

**ADULT FOSTER CARE LICENSING ADVISORY COUNCIL  
MEETING MINUTES**  
February 9, 2022

1. **Meeting Called to Order:** Kathy Lentz called meeting to order.
2. **Roll Call:** Roll call of council members completed via participant list, showing a quorum.
  - a. **Members Present:** Kathy Lentz, Danis Russell, Connie Clauson, Marie Eagle and Cheryl Loveday. Linda Lawther, Jennifer Warnos, Jessica Kross, Deborah Mock and Belinda Hawks were present via Teams.
  - b. **Members Absent:** None
  - c. **Adult Foster Care/Home for the Aged Licensing Staff Present:** Jay Calewarts, Director; Dawn Timm, Area Manager and Ashley Harris, Executive Secretary.
3. **Approval of Agenda:** Kathy Lentz moved to approve the Agenda as reviewed with support from Danis Russell, Agenda approved per common consensus.
4. **Approval of Minutes – November 10, 2021: Approval of Minutes:** Danis Russell moves to approve, Jessica Kross seconds; approved per common consensus.
5. **Public Comments:** N/A
6. **Council Business:**
- 6a. **AFC Licensing Rules and Individuals who are Non-Binary, Transgender and/or transitioning:** Kathy Lentz inquired as to what the department is doing in regard to individuals who are non-binary, transgender and/or transitioning. Jay stated that the licensing rule says that you can't room with a member of the opposite sex unless married. It was discussed that a variance is possible, if both parties are accepting of this in writing.
- 6b. **Election of Officers:** Kathy Lentz asked if there were any members who wanted to serve as officers, currently Kathy serves as Chairperson and Vice Chairperson is open since the retirement of Salli Christensen. Cheryl Loveday recommended Kathy as Chair and Linda Lawther as Vice Chair, with support from Danis Russell. Linda Lawther respectfully declined. Connie Clauson was nominated for Vice Chair by Linda Lawther and Connie was agreeable. Cheryl moved to vote Kathy Lentz as Chair and Connie Clauson as Vice Chair, with a second from Linda Lawther.

**6c. Review of By-Laws:** A review of the by-laws was done, and the following were suggested to be modified to the following:

*#5. Notices of meetings shall be provided to each council member at least 30 days in advance and posted on the public website in accordance with the open meetings act. Proposed agendas and meeting minutes shall be provided to each council member at least 2 business days prior to the meeting.*

*#10. correct the typo – should say every other year*

## **7. Division/Bureau Updates – Jay Calewarts**

- **Bureau Updates:**

- Jay Calewarts went over the statistics that were provided to council members. We are still seeing a drop in licensed AFC homes, we are below 4,000, which we have not seen in at least 7 years. This does not include homes that have temporarily seized operations. A brief discussion was had on retention of staff.
- The AG Opinion on Open Meeting Act was discussed, and the response was not entirely clear, waiting on LARA leadership for further direction. The statute states that the Council will follow the Open Meeting Act. There was a discussion about adding a council member who is a resident and to add someone with diversity.
- New AFC Consultants Hired/Approved – We received approval to fill 7 vacancies, and some have started, and some are in process to start officially. All vacant AFC consultants' positions will be filled upon hiring these positions that have been approved to fill.
- Administrative Rule Review was discussed. Discussion about reducing incident reports and the requirements. The language is still being worked on and Jay will share once available. Also, discussing into a consolidated rule set. There is also discussion regarding the background checks. Kathy would like to see the concepts added to the next meeting agenda for the council to vote on.

**8. ADJOURNMENT:** Kathy Lentz asked for a motion to adjourn, Cheryl Loveday supports, approved per common consensus.

**Next Meeting: Wednesday, May 11, 2022 at 10:00AM Upper Level DMB-CsonfRoom-Ottawa 5**