

**BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING**

**Emergency Operations Center**

**December 08, 2005**

**Subject to change upon review  
at the January meeting.**

**Board Members Present:** Richard Compton, Clarence Henkel, Neil Paulson, Delores Kittleson, Vicki Redenbaugh, Mary Podlesny

**Members Excused:** Verne Gilles, Tom Allen, Marco Bichanich

**Staff Present:** Elizabeth Skulan, Denise Kontny, Carrie Linder, Jan Karlen, Ann Green

**Call to Order and Introductions:**

R. Compton called the meeting to order at 4:02 p.m.

**Review of the Tentative Agenda:**

There were no changes to the agenda.

C. Henkel motioned to approve the agenda as presented. Seconded by D. Kittleson. Motion carried.

**Review of the October 27, 2005 Minutes:**

The minutes of the October 27, 2005 meeting were reviewed.

D. Kittleson motioned to approve the October 27, 2005 minutes as presented. Seconded by V. Redenbaugh. Motion carried.

**Program Presentation: Economic Support Section**

A. Green gave a presentation on the Medicaid transportation reimbursement program. The Wisconsin Medicaid program allows reimbursement for transportation to and from Medicaid covered services. Currently, county and tribal social/human service departments are the agents who approve and reimburse Medicaid transportation costs. Governor Doyle has asked DHFS to proceed with the Medicaid Transportation Management Initiative which will administer transportation services through a transportation broker. The anticipated implementation date is July 1, 2006.

**Monthly Section Reports:**

**Aging & Disability Services**

C. Linder has begun the computer-based training to become a certified screener for the Long Term Care Functional Screen. This is the tool that determines functional eligibility for persons requesting long term care assistance from the county. There are 10 modules that cover topics such as activities of daily living, diagnoses, communication and cognition, behaviors and mental health and risk.

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2006 provider rates and units for contracts with approximately 40 long term care providers are being updated. When the contracts are complete, the information will be applied to Individual Service Plans for consumers and WISSIS reports for monitoring of expenditures.

**Economic Support**

The 2006-2009 W-2 contract has been approved and signed by the County Administrator.

The state has developed a new online application process for the public assistance programs. Bayfield County began using the new program on September 23<sup>rd</sup>. Additional components of this process will begin on January 4, 2006. The ES staff is currently completing web-based training to prepare for the transition to the new program.

The state is also initiating a web-based data storage system in 2006. Beginning in January, all of the open case file documentation including the last two review dates are required to be scanned and stored in an online electronic data base. This means that approximately 1100 case files will need to be scanned within twelve to eighteen months to comply with the new electronic case file (ECF) requirements.

**Support Services**

The Financial Manager has recently participated in the following meetings:

- Superior Days planning meeting in Superior on November 22nd
- LTC Reform meeting in Hayward on Nov. 29<sup>th</sup>
- WCHSA fall conference in Stevens Point on December 1<sup>st</sup>
- W-2 Financial meeting in Wausau on December 7<sup>th</sup>

The support staff is working with managers to prepare the 2006 provider contracts and 2006 long-term care plans.

**Family Services**

Gift cards donated by a local church were distributed to four families for Thanksgiving.

As a follow-up to the discussion at the November meeting, the committee reviewed a letter dated October 27, 2005 which stated that due to current budget constraints, Bayfield County would not approve new or pending requests for mental health and alcohol/drug services, or requests to extend funding for currently-funded consumers. This will be in effect for the remainder of 2005.

Bayfield County has requested \$84,000 in Youth Aids emergency funds to cover unfunded costs in 2005.

E. Skulan and J. Karlen met with a number of representatives from the Department of Health and Family Services to discuss the 161 agreement with the Red Cliff tribe, current budget shortfalls, and how DHS might improve the relationship with Indian Child Welfare staff. The State has agreed to fund up to three new tribal placements through the end of the year and in 2006.

**Monthly Reports:**

The monthly Financial, Training, and Waiting List reports were reviewed.

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Upon reconciliation with the auditor, approximately \$36,000 of revenues will be journaled into 2005 based on the 2004 audit.

M. Podlesny motioned to approve the monthly reports. Seconded by C. Henkel. Motion carried.

**Application for DOT Section 85.21 funds – Summary of the application as presented and approved by the Aging & Disability Advisory Committee.**

The Aging & Disability Advisory Committee recently approved an application for \$51,865 in state assistance under Section 85.21 of the Wisconsin Statutes to provide specialized transportation services for the elderly and persons with disabilities in 2006. This application requires \$10,373 in matching local funds.

N. Paulson motioned to approve the application. Seconded by C. Henkel. Motion carried.

**Benoit Nutrition Site – Approval of bid received for provision of meals at the Benoit meal site.**

One bid was received from Candlelight Catering LLC to provide congregate meals in the Benoit Community Center for a unit cost of \$8.50 per meal.

N. Paulson motioned to approve the bid. Seconded by M. Podlesny. Motion carried.

**Request for Waiver – Update on request for waiver of CCC licensing requirements for Speech Language Pathologist for Birth to Three Program.**

E. Skulan stated that the request for waiver of the CCC licensing requirements for speech language pathologies for the Birth to Three Program was denied. There is no appeal process available.

**2005 Budget Resolution – Update on resolution recommended to the full County Board.**

The 2005 budget adjustment resolution was passed by the full County Board at the last meeting.

**Policy Review – Review and possible approval of draft policy entitled Provision of Services in Substitute Care Facilities for Long-Term Care Clients**

The committee reviewed the proposed policy for the provision of services in substitute care facilities for long term care clients. This policy was reviewed by the Aging & Disabilities and recommended for approval. The committee recommended that all references to “Care Manager” and “Case Manager” be changed to “Long-Term Care Coordinator / Social Worker” It was also recommended that box number 3 and 4 be combined.

N. Paulson motioned to approve the policy as amended. Seconded by C. Henkel. Motion carried.

**WCA Article – Summary of the proposal being considered by WCA**

The committee reviewed an article entitled “Counties group pushes idea for funding change.” It summarizes the proposal developed and endorsed by the Wisconsin County Executives and Administrator Association (WCEA) that allows for the migration of the liability of services provided by the court system and human services back to the State. The Wisconsin Counties

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Association considered the proposal for endorsement at the WCA Board meeting held on October 28<sup>th</sup> and unanimously approved the proposal.

**Long-Term Care Reform – Introduction of most current information presented by the State staff regarding proposal to introduce managed care to the long term care programs and request to participate in the regional request for planning dollars.**

E. Skulan requested approval to participate in a regional application for planning dollars and allow for an amount of money, no less than \$1000, no more than \$5000, to be used toward the development of a regional long term care reform plan.

N. Paulson motioned to approve participation in the process and allow up to \$5000 to be used toward the development of a regional plan. Seconded by C. Henkel. Motion carried.
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**Health and Human Services Board – Continued discussion on this proposal by the County Administrator**

E. Skulan and M. Lindsey will meet with the County Administrator to further discuss a combined Health and Human Services Board.

**Other**

**WCHSA Fall Conference**

The conference was held on December 1<sup>st</sup> in Stevens Point. E. Skulan, D. Kontny, and C. Linder attended.

**Future Meeting Dates:**

The future meeting dates were scheduled as follows:

- January 26, 2006
- February 23, 2006
- March 23, 2006

**Adjournment:**

D. Kittleson motioned to adjourn. Seconded by N. Paulson. Motion carried.
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The meeting adjourned at 5:43 p.m.

Submitted by:

Denise Kontny  
Financial Manager