

# COMMUNITY CARE OF CENTRAL WISCONSIN

## Board Meeting Minutes: Approved

**DATE:** October 28, 2009  
**PLACE:** Central Wisconsin Airport, Conference Room A  
**TIME:** 3:00 – 5:00 p.m.  
**PRESENT:** Ken Day, Peter DeSantis, Peter Hendler, Lonnie Krogwold, Rob Kublank, Keith Langenhahn, Janis Ribbens, Donna Rozar  
**EXCUSED:** Jim Clark  
**OTHERS PRESENT:** Tara Adam, Jim Canales, Mark Hilliker, Lucy Runnells, Jody Zuege

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 Keith Langenhahn, seconded by Janis Ribbens, to approve the minutes dated September 23, 2009. Motion carried.
5. Go Into Closed Session  
Janis Ribbens motioned to go into closed session pursuant to Section 19.85(1)(c) and (f), Wis. Stats., for the purpose of 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, and consideration of a request to allocate funds for the purpose of compensating former CCPC employees for unused sick leave. Motion seconded by Lonnie Krogwold. Roll call vote taken; all voted in favor.
6. Motion made by Donna Rozar; seconded by Rob Kublank, to return to Open Session. Motion carried. There was no action to report.
7. Board Policy Discussion
  - A. Executive Director Performance Appraisal Process  
Chairperson Day drafted a performance appraisal form for Board members to evaluate the performance of CEO Jim Canales from June 2008 until the current date. A schedule of activities is included with the paperwork. It was requested that the Board members complete the performance appraisal and send it to the attention of Ken Day for tabulation. A Closed Session will be held at the November Board meeting to discuss this evaluation. Jim Canales will provide a summary of his accomplishments to the Board as a tool in the performance evaluation process.
  - B. Discussion and Approval of CCCW 3-Year Business Plan (2010-2012)
    - ✓ CEO Jim Canales announced the finalization of the 3-Year Business Plan, which is due to the State by October 30, 2009. The Plan outlines a critical overview of CCCW business operations; most importantly, how to bring Care Under Management. It is expected that CCCW will become profitable in 2010 under this Plan if assumptions and criteria are able to be met. Lucy Runnells showed a brief overview of the 3-Year Business Plan with a slide show presentation.
    - ✓ The targeted cost savings for 2010 is \$3.6 million, which is a 4.5% savings overall. Although this will not be an easy task, it is believed it is achievable and realistic through specific, targeted areas.
    - ✓ Ken Day motioned to approve the CCCW 3-Year Business Plan; motion was seconded by Donna Rozar. All approved; motion carried.

8. Board Education/Governance Monitoring
  - A. Administrative Update

Jim Canales presented the monitoring reports with no major changes at this time. It was pointed out that the wait list numbers continue to increase for both Marathon and Wood counties, disclaiming the State's belief that these numbers would eventually decrease.

    - ✓ 2010 Budget Planning Assumptions

Lucy Runnells presented the following financial assumptions for the 2010 budget:

      - ❖ A prospective capitation payment increase of \$125 per member, per month is anticipated.
      - ❖ The Administrative portion of the budget is anticipated to be 4.91% which is low in comparison to other CMO organizations.
      - ❖ Other assumptions reviewed by Lucy included: numbers of staff to be employed in each location, CCCW's solvency requirement/reserves analysis, and an expected member enrollment plan for 2010.
  - B. Board President Update

No update to report.
9. The next Board meeting will occur on November 18. Topics to be discussed at the next meeting include:
  - A. Performance Appraisal Form.
  - B. 2010 Annual Budget Action.
  - C. Monitoring Reports.
  - D. 2011 Board Calendar Discussion.
10. Meeting Adjourned at 5:00 p.m. with a motion from Janis Ribbens; seconded by Peter DeSantis.

Respectfully submitted by Tara Adam, CCCW Executive Assistant