

# Care-A-Vans

*Polk County Transportation for the*

*Disabled & Elderly, Inc.*

*A private non-profit non-county funded entity*

## AGENDA

POLK COUNTY TRANSPORTATION FOR THE DISABLED & ELDERLY, INC

WEDNESDAY MAY 18, 2011

POLK COUNTY GOVERNMENT CENTER, **CONFERENCE ROOMS A & B (next door to Aging Programs)**

100 POLK COUNTY PLAZA, BALSAM LAKE 54810

PUBLIC WELCOME TO ATTEND

1:15 Finance Committee Reviews Bills

### 1:30 Call to Order

Approval of Agenda

Minutes

Financial Report & Bills

## OLD BUSINESS

5310 Grant: new vehicle delivery

Medical Assistance Transportation broker: July 1, 2011 implementation

## NEW BUSINESS

2010 Write offs

Hiring new driver

Nursing Home representative

Transition plan: Aging Department change of Directors

Information:

Next Meeting Date

## ADJOURN

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

## **Polk County Transportation Corporation Minutes**

The Polk County Transportation Corporation met on Wednesday, 18 May, 2011 at the Polk County Government Center, Health Department Conference Rooms A&B, First Floor at 1:30 PM.

### **Members in attendance:**

Leslie Larson  
Rick Gates  
Kathy McGurran  
Mike Seversen  
Diana Manning  
Caralynn Hodgson  
Pat Schmidt  
Stuart Swenson  
Janice Nelson  
Kari Flom

### **Absent:**

Nursing Home Representative

### **Others Present:**

Barb Ceder  
Laurie Whitehead

Finance Committee met at 1:15pm. Gates and Larson reviewed and signed vouchers.

Meeting was called to order by Larson at 1:30pm.

**Motion made and seconded (Swenson/Gates) to approve the agenda. All in favor. Motion carried.**

**Motion made and seconded (Schmidt/Nelson) to approve the March 2011 minutes. All in favor. Motion carried.**

Financial Report and Bills: Flom passed out the financial reports and the current billing as reviewed by the Finance committee. Discussion was held on the current bills and financial reports. Discussion was held on the increase in fuel prices. Comparing February 2010 to February 2011 diesel was \$2.54/gallon and is up to \$3.58/gallon. Gasoline was \$2.37/gallon and is up to \$3.39/gallon. **Motion made and seconded (Gates/Nelson) to approve the Financial Reports and pay vouchers. All in favor. Motion carried.**

5310 grant vehicles new vehicle delivery: The Portage vehicle lease has been approved. Vans are in the process of being ordered by the state chosen vendor. Delivery estimate is around five months from now. Details of this project are being taken over by Barb Ceder. She is working with the Portage County transportation manager.

Medical Assistance Transportation broker: July 1, 2011 implementation: Logisticare out of Atlanta, GA will begin Medical Assistance Transportation management (broker) services starting July 1, 2011. They are a broker service and don't provide direct service (trips). After attending two meetings about the Broker system and getting information from the Forward Health provider update and member update (dated April and June 2011), we learned that Nursing Home residents on Medical Assistance that need Specialized Medical Vehicle transport are exempt from the Broker. The majority of Care a Van clients on Medical Assistance are nursing home residents. Flom provided packets with the Forward Health updates along with Frequently Asked Questions and the call

script from LogistiCare. Since the majority of clients served via Care a Vans are exempt from the Broker it is recommended to not contract with LogistiCare at this time.

2010 Write offs: The finance committee along with Laurie Whitehead and Kari Flom met to discuss write offs for the Care a Vans. The cleaned up receivables list will be available at the next meeting. Write offs of less than \$25 and uncollectable revenue will be written off. Discussion was held on Managed Care Organization (MCO) transport. Facilities have called for transport for MCO clients and it is 'after the fact' discovered the client is an MCO client. Each van client will be checked on the Forward Health portal as to MCO status. Discussion was held that clients need to be checked on the CARES site as well since Forward Health isn't always accurate on status. The difficulty is that no one in transportation or management in the Aging office has access to CARES.

Hiring new driver: With the passing of John Glockzin there is a need to hire another driver. Utilizing the current applications on hand Barb Ceder will make an offer of employment for a new van driver.

Nursing Home representative: Flom sent out letters to the nursing home administrators regarding serving on the Care a Van board. The County is in process of hiring a Golden Age Manor Administrator. Once an individual is in place, an invitation should be extended for serving on the Care a Van board.

Transition plan: Aging Department change of Directors: Flom is leaving the position of Aging Director for Polk County and going to Amery Regional Medical Center as Director of Nutrition Services. The County is exploring reorganizational options for the Aging Department. In the interim, a plan will be worked out for check signing, agendas, etc for Care a Vans. Board members discussed the transition and shared with Pat Schmidt, County Board member/Council on Aging Chair, the importance of keeping the Care a Vans aspect of the Director position clear and present. Care a Vans relies on in kind from the Aging Department for van management, grant writing, customer issues, dispatching, and employee management.

Information: Swenson thanked Flom for her years of service to Care a Vans.

Next Meeting:

1:15pm for Finance Committee (vouchers) and 1:30 for full Board on Wednesday, July 20, 2011. Meeting to be held in Polk County Government Center, Health Department Conference Rooms A & B, First Floor.

Adjourn:

**Motion made and seconded (Nelson/Severson) to adjourn at 2:30pm. All in favor.  
Motion carried.**