



## DEVELOPMENTAL DISABILITIES BOARD

### MINUTES

March 12, 2014

#### CALL TO ORDER

Chair Peer called the meeting to order at 6:00 P.M.

#### MEMBERS PRESENT

Chairperson Louis Peer; Cheryl Drozdowicz, Nancy Lannert, Lynda Olson, Mike Rundle, Ed Brandsey, Terry Fell, Bridget Rolek

#### MEMBERS ABSENT:

Vice Chairperson, Becky Heimerl

#### STAFF PRESENT

John Hanewall, Director; Susan Armstrong, DD Financial Worker

#### ADOPTION OF AGENDA

The agenda was approved on a MOTION BY Bridget Rolek, SECONDED BY Terry Fell  
MOTION CARRIED.

#### APPROVAL OF MINUTES

The minutes from February 26, 2014 were approved on a MOTION BY Lynda Olson,  
SECONDED BY Nancy Lannert. MOTION CARRIED.

#### CITIZENS PARTICIPATION, COMMUNICATION AND ANNOUNCEMENTS

Carissa Weber from Catholic Charities announced a new case manager, Ashley Race, started March 12, 2014.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### 1. BILLS

- Bills in the amount of \$279,683.98 were approved on a MOTION BY Mike Rundle, SECONDED BY Ed Brandsey. MOTION CARRIED.

##### 2. APPROVAL OF CONTRACTS/ADDENDUMS

- The following are Purchase of Service Contract Addendums: 2014-Azura Harbor Holdings, LLC. increasing Line Item #62604 (CIP 1B) from \$107,624 to \$173,700 (+66,076). This change is the result of one new client moving into residential services. Additionally Page 1 Section, I (A) Parties – Delete the "Provider" business address: 6405 Century Avenue, Suite 104, Middleton, WI 53562 and change

business address to: P.O. Box 27279, Denver CO 80227. Page 1 Section I (C) Contract Administrators – Delete the name “Carrie Zoladz” and change to “Jill Kreider, Controller or Heidi Sparks, Accountant”. Delete the business address 6405 Century Avenue, Suite 104, Middleton, WI 53562 and change business address to: P.O. Box 27279 Denver, CO 80227. 2014-C.E.S.A #2 Vocational Program Page five, Section IV. Payment for Services, of the 2014 contract should read as follows: B. Rates and Units of Service, 1. Rate for: Purchase of Care, Line Item 62601 Not to exceed \$47,000. The Provider’s capacity of program is 34. The rate structure for this contract is based on occupancy of 34. Unit cost will be based on hours of attendance with a maximum of 1,777.61 hours per annum. The unit cost will be an average of \$26.44 per hour. 2013-Epilepsy Foundation Heart of Wisconsin, Inc. increasing Line Item #62620 (CIP 1A) from \$0 to \$513 (+513). Additionally decreasing Line Item #62604 (CIP 1B) from \$119,800 to \$119,287 (-513). This change is the result of emergency respite service for one CIP 1A client. 2014-Green Valley Enterprises, Inc. Page five, Section IV. Payment for Services, of the 2014 contract should read as follows: B. Rates and Units of Service, 1. Rate for: CIP 1B, Line Item 62604 Not to exceed \$16,850. The Provider’s capacity of program is 1. The rate structure for this contract is based on occupancy of 1. Unit cost will be based on hours of attendance with a maximum of 1,100.80 hours per annum. The unit cost will be an average of \$15.31 per hour. 2014-Independent Disabilities Services Page six, Section IV. Payment for Services, of the 2014 contract should read as follows: B. Rates and Units of Service, CIP 1B, Line Item 62604 Not to exceed \$479,000. The Provider’s capacity of program is 31. The rate structure for this contract is based on occupancy of 31. Unit cost will be based on hours of attendance with a maximum of 13,823.95 hours per annum. The unit cost will be an average of \$34.65 per hour. 2014-Rehab Resources Page five, Section IV. Payment for Services, of the 2014 contract should read as follows: B. Rates and Units of Service, 1. Rate for: Purchase of Care, Line Item 62601 Not to exceed \$169,531. The Provider’s capacity of program varies. Unit cost will be based on hours of attendance with a maximum of 9,418.39 units per annum. The unit cost will be an average of \$18 per unit. 2014-Secured Living, LLC increasing Line Item #62604 (CIP 1B) from \$557,864 to \$558,192 (+328). Additionally decreasing Line Item #62627 (Brain Injury Waiver) from \$106,025 to \$105,697 (-328). This change is the result of maintaining rates at a cost to continue in 2014 for client in CIP 1B. 2014-We Care Transportation Page five of the 2014 contract should read as follows: B. Rates and Units of Service CIP 1B Line Item 62604 Not to exceed \$9,400. The Provider’s capacity of program is 1. The rate structure for this contract is based on occupancy of 1. Unit cost will be based on days of attendance with a maximum of 147.78 days per annum. The unit cost will be \$63.61 per day. The Purchase of Service Contract Addendums was approved on a MOTION BY Bridget Rolek, SECONDED BY Nancy Lannert. MOTION CARRIED.

### **3. ENCUMBRANCES**

- A MOTION was made BY Nancy Lannert, SECONDED BY Lynda Olson to approve the following 2014 Pre-Approved Encumbrance Amendments: Productive Living Systems increase Line Item #62604 (CIP 1B) from \$1,074,620 to \$1,234,168 (+159,548). This increase is the result of one current CIP 1B client moving into residential services and a rate increase for two current clients. MOTION CARRIED.

### **4. LINE ITEM TRANSFERS**

- A MOTION was made by Mike Rundle, SECONDED BY Ed Brandsey to approve the following 2013 Line Item Transfer: From Line Item #62627 (Brain Trauma)

\$126,894 to Line Item #62620 (CIP 1A) \$121,924, Line Item #62601 (Purchase of Care) \$4,795 and Line Item #62607 (Foster Care) \$175. Community Integration CIP 1A: Extra care for one CIP 1A client and the addition of two CIP 1A residential clients. Purchase of Care: One CIP 1B client has been in an institution for all of 2013. Institutional costs are not eligible for Waiver funding – the cost is paid from Purchase of Care. Foster Care: One Foster Care client's residential rate is based on their monthly Social Security. Social Security increased in 2013 resulting in the increase of the care rate that totaled \$175 in 2013. MOTION CARRIED.

**5. QUARTERLY BUDGET REVIEW**

None

**DIRECTOR'S REPORT ON PROGRAM ACTIVITIES**

**1. Program Activities:**

- On Friday, March 14<sup>th</sup>, the DD Board and HSD will be participating in a conference call with the State regarding the transition of eight individuals who are currently being served under the BIW program.

**2. Budget Updates:**

- We have received most of the 2014 Contracts back from our providers and Joanne is continuing to make changes, addendums, etc. to insure that they are current.

**3. Residential Placements**

- On Tuesday, we moved a gentleman in to a group home run by REM. This was the individual that had been at a nursing home and we had been working on getting some durable medical equipment to use for him upon discharge.
- On Thursday, we will place a woman with Dunganvin who has been rehabbing at Alden Meadows Nursing Home and is ready for community placement.
- We currently have three other residential vacancies that we are coordinating referrals and service plans with case managers.

**4. Consumer Updates**

- We still have a few individuals that are hospitalized for various reasons that we are monitoring closely.

**5. Providers' Updates**

- Kandu will be hosting their Fish Fry this Friday, March 14<sup>th</sup> and then again on March 28<sup>th</sup>.
- Catholic Charities has rescheduled the Learning Group that was cancelled in February for Monday, March 24<sup>th</sup> from 9am to 12pm at Mariann Hall (next to St. John Vianney Church on Racine Street). The group will feature guest speaker Roy Bedward, who will speak on communication. Roy will speak around 9:45 to 10:00, but individuals are encouraged to come early to gain some understanding and insight regarding the Learning Group. This event is free.

**6. Staff Updates**

None

**CORRESPONDENCE**

None

**ITEMS FOR FUTURE BOARD MEETING CONSIDERATION**

None

The next meeting will be on Wednesday, March 26, 2014 at the Rock County Health Care Center 1st floor Conference room at 6:00 P.M.

**ADJOURNMENT**

The meeting was adjourned on a MOTION BY Nancy Lannert, SECONDED BY Ed Brandsey at 6:32 P.M.

**Respectfully submitted,  
Susan Armstrong, DD Financial Worker**

**NOT OFFICIAL UNTIL APPROVED BY THE BOARD**