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

**DATE:** June 27, 2007  
**PLACE:** Central Wisconsin Airport, Conference Room A  
**TIME:** 3:00 – 4:30 PM  
**PRESENT:** Pat Arnold, Jean Bittner, Jim Clark, Ken Day, Peter Hendler, Lonnie Krogwold, Keith Langenhan, Tom Pitcher and Janis Ribbens

**OTHERS PRESENT:** Steven Bantz, Jim Canales, John Chrest, Janelle Keeter, Kate Norby, Kathy Roetter, Lucy Runnells, Tim Steller, Vicki Tylka, Linda Weitz,

1. The meeting was called to order at 3:05 PM by Chairperson Ken Day.
2. Notice of this meeting was provided to Marathon, Portage and Wood County Clerks and major newspapers of Wausau, Marshfield, Wisconsin Rapids, and Stevens Point.
3. Review and approval of June 6, 2007 meeting minutes.
  - a. Patricia Arnold recommended several modifications be made (attachment *item 3*). Motion by Jim Clark, seconded by Keith Langenhan to revise and bring to the next meeting for review and approval. Motion carried.
4. Patricia Arnold recommended that Public Comments remain a standing Agenda item. Peter Hendler concurred and shared Wisconsin Open Meeting Law handouts (attachments *items 4a and 4b*), noting the importance of discussing only items specified by the Agenda. Ms. Arnold agreed to be the board's parliamentarian and to continue to offer advice and guidance in this area.
5. Family Care development: Jim Canales reported:
  - a. Making an inquiry to the State regarding start up money. Response pending.
  - b. Making an inquiry to Virchow Krause/TMG regarding the IT project they are conducting with the West Central Consortium. Response pending.
  - c. Being contacted by a business representative from AFSCME who requested to know where CCCW is in the process.
  - d. Participating in a teleconference with the North West consortium regarding life in the managed care world.
6. Stakeholder interest: The Education work group is in the process of conducting a survey of current waiver participants in Marathon and Wood Counties. The results of this survey to date were shared by Kate Norby (attachment *item 6*). Once the data survey is complete, a summary of findings will be provided to the board.
7. Planning grant usage: A document outlining a breakdown of grant usage and a projection of expenditures was provided to the group (attachment *item 7*). These projections indicate that there will be sufficient funds to engage consultants if needed.
8. Interim management position description: The position description prepared by Patricia Arnold (attachment *item 8*) will need further modification as follows:
  - a. Replace *Masters Degree in Health Administration or Human Services Administration* with *Masters in Management/Administration or equivalent experience...*

- b. Remove weekly report requirement and replace with *report to the board as determined appropriate.*
- c. Add *provide leadership necessary to complete and submit the RFP*

Motion by Jim Clark, seconded by Tim Pitcher to make the three aforementioned modifications. Motion Carried.

9. CCPC Provider Network Manger vacancy: The position will be filled by Portage County and the advertised description includes the following, *“The successful candidate will receive primary consideration to head Network Development Services of the proposed Regional MCO, Community Care of Central Wisconsin (CCCW). CCCW is currently being formed through a joint planning effort of Portage, Marathon and Wood counties, with an anticipated implementation date of April 1, 2008.”*
10. Facility Leasing: A space needs analysis and a compilation of county and non-county leasing availability and options were shared by Kate Norby (attachment *item 10*). Presently, Portage County is the only one of the three to have the kind of space available that CCCW’s administration will need. The board discussed the idea of looking outside the counties for leasing space, but it appears that Portage County is in a good position to offer the kind of space CCCW will need at a reasonable cost. Office locations in each of the counties and other future space needs will be discussed at a later time. Motion by Peter Hendler, seconded by Jim Clark to request that Portage County begin the development of a four year lease agreement, for 12,000 – 14,000 square feet of space. Such proposal will come back to the board for review and will be subject to the signing of the State contract. Motion carried.
11. Review of the RFP: Jim Canales lead the group through the assumptions used to build the business section of the RFP (attachment *item 11*). Lucy Runnells followed with an overview of the business plan section. All board members and partnering agencies were asked to share feedback and suggest modifications. Few changes will need to be made to accommodate as they are technical/editorial in nature. Motion by Jim Clark, seconded by Peter Hendler to submit the RFP to the State without further board review and to cancel the meeting scheduled for July 9, 2007. Motion carried.
12. The formation of work groups/subcommittees was discussed. It was suggested that until the board aligns on policy and a philosophy, it will be difficult to use this approach. Concerns about staff needs were raised. Future meetings will be used to discuss further.
13. Future topics for board discussion were identified as:
  - a. Philosophical and policy alignment on the following key issues – Information/Systems Management, Business Administration, Human Resources, and Geographic distribution of services
  - b. Projected county needs and a State negotiation strategy
  - c. Education work group expenditure request
  - d. Portage County lease
  - e. Revised timeline
14. The next meeting will take place in Conference Room A of CWA on:  
**Wednesday, July 25, 2007 from 3:00 – 4:30 PM**
15. Motion by Lonnie Krogwold, seconded by Keith Langenhan to adjourn at 4:55 PM. Motion carried.