

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Thursday, January 31, 2008

Board Members Present: Jim Mode, Pam Rogers, Richard Jones, Marty Powers, John McKenzie and Jim Schultz

Absent: Rodney Laudenslager

Others Present: Tom Schleitwiler, Dan Gebauer, Donna Hollinger, Sharon Schmeling, Gary Petre, Paula Sumpter, Lloyd Zastrow, Rick Kuhlman, Gail Scott, Barb Dehnert, Patti O'Brien, Beth Eilenfeldt and Terry Gard

1. **CALL TO ORDER**
Mr. Mode called the meeting to order at 9:30 a.m.
2. **ROLL CALL/ESTABLISHMENT OF QUORUM**
Quorum established
3. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
Compliance attained
4. **REVIEW OF THE AGENDA**
The agenda was reviewed with the following changes:
Agenda numbers 12 and 13 were moved to discuss prior to agenda number 8.
5. **PUBLIC COMMENT**
None
6. **APPROVAL OF DECEMBER 27, 2007 BOARD MINUTES**
Ms. Rogers made a motion to approve the December 27, 2007 board minutes. Mr. Powers seconded.
Motion passed unanimously.
7. **FINANCE COMMITTEE**
Mr. Mode reported that neither he nor Mr. McKenzie were present at the meeting as indicated. Mr. Powers made a motion to approve the January 10, 2008 finance report with those changes. Mr. Schultz seconded.
Motion passed unanimously.
8. **REVIEW & APPROVAL OF AGING AND DISABILITY RESOURCE CENTER PLAN**
Ms. Torum explained that the Plan (attached) explains how we will organize our Aging and Disability Resource Center (ADRC). The following are the highlights of the Plan.

As an overview, Ms. Torum explained that Jefferson County is a member of the Family Partnership Care Management Coalition which contains thirteen counties that have partnered with two managed care providers for Family Care and Partnership. These providers are Care

Wisconsin and Community Living Alliance and are prepared to subcontract with Human Services for case management. She said that the ADRC is a completely separate entity from these providers. The ADRC will be the gatekeeper for citizens needing long term care and will be housed in the Human Services building. It will integrate all aging programs and will provide options for citizens. It will begin in July of this year and then Family Care and Partnership will begin in September.

Although the ADRC will be located in the Human Services building, it will have its own phone, signage, database and literature. They will hire a coordinator to oversee the Center and who will supervise five new staff that will be funded through the Center. Four will be Resource Center Specialists that will include a registered nurse and three social workers and one will be a Disability Benefit Specialist. These positions will most likely be internal transfers.

Marketing for the Center, which will be paid for by the state, will be critical because we will help any adult in the community who has problems with mental health issues, alcohol and other drug abuse, developmental disabilities or age related issues. The Center must be free from any bias ensuring that the customer is free to choose. All case managers are aware of this issue and will be trained prior to being transitioned to the managed care organizations.

Ms. Schmeling questioned this issue, citing the sentence on page B-25, "In Jefferson County, the process is somewhat complicated by the fact that county case managers will be under contract with either Care Wisconsin First or Community Living Alliance." Ms. Schmeling feels that this is not a foregone conclusion and does not want it implicitly implied in the Plan. Ms. Torum indicated that this decision does not affect the Plan in any way and just wants to assure that there will not be any conflict of interest with case managers.

After much board discussion regarding subcontracting with these organizations, Ms. Torum said that she will change the language to say that the managed care organizations are "discussing the possibility" of subcontracting for Jefferson County case managers. She continued discussing the rest of the Plan including Prevention and Early Intervention, the Customer Service Strategy, Staffing and the Budget.

Ms. Schmeling asked if the five transfer positions for the ADRC would then be eliminated. Mr. Schleiwiler said not necessarily for several reasons, all part of the analysis of subcontracting with the two managed care organizations. The organizations have indicated that they would like to subcontract with our agency and staff because our staff has the expertise in the long term support program areas, local resources, and their consumers. The second reason is financial. The state has contracted with the managed care organizations and will pay them for their services, which means that we won't receive funds from waivers anymore. This will be a loss of about one million dollars. Subcontracting with the managed care organizations will allow us to recover some of this lost revenue.

Mr. McKenzie made a motion to approve the Aging and Disability Resource Center with the stipulation that the language will state that the managed care organizations are discussing the "possibility" of subcontracting for Jefferson County case managers. Ms. Rogers seconded. Motion passed unanimously.

9. DISCUSSION – SPACE PLANNING FOR AGING AND DISABILITY RESOURCE CENTER AND FAMILY CARE

Mr. Schleitwiler began by saying that the ADRC and Family Care is probably the biggest undertaking since merging the Mental Health, Social Services and Aging units. It impacts about 20-25,000 consumers and involves about \$2 million tax levy dollars in the first year, decreasing over a 5-year plan. Locating the managed care organizations in the Human Services building makes sense from a program as well as financial standpoint. Additional benefits include; simple & easy access from consumers to the managed care organizations, simplified communication between the entities, and a decrease in travel time.

Mr. Schleitwiler said that in order for the two organizations to locate here, we will have to look at the space in the entire building complex, including the health department which is a difficult situation for everyone involved. He hopes that everyone will come to an agreement about what will work and what is reasonable. Mr. Schleitwiler then referred to the Space Planning sheet (attached) identifying the rooms in the building, what the rooms are used for and the percentage of usage per day.

Mr. Petre asked if he felt that there was enough space in the building to accommodate this change.

Mr. Schleitwiler feels that there is enough room; however it may mean giving up a lunchroom, a conference room or having staff share space. He feels confident that the changes will be for the greater good of the program.

Mr. Mode asked how many new people would be located here.

Mr. Gebauer indicated that it would be about 12; 8 nurses, 2 case managers and 2 clerical staff.

Ms. Scott, Health Department Director, addressed the board. She referred to the Space Planning sheet and said that several of the rooms indicate that they are vacant but actually are not, and listed how they are being used.

Ms. Scott emphasized that she is not advocating for or against the presence of the managed care organization, but rather for advanced planning. She identified several programs that could increase staff and utilize more space. She also said that using the lunchroom and/or the Conference room for the managed care organizations would pose a problem for the Free Clinic because the overflow of people wait in those rooms. She also said that the entryway of the building is the only way into public health & administration and she would like to keep that identity.

There was a great deal of discussion about the benefits and ramifications of contracting with the managed care organizations as well as them being physically present. Ms. Torum said that the decision to contract with these organizations will have a huge impact on staffing the ADRC. She needs this resolved in order to post positions. Mr. Mode asked Mr. Gebauer to prepare reports illustrating the financial impact of contracting with the organizations versus not contracting with them. The Board agreed to convene on Tuesday, February 12 at 8:30 to discuss this issue.

10. REVIEW AND APPROVAL OF 2008 COMMUNITY OPTIONS PLAN UPDATE

Ms. Torum reported on the 6-page update of the Community Options Program. (attached) The plan identifies lead agency staff contact information along with general case management information. Ms. Torum said that we haven't spent our full Medicaid Waiver Program allocation and have put this money into a risk reserve. Since we will begin transitioning into Family Care beginning September 1, 2008, we need a plan on how we will spend this reserve. The amount is about \$78,000 and would like it to be used as a match for the local Children Long Term Support (CLTS) slots or overage for the fully funded CLTS slots and to service Community Options Program eligible persons with mental illness.

Ms. Rogers made a motion to approve the Plan Update. Mr. McKenzie seconded.
Motion passed unanimously

11. APPOINTMENT OF MARIAN SPEERLESS TO ADVISORY COMMITTEE ON AGING

Ms. Torum said that Marian Speerless was already appointed by this Board as an alternate to this Committee in October, 2006. Since a Committee member has resigned, Ms. Speerless will fill that vacancy.

12. APPOINTMENT OF TONI HROBSKY TO LONG TERM SUPPORT COMMITTEE

Ms. Torum said that the appointment to the Long Term Support Committee will not be Toni Hrobsky. This agenda item was tabled.

13. DISCUSSION AND POSSIBLE ACTION OF REDUCTION OF NUTRITION SITE MANAGER'S PAID TIME

Ms. Torum discussed the attendance problems with the Waterloo and Rome nutrition sites. After researching other sites, she found that overall attendance has reduced by 20,000 within the last six years. Ms. Torum indicated that there may not be enough for the managers to due and considered reducing their time. After talking with the site managers however, due to a set amount of time needed for delivery, serving and cleaning up, a reduction in hours would not be feasible.

Ms. Torum said that they need to have these sites available to supply meals, especially when Family Care is in place, so rather than reduce hours and with the help of her two nutrition program staff members, they are going to work towards increasing attendance. Ms. Torum has written a newspaper article that will go out to the local papers encouraging individuals to come and stresses that some sites could close. She said that the site managers are disbursing meal coupons to encourage participation and are talking more within their communities. Ms. Torum has also written letters to health care providers, pharmacies and churches, and they have also hung posters in the communities.

14. INFORMATION – JEFFERSON COUNTY DELINQUENCY PREVENTION COUNCIL RECOGNITIONS

Mr. Schleitwiler was pleased to report that Jefferson County's Delinquency Prevention Council was recognized as one of the 100 Best Communities for Young People 2008 in the United States. (attached) He said that this will allow us to access additional grant dollars and attend a summit being held in September.

15. ADJOURN

Ms. Rogers made a motion to adjourn the meeting. Mr. Jones seconded.
Motion passed unanimously.
Meeting adjourned at 12:00 P.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING
Tuesday, February 12, 2008
8:30 a.m.
Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI 53549