

COMMUNITY CARE CONNECTIONS OF WISCONSIN

Board Meeting Minutes: Approved

DATE: Wednesday, April 22, 2015
PLACE: CCCW Rice Lake Office – 2500C South Main Street, Rice Lake, WI
TIME: 1-3 p.m.
PRESENT: Board Members Lori Bina, Ken Day, Peter DeSantis, Sam Hardin, Bob Kopisch, David Markert, Janis Ribbens, Donna Rozar, Dale Schleeter, and Bob Weaver
EXCUSED: Dee Kittleson
OTHERS PRESENT: Mark Hilliker, CCCW Chief Executive Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Jason Taylor, CCCW Chief Financial Officer, Janna Duffy, CCCW Executive Director of Operations, Kris Kubnick, CCCW Executive Director of Operations, Tara Adam, CCCW Executive Secretary

1. The meeting was called to order at 1 p.m. by Board Chair Janis Ribbens. Ms. Ribbens presented Dee Kittleson and Bob Kopisch with a letter of thanks for their service on the Board during the last 12 months.
2. No public comment given.
3. Motion by Rozar, seconded by Bina, to approve the Minutes dated March 25, 2015. All voted in favor; Motion carried.
4. Board Updates/Education
 - A. Administrative Updates
 - The Joint Finance Committee has finished its public hearings with a substantial number (1200+) of registered speakers who testified. They are now taking up individual pieces of the budget and moving into the executive sessions portion of the budget. Many County, Health & Human Services, and ADRC Boards are submitting opposition to the Family Care language; it is hopeful that legislators take action to have the language removed. CCCW continues to work with advocacy groups to continue its messaging to legislators.
 - CCCW has been involved with a number of audits recently, including audits performed by OCI, MetaStar, and Wipfli. All audit processes are now complete with final reports beginning to trickle in. Summary findings will be shared with the Board at the May 2015 meeting; however, preliminary information is that the audits were positive on all accounts.
 - Work is in progress on provider contracts that have recently ended or where there are facility closings. The closure of GeminiCares has affected 42 CCCW members who will be transitioned to other providers. The transition of the members has been going very smoothly. An Assisted Living Facility in Marshfield has also given

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discharge notices to 18 CCCW members due to their refusal of the Family Care rate; work is ongoing with the State and the provider to ensure that the members are relocated safely and timely.

- Executive Director of Operations Janna Duffy is leading an Advisory Group on how the Member Support Coordination Department supports members, especially with the geographic and cultural differences in the two regions. This group will analyze staffing of the organization, as well as roles and responsibilities of IDT staff.

B. Monitoring Reports

- Quarterly Member Report. Total CCCW membership in March stands at 5,643 members. Although there have been many enrollments and disenrollments in the 1st Quarter of 2015, the membership level has been stagnant for the last several months.
- Monthly Income Statement. With minimal growth, continued projections are more modest than 2014. Total revenue projections are 99% of what was anticipated with the variance due to the differential in enrollments. On the expense side, there is correlation with reduced costs. Administrative costs are at 80% of budget. Per Member Per Month costs in the 1st Quarter of 2015 are \$135, \$17 below budget. Services to Members are at 80% of budget, and are \$17-\$18 below budget. Residential costs are right in line with anticipated costs. The bottom line is at \$1.9 million, almost twice than budgeted.
- Quarterly Balance Sheet. At year-end 2014, operating cash and cash equivalents were at \$20 million. In the IBNR (Incurred But Not Reported) section, there is typically \$15-\$16 million in liabilities. That number is higher than normal as providers are paying back advances given to them in 2014. 2014 finished with a total equity figure of \$10.9 million.
- Quarterly Business Sustainability Report. The Business Sustainability Committee, which is comprised of inter-departmental CCCW staff, provides support and guidance to the implementation of organizational priorities. In the 1st Quarter of 2015, the Business Sustainability Committee looked to solidify key focus areas for 2015 while at the same time identifying measurable tools to support those areas. A summary table outlining the key areas of focus was provided to the Board.
- Quarterly Self-Directed Supports Usage Report. The overall average of CCCW members self-directing one or more of their cares stands at 20%, with 13% of SDS taking place in the northwest region and 24% in the central region. Work is being done to increase that figure in 2015. Calculated savings in the 4th Quarter 2014 with self-direction vs. contracted supported home care costs amounts to approximately \$787,000, or \$5.04 per hour.

5. Board Discussion/Action

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A. Board Self-Evaluation

A Board self-evaluation survey was provided to the board last month and results and comments were discussed at today's meeting. Overall, very positive results were received.

B. Discussion/Action on Time-Sensitive Action on Current Issues: Board Policy Change or Committee Creation?

A discussion took place as to the responsibility of organizational advocacy. Currently, there is nothing in the Board Policy Manual providing direction of urgent legislative issues that may require CCCW's involvement. Questions arose around administrative vs. board responsibility, and if a new policy must be written or committee created. It was the belief of the Board that if CCCW Administration is asked to sign anything in the future, such as a joint resolution with another organization, they would want to know that they have the full support of the Board to do so. Suggestions included forming a separate committee, polling the Board as time permits, or having direction provided by the CCCW Board Executive Committee. Another obstacle that was discussed is how the committee or board would be able to gather quickly for a meeting, and what venue or technology could be used. Motion by Rozar, seconded by Markert, that over the next month, and before the May 2015 Board meeting, CEO Mark Hilliker will contact the CCCW Board Executive Committee for any decision needing immediate action regarding advocacy, and that Ken Day bring new policy wording to the May 2015 Board Meeting with the Board deciding how to assume that responsibility. Those voting in favor: Bina, Day, DeSantis, Hardin, Kopisch, Markert, Ribbens, Rozar, and Weaver. Those opposed: Schleeter. Motion Carried.

C. Discussion/Action on Board Members Advocating for Family Care

Research was done on Wisconsin lobbying laws and the role that Board Chair Janis Ribbens has done with lobbying. Due to Ms. Ribbens not accepting payment for the lobbying, she is not considered to be a lobbyist and is in compliance with lobbying laws. Ken Day also suggested that the Board mileage policy be revised with the definition of meetings pre-authorized by the Board.

D. Discussion/Action on Potential Implications of Affordable Care Act Mandates Regarding CCCW's Employee Benefit Package

CEO Mark Hilliker asked the Board to begin the conversation for guidance for future movement of a portion of the Affordable Care Act relating to organizational health care benefits provided to employees. Based on the amount of money allocated as premiums toward health care insurance policies for employees, there are fines for not reaching a certain level, as well as taxes for exceeding another level. Levels were set in 2008 and have not been changed. After review with its insurance broker, CCCW offers its employees what is determined to be a "Cadillac" plan and is subject to health

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insurance tax of approximately \$500,000 (beginning in 2018). Upon the request from the Board, CCCW Administration will provide options to the Board on employee benefit design and compensation that is marketplace competitive that will allow the organization to maintain its ability to attract and retain quality employees.

6. Next Meeting Agenda Items
 - Update on Governor's Budget Proposal for Family Care and the Long-Term Care System
 - Monitoring Reports
 - Monthly Income Statement
 - Quarterly Quality Indicator Report
 - Board Discussion/Action
 - New Board Members Seated
 - Review and Approve Annual Audit (Wipfli)
7. The next Board meeting will occur on **Wednesday, May 27, 2015, at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Dr., Ste 100, Wausau, WI 54403.**
8. There being no further business, the meeting was adjourned with a Motion from Markert; seconded by Hardin. All voted in favor; Motion carried.
9. Meeting adjourned at 3:07 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant