

**Advisory Committee DHS 88DHS 88 Adult Family Homes - Advisory Committee Meeting**  
**Meeting Minutes**

**March 22, 2023 at 9:30 AM to 11:30 AM.**

**1. Welcome and DHS 88 Advisory Committee Check-in**

Committee members and DHS staff introduced themselves. Committee member included: Susan Anderson, Michael Pochowski, Holly Pitas, Charlotte Moore, Lisa Davidson, Henry Anderson, Mike Soukup, DHS Staff included: Cheryl Bott, Pat Benesh.

**2. Department to Receive Comments From Committee Members Regarding the Initial Draft Rule**

Starting at DHS 88.08 (3) to DHS 88.17, the Committee reviewed the draft rule line by line.

- Pointed out the new reporting requirement at DHS 88.09 that would require an annual report on a web-based system of current assessed needs of each resident in the Adult Family Home.
- Discussed the rationale of the proposed requirement. Data would be used by the Department for planning purposes.
- Based on Advisory Committee feedback changed DHS 88.10 to a 60-day notification of change of ownership and 60 days application prior to the change of ownership.
- Discussed the new proposed requirements regarding closure and residents' relocations planning.
- Proposed rule would afford the resident being able to visit the new placement prior to finalizing the move.
- Proposed rule would require a planning conference for each residents to develop a relocation plan inviting the resident, family, guardian, and case manager, if applicable, to attend.
- The Committee spend a substantial amount of time discussing the minimum age of the caregiver. The current age requirement for a caregiver is 18 years of age. Some Committee member recommended 16 years of age for caregivers. Factors included, the current staffing shortage, the ability to obtain a waiver of the requirement.

Throughout the meeting Committee members asked questions and requested clarification for several provisions in the draft rule. DQA staff explained the reason why certain requirements were included in the draft. The Committee often provided substitute

language for consideration by DHS and the substitute language was frequently accepted at the meeting. On other occasions, comments or recommendations made by the Committee were reviewed by DQA staff after the Advisory Committee Meeting. At the beginning of the next meeting, DHS staff would provide draft language for Committee members to consider before moving on to the next section of the draft rule.

**3. Scheduling of Additional DHS 88 Advisory Committee Meetings**

The next DHS 88 Advisory Committee meeting was scheduled with the Committee for March 29, 2023 at 9:30 AM to 11:30 AM.