

Care-A-Vans

*Polk County Transportation for the
Disabled & Elderly, Inc.*

A private non-profit non-county funded entity

United Way
of Polk County



AGENDA

POLK COUNTY TRANSPORTATION FOR THE DISABLED & ELDERLY, INC

TUESDAY NOVEMBER 17, 2009

POLK COUNTY GOVERNMENT CENTER, **CONFERENCE ROOMS A & B (next door to
Aging Programs)**

100 POLK COUNTY PLAZA, BALSAM LAKE 54810

PUBLIC WELCOME TO ATTEND

1:15 Finance Committee Reviews Bills

1:30 Call to Order

Approval of Agenda

Minutes

Financial Report & Bills

OLD BUSINESS

Northern Bridges: long term care and transportation: contract and billing

Supplemental Transportation Rural Assistance Program Grant (STRAP)

Medical Assistance: recertification update

5310 Grant

NEW BUSINESS

Adult Development Center: routes/contract

Finance Committee recommendations for 2010

Contracts for 2010

Aging Department 85.21 grant

Driver Update: dress code

Information:

Next Meeting Date

ADJOURN

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made.

Requests are confidential.

Polk County Transportation Corporation Minutes

The Polk County Transportation Corporation met on Tuesday, 17 November, 2009 at the Polk County Government Center, Health Department Conference Rooms A&B, First Floor at 1:30 PM.

Members in attendance:

Gary Taxdahl
Neil Johnson
Kari Flom
Mike Seversen
Les Larsen
Rick Gates
Caralynn Hodgson
Stuart Swenson
Kathy McGurran

Unapproved Absences:

Diana Manning

Approved Absences:

Darlene Jensen

Others in attendance:

Laurie Whitehead

Finance Committee met at 1:15. Gates and Larsen examined and signed vouchers.

Meeting was called to order by Larsen at 1:34pm. Kathy McGurran was introduced to the group. Kathy will be representing Human Services on the Care a Van board. The group introduced themselves to Kathy.

Motion made and seconded (Johnson/Gates) to approve the agenda. All in favor. Motion carried.

Motion made and seconded (Swenson/Hodgson) to approve the minutes of September 15, 2009. All in favor. Motion carried.

Financial Report and Bills:

Flom passed out the September 2009 financial reports and the current billing (dated November 16, 2009) as reviewed by the Finance Committee.

Motion made and seconded (Swenson/Johnson) to approve the Financial Reports and pay vouchers. All in favor. Motion carried.

Old Business:

Northern Bridges: long term care and transportation: contract and billing: Discussion was held on the status of the contract with Northern Bridges. The contract has not been signed. Challenges have arisen regarding service authorizations (prior authorizations), billing procedures and a 90 day billing limit. Discussion was held on the challenges that have arisen. A conference call is scheduled with Northern Bridges for Wednesday November 18, 2009. **Motion made and seconded (Gates/Hodgson) to negotiate with Northern Bridges to have a blanket prior authorization and to get rid of the 90 day billing limit. If these can't be met then we will add a surcharge to Northern Bridges billings. If Northern Bridges is not agreeable to the**

surcharge, we will not become a contract provider with Northern Bridges. All in favor. Motion passed.

Supplemental Transportation Rural Assistance Program Grant (STRAP): The city of St Croix Falls has a VISTA intern who is focused on transportation. A first meeting has taken place to discuss transportation. Future meetings are planned and we will continue to work with the VISTA intern during 2010 to plan for and hopefully implement small scale public transportation.

Medical Assistance: recertification update: The web based recertification was completed and requested paperwork was sent in. A letter arrived after the deadline date requesting additional information. The information was gathered and sent to the State. In crossing, a letter was sent from the State denying MA coverage, so we are no longer considered a provider. Flom is following up on the denial of coverage and working at getting coverage back dated.

5310 Grant: The process has begun for submitting a 5310 grant in 2010 for two vehicles to be delivered in 2011. During this process a vehicle availability announcement arrived from the State. Chippewa County has two vehicles purchased under the 5310 program that are available for transfer. **Motion made and seconded (Gates/Hodgson) to write a request for both vehicles from Chippewa County. All in favor. Motion passed.** Flom shared that if both vehicles are received she will not write the 5310 grant for 2010. If one or neither vehicle is received then she will continue with the grant writing process for one or two vehicles through the 5310 program.

New Business:

Adult Development Center: routes/contract: The ADC has utilized the 30 day contract cancellation for the routes provided by Care a Vans. The ADC received a vehicle via the 5310 grant program and will be providing transportation themselves.

Finance Committee recommendations: the finance committee met and has the following recommendations for the whole board.

Care a Vans has seen some savings in the past year due to the lower fuel charge and the decrease in the cost of insurance. Those savings are estimated to be around \$15,800 for the following year. With the cancellation of the ADC contract there is also savings in the grant allowing more grant money to be kept by Care a Vans.

The recommendations are to keep the costs the same for 2010 regarding contracts: \$1.00/mile for the Aging contract, \$2.00/mile for recreational trips and on-call/pager contracts at \$65/month for facilities. Another recommendation is to increase the driver wages from \$10.20 to \$10.50 per hour and to increase the MA biller and the book keeper to their current county wages. Another recommendation is to increase the book keeper hours from 5-6 hours per week to 10-12 hours per week. The estimated cost of implementing the wage increases for the staff and the hours increase for the book keeper is estimated at \$9,000 for 2010. Discussion was held on the finance committee recommendations.

Motion made and seconded (Swenson/McGurran) to accept the finance committee recommendations for 2010. All in favor. Motion passed.

Contracts for 2010: The contracts for 2010 need to be written and signed for Aging and the pager contracts. **Motion made and seconded (Gates/Hodgson) to draw up the 2010 contracts. All in favor. Motion passed.**

Aging Department 85.21 grant: Flom shared that the 85.21 grant for Aging Programs is due to the State at the end of the year. The grant is comprised of two projects; the volunteer driver project and the contracted service with Polk County Transportation for the Disabled & Elderly, Inc. The two project sheets were handed out to the board members. Discussion was held on the grant application.

Driver update: dress code: Discussion was held on the dress code for drivers. A recommendation was made to look at picture name tags for the drivers.

Information: A question arose regarding a line on the profit and loss statement. Whitehead will check into this and report back at the January meeting.

Next Meeting:

1:15 PM for Finance Committee (vouchers) and 1:30 for full Board on Tuesday, January 19, 2010. Meeting to be held in Polk County Government Center, Health Department Conference Rooms A&B, First Floor.

Adjourn:

Motion made and seconded (Seversen/Johnson) to adjourn at 3:00pm. All in favor. Motion carried.