

# LA CROSSE COUNTY HUMAN SERVICES DEPARTMENT

300 FOURTH STREET NORTH  
LA CROSSE, WI 54602-4002

## La Crosse County Human Services Department and Service Vendor Meeting

**July 30, 2015**

**10:00 a.m. – 11:00 a.m.**

**Health and Human Services Building, Basement Auditorium**

### AGENDA

10:00 – 10:05	<p><b>Welcome and Introductions</b></p> <p>Vendor Announcements/Updates/Pamphlets (Bring stuff to share!) Diane Weigel, Tita Yutuc, Karen Londre, Kathie Knoble-Iverson, Lisa Duncanson, Ruthann Schultz, Ann McDonald, Lolly Coleman, Christopher Matt, Becky Lubinsky, Linda Seidel, Lee Walraven, Colleen Skinner, Ann Larsen, Kimberly Carlo, Sarah Kolander, Ann Kappauf, Bridget Stargardt, Eli Jackson, Cheryl Demet, Steve Burnette, Mike Desmond, Karen Wolfe, Matt Tepper, Bridget Todd, Dawn Jarvis, Jay Clark, Katy Wittenberg, Chris Sander, Lanaya Peterson-Evers, Dawn Aylsworth, Kelly Steinberg, Sara Koopman, Dean Ruppert, and Jason Witt.</p>	Lanaya Peterson-Evers Vendors
10:05-10:15	<p><b>New Invoice Overview for MA Programs</b></p> <p>Dawn Aylsworth presented a new invoice that is required by the state to start reporting who is performing the services that are being billed. Invoice is for MA billable plus AODA and Mental Health only. The invoice has already gone into effect. Any questions can be directed to Dawn Aylsworth.</p>	Sara Koopman
10:15 – 10:30	<p><b>2016 Budget Overview</b></p> <p>Budget Presentation located on County website.</p> <p>Jason introduced Jason Larsen as the new Director of the La Crosse area Family Collaborative Neighborhood initiative and fills the position as our communities' programs and preventions supervisor. Jason will be overseeing the placement of 2 social workers which will be embedded in our most challenged neighborhoods and to work directly with core teams from other agencies and identify families in need that may be heading to our emergency systems and getting the help and support that they need.</p>	Jason Witt
10:30 – 10:35	<p><b>Upcoming RFP's</b></p> <ul style="list-style-type: none"> <li>• Women's Offender Program-Beck Spanjers Women's offenders Programs – Has been released and the due date is Aug. 19. Program called Ophelia's House and based on the women offender model. Women who attend Ophelia's House are:             <ol style="list-style-type: none"> <li>1. Formerly sentenced to jail or prison.</li> <li>2. On bond.</li> </ol> </li> </ul>	Supervisor/Manager

3. Affiliated with CPS.
4. They have to be homeless or unsafe.
5. Required to have Electronic Monitoring (EM) Services and to test.

Housing is staffed 24/7 and is a duplex which is located on 127 and 129 7<sup>th</sup> St. We have contracts with Workforce Connections, Coulee Council on Addictions, Options and a few others. They provide services within the house. The women are required to attend all services in the house. They have an EM schedule they have to fill out. Implemented a more restrictive environment for the first 30 days the women are there.

Steps to admission to the House is:

1. Team meeting
2. OWDS(Offenders Workforce Development) Program helps the women to identify their strengths and what they need to work on for the work place.
3. Workforce Connections comes to the house.
4. Job site, which is a Y program, offers an hour of focus on resumes and how to work in the place and interviewing.
5. We shine – Go to job sites and do cleaning.

This is a RFP which only needs one vendor

- **Guardianship**-Cheryl Neubauer  
Court appointed position for people who no longer have mental capacity to make decisions for themselves.  
Abused by others.  
This is a court appointed process which looks at recommendations by the family, doctors and several other people that best meets the needs of the individual to appoint a guardian. Would need to get input from the individual to what they would choose if they were able to make those decisions.  
The Corporate Guardian would perform the following:
  - Guardian of Person, Guardian of Estate, or both.
  - Acting as a substitute decision maker for a person that needs a guardian of the state.
  - Responsible for the financial management of their assets.
  - Prevention of financial exploitation.

Some individuals who do need guardians are in long term care programs. They would need assistance in the following roles:

- Meeting with the care management team.
- Meet with Social Workers.
- Meet with interdisciplinary team.
- Attend Team Meetings.
- Be available to make decisions through the hospital (medical decisions).
- Advocate for the ward for appeals.
- Consider the persons best interests.
- Be responsive for request for corporate guardian.

	<ul style="list-style-type: none"> <li>▪ Need to have quick turnaround time if someone is hospitalized. Need to be readily available by cell phone.</li> <li>▪ Submit cases to court in a timely manner.</li> <li>▪ Provide face-to-face monthly contact with the individual, but it can be by phone or connection with the care management team.</li> <li>▪ Complete paperwork that needs to be done and filed through the Probate court system.</li> </ul> <p>This is a Preferred Provider Solicitation Package can have multiple vendors.</p> <p>Following the process, in October or November Vendors will receive a contract document through email from us. Will need to be signed and mailed to us before the end of the year. That will determine what we will be paying in 2016.</p>	
10:35 – 10:50	<p>Budget Packet Overview/Contracts</p> <p>The packet is used to negotiate rates with the vendors. The past year's budget is pulled and reviewed by the Managers. They will use this information to estimate what units to charge for the upcoming year, 2016. Chris will send packets to the vendors through email around August 21, 2015 and expect return by Sept. 9.</p> <p>Included in the packets are:</p> <ul style="list-style-type: none"> <li>▪ End of 3 year contract will receive a letter and a spreadsheet of current rates that are negotiable. Also to accept a 0% increase or fill out a budget request form (outlines expenses) which will justify an increase..</li> <li>▪ Entering into 2<sup>nd</sup> or 3<sup>rd</sup> year contract Letter and spreadsheet of current rate asking to accept the CPI-U increase for the year. The percent will be known by August 19. Request a meeting to request a Budget Request form to request an increase in the rates.</li> </ul> <p>Some vendors will receive both of these. Services not listed on the spreadsheets are non-negotiable services.</p> <p>Following this process, in October or November Vendors will receive a contract document through email from us. Documents will need to be signed and mailed to us before the end of the year. That will determine what we will be paying in 2016.</p>	Chris Sander
10:50 – 11:00	<p>Closing Questions or comments</p> <p>Next Vendor Conference November 11</p>	

We ask that you **RSVP** your intent to attend as well as the number of persons from your business. In order to give us a general idea of the audience, please send this intent/number to Katy Wittenberg at [kwittenberg@lacrossecounty.org](mailto:kwittenberg@lacrossecounty.org) by **July 13, 2015**.

As a reminder, all meeting agendas, minutes, handouts, etc., are posted on our La Crosse County Website. The address is [www.co.la-crosse.wi.us](http://www.co.la-crosse.wi.us). Then click on Departments, Human Services, and scroll down to Vendors.