

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.
Polk County Government Center, Conference Rooms A & B (near Public Health)
100 Polk County Plaza, Balsam Lake WI 54810
August 22, 2012 1:15 p.m.

PUBLIC WELCOME TO ATTEND

1:15 Finance Committee Reviews Bill

1:30 Call to Order

Approval of Agenda

Approval of Minutes

Financial Reports and Bills

Old Business

Multi Stakeholders "Coordination Plan"

Updates

Policy/procedures changes-

Past due accounts

Provider meeting held on July 30

After hours contract

Van repairs

Transportation Summit-Hayward

Web based dispatch update

New Business

Transportation Summit-Hayward

Web based dispatch update

Laurie Whitehead – discussion on finances and changes

Upcoming Transportation Coordination Committee meetings

Next Meeting Date: October 17, 2012

Adjourn

Cc: Rick Gates, Caralynn Hodgson, Pat Schmidt, Kathy McGurran, Dana Reece, Laura Neve, Tonya Eichelt, Leslie Larson, Deb Kutina, Mike Severson, Janice Nelson, Dawn Sargent, Laurie Whitehead, Polk County Web

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MINUTES

Polk County Transportation for the Disabled & Elderly, Inc.

Polk County Government Center, Conference Rooms A & B (near Public Health)

100 Polk County Plaza, Balsam Lake WI 54810

August 22, 2012 1:15 p.m.

Present: Rick Gates, Pat Schmidt, Dana Reese, Mike Severson, Kathy Clark

Absent (Excused): Caralynn Hodgson, Kathy McGurran, Janice Nelson

ADRC staff present: Laura Neve, Tonya Eichelt, Dawn Sargent

Transportation Corporation absent: Laurie Whitehead

Meeting called to order by Leslie Larson, seconded by Pat Schmidt

Approval of Agenda: Rick Gates, seconded by Pat Schmidt

Approval of Minutes: Tabled-no minutes

Financial Reports and Bills: Rick Gates, seconded by Mike Severson

Old Business:

Multi-Stakeholders Coordination Plan: Discussion around how this will look now that Polk and Burnett Aging Units have been consolidated into the ADRC of NW WI. This is a State mandate in order to receive 85.21 DOT funding which is a major source of revenue for both the Care-A-Vans and volunteers driver programs. Carrie Porter from the Greater Wisconsin Area on Aging Resources (GWAAR) will assist in facilitating a joint meeting between the counties for next year.

Updates:

New Staff: Dawn Sargent and Tonya Eichelt introduced themselves as new ADRC staff. Dawn Sargent is the Program Coordinator for the ADRC and Transportation Coordinator for Burnett County. Tonya Eichelt is the ADRC Supervisor for Transportation programs in Polk County and the ADRC supervisor for both counties. Kathy Clark, Interim Director of Endeavors informed Deb Kutina has resigned as Transportation Coordinator for Endeavors and Bonnie Richardson has taken this role.

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Polk County Transportation for the Disabled and Elderly, Inc. August 22, 2012 minutes cont.

Policy/Procedure Changes: Discussed the provider meeting held on July 30, 2012. The focus of the meeting was on 48 transportation request with a 3 hour cancellation notice. It was also discussed that the Nursing Homes and facilities would like some kind of urgent need policy established suggesting a potentially higher rate for transportation requests outside the 48 hour notice requirement. Hospital discharges will remain a priority with dispatch accommodating the short notice requests when possible. The July 30 meeting also clarified the "After Hours" contract and the contract was reviewed.

Van Repairs: Board members informed ADRC staff that van repairs up to \$1,000 may be authorized by ADRC staff without board approval.

Transportation Summit-Hayward: ADRC staff Tonya Eichelt, Barb Ceder and Dawn Sargent attended a transportation summit in Hayward, WI along with Rick Gates and Leslie Larson. All believed the summit was very beneficial with a lot of brainstorming regarding specific Veteran transportation issues as well as transportation issues in general. It was noted that interestingly, because of our population, Polk County is not considered a rural area.

Web based dispatch update: Printed information was given on the software program developed by Engraph Software based out of Kansas. Final approval goes before the ADRC Governing Board in August and the Administrative Committee in Burnett County in September. Along with the purchase of this software, this board was asked to consider purchasing iPads for the van drivers in an effort to be more efficient with the coordination of rides. The board offered support for the purchase at this time. When ready, ADRC staff will present a cost estimate to the Board for approval.

Policy and Procedure discussion: Lengthy discussion was held regarding the policies and procedures and by-laws currently in place for Polk County Transportation for the Disabled and Elderly, Inc. All agreed the policy and procedures need updating. A sub-committee of Rick Gates, Leslie Larson,

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Polk County Transportation for the Disabled and Elderly, Inc. August 22, 2012 minutes cont.

Tonya Eichelt, Laura Neve, Dawn Sargent and Barb Ceder will meet on September 6, 2012 to begin reviewing the old policies and procedures.

Meeting was adjourned at 3:20 p.m. Notion motion was made.

The Next meeting date is scheduled for September 19, 2012.

Submitted by Tonya Eichelt