



COMMUNITY CARE OF CENTRAL WISCONSIN

Board Meeting Minutes: Approved

DATE: May 23, 2012
PLACE: Meeting Room A, Central Wisconsin Airport, Mosinee, WI
TIME: 3-5 p.m.
PRESENT: Board Members Ray Bloomer, Jim Clark, Ken Day, Peter DeSantis, Peter Hendler, Jim Jansen, Judy Karpf, Rob Kublank, Ramona Pampuch, Janis Ribbens
EXCUSED: Board Member Donna Rozar
OTHERS PRESENT: Jim Canales, CCCW Chief Executive Officer; Mark Hilliker, CCCW Chief Operations Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Jason Taylor, CCCW Chief Financial Officer; Tara Adam, CCCW Executive Assistant

1. The meeting was called to order at 3:00 p.m. by Board Chairman Ken Day.
2. Notice of this meeting was provided to Langlade, Lincoln, 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 was given.
4. Motion by Janis Ribbens, seconded by Jim Jansen, to approve the Minutes dated April 25, 2012. Motion carried.
5. Welcome of New Board Member
Introductions were held with welcoming the new Lincoln County Representative in attendance – Ramona Pampuch.
6. Board Education/Governance Monitoring
 - A. Wipfli Annual Audit Report
Kim Heller from Wipfli LLC was in attendance to report on the findings of the 2011 financial audit to the CCCW Board of Directors. She explained the purpose of the audit, how Wipfli determines what is reviewed through the audit process, and addressed information in the Required Communications Letter issued by Wipfli, highlighting the items of most importance to the Board:
 - CCCW's Finance Department underwent a transition at the end of 2011 with the retirement of former CFO Lucy Runnells and the replacement of new CFO Jason Taylor, which increases the risk with a reporting audit . Wipfli was very complimentary of how smooth the transition was and with the open communication and assistance provided to them.
 - The tolerable error amount, which indicates the highest amount that would be considered a tolerable misstatement, was set at \$942,000. This amount was established based upon the organization's assets and revenue.
 - The unadjusted threshold limit was set at \$24,000; anything over that amount is adjusted in the financial statements. A high degree of importance is placed with internal controls, and no weaknesses or concerns were found.

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- Information that is most significant in the audit process are finance statement estimates. For CCCW, the most prominent estimates were the retroactive adjustments and the IBNR figures. A \$93,000 adjustment to the retroactive settlement was one of the entries because that information was not readily available when CCCW closed its books for 2011. Another large adjustment was a \$292,000 decrease in the IBNR. Both of these adjustments are considered reasonable and conservative.
 - Unrestricted net assets show a positive \$3.7 million due to positive financial performance in 2011. Reserves were also met in 2011.
 - As a whole, Wipfli found no areas of concern in this audit.
- B. Administrative Updates
- ✓ Status of Family Care Working Relationship Between the State of Wisconsin and the Federal Government
 - Correspondence has been exchanged between the federal government and the State of Wisconsin for ensuring that those people on the waiting lists during the Family Care enrollment cap were provided for with essentials and appropriate reimbursement. The deadline for the State of Wisconsin to reply has been extended to July 2012.
- C. Monitoring Reports
- ✓ Member Report. CEO Jim Canales reported that total enrollment is 3,242 people, with about 21% of those members self-directing one or more of their services. The goal is to raise the number of those self-directing to 24% by the end of 2012. The ADRC-CW expects the wait list to be eliminated by July/August for Wood County, and by August/September for Marathon County.
 - ✓ Income Statement. CFO Jason Taylor reported that CCCW continues to see financial growth, with gains being made due to lessened expenses, and with administrative and Service Coordination costs below plan estimates. Operating income is \$3.3 million vs. the budgeted \$1.4 million. The element of the retro rate adjustment is being reinstated this year due to the lifting of the enrollment cap. CCCW is projected to receive a \$128,000 retro rate from January through April 2012. Organizational costs have been reduced, but not at the expense of member quality, as member satisfaction in 2011 was highest among all nine MCOs. CCCW also continues to have the fewest number of appeals and grievances.
 - ✓ Quarterly Quality Indicator Report. An executive summary was provided to the Board, completed by MetaStar, the state-contracted agency that reviews quality with each MCO. COO Mark Hilliker listed a few details from the summary, which is used to track key quality indicators. The details included items such as the low number of appeals which were resolved at the local level, the reasons for disenrollments, the number of members who are self-directing, the reasons for falls, and results of file reviews. The full report is located on the CCCW website.

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7. Board Policy Discussion/Actions
 - A. Consideration and Approval of 2012 Union Contract

Chair Day reminded the Board that the 1.75% wage increase offered to both non-represented and represented staff, effective 1/1/2012 and, going forward for October 2012, offering a 1% wage increase to all staff if quality and financial standards are met, was reaffirmed by the Board last month. CHRIO Jody Kohl stated that CCCW expects to see a signed contract between the Union and CCCW by the next Board meeting in May. The Board's intent is that CCCW is able to provide equitable pay and benefits to CCCW employees, but must adhere to Act 10, which precludes negotiating wages above the CPI. As a result, the largest increase that can be made available to represented staff later this year will be 0.25%, rather than a 1% increase as originally approved by the Board.
 - B. Discuss Election of Board Officers at June Meeting

Election of Board Officers will be done next month. No action is required at this time.
8. Next Meeting Agenda Items
 - Board Officer Elections
 - Review Organization Bylaws
 - Review and Reaffirm Board Process Policies
 - MetaStar External Quality Review
 - Wipfli Compensation and Benefits Study
 - State Staff Attendance at June Board Meeting (Jim Canales to organize)
 - Administrative Reports
 - ✓ Member Report
 - ✓ Income Statement
9. The next Board meeting will occur on Wednesday, June 27, 2012, at 3 p.m. in Meeting Room A at Central Wisconsin Airport.
10. There being no further business, the meeting was adjourned with a Motion from Jim Jansen; seconded by Janis Ribbens. Motion carried.

Respectfully submitted by Tara Adam, CCCW Executive Assistant