

COMMUNITY CARE OF CENTRAL WISCONSIN
Board Meeting Minutes: Approved

DATE: January 27, 2010
PLACE: Central Wisconsin Airport, Conference Room A
TIME: 3:00 – 5:00 p.m.
PRESENT: Jim Clark, Ken Day, Peter DeSantis, Peter Hendler, Lonnie Krogwold, Rob Kublank, Keith Langenhahn, Janis Ribbens, Donna Rozar
EXCUSED: N/A
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 Jim Clark, seconded by Keith Langenhahn, to approve the Minutes dated December 23, 2009. Roll call vote taken; Motion carried.
5. Consideration of Motion to Authorize Disallowance of Claim Against Agency
The Board considered a claim by Mary Evans against CCCW. Motion by Keith Langenhahn; seconded by Donna Rozar to deny the claim. Motion carried by unanimous vote.
6. Board Policy Discussion
 - A. Review Board Policy Documents
A draft of the CCCW Board Policy Manual was distributed to all Board members. Chairperson Day stated that the Board will review the Board Policy Manual annually as part of the January Board meeting agenda. In that, Section I., “Mission Statement,” Section II., “Value Statements,” and Section III., “End Statement Policies,” were adopted in October 2009, these did not require review. Section IV., “Executive Limitation Policies,” was deemed to be consistent with the changes proposed in an earlier review. Additional changes, as follows, were also made: B.18, which read, “The CEO shall not fail to submit any DHS Family Care Contract with the District to the Board for its approval,” was modified to provide authority to the Executive Director to sign and submit the state contract. B.10.1 was changed to read, “The CEO shall not fail to ensure that members are informed of their rights *and responsibilities* in exercising those rights.” The remaining two sections of the Board Policy statements of V., “Board Executive Director Relationship,” and VI., “Board Process Policies,” will be reviewed as time permits as part of the Board’s monthly meeting agendas prior to the June meeting.
 - B. CCCW Investment Policy – Updated Language
Lucy Runnells presented the Board with a proposed change to the current Investment Policy. The proposed change was to modify the sentence of “The allowable amount of funds invested in any individual financial institution shall not exceed \$100,000” to instead read, “The allowable amount of funds invested in any individual financial

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institution shall not exceed *Federal insurance limits.*” This wording change will prevent the need for Board approval each time the limits change. Motion by Donna Rozar; seconded by Rob Kublank to change the policy. Motion carried by unanimous vote.

7. Board Education/Governance Monitoring

A. Administrative/Monitoring Report Review

Jim Canales reviewed each of the scheduled monitoring reports, and provided clarification on items raised by board members. The Board discussed the issue of addressing the waiting list (currently 558 individuals) at the end of the three-year transition period. If similar high numbers remain at the end of the 36-month wait list reduction period, it will be impossible for CCCW to immediately provide the Family Care services to those waiting on the day after the wait list reduction period ends. This is a subject that has been brought to the attention of the State and the ADRC-CW. It will be a topic of discussion with the State agency staff at the February 2010 CCCW Board Meeting.

The 2009 Year-End CCCW Income Statement was reviewed. Jim Canales pointed out the difficulty with projecting residential care costs in 2009, and the consistency over budget expenditure in this area. Projecting residential costs was less difficult for the 2010 budget due to improved organizational reporting and an understanding of current residential placements and their costs. Mark Hilliker stated there was only one residential provider who was in the final negotiations stage of a contract with CCCW. All other residential providers have agreed to CCCW terms. Seventy-five percent (75%) of CCCW provider contracts have been signed and returned. Jim Canales indicated that at the March meeting, the Provider Network team will be invited to report on their difficult task of transitioning over to the acuity-based rate methodology for provider contracts. Considering the amount of changes the Provider Network area made with providers in 2009, CCCW Administration has received positive feedback from many of the providers regarding the open communications approach used by CCCW’s Administration to communicate the changes.

Jim Canales announced that the State staff has accepted the Board’s invitation to be present and participate in a discussion at the CCCW February 2010 Board meeting. The Board will develop a list of questions which the Chair of the Board will direct to the State staff prior to the meeting.

B. Business Plan Update

Nothing to report.

C. CCCW Cash Flow Update

The Board discussed the cash flow needs of the organization driven by the State’s delay in capitation payments at the end of the fiscal year, and the State’s delinquent capitation payments for several members who were transitioned from counties to CCCW during the past year. This need will be increased in 2011 due to the State’s decision to withhold the capitation payment for both June and July starting in 2011. The State’s process results in CCCW having to withdraw money out of investment

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and/or seek short-term borrowing. A copy of the distributed memo to the Board which outlines this issue has been forwarded to the State by Jim Canales. This topic will be a discussion issue with the State agency staff.

Jim Canales proposed a pilot project to use a part-time staff approach at CCCW. The pilot program will determine if part-time employment is feasible, and will be implemented for six months and then evaluated. Moved by Peter DeSantis; seconded by Keith Langenhahn, to approve a pilot project to introduce the use of part-time staffing. Motion carried by unanimous vote.

A revised timetable worksheet was provided to the Board for the expansion of Family Care into Lincoln and Langlade counties. Jim Canales stated that this information will be posted onto the CCCW website, with additional information added bi-monthly throughout the next year.

Other monitoring documents provided to the Board were the Quarterly Indicator Report, which updates progress within CCCW, and a Grant and Other Resource Acquisition Report which identifies additional revenues generated by the organization in the past year.

8. Next Meeting Agenda Items

- Possible Agenda Items

- Section V. – Board Policy Manual Discussion
- Monthly Member Report
- Monthly CCCW Income Statement
- Quarterly Self-Directed Supports Usage Report
- Annual Employment Network Report
- Board Listening Session with Stakeholders
- Discussion Session with State Agency Staff

Issues to be addressed:

- What is the status at the state level as it relates to the proposed audit and what information can you share?
- What is the investigation for Family Care as well as the larger system?
- What is the status on provider reimbursement? Feedback received or actions being taken?
- Any thoughts about the waiting list issue in two years?
- Cash flow issues – what is the status on late payment for CCCW members?
- What is the status on the delayed payment by the State for the capitation payment?
- What are your thoughts regarding Family Care moving into Acute Care across the state?
- Are there any other counties to look at affiliating for expansion?

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9. Motion to go Into Closed Session
Rob Kublank motioned to go into closed session pursuant to Section 19.85(1)(c) and (f), Wis. Stats., for the purpose of considering 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. Motion seconded by Donna Rozar. Roll call vote taken; all voted in favor.
10. The Board returned to Open Session and Chairperson Day announced the Board had approved the proposed Bargaining Agreement in Closed Session.
11. The next Board meeting will occur on February 24, 2010 from 3-5 p.m. in the lower level conference room at Central Wisconsin Airport.
12. There being no further business, Motion by Janis Ribbens; seconded by Peter DeSantis, to adjourn. Motion carried.

Respectfully submitted by Tara Adam, CCCW Executive Assistant