

# COMMUNITY CARE OF CENTRAL WISCONSIN

## Board Meeting Minutes: Approved

**DATE:** August 24, 2011  
**PLACE:** Central Wisconsin Airport – Mosinee, WI  
**TIME:** 3 p.m.  
**PRESENT:** Board Members Jim Clark, Ken Day, Peter DeSantis, Jim Jansen, Judy Karpf, Arlene Meyer, Janis Ribbens, Donna Rozar, Gene Simon  
**EXCUSED:** Board Members Peter Hendler and Rob Kublank  
**OTHERS PRESENT:** Jim Canales, CCCW Chief Executive Officer; Mark Hilliker, CCCW Chief Operations Officer; Lucy Runnells, CCCW Chief Financial Officer; Jody Kohl, CCCW Human Resources Director, Tara Adam, CCCW Executive Assistant, Sharon Davisson, ADRC Representative, Linda Weitz, ADRC Representative, and Cindy Piotrowski, ADRC Representative

1. The meeting was called to order at 3:00 p.m. by Board Chair Ken Day.
2. Notice of this meeting was provided to Marathon, Portage, and Wood County Clerks; major newspapers of Wausau, Marshfield, Wisconsin Rapids, Stevens Point, Antigo, and Merrill; and the CCCW website.
3. No Public Comment.
4. Motion by Donna Rozar, seconded by Jim Clark, to approve the Minutes dated July 27, 2011. Motion carried.
5. Board Education/Governance Monitoring
  - A. Presentation: Aging & Disability Resource Center Wait List Policies and Priorities  
Sharon Davisson and Linda Weitz, representatives of the Aging & Disability Resource Center of Central Wisconsin, and Cindy Piotrowski, representative of the Aging & Disability Resource Center of Portage County, were present to discuss how both ADRCs, respectively, will manage the wait list as the enrollment cap is now in place. It is required that each ADRC in Wisconsin must develop their own policy. Once final figures are known for the enrollment cap, the only people to be added to the Family Care or IRIS programs are for slots others held who have left those programs. New CRI (Community Relocation Initiative) enrollees will be allowed to bypass the wait list and have service provided immediately to them; however, they must now live in a nursing home for a minimum of 90 days.
    - ✓ ADRC – Central Wisconsin: The ADRC-CW’s wait list policy, which was approved in July 2011 for a one-year term, has not changed dramatically with the enrollment cap. The wait list is managed regionally and includes people from all four counties served by this ADRC – Wood, Marathon, Langlade, and Lincoln counties. Two important components are how people are added and taken off of the wait list. The ADRC-CW has a first-come, first-served basis for their policy, according to the date added. There are exceptions for prioritizing certain people due to their wait list policy identifying factors such as critical health and safety. People who come to the top of the waiting list but who are able to delay service will be put into a “delay category,” which is fairly large at this time. Emergency slots are also allowed as the state has set aside money for that purpose, implemented only if no attrition slots are available.
    - ✓ ADRC – Portage County. Whereas the ADRC-CW has always had a waiting list, the ADRC-PC is first encountering a wait list, as entitlement was always

## CCCW Board Meeting Minutes – August 24, 2011

available to anyone living in Portage County from day one of the Family Care program. A six-month eligibility requirement is being used at this time; there are now two people on the wait list only because they are not eligible until the end of 2011. At the moment, there are enough attrition slots to be able to continue enrollment.

### B. Administrative Updates

- ✓ A replacement will be recruited for the CFO position which will be open in December due to Lucy Runnells' retirement. The review of this job description provided a good time to review the health of the organization; necessary changes were made.
- ✓ The 2012 capitation rate will be received on September 13, 2011.
- ✓ Open House activities continue to be planned for the Antigo and Merrill locations that will take place on September 21 from 3-4:30 p.m.
- ✓ Human Resources is updating the CCCW Employee Handbook with revisions stemming from Act 10. The Board requested the handbook be made available to Board members on the CCCW website.
- ✓ The ICFMR closure of the Norwood facility is on target. Some of the first placements will be made the first two weeks of September; the last two placements (out of a total of eight) will be placed around October or November.

### C. Monitoring Reports

#### ✓ Member Report

No significant changes were announced with the Member Report. Self-Directed Supports figures continue to remain high with 20.3% of all CCCW members self-directing their own supports. A goal for 2012 is to increase that percentage.

#### ✓ Income Statement

The projected net operating income is currently \$2,440,752; however, that figure does include the retrospective rate adjustment amount anticipated to be adjusted before end-of-year. The higher operating income is also an indication of lower member care costs due to the strength-based care planning initiative.

#### ✓ Quarterly Quality Indicator Report

Mark Hilliker provided the Quality Indicator Report, which evaluates quality indicators by various target groups. Examples of information shown in the report include the number of appeals and reasons for disenrollment. This report will be reviewed in greater detail at the September meeting.

## 6. Board Policy Discussion/Actions

### A. Discussion of 2012 CCCW Budget Assumptions

Budget assumptions for 2012 were discussed. Topics for the discussion were:

- ✓ Enrollment Planning. CFO Lucy Runnells analyzed the trends of the last two years for enrollment, taking into account the number of Family Care members who disenroll to join IRIS and the enrollment cap, it was projected that enrollment may actually decrease over the next two years.
- ✓ CRI Enrollments. Due to the ability for CRI enrollments to bypass the waiting list, it was projected that this area will increase in numbers over the next two years. Lucy will prepare the Business Plan by both location and target group for the purpose of evaluating staff numbers.

**CCCW Board Meeting Minutes – August 24, 2011**

- ✓ Other Staffing Assumptions. Other staffing assumptions were made for relatively the same positions as in 2011. There are a few unfilled positions that were budgeted in 2011 that were not filled due to budget constraints that will be reviewed for 2012.
  - ✓ Service Costs. Service costs will be reviewed; currently, service costs are coming in lower than budgeted figures.
  - ✓ Developing Strategic Initiatives. Areas to be analyzed include specific service areas and increasing SDS utilization.
  - ✓ Revenues. Areas being taken into account to allow for increased revenue include the possibility of a capitation rate increase in 2012, and revenue from member liabilities and Room and Board.
- B. Review and Discuss the Purpose and Content of the Board Process Policies.  
Chair Day led a discussion of the Board Process Policies, which describes how the CCCW Board will function. It was determined that this document can be changed at any time. According to Board policies, the document is to be reviewed annually with the implementation of changes occurring in January of each year. There were no changes to this section of the policies at this time. On January 1, 2012, changes to be made will be in the End/Outcome statements.
7. Motion to go Into Closed Session  
Donna Rozar made a motion 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 Arlene Meyer. Roll call vote taken; all voted in favor.
8. Return to Open Session
9. In the return to Open Session, an announcement was made that no action was taken in Closed Session.
10. Next Meeting Agenda Items
- Administrative Reports
    - Member Report
    - Income Statement
    - Quarterly Bringing Care Under Management Report
  - Board Actions
    - Approve the next year's budget development assumptions.
    - Approve Union negotiation assumptions as required to initiate contract negotiations.
    - Review and approve Board compensation for the following year.
11. The next Board meeting will occur on September 21 at 1 p.m. at the CCCW Antigo location, 211 State Highway 64.
12. There being no further business, the meeting was adjourned with a motion from Janis Ribbens, seconded by Jim Jansen. Motion carried.

Respectfully submitted by Tara Adam, CCCW Executive Assistant