

**ADRC BOARD/COMMISSION ON AGING MINUTES
SEPTEMBER 8TH, 2008**

THE FOLLOWING MINUTES HAVE NOT YET BEEN APPROVED BY THE COMMITTEE TO WHICH THEY PERTAIN

PRESENT: Supervisors Bob Walerstein and Tom Richart, Pat Treffert, Stan Suring, James Fisher, Suzanne Bruner, Karen Nadolski, Paul Gurgel, and John Hilber

EXCUSED: None

OTHERS PRESENT: County Administrator, Tom Meaux, ADRC Director, Michelle Pike, Office Assistant, Tara Meinnert, Information and Assistance Specialist, Ginger Ayres, DHS Director, Bob Haupt, DHS Fiscal Manager, Anne Conners, DHS Long Term Care Program Manager Erin Gutzmeidel, DHS Long Term Care Division Manager/Developmental Disabilities Program Manager, Eileen Engl, Ed Kohl, Paul Soczynski, Jennifer Mathwig, and Mary Kay Koralewski all from Community Care, Carol Stuebe from Portal Industries, and Craig Modahl from Balance, Inc.

CALL TO ORDER

Chairperson Pat Treffert called the meeting to order at 8:59 a.m.

INTRODUCTION OF MEMBERS AND ATTENDEES

All committee members, ADRC staff, and others in attendance introduced themselves per request of Chairperson Pat Treffert.

ASSURANCE THAT THE MEETING HAS BEEN PROPERLY NOTICED

Ms. Meinnert indicated that the meeting had been properly noticed.

ADOPTION OF AGENDA

On a motion by Supervisor Walerstein and a second by Karen Nadolski, the agenda was adopted.

PUBLIC COMMENTS

Ms. Pike shared a letter from the daughter of a client who was recently enrolled in Family Care. The letter compliments the excellent services received by the staff of the ADRC.

APPROVAL OF MINUTES

On a motion by Suzanne Bruner and a second by Karen Nadolski, the minutes from the meeting on 8/11/08 were approved.

FAMILY CARE REPORT BY PAUL SOCZYNSKI AND ED KOHL

Before Paul Soczynski and Ed Kohl gave their presentation, Ms. Nadolski addressed her concerns with agencies who serve the developmentally disabled populations and how they would be able to keep up with coding and billing that needs to be done for Family Care. Providers in Ozaukee County are not getting reimbursed in a timely manner by the CMO and it is creating budget issues for these providers.

Mr. Soczynski gave everyone in attendance a handout and went into intense discussions with the information provided. Most of the discussions were focused on how claims are processed and causes of delayed claim payments. In order for claims to be processed, a contract or letter of agreement must be executed, an authorization must be issued that matches the contract/letter of agreement, and a claim must be received that matches the contract/letter of agreement and the authorization. The CMO's goal is to pay claims within 30 days of receipt of a clean claim. There are several reasons why claims can be delayed. Some of the possibilities for a claim being delayed can be such things as: a current rate is complicated by multiple funding sources; some providers are not identified until member transitions into Family Care, inaccurate entry, incorrect coding, and provider contracts that are not 100% complete. The CMO has recently hired a Claims Director to help solve the problems that are occurring with providers being paid on a timely basis. Learning the complicated HIPPA codes have also been difficult for everyone involved has directly influenced timely billing and payments.

ADRC UPDATES

- Board of Directors Job Description and Expectations
 - Ms. Treffert commended Ms. Pike on a job well done and her efficiency in completing this task. Mr. Hilber commented on the phrase "*Meetings typically last 90 minutes*" and Ms. Pike stated that this is a reference for people who might be interested in becoming a member in the future.
- ADRC Governing Board Advocacy Expectation and Bylaws
 - Topic held over and will be reviewed at the next ADRC Board meeting in October.
- ADRC Conference/Need for Date Change for October ADRC Board Meeting
 - After some discussion it was decided to move the October ADRC Board meeting to Oct. 20th.
 - *On a motion by Dr. Fisher and a second by Stan Suring, the date for the October ADRC Board meeting was approved.*

AGING UNIT UPDATES

- Review and Approve the 2009 County Aging Unit Plan Amendments/4 addendums
 - Due to the length of the presentation by Community Care, it was decided to review the Plan Amendments at the next ADRC Board meeting in October.
- Nutrition Program Contract for 2009
 - Ms. Pike reported on behalf of Ms. Ferrell. Ms. Pike stated the ALTC accepted the recommendation of the ADRC Board and approved the bid from Taher. Ms. Ferrell is currently working on a year-end schedule to transfer all the equipment from CBM to Taher.

- Report on Senior Picnic
 - Ms. Pike reported on behalf of Ms. Ferrell. Ms. Pike stated that 205 people attended, which is the highest number of participants. New this year was a “lolly pop tree” that held a prize for every participant. Many of the door prizes were purchased for the proceeds from the ADRC staff bake sale. Don Burhop played from 11:00 a.m. to 1:00 p.m. and a hat was passed for donations to pay Don. Lunch was served as a “sit-down” meal by staff and volunteers. A special “thanks” to Pat Treffert who came and helped serve lunch. Bingo and door prizes rounded out a perfect day!

REPORTS

The following reports were discussed:

Congregate/Home Delivered Meals Program:

Ms. Pike reported on behalf of Ms. Ferrell. Ms. Pike stated that the congregate numbers are flat. Site managers and Mary will be meeting to put together a plan to market the program to Willowbrook, Berkshire, Lincoln Avenue and Fisher Terrace (large apartment complexes in their communities) and other senior housing in the county. Site manager’s regional training will be held on October 3rd, 2008 and “marketing the program” will be a covered topic. Ms. Pike stated that the home delivered meal numbers are down a bit from last year, but again this program is very cyclical.

Information & Assistance:

Ms. Ayres reported that contacts have increased from last August; Family Care discussions are extensive but time is more. The topic for this month was Emergency Alert Systems. Ms. Ayres stated that I & A staff will suggest an emergency alert system to most individuals who live alone and are at some risk for health emergency.

Department Financial Report:

Ms. Pike reported that the Aging budget is in line for this year while we have a great deal of budget remaining in “purchased services”. Ms. Pike stated that we are setting up a Medication Program with Public Health that will use dollars under “purchased services”. The financials handed out are typically a month behind due to the fiscals posted at a later date and these factors cause the interdepartmental and purchased services numbers to look higher in remaining budget.

Coalition of Wisconsin Aging Groups:

Dr. Fisher reported that two counties in southeastern Wisconsin will have training programs: Kenosha will promote advocacy by training locals for state legislative matters and Racine will present a program on the shortage of long term care workers. Dr. Fisher also reported that a Senior Statesmanship graduate program is available and scholarships can be obtained through the area agency along with brochures and information.

Area Agency Board/Advisory Council:

Dr. Fisher reported that the reorganization of area agencies is moving at a slow pace. Some questions have not been answered yet as far as severance packages, etc. for current employees. An Executive Director has been appointed; three area agencies on aging have been placed at AgeAdvantage in Madison. The next step is hiring a Fiscal Manager.

Other Business

Ms. Pike updated the ADRC Board on the current status of the first waiting list. The staff is almost through the first waiting list for the Elderly population and will soon begin working on the list that was created as of Dec. 1st, 2007 for this population. The first waiting list for the Developmentally Disabled is complete with the exception of the individuals who will turn 18 between now and March of 2010. Staff of the ADRC is working on the second waiting list for the Developmentally Disabled. The waiting list for the Physically Disabled is progressing slowly but is progressing at the rate the state set. Ms. Pike is working on revising the Waiting List policy now that the ADRC is beginning to work on the secondary waiting lists. The proposed changes will be brought to the committee in October.

Topics for Next Meeting:

Wait List Policy

On a motion by Supervisor Walerstein and a second by John Hilber, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Tara Meinnert, Office Assistant
Aging and Disability Resource Center of Ozaukee County