

**ADULT FOSTER CARE LICENSING ADVISORY COUNCIL
MEETING MINUTES**

August 11, 2021

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, Connie Clauson, Jennifer Warnos, Salli Christenson, Danis Russell, and Cheryl Loveday. Linda Lawther and Jessica Kross were present via Teams.
 - b. **Members Absent:** Deborah Mock and Belinda Hawks
 - 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:** Salli Christenson moved to approve the Agenda as reviewed with support from Danis Russell, Agenda approved per common consensus.
4. **Approval of Minutes – February 11, 2021: Approval of Minutes:** Salli Christenson moved to approve Minutes with support from Jennifer Warnos, approved per common consensus. Cheryl Loveday then motioned for minutes to have listed whether the meeting was in-person or virtual and Kathy Lentz amended to add that attendance for council should be reflected as virtual if that is how they attended, approved per common consensus.
5. **Public Comments:** N/A
6. **Roundtable:** Group discussion regarding the challenges that are being faced with staffing, and placements.
7. **Council Business:**
 - A. **Back log on Licensing (renewals, new licenses, changes):** Kathy Lentz had heard from several licensees that it was taking licensing an extended period for an existing license to transfer to a new license. Jay explained that if it was a medium or large license, BFS needs to be involved and that alone takes several months. There are also delays due to paperwork that the license needs to submit to licensing. If ever there is a question about the status of a pending license, contact us to make sure we are not waiting for something from the applicant (which usually is the case).

B. Council Vacancy: We have one vacancy on the provider side, please let Jay know of any recommendations. There are three current councilmembers with terms expiring at the end of 2021; Kathy Lentz, Belinda Hawks and Jessica Kross.

C. Response to council correspondence regarding meeting virtually: Reminder that each council member is allowed to attend one council meeting per year virtually and still be counted as present. There has been work to possibly amend the Open Meetings Act to allow board members to attend virtually however, there has not been a bill introduced to legislature to make change the Open Meetings Act yet.

8. Division/Bureau Updates – Jay Calewarts

- **Bureau Updates:** Jay Calewarts went over the statistics that were provided to council members. There has been a significant number of AFC family and small group homes that have closed during this pandemic.

9. ADJOURNMENT: Kathy Lentz motions to adjourn, Salli Christenson so moves to have meeting adjourned, approved per common consensus.

Next Meeting: Wednesday, November 10, 2021 at 10:00 a.m. Conference Room: Upper Level (UL) DMB-ConfRoom-Ottawa 3