

Port Washington, Wisconsin
February 9, 2010

Aging and Long Term Care Committee met in the Room A-200 at the Administration Center.

Present: Supervisors Geracie, Richart, Herlache, and Winker. Staff: County Administrator Meaux, Aging Services Manager Ferrell, Lasata Administrator Luedtke, Lasata Crossings Manager Sonnenberg, Marketing Intern Sullivan and County Clerk Winkelhorst.

Other present: Phyllis Pinstter

Absent: Supervisor Marchese

Call to Order/Proper Notice/Adoption of Agenda: The meeting was called to order by Chairperson Geracie at 8:30AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Winker, seconded by Supervisor Herlache to adopt the agenda as presented. All members present voting aye. Motion carried. (4-0)

Public Comments/Correspondence/Communications: Ms. Pinstter addressed the committee commenting on the great facility that Lasata Care Center is. She has two suggestions that she would like the committee to take under consideration 1) a request to hire another full-time activity aide for 2 East at the Care Center to provide stimulation to the residents, and 2) to provide staff to take the residents of 2 East outside occasionally. She further complimented the great work that is done by the staff but is concerned about the cuts that are being made and the difference that it makes for the residents.

8:39AM Human Services Director Haupt joined the meeting.

Ms. Ferrell and Mr. Haupt spoke on the upcoming Wisconsin Counties Association Human Services Lobby Day in Madison to be held on March 4.

Ms. Ferrell distributed a copy of the press release that was sent out to assure the public of the safeguarding of donations and contributions to the nutrition programs in Ozaukee County. This was voluntary response to a media report regarding a fraud situation uncovered in Waukesha County's nutrition program.

Approve Minutes from the January 12 Meeting: Motion made by Supervisor Richart, seconded by Supervisor Winker to approve the January 12 minutes as submitted. All members present voting aye. Motion carried. (4-0)

Veterans Service Office:

Management/Financial/Informational Reports: Included in the packet. There were no further questions.

Conference Meeting Report: There were none.

Honor Flight Update: No further update at this time.

Vietnam Veterans Welcome Home: No further update at this time.

Aging & Disability Resource Center:

Action Items:

Approval of Budget Amendment Secondary to Receiving Wisconsin Department of Transportation (WisDOT) Grant for Mobility Manager: Ms. Ferrell stated that the grant was applied for in September and notification of the grant award was in January 2010. This is a budget amendment to include receiving of the grant.

Motion made by Supervisor Herlache, seconded by Supervisor Winker to accept the grant and amend the 2010 budget to reflect the increase in revenue of \$36,371. All members present voting aye. Motion carried. (4-0)

Approval of Suggested Donation Increase for Meal Program: Ms. Ferrell explained that due to a decrease in Title 3 funding for the meal program she is proposing an increase of \$.25 in the suggested donation amount from \$3.50 to \$3.75.

Motion made by Supervisor Richart, seconded by Supervisor Winker to approve the increase of \$.25 in the suggested donation amount. All members present voting aye. Motion carried. (4-0)

Management/Financial Informational Reports:

ADRC Financial Report: Included in the packet. There were no further questions.

Aging Services Financial Report: Included in the packet. There were no further questions.

Lasata Care Facilities:

Action Items:

Approve Lasata Campus Governance Policy: Mr. Luedtke explained that this Governance Policy is already in place and that the only changes are the inclusion of reference to Lasata Crossings and Lasata Heights as part of the Lasata Campus. It further outlines the main responsibilities of the Lasata Crossings and Lasata Heights Managers as it relates to governance.

Motion made by Supervisor Winker, seconded by Supervisor Richart to adopt the changes to the Governance Policy as submitted. All members present voting aye. Motion carried. (4-0)

8:57AM Information & Assistance Specialist Ayres joined the meeting.

Approve Lasata Campus Conflict of Interest Policy: Mr. Luedtke explained that the only addition to this policy is the inclusion of Lasata Crossings.

Motion made by Supervisor Richart, seconded by Supervisor Herlache to adopt the changes to the Conflict of Interest Policy as submitted. All members present voting aye. Motion carried. (4-0)

Approve Lasata Campus Admissions Policy: Mr. Luedtke stated that included under procedure for placement, Lasata Crossings tenants as well as Lasata Heights tenants are first choice for residency at Lasata Care Center. Supervisor Richart noted that it states that Lasata Heights and Lasata Crossings policy mirrors this Lasata Campus policy. In order for it to mirror those policies the terminology of "*ancestry*" and "*sexual orientation*" would need to be added to the sentence ".....without regard to race, color, national origin, sex, age, religion, marital status or handicap". All the admissions policies should reflect this statement the same.

Supervisor Richart also suggested in the statement under Admissions Standards to delete the word "and" and insert a comma. It would then read "Pregnant women, ~~and~~ individuals with a diagnosis....."

Motion made by Supervisor Richart, seconded by Supervisor Winker to adopt the changes to the Lasata Campus Admissions Policy as presented and to include the changes proposed. All members present voting aye. Motion carried. (4-0)

Approve Lasata Crossings Admissions & Selection Policies: Supervisor Richart noted that "*marital status or handicap*" would need to be included to mirror the statement that was discussed on the previous agenda item.

Mr. Luedtke stated certain admission requirements of a Residential Care Apartment Complex (RCAC) are defined in the Wisconsin Administrative Code and must be included in this policy.

Discussion on applicants having sufficient income and resources to meet the financial responsibilities as a private pay individual for at least two years. Ms. Sonnenberg stated that she is finding out that the perception of the community and other facilities is that the RCAC is County run and therefore will be accepting only those applicants that are on Family Care. Chairperson Geracie clarified that there will be some beds available for Family Care but that it was not the intent to be all Family Care. The committee was very specific about this when it was presented to the County Board and to the community. The role is to produce enough revenue to remain revenue neutral.

Ms. Ayres and Mr. Luedtke reviewed the funding for Family Care and the financial responsibility of a private pay individual. Discussion on the budget plan as it was outlined to the County Board.

9:21AM Ryan Raskin – Beyer Construction joined the meeting.

Further discussion on Lasata Heights and Lasata Care Center residents that may not qualify financially, nursing home relocation and waiting lists.

Mr. Luedtke reviewed the procedure, which mirrors Lasata Heights, noting that for placement on the waiting list will require a completed application and a \$500 refundable security deposit. When an apartment becomes available and eligibility is confirmed, an additional \$3,500 security deposited will be collected. The application and rental risk agreement will reflect all of those costs, dates due etc. The application and rental risk agreement will mirror the Care Center and Heights as well. That will come before the committee next month.

Motion made by Supervisor Winker, seconded by Supervisor Herlache to adopt the Lasata Crossings Admissions & Selection Policies as presented. All members present voting aye. Motion carried. (4-0)

Approve Lasata Crossings Fees & Services: Supervisor Richart reviewed the amounts needed for interest payments on the loan over the next two years and the principal and interest payment for third year. Mr. Luedtke reviewed what was budgeted for based on the interest payments, cost if fully operated with full staff, and depreciation. Discussion.

Ms. Sonnenberg stated that she felt the rates were competitive when you consider base rates and services offered. Chairperson Geracie stated that it is important to be sure that services are included in the literature. Mr. Luedtke reviewed the Assisted Living Apartment Services. Discussion on the basic services, the different assisted living service levels, and optional services for additional fees.

RCAC rates will be set at \$3,000/month for studio, \$3,300 for 1 bedroom and \$3,600 for 2 bedroom for Level 1 Services. \$3,300/month for studio, \$3,600 for 1 bedroom and \$3,900 for 2 bedroom for Level 2 Services. \$3,600/month for studio, \$3,900 for 1 bedroom and \$4,200 for 2 bedroom for Level 3 Services. Independent Apt rental will be \$1,100/month for studio, \$1,300 for 1 bedroom and \$1,500 for 2 bedroom.

Ms. Sonnenberg explained that using a comprehensive assessment tool, determining what the criteria will be and using this to evaluate the applicant will determine the service level based on their score. This will be part of their contract that the applicant signs. Over time staff will monitor the tenant to be certain they are at the appropriate level, if not the understanding will be that the tenant moves to the next level to get the proper level of service. The service levels are based on a flat fee. Administratively this will be efficient instead of trying to track every time they require other assistance beyond their level. Ms. Ayres stated that from her observation in working with families, they appreciate a set amount at the proper service level.

Supervisor Winker noted that mirroring the RCAC to Lasata Heights helps to make it consistent and administratively more manageable. Ms. Ayres stated that anything that can be done to make it simple for the public to understand is absolutely essential.

Motion made by Supervisor Richart, seconded by Supervisor Winker to approve the Lasata Fees & Services as presented. All members present voting aye. Motion carried. (4-0)

Carryover of 2009 Funds to 2010: Mr. Luedtke reviewed the carryover request for Lasata Care Center. This is for capital outlay projects that were not completed or not completely paid for at year-end. The total amount is \$170,000.

Motion made by Supervisor Winker, seconded by Supervisor Herlache to approve the 2009 budget carryovers for Lasata Care Center in the amount of \$170,000. All members present voting aye. Motion carried. (4-0)

The Lasata Heights carryover is also capital outlay projects that were not completed or completely paid for at year-end. Projects were reviewed. The total amount is \$260,000.

Motion made by Supervisor Herlache, seconded by Supervisor Richart to approve the 2009 budget carryovers for Lasata Heights in the amount of \$260,000. All members present voting aye. Motion carried. (4-0)

Discussion Items:

Lasata Crossings Construction Update: Mr. Raskin reviewed the project status report for January. The tracking is right on with the milestone schedule. The commons building is expected to be completed in mid May. Lasata Heights renovation to be finished this week. A model unit is being expedited to be completed by March 15.

The contingency log and change order logs were reviewed. \$68,972.75 of the approximate \$410,000 of the construction contingency funds is committed. The current budget is at \$9,642,739. Construction is over 60% complete.

Mr. Luedtke stated that Request for Proposal has been sent to ten vendors for all of the furniture for the building.

10:32AM Supervisor Winker excused.

Supervisor Richart stated that the ADRC Board will hold their meeting in the Lasata Board room and will tour the Lasata Crossings on June 14.

Update on Lasata Kitchen Remodeling Project: Mr. Luedtke reported that he is waiting for final approval on the plans from the State.

Lasata Marketing Plan: Ms. Sullivan stated that she just started yesterday and will be looking at the best way to market the facility, what the County is trying to accomplish and what they are trying to sell. It is important to present the facility beginning with Lasata Crossings and moving on to the entire campus.

Ms. Sullivan would like to start with a brochure and then develop a power point presentation as part of the marketing plan. Website development will also be a part of this.

Management/Financial/Informational Reports:

Administrator's Report: Lasata Crossings has 185 people on the waiting list. 46 are from either Lasata Heights or Care Center.

Lasata Heights has averaged 58 occupied apartments in 2009. The preliminary year-end operating surplus is \$266,900.

The Lasata Care Center census averaged 184 residents/day in 2009. This is 94% capacity which is above the state average of 90%. The preliminary year-end operating deficit is at \$176,300.

The sanitary sewer and water service project was completed at an estimated cost of \$105,000. This is \$15,000 below budget.

Financial and Census Report: Reports included in the packet. There were no further questions.

Conference and Meeting Reports: There were none.

Next Meeting Date: Tuesday, March 9 – 8:30AM

Adjournment: Motion made by Supervisor Richart, seconded by Supervisor Herlache to adjourn. All members present voting Aye. Motion carried. (3-0).

Meeting adjourned at 10:42AM.

Julianne B. Winkelhorst, County Clerk