

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

TUESDAY MARCH 16, 2010

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

Northern Bridges: long term care and transportation: contract and billing

5310 Grant: update

2009 Write offs

Need for a replacement board member: recruitment process

Driver Update: ID

NEW BUSINESS

2010 Coordination Training: meeting summer 2010

Wisconsin Medicaid Non-Emergency Medical Transportation manager

Milltown meal site: contract transportation

Adult Development Center: route coverage for a temporary basis

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 Tuesday, 16 March, 2010 at the Polk County Government Center, Health Department Conference Rooms A&B, First Floor at 1:30 PM.

Members in attendance:

Gary Taxdahl
Kari Flom
Les Larsen
Caralynn Hodgson
Stuart Swenson
Kathy McGurran
Mike Seversen
Janice Nelson

Approved Absences:

Rick Gates, Neil Johnson

Absent: Diana Manning

Others in attendance: Laurie Whitehead

Finance Committee met at 1:15. Larsen reviewed and signed vouchers.

Meeting was called to order by Larsen at 1:36pm.

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

Motion made and seconded (Swenson/Hodgson) to approve the minutes for January 2010. All in favor. Motion carried.

Financial Report and Bills:

Flom passed out the 2010 financial reports (dated January 31, 2010) and the current billing (dated March 16, 2010) as reviewed by the Finance Committee. Discussion was held on the current bills and financial reports. **Motion made and seconded (Flom/McGurran) to approve the Financial Reports and pay vouchers. All in favor. Motion carried.**

Old Business:

Northern Bridges: long term care and transportation: contract and billing: Written confirmation has been given regarding the billing within 90 days requirement being eliminated from the Polk County Transportation for the Disabled & Elderly, Inc contract with Northern Bridges. Flom is in process of reviewing the second contract from Northern Bridges. A meeting was held with the Northern Bridges Centuria hub manager to simplify the process of trip scheduling and service authorizations for Northern Bridges clients.

5310 Grant: update: The grant application was mailed to the Department of Transportation (DOT) by the deadline and no word on the review so far. Flom hopes to have information to share from the DOT for the May 2010 Polk County Transportation for the Disabled & Elderly, Inc. board meeting.

2009 Write offs: The finance committee along with Flom and Whitehead met to discuss the 2009 write offs. Recommendations include 1) setting a timeframe for re-billings before they become write offs, 2) sending the annual information letter to nursing homes regarding the details of specialized lift equipped transport costs and a listing of residents who have past due amounts to the corporation, 3) reinstating a "10% off if paid in full within 30 days of the statement" for private pay individuals and 4) having discussion with the Human Services, economic support unit regarding private pay individuals who are on spend down to become covered by Medical Assistance (MA) or who have switched to MA.

Discussion was held on the detailing of our format to get date of birth and social security number for all transport clients so we can check the forward health site to confirm MA status. Whitehead spoke to the \$12,000 in write offs equaling two years of write offs (not just one year).

Discussion was held on setting a 60 day past due for sending out a first letter requesting payment or service will be cut, then at 90 days sending out a 'service has been cut' letter to the past due client.

Motion made and seconded (Hodgson/Seversen) to accept the recommended write offs and the steps of implementing a more effective collection policy from the finance committee; along with education to the nursing homes, implementing a 10% discount to private pay individuals who pay within the first 30 days, sending two reminder letters beyond the original billing at the 60 and 90 day time points with progressively sterner steps that will be implemented to encourage payment of bills and discussion with the economic support unit of Human Services regarding the transition from spend down to MA for our clients. All in favor. Motion carried.

Need for a replacement board member: recruitment process: The Council on Aging approved Janice Nelson to serve on the Polk County Transportation for the Disabled & Elderly, Inc. board as a community member at their March 9, 2010 committee meeting. Janice was welcomed to the board. Introductions were done of all the board members.

Driver Update: ID: Flom contacted The Copy Shop and photo ids can be created/made for around \$5 an id. Flom will follow up on obtaining ids for the drivers.

New Business:

2010 Coordination Training: meeting summer 2010: The Department of Transportation is paying for training to have the counties take over the coordination plan meetings. Polk County Transportation for the Disabled & Elderly, Inc. board has participated in the 2006

and 2008 coordination plan. After attending this training Flom will work on arranging a Summer 2010 transportation coordination plan meeting with providers/advocates and consumers of transportation.

Wisconsin Medicaid Non-Emergency Medical Transportation manager: Two handouts were given to board members regarding this topic. The State of Wisconsin is releasing a request for proposal (rfp) for a Wisconsin Medicaid Non-Emergency Medical Transportation manager. After the release of the rfp and acceptance of a vendor the program will begin implementation in January 2011. More details to follow.

Milltown meal site: contract transportation: In the past, two drivers have covered the Milltown meal site home delivered meal routes. Due to the number of meals being delivered, only one driver will be covering the needed route. This new procedure will take effect on March 22, 2010. The Amery meal site has been utilizing a van driver on a fill-in basis.

Adult Development Center: route coverage for a temporary basis: Due to a 5310 grant vehicle being on hold until a later date, the Adult Development Center (ADC) was in need of a route being covered for a temporary time. We agreed to cover the route temporarily. Two drivers are sharing the route coverage. Discussion was held on having a contract or a letter of agreement regarding the temporary coverage of a route. **Motion and second (Hodgson/Seversen) to draft a letter of agreement for the temporary coverage of the ADC route. Motion carried by voice vote.**

Information: Osceola Medical Center has a passenger lift equipped bus available for sale. Discussion was held on getting more detail on the bus and presenting the information at the May 2010 meeting.

Next Meeting:

1:15 PM for Finance Committee (vouchers) and 1:30 for full Board on Tuesday, May 18, 2010. Meeting to be held in Polk County Government Center, Health Department Conference Rooms A&B, First Floor.

Adjourn:

Motion made and seconded (Seversen/Hodgson) to adjourn at 2:35pm. All in favor. Motion carried.