

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

**DATE:** June 22, 2011  
**PLACE:** Central Wisconsin Airport – Mosinee, WI  
**TIME:** 3 p.m.  
**PRESENT:** Board Members Jim Clark, Ken Day, Peter DeSantis, Peter Hendler, Judy Karpf, Rob Kublank, Arlene Meyer, Janis Ribbens, Donna Rozar, Gene Simon  
**EXCUSED:** Board Member David Morse  
**OTHERS PRESENT:** Jim Canales, CCCW Chief Executive Officer; Mark Hilliker, CCCW Chief Operations Officer; Lucy Runnells, CCCW Chief Financial Officer; Jody Kohl, CCCW Human Resources Director, Tara Adam, CCCW Executive Assistant, Dean Dietrich, Legal Counsel – Ruder Ware

1. The meeting was called to order at 3:00 p.m. by Board Chair Ken Day.
2. Notice of this meeting was provided to Marathon, Portage, and Wood County Clerks; major newspapers of Wausau, Marshfield, Wisconsin Rapids, Stevens Point, Antigo, and Merrill; and the CCCW website.
3. No Public Comment.
4. Election of Officers  
Chair Day turned leadership of the meeting over to CEO Jim Canales to conduct the election of the Board Chair.
  - ✓ Peter DeSantis nominated Ken Day for the position of Board Chair. Donna Rozar made a motion to close nominations; Peter Hendler seconded the motion. All voted in favor.Chair Day resume leadership of the meeting.
  - ✓ Peter DeSantis nominated Peter Hendler for the position of Board Vice Chair. Peter DeSantis made a motion to close nominations; Judy Karpf seconded the motion. All voted in favor.
  - ✓ Peter DeSantis nominated Jim Clark for the position of Secretary. Peter Hendler moved to cast a unanimous ballot to close nominations; Rob Kublank seconded the motion. All voted in favor.CCCW Administration will distribute a News Release to all local newspapers in the counties that CCCW provides service to with the announcement of the officers.
5. Motion by Donna Rozar, seconded by Janis Ribbens, to approve the Minutes dated May 25, 2011. Motion carried.
6. Motion to go Into Closed Session  
Ken Day made a motion to go into Closed Session pursuant to Section 19.85(1)(c) and (f), Wis. Stats., for the purpose of considering compensation of public employees over which the Board exercises jurisdiction and discussion of investment of public funds which for bargaining reasons requires a Closed Session, including discussion regarding status of contract negotiations with Union representing Agency professional employees. Motion seconded by Peter Hendler. Roll call vote taken; all voted in favor.
7. Return to Open Session
8. In the return to Open Session, an announcement was made that no action was taken in Closed Session.

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## 9. Board Education/Governance Monitoring

## A. Administrative Updates

## ✓ Update on Provider Feedback Meeting Discussions

COO Mark Hilliker described the provider meetings that have taken place in recent months with support from the CCCW Provider Quality Council. Three questions were asked of providers in the meetings: 1) What can CCCW do to be more cost effective? 2) How could providers be more cost effective? 3) How can CCCW support providers in becoming more cost effective? All ideas were recorded, prioritized, and then categorized. CCCW is now in the process of compiling key ideas/suggestions identified in this initiative in order to be shared both internally and externally. The provider reaction to the meetings was very positive and they were appreciative of the opportunity to express their suggestions and recommendations.

## ✓ Implications of Capping Family Care Enrollment on the ADRC and Counties

As the Family Care enrollment cap goes into effect on June 30, 2011, current waiting lists will likely be extended for individuals interested in enrolling in Family Care. It will be the ADRC's responsibility to manage the waiting lists for all five counties in the CCCW service region (two waiting lists will exist – one for Portage County, and one for the remaining combined counties of Langlade, Lincoln, Marathon, and Wood). In addition, the State has created 400 statewide crisis slots for individuals with urgent care needs as determined by DHS for each of the next two years. It is estimated that, based on CCCW enrollment history over the last year, 10-15 people per month will be added to the Family Care wait lists. CRI enrollees will be allowed to bypass the waiting list as they are outside of the enrollment cap, increasing the likelihood that more higher-cost members will join the program during this two-year period. Economic Support units will remain local, but are required to form statewide regional entities by this fall.

## B. Monitoring Reports

## ✓ Member Report

No significant changes were announced with the Member Report.

## ✓ Income Statement

The Income Statement is very similar to last month's and remained relatively even. The retrospective rate adjustment is now required to be identified on the Income Statement, and the addition of this projection assisted with the bottom line staying relatively the same as last month.

## ✓ Business Sustainability Report

The CCCW Business Sustainability Committee continues to look at organizational cost effectiveness. The administration of the Long Term Care Functional Screen has been the focus of the Committee's work over the last month, along with the introduction of additional member costing tools to be used by Interdisciplinary Team staff.

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## 10. Board Policy Discussion/Actions

## A./B. Final Review and Consideration of Revisions to the CCCW Board of Directors End Statement Policies for 2011

As part of the Annual review and for the purpose of in-servicing new Board Members, Chair Day continued the review of Board Policies. Continued review and consideration of revisions to the CCCW Board of Directors End Statement Policies was conducted. Recommended changes in End Statement Policies offered at the June Board Meeting will be incorporated into a revised policy document to be approved by the Board at its January 2012 meeting. Chair Day introduced and led a discussion of the Board's Executive Limitations Policies. The Executive Limitations Policies will again be reviewed at the July meeting, and the CEO/Board of Directors Relationship Policies will also be introduced and discussed in July. Board consensus was to review each of the four Board Policy sections, and then adopt all of the recommended changes in January 2012.

## C. Discussion and Approval of CCCW Request to Acquire a Short-Term Ongoing Line of Credit

Lucy Runnells explained that the Resolution to Acquire a Short-Term Line of Credit was revised to reflect that the need for a Line of Credit will likely be an ongoing issue. However, borrowing funds in 2011 will not be necessary due to CCCW expecting to receive the capitation payments for both June and July next week.

## 11. Next Meeting Agenda Items

➤ Administrative Reports

- Member Report
- Income Statement
- Balance Sheet
- MetaStar External Quality Review Report
- Quarterly Self-Directed Supports Usage Report
- Quarterly Employment Network Report

➤ Board Actions

- Review and Reaffirm CEO/Board Relationship Policies

12. The next Board meeting will occur on July 27 at 3 p.m. in Meeting Room A at Central Wisconsin Airport.

13. There being no further business, the meeting was adjourned with a motion from Donna Rozar; seconded by Janis Ribbens. Motion carried.

Respectfully submitted by Tara Adam, CCCW Executive Assistant