

MINUTES
Pierce County ADRC Governing Board
May 21, 2008

- Elect A Chairman Pro-Tem Ron Lockwood, County Board Member, elected to be Pro-Tem Chairman.
- Roll Call Members present were: Charlotte Bowen, Mary Jane Grebner, Jeff Holst, Eugene Kittilson, Ron Lockwood, Jim Robey, and Tasha Schuh. Sue Gilbertson, Jeanette Hovel, John Howard and Yvonne Kulow were excused.
- Staff & Guest ADRC staff Kathy Hass, Chuck Balzer, and Jane White were present. A guest, Diane Rhein from AgeAdvantAge, was in attendance.
- Approve By-Laws By-Laws for the Aging & Disability Resource Center were mailed to the ADRC Governing Board for their review. Eugene Kittilson made a motion to approve the By-Laws, seconded by Jim Robey. **Motion carried.**
- Election of Officers Election of officers was held.
- Nominations were made for Chairman. Ron Lockwood nominated Eugene Kittilson, no other nominations were made. Jim Robey made a motion to close the nominations, seconded by Jeff Holst. Motion to approve made by Jeff Holst, seconded by Charlotte Bowen. **Motion carried.**
- Nominations were made for Vice-Chairman. Ron Lockwood nominated Jeff Holst, no other nominations were made. Ron Lockwood made a motion to close the nominations, seconded by Mary Jane Grebner. Motion to approve made by Jim Robey, seconded by Eugene Kittilson. **Motion carried.**
- Nominations were made for Secretary. Jeff Holst nominated Tasha Schuh, no other nominations were made. Ron Lockwood made a motion to close the nominations, seconded by Jim Robey. Motion to approve made by Jeff Holst, seconded by Charlotte Bowen. **Motion carried.**
- Approve Mission Statement The Aging & Disability Resource Center's Mission Statement was mailed to the ADRC Governing Board for their review. Jeff Holst made a motion to approve the Mission Statement, seconded by Ron Lockwood. **Motion carried.**
- ADRC and Long Term Care Reform Update and Review of the 24 month Chuck Balzer reported on the 24 month transitional plan for people receiving services through the County over to the Managed Care Organization. There are 97 clients on the wait list and to evenly spread out the number of clients that are transitioned over the next 24 months, it

Transition Plan

was decided that 4 clients will be transitioned each month from the waiting list over to the Managed Care Organization. When a new client is screened and found financially and functionally eligible to receive services, they are added to the bottom of the wait list. On July 1, 2010, any new client being screened who is found financially and functionally eligible to receive services will be referred to the Managed Care Organization and will start to receive services within 30 days.

Discussion and comments from the ADRC Governing Board followed.

One Information and Assistance/Long-Term Options Counselor, Gary Cain, has been added to the staff of the ADRC and his office is located on the first level of the Pierce County Office Building.

A Disability Benefit Specialist, Sarah Wilson, has also been added to the staff of the ADRC and her office is located in the Aging Unit on the second level of the Pierce County Office Building. Sarah is undergoing intense training in Madison during the month of May.

One more Information and Assistance/Long-Term Options Counselor, Kathy Spence, will be added to the staff of the ADRC effective June 1, 2008, and her office will be located on the first level of the Pierce County Office Building.

CHP Brochure and Service Options

Chuck Balzer reviewed the Community Health Partnership's (CHP) brochure and service options with the ADRC Governing Board and noted the differences in services between Community Family Care and Community Health Partnership.

Discussion and comments from the ADRC Governing Board followed.

Review of Medicaid Verifications & Financial Eligibility

Kathy Hass reviewed the Medicaid financial eligibility requirements and the proof of verification that is required. Kathy distributed the Family Care/Nursing Home Eligibility Information Sheet that the Information and Assistance/Long-Term Options Counselors and the Benefit Specialists will use to screen clients. The application process for Medicaid is complicated and can take about two hours to complete as well as trying to gather all the required verifications.

Discussion and comments from the ADRC Governing Board followed.

Review Functional Screen for Nursing Home/Non-Nursing Home Level of Care

Chuck Balzer reviewed the Wisconsin Adult Long-Term Care Functional Screen that the Information and Assistance/Long-Term Options Counselors will use when meeting with their clients. At the end of the functional screen, if the client chooses to use the self-directed support, they will know approximately what they will receive each month to pay for their services.

Discussion and comments from the ADRC Governing Board followed.

Review of the
Waitlist Policy and
Procedure

Chuck Balzer reviewed the Waitlist Policy and Procedure with the ADRC Governing Board.

Discussion and comments from the ADRC Governing Board followed.

Review of 100%
Time Reporting
Form & Encounter
Reporting
Requirements

Kathy Hass reviewed the 100% Time Reporting Form & Encounter Reporting Requirements that the Information and Assistance/Long-Term Options Counselors and the Benefit Specialists will need to complete on a daily basis.

Discussion and comments from the ADRC Governing Board followed.

Aging Unit's
Financial &
Program Reports

Kathy Hass reviewed the Aging Unit's Financial and Program Reports from January 2008 through April 2008.

Discussion and comments from the ADRC Governing Board followed.

Legal Service Report

Jane White reported that anyone 60 years of age or older who is has questions or problems in securing public or private benefits or legal services is eligible for her services. Jane can assist people with Medicare, Medicare Supplemental Insurance, Social Security, Supplemental Security Income, Medicaid, FoodShare etc. The Benefit Specialist program is supported with funds from the State of Wisconsin and the federal Older Americans Act. Legal services are provided by or under the supervision of an Elder Law Attorney from the Coalition of Wisconsin Aging Groups in Madison. The Elder Law Attorney that Jane reports to is professionally responsible for the work that Jane does. There is no charge for the services, but persons assisted by the program are encouraged to make a donation towards the cost of the service. All donated funds will be used to expand the service. Service will not be refused or limited in any way if a contribution is not made.

Jane White reported that the Center for Medicaid and Medicare Services (CMS) – Region 5 has taken away their connection with the Elderly Benefit Specialists in resolving all Medicare Part D issues. CMS – Region 5 now states that the purpose for creating their connection with the Elderly Benefit Specialists was for expediting urgent and immediate life threatening situations where beneficiaries are unable to obtain life sustaining medications. CMS – Region 5 expects that the Elderly Benefit Specialists work with the Medicare Part D plan and 1-800 Medicare directly prior to sending complaints to CMS – Region 5.

Jane also mentioned that she has helped her clients fill out the Medicaid applications and gather all the required verifications to help ease the

workload for the Economic Support Specialists.

Discussion and comments from the ADRC Governing Board followed.

AAA Report

Eugene Kittilson reported that he attended the last AAA Meeting at Three Bears Lodge in Warrens on March 14, 2008. The next meeting is scheduled for June 15, 2008. Eugene mentioned that the Area Agency will be downsizing from six to four -- 1 agency for Dane County, 1 agency for Milwaukee County, 1 agency for Indian Nations and 1 agency for the remaining 70 counties in the state. However, a decision needs to be made as to who will take the lead position for the 1 agency that will be acting on behalf of the 70 counties. The deadline for this decision is September 2008.

Discussion and comments from Council members followed.

Next Meeting

The next meeting of this Governing Board will be held on **July 23, 2008**.

Adjournment

Jeff Holst made a motion to adjourn, seconded by Mary Jane Grebner.
Motion carried.

Respectfully submitted,
Jane White

MINUTES
Pierce County ADRC Governing Board
July 30, 2008

- Call To Order President Eugene Kittilson called the meeting to order at 9:30 a.m.
- Roll Call Members present were: Charlotte Bowen, Sue Gilbertson, Mary Jane Grebner, Jeanette Hovel, John Howard, Eugene Kittilson, Yvonne Kulow, Jim Robey, and Tasha Schuh. Jeff Holst and Ron Lockwood were excused.
- Staff & Guest ADRC staff Kathy Hass, Chuck Balzer, and Jane White were present. A guest, Bob Hughes (R) who is running for District 30, State Assembly, was in attendance.
- Minutes Minutes from the May 21, 2008, meeting were mailed to the Governing Board Members for their review. John Howard made a motion to approve the minutes, seconded by Charlotte Bowen. **Motion carried.**
- ADRC, Family Care, and IRIS Update Chuck Balzer reported on the 24 month transitional plan for people receiving services through the County over to the Managed Care Organization. There are 97 clients on the wait list and to evenly spread out the number of clients that are transitioned over the next 24 months, it was decided that 4 clients will be transitioned each month from the waiting list over to the Managed Care Organization. When a new client is screened and found financially and functionally eligible to receive services, they are added to the bottom of the wait list. On July 1, 2010, any new client being screened who is found financially and functionally eligible to receive services will be referred to the Managed Care Organization and will start to receive services within 30 days.
- For May and June, the ADRC Options Counselors have completed 103 I&A contacts, 4 functional screens, moved 12 people off of the wait list and added 10 people to the wait list.
- During a consult with an ADRC Options Counselor, the consumer is presented with a choice on how they would like to receive their services either through Community Health Partnership (CHP) or Include, Respect, I Self-Direct (IRIS). Naomi Silver would like to be a guest speaker at an upcoming Governing Board meeting to discuss IRIS and how the program operates.
- Discussion and comments from the ADRC Governing Board followed.
- COP Variance Approval Chuck Balzer asked the Governing Board for the approval of a waiver case for a client who was temporarily placed at Winnebago – to keep her case open and to keep her support in tact rather than to start her over with CHP.

Discussion and comments from the ADRC Governing Board followed.

John Howard made a motion to approve the COP variance, seconded by Yvonne Kulow. **Motion carried.**

Aging Unit's
Financial &
Program Reports

Kathy Hass reported that the staff of the ADRC will be introduced at our next Governing Board meeting.

Kathy reviewed the Aging Unit's Financial and Program Reports from January 2008 through June 2008.

Kathy also reported that we no longer serve meals at the Nutrition Meal Sites on Fridays to help defray the travel cost. We deliver two meals on Thursday (one hot and one cold) to those who are on Home Delivered meals.

The full cost of the meals will increase from \$7.50 in 2008 to \$8.50 in 2009. Donations at the Nutrition Meal Sites will remain at \$3.75 per meal. Any donations that are received must go back to the program that the consumer received the assistance from. For example, we can not take a meal site donation that was made and put it towards the 60+ Transportation Program, it needs to be put towards the Congregate/Home Delivered Meals Programs.

Discussion and comments from the ADRC Governing Board followed.

Legal Service Report

Jane White reported that she is seeing an increase in people coming to see her who are turning 65 to help them navigate through the Medicare maze – Medicare Supplemental policies versus Medicare Advantage policies, Medicare Part D prescription drug coverage versus Wisconsin SeniorCare prescription drug coverage.

Jane also continues to help her clients fill out the Medicaid applications and gather all the required verifications to help ease the workload for the Economic Support Specialists.

Discussion and comments from the ADRC Governing Board followed.

AAA Report

Eugene Kittilson reported that he was not able to attend the AAA meeting that was scheduled for June 15, 2008. Eugene mentioned that Bob Kellerman was chosen for the Executive Director position for the Greater WI Agency on Aging and will act on behalf of 70 counties.

Discussion and comments from Council members followed.

2009 Budget and
Planning Process

Kathy Hass reported that every year the County Aging Unit Plan for Older People needs to be reviewed and any necessary changes or additions be made so that we are in compliance with Federal and State Laws and Regulations.

Kathy reviewed the information in regards to transportation coordination, emergency preparedness, evidence-based prevention activities, modernization activities, and budgets.

Discussion and comments from Council members followed.

Next Meeting

The next meeting of this Governing Board will be held on **September 24, 2008**.

Adjournment

Mary Jane Grebner made a motion to adjourn, seconded by John Howard. **Motion carried.**

Respectfully submitted,
Jane White

MINUTES
Pierce County ADRC Governing Board
September 24, 2008

Public Hearing for 2009 §85.21 Transportation Grant Kathy Hass reported that Pierce County is eligible to receive \$67,268.00 for the 2009 §85.21 Transportation Grant and would require a 20% County match. The County match is included in the 2009 Human Services Aging Units county budget.

No comments were received from the public on the 85.21 Transportation Grant. Public Hearing closed.

Call To Order President Eugene Kittilson called the meeting to order at 9:35 a.m.

Roll Call Members present were: Charlotte Bowen, Sue Gilbertson, Jeff Holst, Jeanette Hovel, John Howard, Eugene Kittilson, Yvonne Kulow, Ron Lockwood, Jim Robey, and Tasha Schuh. Mary Jane Grebner was excused.

Staff & Guest ADRC staff Kathy Hass and Jane White were present. Chuck Balzer was excused.

Minutes Minutes from the July 30, 2008, meeting were mailed to the Governing Board Members for their review. John Howard made a motion to approve the minutes, seconded by Yvonne Kulow. **Motion carried.**

Introduction of ADRC Options Counselors and Benefit Specialists The ADRC Options Counselors and the Disability Benefit Specialist were not able to attend the meeting due to fact that they were at training. They will be introduced to the Governing Board at the next meeting.

ADRC, Family Care, and IRIS Update Kathy Hass reported that things are running smoothly at the ADRC and with the work that the Options Counselors are doing with handling all intake phone calls for Human Services while continuing to work with transitioning consumers from the wait list over to Family Care.

The Elderly Benefit Specialist continues to remain busy with helping people navigate through Medicare and Social Security issues and the Disability Benefit Specialist is starting to become busy with her workload to help people apply for Social Security Disability.

Kathy also mentioned that she is hoping that with the 100% time reporting that the Option Counselors and the Benefit Specialists are having to complete, that they will be able to generate enough MA reimbursable funding to be able to afford an additional Options Counselor in the future. There is no County money in the ADRC, the funding for the ADRC comes from State Revenues and the MA Match.

Discussion and comments from the ADRC Governing Board followed.

2009 §85.21
Transportation Grant

Kathy Hass reviewed the 2009 §85.21 Transportation grant. Pierce County will be receiving \$67,268.00. Jeff Holst made a motion to approve the 2009 §85.21 Transportation grant, seconded by John Howard. **Motion carried.**

COP Variance
Approval

Kathy Hass reported that there are no COP Variances to approve this month.

Aging Unit's
Financial &
Program Reports

Kathy reviewed the Aging Unit's Financial and Program Reports from January 2008 through August.

Kathy pointed out the increase in the number of Elder Abuse consumers served to date. The Aging unit has helped 17 consumers to date compared to a total of 15 consumers in 2007. All but 2 of the 17 consumers helped this year, have been a result of self-neglect. The Elderly are experiencing difficulties trying to keep up with the rising costs of gas, electricity, food and prescription drugs. The Aging unit can help out with the persons finances by using Elder Abuse funds temporarily and having the Elderly Benefit Specialist do a benefit checkup to see what programs the person is eligible for and to help them apply for them.

Discussion and comments from the ADRC Governing Board followed.

ADRC Financial
Report

Kathy Hass reviewed the ADRC's Financial Report through July 2008. The ADRC monthly statistics are correct as listed on the bottom of the financial worksheet. The Options Counselors did move 4 people off of the wait list in May and another 8 people off in June. The wait list will be eliminated quicker than anticipated because either the people on the wait list have moved into a nursing home and wish to remain there or the person is deceased or the person moved out of the county.

Discussion and comments from the ADRC Governing Board followed.

Legal Service Report

Jane White reported that because the Elderly are experiencing difficulties trying to keep up with the rising costs of gas, electricity, food and prescription drugs she has been busy doing outreach to the elderly by visiting the senior centers and writing newsletter articles to let them know about the different programs that are available to them such as Wisconsin FoodShare, Energy Assistance, Medicaid or even the Medicare Savings Program that can help financially if they are found eligible and apply for the programs.

Jane also reported that on October 15, 2008, the Medicare Part D prescription drug plans will release their changes/additions for the year 2009. Because of this, some people are not happy with the changes, so they call Jane and ask her to help them compare the plan that they are currently in to the 2009 plans that are available to see if it would be

beneficial for them to remain with the same plan or to switch to another prescription drug plan. The individual can change to another prescription drug plan, if they choose to, between November 15, 2008 and December 31, 2008, with an effective date of January 1, 2009.

Discussion and comments from the ADRC Governing Board followed.

AAA Report

Eugene Kittilson reported that he attended the AAA meeting on September 5, 2008 at the Three Bears Lodge and Convention Center in Warrens, WI. He will attend one more meeting in December in Baraboo, WI, and then the AgeAdvantAge Board will be dissolved. The Greater WI Agency on Aging (GWAAR) will be in force on January 1, 2009, and will act on behalf of 70 counties under the Executive Director, Bob Kellerman. Anyone that held an employment position with the Area Agency on Aging would have to reapply for an employment position with GWAAR.

Eugene mentioned that the GWAAR will have a new advisory board that will consist of 12 people to represent the 70 counties.

Discussion and comments from the ADRC Governing Board followed.

2009 Aging Unit Plan Amendments

Kathy Hass reported that every year the County Aging Unit Plan for Older People needs to be reviewed and any necessary changes or additions be made so that we are in compliance with Federal and State Laws and Regulations.

Kathy reviewed the information in regards to transportation coordination, emergency preparedness, evidence-based prevention activities, modernization activities, and budgets.

Discussion and comments from Council members followed.

Yvonne Kulow made a motion to approve the 2009 Aging Unit Plan amendments, seconded by John Howard. **Motion carried.**

Next Meeting

The next meeting of this Governing Board will be held on **December 17, 2008.**

Adjournment

Jim Robey made a motion to adjourn, seconded by Charlotte Bowen. **Motion carried.**

Respectfully submitted,
Jane White

MINUTES
Pierce County ADRC Governing Board
December 16, 2008

- Call To Order President Eugene Kittilson called the meeting to order at 9:30 a.m.
- Roll Call Members present were: Sue Gilbertson, Mary Jane Grebner, Jeanette Hovel, John Howard, Eugene Kittilson, Yvonne Kulow, Ron Lockwood, and Jim Robey. Charlotte Bowen, Jeff Holst and Tasha Schuh were excused.
- Staff & Guest Kathy Hass, Chuck Balzer, and Jane White, from the ADRC staff were present.
- Minutes Minutes from the September 24, 2008, meeting were mailed to the Governing Board Members for their review. Ron Lockwood made a motion to approve the minutes, seconded by Sue Gilbertson. **Motion carried.**
- Introduction of
ADRC Receptionist,
Options Counselors
and Benefit
Specialists The ADRC Receptionist, Options Counselors and the Disability Benefit Specialist were introduced to the ADRC Governing Board members. They reported on what their job responsibilities are and the daily work that they perform.
- Discussion and comments from the ADRC Governing Board followed.
- ADRC, Family Care,
and IRIS Update Kathy Hass reported that things are running smoothly at the ADRC and with the work that the Options Counselors are doing with handling all intake phone calls for Human Services (including Mental Health and Adult Protective Services intake phone calls) while continuing to work with transitioning consumers from the wait list over to Community Health Partnership, Family Care or IRIS.
- Gary Cain and Kathy Spence, the ADRC Options Counselors, reported that there are a couple of challenges that they are facing. First, the Western Wisconsin Medical Association (WWMA) medical providers are not accepting the Community Health Partnership (CHP) medical insurance card. So, consumers who chose to go with CHP are now coming back to Gary or Kathy and wanting to switch to either Family Care or IRIS. Second, there's a challenge with people choosing IRIS because there are no Service Brokers (also known as the Financial Service Agency) in the area to handle the payments to the providers and vendors for services received by the consumer.
- Discussion and comments from the ADRC Governing Board followed.

Legal Service Report Jane White reported that she has been busy helping people who are on Medicare navigate through their 2009 options for Medicare Part D and Medicare Advantage plans during the annual enrollment period (November 15th – December 31st). This is the time that a person can switch to another plan for the next year for a number of reasons -- they are unhappy with the plan that they are currently in, or with the plan changes for 2009, or because their plan will no longer continue in 2009.

Discussion and comments from the ADRC Governing Board followed.

Aging & ADRC Financial and Program Reports Kathy reviewed the Aging Unit's Financial & Program Reports and the ADRC's Financial Report through November 2008.

Kathy also mentioned that she is hoping that with the 100% time reporting that the Option Counselors, Benefit Specialists and Administrative Assistant are completing, that they will be able to generate enough MA reimbursable funding to be able to afford an additional Options Counselor or Information & Assistance Specialist in the future.

Discussion and comments from the ADRC Governing Board followed.

COP Variance Approval Kathy Hass reported that there are no COP Variances to approve this month.

AAA Report Eugene Kittilson reported that he attended the final AAA meeting on December 5, 2008 in Baraboo, WI, at that the AgeAdvantAge Board will be dissolved.

The Greater WI Agency on Aging Resources (GWAAR) will be in force on January 1, 2009, and will act on behalf of 70 counties under the Executive Director, Bob Kellerman. Eugene mentioned that GWAAR will have a new advisory board that will consist of 12 people to represent the 70 counties and he will not be one of the 12.

Eugene also reported that anyone that held an employment position with the AAA had to reapply for an employment position with GWAAR and that GWAAR would be announcing in the near future who would have a position with GWAAR.

Discussion and comments from the ADRC Governing Board followed.

Options for Homeless People in Pierce County Kathy Hass discussed the rising problem with homeless people in Pierce County visiting the ADRC and asking for assistance. Kathy reviewed the Homeless Shelters and Options handout that are available to help these people find temporary housing and financial assistance. However, Grace Place and Serenity Home (two of the Homeless Shelters listed on the handout) usually have no vacancies when a situation arises and that the ADRC Options Counselors are having to place the person(s) in a motel

temporarily until a permanent housing option can be determined. The temporary motel stay is paid for either by Salvation Army, Help Inc., the Elder Abuse Grant through the ADRC, or by Human Services, or a combination of these sources.

Discussion and comments from the ADRC Governing Board followed.

Next Meeting The next meeting of this Governing Board will be held on **February 18, 2009**.

Adjournment John Howard made a motion to adjourn, seconded by Jim Robey.
Motion carried.

Respectfully submitted,
Jane White