



**DEVELOPMENTAL DISABILITIES BOARD**

**MINUTES**

**March 10, 2010**

**CALL TO ORDER**

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

**MEMBERS PRESENT**

Chairperson Marilyn Jensen; Vice Chairperson, Cheryl Drozdowicz; Jennifer Bishop, Lynda Olson, Louis Peer, Harriet Kubiak, Bridget Rolek

**MEMBERS ABSENT:**

Nancy Lannert

**STAFF PRESENT**

LuAnn Kane-Director; John Hanewall-Deputy Director; Debbie Sather-DD Financial Worker

**INTRODUCTION OF GUESTS**

Beth Nobel, Jamie Dix and Joe Scharenbroch, Catholic Charities, Inc., Mr. Kubiak

**CITIZENS SUGGESTIONS TO THE BOARD**

None

**APPROVAL OF AGENDA**

The agenda was approved ON A MOTION BY Harriet Kubiak, SECONDED BY Linda Olson. MOTION CARRIED.

**APPROVAL OF MINUTES**

THE MINUTES FROM February 24, 2009 were APPROVED AS CORRECTED ON A MOTION BY Louis Peer, SECONDED BY Cheryl Drozdowicz. MOTION CARRIED.

**APPROVAL OF BILLS**

Ms. Kane provided some details in regards to the bills. 2010 BILLS IN THE AMOUNT OF \$212,510.15 were APPROVED BY Bridget Rolek, SECONDED BY Jennifer Bishop. MOTION CARRIED.

**APPROVAL OF CONTRACTS/ADDENDUMS.**

CONTRACT ADDENDUM FOR 2009 Lutheran Social Services of WI & Upper MI, Inc. increasing CIP1A from \$267,046.00 to \$271,251.00 and decreasing CIP1B from \$922,732.00 to \$912,931.00 this is a result of more need in services at the Parsonage for two CIP1A clients and

one CIP1B client moving out of services at the Parsonage was APPROVED ON A MOTION BY Cheryl Drozdowicz, SECONDED BY Jennifer Bishop. MOTION CARRIED.

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

**PRE-APPROVED ENCUMBRANCE AMENDMENT FOR 2010 C.E.S.A. #2 0-3 Program increasing POC from \$671,514.00 to \$698,295.00 for new Maintenance of Effort requirements was APPROVED ON A MOTION BY Louis Peer, SECONDED BY Harriet Kubiak. MOTION CARRIED.**

**PRE-APPROVED ENCUMBRANCE AMENDMENT FOR 2010 REM Wisconsin Inc. increasing BIW from \$151,182.00 to \$333,537.00 for two current clients moving into services from another facility was APPROVED ON A MOTION BY Bridget Rolek, SECONDED BY Lynda Olson. MOTION CARRIED.**

### **COMMITTEE APPROVAL REQUEST FOR PROPOSALS**

**This Request for Proposals for Residential Support Services was sent to twelve qualified agencies that are licensed to provide such services in the State of Wisconsin.**

**The purpose of this RFP was to provide all qualified and interested agencies with the necessary information to submit a proposal to provide comprehensive and appropriate residential services for up to six consumers. The designated consumers are a diverse group of individual who possess unique abilities as well as significant and challenging residential support needs.**

**Five Proposals were received by the due date and time. These Proposals were reviewed and evaluated based on the criteria set forth in the RFP. All five raters ranked Creative Community Living Services of Watertown, Wisconsin highest.**

**The intent of this Request for Proposals is to enter into a partial year contract through the end of 2010 with the option to re-new for two additional one-year periods. The contract period will run from approximately March 15, 2010 through December 31, 2010 was APPROVED ON A MOTION BY Jennifer Bishop, SECONDED BY Bridget Rolek. MOTION CARRIED.**

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

Ms. Kane provided the following information:

- Ms Kane passed around a copy of the WI State Journal dated February 26, 2010, discussing the payment delays for out of county Group Home organizations enrolled in Managed Care.
- Ms. Kane reported due to a variety of circumstances, the department has been involved in a series of emergent re-locations/placements in the past two weeks. Reasons range from a client assaulting a room-mate, the closing of a residential facility in Kenosha county, relocation from a nursing home, revocation of a Foster Sponsor's license due to medical neglect resulting in a total of 14 pending placements.
- Within the next 60 days, the DD Board has to place two individuals into a community setting from institutional settings. One from WMHI and one at SWC.
- Planning for a traumatically brain injured female has begun. The target date for placement is uncertain at this time.
- Minor child at CWC will require placement within the community within the next few months, a meeting is scheduled for May 10, 2010 to discuss further.
- Mr. Hanewall is working on fall prevention protocol(s).
- Mr. Hanewall has been appointed the HIPPA Privacy officer also; on Tuesday March 9, 2010, John celebrated his 1-year anniversary with the DD Board.

- On Tuesday March 23, 2010, a meeting with Mr. Knutson, Administrator and Mr. Smith, Finance will discuss year-end status report. If the Board is interested, Finance Manager Joanne Jones can provide the information at the next Board meeting.
- DD Board secured dollars for COP High Cost for equipment and consultations
- Emergency Government Meeting Continuity of Operation Planning (COOP) is schedule for Tuesday April 6, 2010 at 1:00 pm on ground floor of HCC.
- Mr. Hanewall will chair the March 24, 2010 meeting; Ms. Kane will be on Vacation.

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

**Asked if the e-mail reminder for the board members to print agendas and minutes is a possibility. The departments Clerk Typist, Jamie Austin will be assigned this responsibility.**

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

**None**

### **CORRESPONDENCE**

**None**

### **NEW BUSINESS**

**The next meeting will be on Wednesday, March 24, 2010 at the Rock County Health Care Center Classroom  
At 6:30 P.M.**

### **NOTE:**

**BOARD MEMBERS ARE REMINDED TO CALL JOHN HANEWALL AT 757-5052 OR MS. KANE AT 757-5048 IF UNABLE TO ATTEND THE MEETING.**

### **ADJOURNMENT**

**ON A MOTION BY Louis Peer, SECONDED BY Harriet Kubiak, the meeting was adjourned at 7:40 P.M.**

**Respectfully submitted,  
Debbie Sather, DD Financial Worker**

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**