

**Transition Planning Committee of Community Care of Central Wisconsin
Meeting Minutes**

DATE: Thursday, December 7, 2006
PLACE: Central Wisconsin Airport
TIME: 3:00 P.M.
PRESENT: Dave Bast, Jim Canales, John Chrest, Ken Day, Pete Hendler, Lonnie Krogwold, Kate Norby, Lucy Runnells, Tim Steller, Vicki Tylka

FACILITATOR: Peter Manley

1. **The meeting was called to order. Introductions were made.**
2. **Reviewed meeting notes from November 8, 2006**
Approved without change.
3. **Public Comments to the Transition Planning Committee**
No comments made.
4. **Correspondence**
 - The Consumer Corp training for Wood, Marathon, and Portage Counties that had been scheduled to take place on December 15, 2006 has been cancelled. A new date has not been shared.
 - A statewide Wisconsin Counties Association advisory body that will look at governance issues for long term care expansion and statutory changes is being created. Craig Thompson is recommending that each consortium pick two representatives to serve on an advisory body. The first meeting was held this evening, December 7, 2006 in Stevens Point.
5. **Project Coordinator's Report**
 - The Education Workgroup meeting that took place on Monday, December 4, 2006 was discussed. The group will be putting together a timeline that will delineate how the educational piece will unfold. The group is also moving forward to design a CCCW website and will be assisted by the web design department at UW Stevens Point.
 - Kate Norby is creating a shell for staff training purposes. Although we are not in a position to begin to make operational decisions, it is appropriate to begin planning for this process. Outlining key concepts and skills will be the primary objective. Input from the staff of all three counties is welcome.

6. Continue Review Draft Intergovernmental Agreement Language

Note: *Proposed language changes are in italics.*

4.04 Meetings of Board

B. Change to "...shall be kept by the Secretary or *their* designee."

4.06 Powers and Duties of Officers

C. Change to "The Secretary/Treasurer or *their* designee shall make and keep a permanent..."

5.01 Budget

A. Change to "The Board shall present a proposed annual budget *on a timeline which is consistent* with the Member *Counties* budget approval process."

5.03 Proration of Expenses/Losses

B. *Will read "The Proportionate Share of revenues which must be generated through county contribution will be based on projected enrollments for the first two years of each Member County participation. After that two year period, the Proportionate Share of any annual required contribution will be based on actual member enrollment of each Member County. Enrollment, in this circumstance is defined as member months for the entire year."*

5.04 Proration of Costs for New Member

This paragraph is removed

5.04 Reserves

Will read "A Risk Reserve, based on annual capitation revenues, is required by State contract. Annual surplus revenues will be used to build/maintain this reserve. A ramp-up plan to develop this Reserve will be submitted to the State as part of the initial three year CCCW business plan.

On an annual basis, each Member County's Risk Reserve responsibility will be calculated based on projected CCCW enrollments. In the event that the Risk Reserve falls below the required amount, each Member County will be required to contribute a proportionate share as defined in 5.03 B of county money to meet the necessary Risk Reserve level set by the State contract."

5.05 Ownership of Facilities

Change to "...for the provision of CCCW services in their respective county. *CCCW will reimburse Member County for rent at a fair market rate.*

SECTION SIX: POWERS RESERVED TO MEMBER COUNTIES

- B. Change to “*Appointments of governing board members.*”
- C. Change to “*Assure control of financial liability through approval of an annual budget.*”
- D. Change to “Control over *decisions to modify the State defined benefit package, target audience, and geographic region for CCCW.*”
- G. Remove

SECTION SEVEN: BILLING AND PAYMENT PROCEDURES

Change 6.01 to 7.01

Change 6.02 to 7.02

Change 6.03 to 7.03

SECTION NINE: NEW MEMBERS

Paragraph One: Change to “Any county may become a member of the *Organization contingent on availability of State funding*. Admission of new members shall be *recommended for consideration as a Member County* by a majority vote of the Representatives...”

Paragraph Two: Change to “...must agree to the terms of this Agreement *for at least three years* and deliver a duly executed copy of the Agreement to the Board. *New members may only join effective on January 1 of any calendar year.*”

SECTION TEN: WITHDRAWAL OF MEMBERS

Paragraph One: Change to “*After the initial three year period*, any Member County may withdraw from the *Organization* upon providing...”

Paragraph Two: Change to “*Withdrawal from CCCW will not relieve the Member Counties’ obligation to make payments on its Proportionate Share of any liability of CCCW which arose during that period of time that the Member County was a member of CCCW or any liability which arose from an incident that occurred during that same period.*”

Paragraph Three: Add “*Reserves accumulated on behalf of the withdrawing Member County remain with CCCW as long as CCCW continues to serve residents of withdrawing Member County either in part or in total.*”

SECTION ELEVEN: TERM OF AGREEMENT

Paragraph One: Change to “...shall run through December 31.”

SECTION TWELVE: DISSOLUTION OF CCCW

Change to “*The dissolution of CCCW, including the termination of services to residents, and distribution of risk reserves shall follow all procedures, timelines, and transition plans prescribed by the State of Wisconsin Health and Community Supports Contract held with CCCW.*”

SECTION THIRTEEN: DISPUTE RESOLUTION

Paragraph Two: Change to “*The Appeals Committee will be comprised of a Chair of each Member County Board, a Chair of each Member Finance Committee, and one elected member from CCCW Board.*”

Paragraph Three: Dean will be asked to review this paragraph, in particular, its reference to *Circuit Court*.

7. Review/Approve CCCW Organizational Purpose Piece

PUPROSE STATEMENT TO COUNTY BOARD

The first two paragraphs will be reworked to reflect the purpose or mission of CCCW.

Paragraph Three: Remove “(CMO)”

COST EFFECTIVENESS/EFFICIENCY

Paragraph One: Change to “CCCW will work to *increase business efficiency* through the sharing of existing Family Care business infrastructure...”

Paragraph Two: Spell out CMO

Jim Canales asked permission to share the tenets with other counties. No objections were made.

8. Transition Timeline

Jim Canales prepared a Transition Timeline (see attachment). This document will be used to generate discussion about how long the process is going to take, keeping in mind that the implementation money that the State will be awarding is going to be distributed on a first come first serve basis.

9. Review Future Meeting Schedule

Next meeting:

Wednesday, January 24, 2007 from 4:00 – 6:00 p.m. (Dean Dietrich)

Note that the January 10, 2007 meeting has been cancelled.

9. Meeting adjourned at 5:30 p.m.