Child Care Training Advisory Committee

Meeting Notes

February 28, 2022

Members attending:

Brenda Hruza, Nicole Debbaut, Theresa Peplinski, Kim Renner, Julie Garceau, Beth Rignell, Sara Peterson, James Nicolie, Cory Woosley, Sherry Tiegs, Danielle Thompson, Rep. Lisa Demuth, Rep. Ami Wazlawik

Members absent:

Julie Smith, Stacy Boysen, Julie Seydel, Hollee Saville

DHS attendees:

Barb Wagner, Ellen Dehmer, Larry Hosch, Cindi Yang, Scott Parker, Kami Alvarez, Tiffany Rivera-Prescott

Facilitator:

Judy Plante

Meeting began with introduction of all attendees and review of the agenda. The Oath of Office was read, and committee members voiced their assent.

Legislative charge:

The committee reviewed the tasks assigned in legislation:

Family Child Care Training Advisory Committee

Art. 2, Sec. 82, Sec. 84 (g)

120.5 Sec. 82. FAMILY CHILD CARE TRAINING ADVISORY COMMITTEE.

120.12 (b) The Family Child Care Training Advisory Committee shall **advise** and make
120.13 **recommendations** to the commissioner of human services and contractors working on the
120.14 family child care licensing modernization project on:
120.15 (1) **updates to the rules and statutes** governing family child care training, including
120.16 technical updates to facilitate providers' understanding of training requirements;
120.17 (2) **modernization of family child care training requirements**, including substantive
120.18 changes to training subject areas;
120.19 (3) **difficulties that family child care providers face** in completing training requirements,
120.20 including proposed solutions to provider difficulties; and
120.21 (4) **other ideas for improving access to and quality of** training for family child care
120.22 providers.

Expectations for the Advisory Committee:

The committee also reviewed the expectations for how this advisory committee will proceed:

Member expectations:

- Committee will meet virtually twice per year, generally in March and September (dates will be set in advance)
- Members only, no substitutions
- The work of the Advisory Committee will be done as a whole body
- Communications will be sent between meetings, and we ask for timely review and response
- Materials will be provided in advance of meetings for review prior to the meeting. For best use of our meeting time, please set aside time to thoroughly review prior to the meeting.

Chair expectations:

- Finalize agenda with facilitator
- Convene meetings and preside over votes for formal recommendations
- Review meeting notes provided by facilitator
- Review and sign off on annual report
- Facilitator expectations:
 - Work with chair and DHS staff to prepare agenda
 - Ongoing communication with members
 - Design and facilitate meetings
 - Provide meeting notes

- Write annual report, which will include
 - Topics discussed
 - Key points and themes from discussions
 - Formal recommendations from the committee

Department of Human Services expectations:

- Provide technical meeting support
- Provide briefing materials
- Provide formatting and assistance with annual report submission process

Review of current training

DHS presented on current licensing requirements for training, the licensing modernization project status and development of revised standards, how courses are created and monitored, and the trainer and course approval processes (PowerPoint slides from this presentation are attached).

Identification of topics of interest

In addition to the modernization project, members were asked to identify topics they would like this advisory committee to discuss. The themes that emerged are:

- **The number and diversity of trainers needed.**
 - There is a perceived lack of trainers for DHS courses
 - There is a perceived need of trainers who come from a family child care background
 - There is a perceived need for a variety of trainers for Sudden Unexpected Infant Death/Abusive Head Trauma (SUID/AHT) and Active Supervision courses
 - Need more trainers overall, and more diversity to reflect the community
- **Types of training**
 - Training should be tailored to family child care, with family child care examples and references
 - Examine rule language on what is required
 - Courses offered should include great variety
 - Perhaps a combined licensing course meeting the SUID/AHT, child development and behavioral guideline topics. This could be revised annually so it would be presented differently every year.
 - More TOT opportunities for DHS training.
- **Rural needs.** Address the differences in training availability, demand, accessibility.
- **Link to college credit.** Explore ways to connect non-credit training to college credit.

In addition to identifying these topics of interest, members also mentioned that the online training credential process has been very helpful, as has assistance that Achieve and CCA staff have provided to trainers.

These topics will be referenced as agendas are developed for future meetings.

Election of chair

Cory Woosley was elected unanimously.

Discussion of future meeting dates

Judy will poll members regarding open dates for the fall 2022 meeting (anticipated to occur in September). Dates will be set well in advance.

Adjournment

[PowerPoint from FCC Training Advisory Committee: February 28, 2022](#)

VI. Appendix two

Family Child Care Training Advisory Committee

Meeting Notes

September 26, 2022

Members attending:

Chair Cory Woosley, Rep. Ami Wazlawik, Rep. Lisa Demuth, Beth Rignell Brenda Hruza, Hollee Saville, James Nicolie, Julie Garceau, Julie Smith, Kim Renner, Nicole Debbaut, Sara Peterson, Sherry Tiegs, Stacy Boysen, Theresa Peplinski

Members absent:

Danielle Thompson

DHS attendees:

Barb Wagner, Ellen Dehmer Tsai, Larry Hosch, Deb Swenson-Klatt, Scott Parker, Kami Alvarez, Tiffany Rivera-Prescott

Facilitator:

Judy Plante

Update on status of licensing work

For the **Child Care Regulation Modernization Project**, DHS started stakeholder engagements to discuss a risk-based violation system. The next stakeholder engagements will be focused on abbreviated inspections. Revisions to licensing standards will be based on the outcomes of these and future stakeholder engagement efforts. The committee heard updates on the Alternate Child Care Licensing Model Project, and the **Child Care Licensing Systems Transformation** effort. Slides 2 – 8 of the PowerPoint presentation review the details of these projects.

Training availability discussion

Committee members received a presentation on training availability (see slides 9 – 22 attached). Following the presentation, members were asked to reflect on two questions:

1. What else should be considered particularly in addressing the needs of rural providers?
2. What advice does this group have on communicating the availability of courses to providers?

Key concepts from this discussion:

- There is a need to make it easier for providers to find training events on Develop, perhaps through videos on the Develop website in multiple languages.
- More marketing is needed for training. Online marketing and email are good for the majority, but for some providers they have limited access or ability to communicate in that way and still want physical communication.
- District staff could promote trainings and share information to a broader audience. Examples from Child Care Aware Regions 9 and 10 of weekly emails with consistent messaging about training coming up in the following several weeks.
- Current deadlines for registration are set too far out: should have a deadline closer to the training event.
- Rural providers still have inconsistent internet connection and access. That needs to be addressed, in addition to in person training.
- The number of offerings has been increased in the past months. Thirty-five extra events have been added in the Anytime Learning modules at Eager to Learn, as well as additional events offered by Pine Technical College.
- One issue is districts limiting the number of hours for training on a weekend day, while many rural providers would prefer a concentrated block of time for training.
- Venues are difficult to secure, making scheduling of in person training challenging.
- Keep providing in person training. This is an isolating field and providers need that connection.
- Training requirement should be modified to require fewer prescribed hours and more hours that are elective.
- Trainers need consistency in pay and processes across Child Care Aware districts. Currently, there are inconsistent pay rates, policies on travel time, and other issues.
- There is a desire for more TOT training, and for it to be free.
- Trainers raised barriers to being able to train on-line for courses they are approved to teach in person. In addition, they would prefer to teach as independent trainers.
- To develop training, an individual must be an approved course writer. The group discussed the course writer requirements, raising questions about how often the training is offered, and offering suggestions on clarifying the process.

Trainer availability discussion

Committee members received a presentation on the availability of trainers (see slides 23 – 43 attached). During that presentation, members were asked to reflect on these questions:

1. How can we recruit and support more family child care providers to serve as trainers? What are the barriers? What are potential incentives and support?
2. How can we recruit and support more bilingual/bicultural trainers? What are the barriers to recruiting? What are the potential incentives and supports?
3. How can currently listed trainers be encouraged to train?

Key concepts from this discussion:

- The limited offerings of TOTs mean some trainers who want to train required courses are unable to do so. Provide more TOTs, at more accessible times (Sunday evenings, for example).
- Some of the course writer training offerings are challenging visually (small print, hyperlinks, etc.) that may not be useable by all. There may need to be alternative approaches. Perhaps send packets and slides to participants in these trainings ahead of time so participants can print if needed.
- There should be a webinar on how to use the Develop data system with step-by-step instructions, easy to navigate.
- Market trainings to provider associations and support those associations more.
- Prepare easy to understand recruitment videos, and other materials that can be used to recruit potential trainers.
- Find a way to address basic supports for trainers, such as the costs of computers, cameras, printers, projects.
- The cost of training to become a course writer may be a barrier and may need to be supported. For the next meeting, find data on the number of enrollees in the course writer training and outcomes of that training, and determine if those that complete the training are then approved as course writers.
- Perhaps there are potential trainers in those who are ready to retire or scale back from daily child care.
- Suggestion that active supervision training should be required less frequently, if possible while still meeting federal requirements.
- Need more diversity in our trainers.

Closing conversation:

- The training needs survey of providers will be done this fall. Child Care Aware of Minnesota will keep tonight's discussion in mind as the survey questions are created.
- One topic for a future meeting is to discuss where training needs to be updated. For example, the Health and Safety training has not been updated since 2016.
- Child Care Aware of Minnesota will bring an update on items raised at either the March meeting or via email to this group.
- A Doodle poll to explore best dates for the next meeting will be sent with the meeting minutes once they are approved. A suggestion was made for more frequent meetings but not further discussed.

Adjournment

[PowerPoint from FCC Training Advisory Committee: September 26, 2022](#)