

**COMMUNITY CARE OF CENTRAL WISCONSIN**  
**Board Meeting Minutes: Draft**

**DATE:** April 16, 2009  
**PLACE:** Central Wisconsin Airport, Lower Level Conference Room  
**TIME:** 3:00 – 5:00 p.m.  
**PRESENT:** Jim Clark, Ken Day, Peter DeSantis, Peter Hendler, Lonnie Krogwold, Keith Langenhahn, Janis Ribbens, Donna Rozar  
**EXCUSED:** None  
**OTHERS PRESENT:** CCCW: Tara Adam, Jim Canales, Mark Hilliker, Lucy Runnells, Jody Zuege  
Lincoln County Representatives: Terry Schmidt, Bob Weaver, John Mulder, Bob Lussow

1. The meeting was called to order at 3:00 p.m. by Chairperson Ken Day.
2. Notice of this meeting was provided to Marathon, Portage, and Wood County Clerks; major newspapers of Wausau, Marshfield, Wisconsin Rapids, and Stevens Point; and the CCCW website.
3. No public comment was made.
4. Motion by Donna Rozar; seconded by Janis Ribbens, to approve the minutes dated March 18, 2009. Motion carried.
5. Lincoln County Presentation
  - A. Four representatives from Lincoln County were present to discuss their interest in moving forward in joining CCCW's Family Care program. Representatives present were Terry Schmidt, Bob Weaver, John Mulder, and Bob Lussow. Chairperson Ken Day asked Terry Schmidt about Lincoln County's plan in respect to ADRC implementation, which must precede CCCW's program. Terry responded that Oneida County has approached Lincoln County for creating a potential ADRC together. A meeting will take place on April 27 to see if a commitment can be established between Oneida and Lincoln counties. If there is no commitment at that time, Lincoln County will plan to start the process of joining the Central Wisconsin ADRC. Terry stated that by July 1, 2009, Lincoln County will have made a decision with the ADRC location their county will have formed or joined. Peter DeSantis commented that there is an advantage with already having an existing, operating ADRC enabling Lincoln County to join it at lower cost rather than starting up a new ADRC altogether.
  - B. Ken Day stated that Langlade County has also been interested in joining CCCW, and that the Administration of CCCW has been asked by the Board to perform an assessment and feasibility study of both Lincoln and Langlade counties in regard to funding, staffing, reimbursement, feasibility of providers for the population, etc. Jim Canales stated that the template for assessment will be ready by mid-May; once the assessment is completed, a meeting would be conducted between CCCW and Lincoln County for any questions or issues. At the July Board meeting, a recommendation regarding expansion will be made to the CCCW Board.
  - C. Lincoln County requested confirmation of CCCW's interest in expanding into Lincoln County. By unanimous consent, the CCCW Board confirmed for the Lincoln County attendees that it would pursue investigating the expansion into

Lincoln County consistent with the timeline and funding as communicated by the State of Wisconsin.

6. Education/Policy Discussion

A. Administrative Update

- ✓ Jim Canales stated that figures for Member Living Arrangements will be confirmed and distributed at next month's meeting.
- ✓ As the waiting list numbers decrease, it is anticipated that there will be savings in the Developmental Disabilities area. Jim also stated that with CCPC in the past, as with other MCO's currently, the relocation numbers from nursing homes is minimal. Jim will provide the waiting list numbers at next month's Board Meeting.
- ✓ Information regarding the single grievance was discussed in that the member who was grieving chose to bypass the local Grievance Committee. This resulted in CCCW not being involved at the local level. The member is requesting more hours of Supportive Home Care.
- ✓ Jim Canales and Lucy Runnells provided a 1<sup>st</sup> Quarter 2009 budget update. Areas of note were:
  - Capitation payments were lower than planned due to less than expected enrollment numbers. In turn, the lower enrollment also allowed for less cost to CCCW for Service Coordination expenses.
  - Room & Board brought in higher revenue than planned; however, residential expenses also increased due to that number. Lucy explained that is due to a member's responsibility to pay for the Room & Board portion of a facility's cost when choosing a residential placement, even though CCCW collects that money initially from the member.
  - A new consumable materials vendor was chosen, saving the organization approximately \$20,000 per year from the past vendor.
  - Administrative costs are lower due to some open positions.
  - Interest income was lower due to the current market conditions.

Although feeling the 1<sup>st</sup> Quarter budget is favorable, Jim Canales believes over the course of time, costs will be managed better by having more choices and by utilizing ITD staff to provide more cost-effective solutions to meet member needs. A "Care Under Management" draft was distributed with a focus on this strategy.

B. Board President Update

- ✓ Nothing to report at this time.

7. Board Policy Discussion

A. CCCW End Statement Discussion

- ✓ End statement "IV." was revised to read, "*Community Care of Central Wisconsin consistently evaluates and plans for the effective operation of all present and future organizational operating systems to meet the needs of each individual CCCW stakeholder.*" After discussion from the Board regarding the revision, Peter DeSantis moved to adopt the five end statements. Keith Langenhahn seconded the motion; all members of the Board voting in favor.

B. Bylaw Modification

- ✓ The last sentence stating, "*The Chief Executive Officer shall be a member of the Board of Directors serving in an ex officio, non-voting capacity.*" was removed from Section 7.01 of the Bylaws after Donna Rozar motioned for the deletion; seconded by Peter Hendler. All members of the Board voted in favor of this change.

8. Values & Beliefs Discussion
  - A. Mark Hilliker presented the Board with a Values & Beliefs project, as was presented in all four CCCW locations during the past month. It was explained that Values & Beliefs is a foundational element to be used to develop the CCCW culture. After approximately a 30-minute discussion, it was decided that the Boards' Values & Beliefs include these top five aspects, in order of importance. All Values & Beliefs mentioned at the meeting are not included in these minutes.
    - ✓ Respect
    - ✓ Integrity
    - ✓ Professionalism
    - ✓ Quality
    - ✓ Valued
    - ✓ Ethical
    - ✓ Timeliness
9. Sick Leave Conversion
  - A. The Board discussed the request by Portage County that CCCW provide former CCPC County employees the unused sick leave benefits which they accrued while employees of CCPC and Portage County. The Board reviewed the details of the request and determined that it will respond to the Portage County request. The response will be developed prior to the next CCCW board meeting for review by the CCCW board prior to being sent to Portage county officials.
10. Ken Day requested that Tara Adam coordinate the best time and date for all members for the May Board meeting. Topics to be discussed will be:
  - A. Portage County request
11. Meeting Adjourned at 5:00 p.m. with a motion from Lonnie Krogwold; seconded by Peter Hendler.

Respectfully submitted by Tara Adam, CCCW Executive Assistant