



**DEVELOPMENTAL DISABILITIES BOARD**

**MINUTES**

**September 8, 2010**

**CALL TO ORDER**

Chair Jensen called the meeting to order at 6:30 P.M.

**MEMBERS PRESENT**

Chairperson Marilynn Jensen;  
Harriet Kubiak, Nancy Lannert, Lynda Olson, Louis Peer, Becky Heimerl

**MEMBERS ABSENT:**

Vice Chairperson, Cheryl Drozdowicz; Jennifer Bishop, Bridget Rolek

**STAFF PRESENT**

LuAnn Kane, Director; John Hanewall, Deputy Director; Tahirih Carr DD Financial Worker

**INTRODUCTION OF GUESTS**

Mr. Kubiak; Kelly Medenwaldt, Catholic Charities Inc.

**CITIZENS SUGGESTIONS TO THE BOARD**

None

**APPROVAL OF AGENDA**

The agenda was approved on a MOTION BY Harriet Kubiak, SECONDED BY Nancy Lannert. MOTION CARRIED.

**APPROVAL OF MINUTES**

The minutes from August 25, 2010 were approved as corrected on a MOTION BY Louis Peer, SECONDED BY Becky Heimerl. MOTION CARRIED.

Corrections: Under Approval of Contracts/Addendums and under Encumbrances and/or Line Item Transfers after the word APPROVED insert the words "on a motion".

**APPROVAL OF BILLS**

Bills in the amount of \$22,580.04 were approved on a MOTION BY Lynda Olson, SECONDED BY Harriet Kubiak. MOTION CARRIED.

**APPROVAL OF CONTRACTS/ADDENDUMS,**

2010 Purchase of Service Contract for Senior Harbor Concepts to change the name to Azura Harbor Holdings LLC was APPROVED on a motion by Harriet Kubiak, SECONDED by Lynda Olson. MOTION CARRIED.

**2010 Purchase of Service Contract Addendum for Kandu Industries, Inc. from \$59,623 to \$57,371 within Line Item #62601 (Purchase of Care), from \$2,124,315 to \$2,044,069 within Line Item #62604 (Cip1B), from \$106,499 to \$102,476 within Line Item #62620 (Cip1A), from \$14,587 to \$14,036 within Line Item #62627 (Brain Trauma). These changes are the result of rate adjustments in the above Line Items due to the discontinuation of client transportation services as of May 1, 2010. APPROVED on a motion by Nancy Lannert, SECONDED by Louis Peer. MOTION CARRIED.**

**2010 Purchase of Service Contract Addendum for Riverfront Inc. from \$52,062 to \$91,052 within Line Item #62620 (Cip1A) and from \$2,979,623 to \$2,940,633 within Line Item #62604, this change is the result of one current Cip1A client moving into residential services and filling a Cip1B residential slot. APPROVED on a motion by Becky Heimerl, SECONDED by Lynda Olson. MOTION CARRIED.**

#### **ENCUMBRANCES AND/OR LINE ITEM TRANSFERS**

**2010 Pre-Approved Encumbrance Amendment for Secured Living from \$344,035 to \$377,789 within Line Item #62604 (Cip1B) due to an increase in care rate for one client and 2010 Pre-Approved Encumbrance Amendment for Dungarvin from \$127,485 to \$128,326 within Line Item #62620 (Cip1A) due to annualizing clients' rates for 2010 were both APPROVED on a motion by Louis Peer, SECONDED by Harriet Kubiak. MOTION CARRIED.**

#### **DIRECTOR'S REPORT ON PROGRAM ACTIVITIES**

- The budget-administrative review has not yet been scheduled.
- Finance Manager, Ms. Jones has been working on all contracted accounts to determine revenue/expense projections for the 9-month period in 2010.
- The Dept. has been working with the State DHS staff to re-locate five individuals to community settings using a complex stream of funding sources. Thus far three of the five individuals have been re-located.
- The Dept. is looking to re-locate two new clients with complex needs/support, children with traumatic brain injuries (CLTW), using Children's waiver dollars to assist in the relocations.
- The Lutheran Social Services Enrichment Center had the open house today celebrating their 25<sup>th</sup> anniversary. Among those awarded a Certificate of Recognition was Board Member, Harriet Kubiak.
- There was a Dept. staff meeting today to recognize two employees for years of service, Tahirih Carr 25 years and JoAnne Jones 15 years of service with Rock County. Also discussed was a new training for encrypting e-mails to DHS.
- Ms. Kane reminded the Board of the training on September 17, 2010 at the Rotary Gardens.

#### **BOARD MEMBERS SUGGESTIONS TO THE BOARD**

**Becky Heimerl reported that Family Respite Services and The Dutter House are working together to collaborate their services.**

#### **ADDITIONAL CITIZENS SUGGESTIONS TO THE BOARD**

**None**

#### **CORRESPONDENCE**

**Ms. Kane reminded the Board of the Rock County Commission on Aging Survey. You can access this survey by the Internet at <http://www.surveymonkey.com/s/FVZZN6R> or call 758-8455 to either take the survey by phone or to have a paper copy of the survey mailed to you.**

**Ms. Kane read a letter addressed to Craig Knutson, County Administrator announcing her resignation/retirement as the Developmental Disabilities Board Director effective December 31, 2010.**

**NEW BUSINESS**

**The next meeting will be on Wednesday September 22, 2010 at the Rock County Health Care Center Classroom at 6:30 P.M.**

**Vice-Chair Cheryl Drozdowicz and Lynda Olson are unable to attend the September 22<sup>nd</sup> meeting.**

**NOTE:**

**Board Members are reminded to call John Hanewall 757-5052 or Ms. Kane at 757-5048 if unable to attend the meeting.**

**ADJOURNMENT**

**The meeting was adjourned on a motion by Nancy Lannert, seconded by Harriet Kubiak at 7:37 P.M.**

**Respectfully submitted,  
Tahirih Carr, DD Financial Worker**

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**