

ADRC Meeting Minutes

Tuesday, Dec 2, 2008

Present: Rich Kammerud, Mary Poretti, Lois Taylor, Kari Flom, Keith Rediske, Pat Kirkwood, Diane Stoneking, Laura Neve, Eldon Freese, Pat Schmidt, Kate Peterson, Crystal Peterson

Also present: Judy Brusletten, Gerry Morgan, Diane Voltz, Emily Orik, Dave Moore, Le Kammerud

Meeting called to order by Rich at 9:06am

Approval of agenda

Motion made by Eldon

Seconded by Keith

Motion carried

Approval of minutes from October 30, 2008

Motion made by Mary

Seconded by Diane

Motion carried

Introductions

Introductions made.

Citizen Board Member appointments

Motion made by Keith to nominate Shirley Sandquist, Ardyce Knauber, and Mary Klar to fill the three elder positions on the ADRC board.

Seconded by Diane

Discussion ensued

Motion carried

Motion made by Eldon to nominate Maxine Holmes to fill the physical disabled position on the ADRC board.

Seconded by Diane

Motion carried

Motion made by Keith to nominate Lynne Schauls to fill the development disability position on the ADRC board.

Seconded by Crystal

Motion carried

Discussion on the fact that we still need 1 representative from mental health or aoda to be on the board. We will wait until the next meeting to choose the length of each term.

Rich stated that Employee Relations at Polk has the new wage scale for Director's position. The 2 counties have been talking about the position, so hopefully in the next week, it will be advertised. Burnett and Polk are in the process of trying to establish the posting for the other positions – hopefully they will be also posted soon.

Some employees have been interviewed by Northern Bridges. Northern Bridges will be sending letters of intent to hire by Dec 19th. Discussion ensued about the MCO locations. None has been established for Polk and Burnett at this time.

Conference call – State Department of Health Services Regarding ADRC application

10am – began the call with introductions including Janice Smith, Kathy Solberg, Monica Smith, and Julie Schroeder from Office for Resource Center Development, Bureau of Aging and Disability Resources, Division of Long Term Care, WI Dept of Health Services.

The state will review the application and follow up, with a letter, of needed changes.

Janice Smith indicated there are many strengths in the application. She liked the focusing on the client, advocating for the consumer and it reflected what the state wanted in the application. Questions on the following - some may be answered today and some will be in the letter (if the state is asking for a further explanation):

Page B3 Governing board - The state said the representation is good, but the number of client groups numbers were missing. Rich indicated - 3 elderly, 1 dd, 1 pd, and 1 mh or aoda.

B5 The state asked about the director's authority in Burnett Co if he/she is employed at Polk? Director will make assignments in Polk and Burnett Counties. Check requirements for the director – they are in the job description. This individual's position should advertise within the next week or so.

B 5 – 6 Staff training and qualifications – The state staff asked what we meant by sharing of resources across county lines with the 11 county consortiums? Sharing marketing and trainings and this has been discussed with other counties. The state asked about the I&A knowledge of tribal issues, only within 1 position? All staff will be knowledgeable, but 1 person will be the lead. Crystal and tribal attorney will train the I&A on tribal issues.

Rich inquired about the email he sent to Janice Smith, asking about the waiver of the policy against staff being on the ADRC board, specifically about the Tribal Aging Director. Could Crystal be on the ADRC board? The tribal council felt

strong that they would like Crystal on the board. The state will respond in the follow up letter.

B6 – State asked us to clarify location/physical plant, in each county and outreach to the tribe? This has been part of the development council planning committee discussion, but with the tribe so close to Burnett the I&A could go out to the homes. Crystal responded that they don't currently have space for someone to be housed there and the tribe will be served as everyone else. It would not be an issue to have someone housed at the tribe (example, 1 afternoon a week) if needed.

The state asked about co-locating. In Burnett – Aging and EBS, DBS, and Transportation will be housed together. In Polk the ADRC will be housed where LTS staff are housed, co-located with APS. Aging office is immediately above in the same building. The state staff asked about Northern Bridges being located in the counties – are not sure at this point. The state thinks they should not be co-located.

B7 – Accessibility and Cultural Competence – The state was concerned there was no recognition of Indian cultural. Reported that we worked so well together forming this ADRC, we don't see issues. However we will assure staff are trained and knowledgeable of native culture. On a question further down on the page - make sure we are offering a home visit – not expecting consumers to ask for it. Consumers don't often know they need it. ADRC's that are open find people who had a home visit are more satisfied with the ADRC.

B7 – Information Management Systems – will we have a single database? Yes. The state informed us that Carl Nelson is available to help with Beacon issues. He can do training. Have you started putting in your resource info? No. Many eastern areas of the state contracted the services, to have information entered into the Beacon system. The state suggests exploring a small contract to have someone else enter the data.

B8 – Complaints and Grievances – State recommended that the policy should be clear to the consumer. If we try to be too detailed the consumer may not understand it.

B8 – Stakeholders – The state asked if there was consumer representation in this group. Early on we had several with Washburn County, with greater representation for elderly populations than dd. – One of the developmental council board members has a dd child. The state said it is important that we have those consumer members. The state recommended we continue to reach out to the groups served by the ADRC as we move forward.

Managed Care Organizations – Asked about the transitional support to the MCO. During this transitional planning we need to be sensitive to the MCO and the separation between the 2. The state staff pointed out there should be no confusion in the public's mind the difference between the MCO and the ADRC. We feel confident that we are separate from the MCO – but we can work together

and we are providing transitional support to the clients. In conjunction with the timeline proposed by the MCO – state provided us with the timeline – and we would follow the timeline with the waitlist.

B9 I&A The state asked if the ADRC will have 1 phone number. Will have 1 1-800 number, and also local office numbers. The 800 number will be listed with both local numbers. The 800 number will ring in the Polk location. How will it be answered? ADRC of Northwest Wisconsin. Can you transfer from 1 office to the other? Yes.

Aging units have had the responsibility to provide I&A for 16 years. How will it be handled – Burnett is all in 1 location. Polk will have a warm transfer. We will think more about helping to clarify for the consumer – this is the place to go if you need I&A. The staff answering the phones will have to be helpful with the receptionist directing the calls ASAP. We need more discussion about how we will coordinate helping the consumers know where to call for the services they need. We have to work out how the ADRC and Aging units will work together. Information is on the state web site about the MOU's.

Will staff be working across county lines? Yes it will depend on workload.

B12 – The state said there will be considerable private pay population. Offering someone options counseling. The I&A call may evolve as the discussion goes on into options counseling.

B13 – will the EBS be housed in the ADRC? Polk will be in the ADRC, not in Aging as is currently. The state was concerned that the application doesn't say that the EBS and DBS will be knowledgeable in tribal benefits. Make sure they are trained to issues about the tribe.

State wants us to understand that they see all of the staff in the ADRC as advocates for the clients, not just the EBS. We need to assure this, listing in each job description.

B14 DBS counseling The SAMS and SHIP databases were listed, why? Should just be Beacon, a cut and paste error. IRIS was not referenced in this area. Consumers have a choice of family care or IRIS.

B16 – 4th paragraph – relationship with ES – it was stated that the ADRC staff will follow-up on the on the MA application. We should ask if consumers need help with the application or if they will have help from a family member, etc.

Wait list. Polk and Burnett will continue with customer of current most in need policy. How do you decide? Burnett identifies terminally ill (6 months or less) and over age 90 for being expedited – also a crisis component with homeless and protective issues. General policy is 1st come, 1st serve.

B28 – The state pointed out that all of the staff in the ADRC should be helping public accessing benefits. Balancing workload – general and eligibility could be with all staff.

B19 – short term care. The application should say it can be for people who will be going into the MCO – or can be for people who are not going into MCO – caregiver for Alzheimer or family member.

B20 – Is the phone number for APS thru the ADRC or HS? It will be in HS. We understand that many calls will come to the other office and will get transferred as soon as possible. We will plan for warm hand off.

Screening adults at risk – will ADRC staff be identifying or “hands on”? No, just identifying issues needing APS intervention.

B20 – Transitional services – does the tribe have any high schools? No

B26 Timeline – begin functional eligibility – for new ltc applicants – we have 4/1 – should be 24 months after we start. May 2011.

B27 – Staffing plans – the state said they complimented us on the budget and staffing plan. We wish you could have funds for staff. You have done a lot with the money available. The state had a thought from the organizational chart – for the ½ DBS and I&A – have to be careful with they do. It may require that the consumer be “handed off” so a staff is not reviewing the offering of his/her services.

The state said they have no questions with the budget. It's the 1st time in the state, without questions on a budget.

The state recognized our ADRC asked for 100% budget with starting all the staff at the beginning, instead of slow start up. They will answer that question on the letter.

Attachments The state does not have support from the aging units. Polk County Aging sent hers in the day after we sent the application. Burnett County is ready to go. Copies have not been forwarded to the Department.

Do you have a copy of the options counseling tool kit? Might be used for training staff? The aging units in both counties have it. The state asked to please make available to the ADRC.

The state indicated they will sent follow up letter before Christmas. We should be working on policies and procedures, send to Kathy and she will follow up, if the policies need changes. Once we know the policies are in place, then the contract can be issued. Some of the policies are needed before start up.

The state is/will provide enrollment counseling training. Some have attended from each county. There will be a conference call on centralized enrollment. Many webcasts are available the staff can be viewing.

100% time reporting – Burnett staff have been to the training. Generally before doors open, the state will do training via phone, what has to be done, and how it works. Once up and running, the state will come out and do training in person, either in Polk or a county close. As of day 1, the staff needs to be doing 100% time reporting for MA reimbursement.

Congratulations on the great application! The state said they look forward to working with us.

We will send policies into Kathy soon and she can provide feedback. We should get the letter about needed changes to the application within 2 weeks.

Conference call with the state ended at 11:45am

Future Agenda Items

- Selection of officers
- Staff selection process
- Polices & Procedures
- Readiness Checklist Review

EBS position funding

Kari was asked about the EBS position and the funding. When the finance director and Kari sat down to review the Aging budget, Kari indicated the position was moving to the ADRC. Kari said she was directed by the finance director to take the county dollars from the EBS position. Rich indicated that several times the ADRC board had discussion moving the EBS position with all of the funding attached. The ADRC board had all understood that the funding would go along with position. Kate asked, Whether Polk County will have an EBS? It was discussed that the language in the intergovernmental agreement states that the EBS will be funded by federal and county dollars. Rich said he made it clear on the county board floor that the dollars would follow the position. Keith indicated he can clarify in the personnel committee, this afternoon that no positions were cut.

Kari was asked if she is requesting that the EBS be funded at the professional level? Kari said Employee Relations is doing that. Kate said it is difficult, if the finance director asked Kari to cut the levy, it should have been taken to someone else.

Section 5.04 it was again stated that in the intergovernmental agreement that position will continue to be funded thru federal and county dollars. It was stated by Burnett County representatives that if the funding changes Burnett may not be willing to sign the ADRC agreement.

It was clarified by Kari and Lois that the position is funded by state dollars, not federal, and county levy. The small amount of federal was taken out so the EBS can claim MA match with the county dollars. Kate said it was hard to find this out today. We had made decisions at this level and it shouldn't be changed.

Keith said, we can take this to the county board. Rich and Pat shared that it was already talked about with emails between Tonya, Rich, Kari, and Pat. Keith said the position was not de-funded. Keith will ask at personnel this afternoon. Rich shared that the state developed a cost model – and applied it to give us a specific amount of dollars – but the EBS was not included, since it was an existing position, funded with state and county levy funds.

Future meeting dates & locations

Dec 16th 9am – Polk County

Dec 30th – 9am – Polk County – all day

Baby announcement - Carolyn had a baby, November 25th – Milla Marguerite – 8# 9oz – both doing fine. Congratulations!

Motion made by Diane to adjourn

Seconded by Lois

Meeting adjourned 12:27pm