

COMMUNITY CARE OF CENTRAL WISCONSIN
Board Meeting Minutes: Approved

DATE: September 19, 2007
PLACE: Central Wisconsin Airport, Conference Room A
TIME: 3:00 – 4:30 PM
PRESENT: Pat Arnold, Jean Bittner, Ken Day, Peter Hendler, Lonnie Krogwold, Keith Langenhan, Tom Pitcher and Janis Ribbens
EXCUSED: Jim Clark

OTHERS PRESENT: Steven Bantz, Laura Belanger Tess, Bernadette Brown, Jim Canales, John Chrest, Kathy Frisch, Jeff Jester, Janelle Keeter, Jean Klingemeyer, Kathy Kruse, Jody Marchel, Kate Norby, Deb Pagel, Willie Reis, Kathy Roetter, Lucy Runnells, Holly Totzke, Vicki Tylka, Linda Weitz

1. The meeting was called to order at 3:00 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. No public comments were made.
3. Review and approval of August 22, 2007 meeting minutes
 - a. Motion by Lonnie Krogwold seconded by Tom Pitcher to approve the minutes with the following changes:
 - i. 6) a.iii change to read “...existing State *readiness* template. *The Portage County IT director is to determine whether it meets requirements.*”
 - ii. 6) a.iv change to read “...*how IT expansion will happen and report back to the Board based on all information available.*”
 - iii. 6) b.ii change to read “...*to support a non-overnight two-day training...*”
 - iv. 7) a.iv.2 add “...*invited to meet when HR consultant provides information...*”
 - v. 7) a.iv.3 add “*The need to have a benefit package in place when hiring employees.*”
 - vi. 7) a.iv.4 add “...*and other things the CCCW Board will need to consider.*”
- Motion carried.
4. Modifications to the agenda
 - a. Request by Peter Hendler to address item 7 (HR strategy) before items 5 and 6. The order was changed.
5. Human Resource strategy
 - a. Deb Pagel and Holly Totzke from Wipfli introduced themselves to the Board and provided an overview of their professional and organizational human resource expertise. Ms. Pagel explained that Wipfli could complete a market analysis using multiple resources, identify industry best practices, assist in the selection of an executive director, and work with the CCCW board to present human resource

- options for a compensation/benefit package and employee classification system based on the local market.
- b. Peter Hendler asked how Wipfli would work with three governmental institutions (counties/directors) to ensure that the outcome is reached. Ms. Pagel explained that Wipfli would be engaged in a process of analysis and looking at associated costs and that they would provide recommendations and facilitation. According to Ms. Pagel, having a third party can be an effective way to facilitate and put things together. Mr. Hendler concurred that having a third disinterested party could provide a fair and objective view.
 - c. Tom Pitcher asked if Wipfli would do a risk assessment for the different approaches and Ms. Pagel replied that they would. However, she went on to say that one thing they do not do is provide affirmative action plans.
 - d. Jean Bitner asked Wipfli if they would work with county HR directors. Ms. Pagel explained that they would look to the Board to put a committee together and that HR director involvement makes sense.
 - e. Motion by Patricia Arnold, seconded by Jean Bitner, that the Board create an HR committee comprised of county HR directors that is chaired by a member of the CCCW Board whose charge is to identify critical issues to ensure that experienced and skilled staff successfully transfer to CCCW based on best practices and to ensure that quality standards are deliverable in a fiscally prudent manner. Motion carried.
 - f. Ken Day suggested that an RFP be drafted and presented to the Board at the next meeting. Lonnie Krogwold stated that there is no reason to put this out on bid. Peter Hendler stated that services such as this are exempt from competitive bidding.
 - g. Patricia Arnold suggested that the Board member selected to chair this committee has some with some experience with HR.
6. Update on Family Care developments: state agency, legislative, or region
- a. The Board discussed the acceptance of CCCW's response to the RFP. Mr. Canales, individuals from partnering counties, staff, the Transition Planning Committee, and CCCW Board members were acknowledged for their role in this success. A media release was distributed.
 - b. A memo was sent to the Portage County IT Director as well as the IT Directors in Marathon and Wood counties. Virchow Krause (VK) and The Management Group (TMG) will be presenting their findings from the project completed with the West Central Consortium at the October 10, 2007 board meeting. All county IT directors have been invited to attend and will begin meeting afterward. Discussion ensued regarding:
 - i. TMG's belief that they would be able to recommend several software packages that would work for Family Care, but have found nothing. According to TMG, at this point it is an open field.
 - ii. Portage County's interest in piloting the State's MMIS system when it becomes available.
 - iii. The three county IT Directors reporting back to the Board most likely in November.
 - c. Community Care Incorporated, a private non-profit that has served a similar population in Milwaukee for the last 30 years, inquired about a possible name change for CCCW. A representative of Community Care Inc. states that they have trademarked this name. Discussion resulted in the Board's consensus that a name change is not in CCCW's best interest at this time.

7. No planning grant update/expenditure request was made.
8. CCCW Business Plan Review
 - a. A proposal drafted by Milliman Inc. was shared and discussed. Milliman is willing to review the CCCW business plan included in the RFP. They are an actuarial firm that has experience with Family Care and have offered three different consulting options for the Board's consideration.
 - b. The timing of this review is very good as the rates will become available in November and the analysis done by Milliman would identify the adequacy of the proposed rate.
 - c. Peter Hendler motioned to approve option three (the most comprehensive assessment). Tom Pitcher seconded and the motion was carried.
9. Next Steps
 - a. Create a HR committee and appoint a chair.
 - b. VK/TMG to present at the next Board meeting; IT directors are invited to attend and to work with the Board.
 - c. Milliman Inc. will complete the business plan assessment and present their findings at a November Board meeting.
 - d. Engage in a discussion with the State after the rates are released in November.
 - e. Continue discussions regarding county contribution rates.
 - f. Planning to go to county boards in December.
 - g. Continue to work on the certification process.
 - h. Begin preliminary analysis of space needs and outpost locations.
10. The next meetings will take place in the lower level (basement) conference room of CWA on:
Wednesday, October 10, 2007 from 3:00 – 4:30 PM
Monday, October 29, 2007 from 3:00 – 4:30 PM
11. Meeting adjourned at 4:30 PM.