



## COMMUNITY CARE OF CENTRAL WISCONSIN Board Meeting Minutes: Approved

**DATE:** October 10, 2011  
**PLACE:** Meeting Room A, Central Wisconsin Airport, Mosinee, WI  
**TIME:** 3-5 p.m.  
**PRESENT:** Board Members Jim Clark, Ken Day, Peter DeSantis, Peter Hendler, Jim Jansen, Rob Kublank, Arlene Meyer, Janis Ribbens, Donna Rozar, Gene Simon  
**EXCUSED:** Board Member Judy Karpf  
**OTHERS PRESENT:** Jim Canales, CCCW Chief Executive Officer; Mark Hilliker, CCCW Chief Operations Officer; Lucy Runnells, CCCW Chief Financial Officer; Jody Kohl, Human Resources Director, Tara Adam, CCCW Executive Assistant

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 Peter Hendler, seconded by Janis Ribbens, to approve the Minutes dated September 21, 2011. Motion carried.
5. Board Education/Governance Monitoring
  - A. Administrative Updates  
No updates to report at this time.
  - B. Monitoring Reports
    - ✓ Member Report. CEO Jim Canales reported that the wait list is beginning to grow in both ADRC regions. The ADRC-CW reminded CCCW last week that around half of their waiting list number exist on a secondary wait list where no immediate service is needed. Statewide, the waiting list numbers are increasing, as well.
    - ✓ CCCW Strategic Plan Implementation Report. Mark Hilliker expanded on the work done with the four major strategic issues adopted by the Board in May 2010:
      - How can CCCW ensure financial sustainability in the long term? On a yearly basis, this issue is analyzed in the CCCW Business Plan.
      - How can CCCW provide the support necessary for Service Coordination teams to be successful in helping members achieve their outcomes in a cost-effective manner? A great deal of time was spent on this area, working with CCCW staff who provide care management services to its members to create tools that helps staff better understand costs with care provided.
      - How can CCCW enhance its Information Technology system to provide tools and resources necessary to meet organizational needs? A RFP with Information Technology systems will be wrapped up by year-end with direction from the state.

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- What can CCCW do to improve the timeliness, consistency, and effectiveness of internal and external communication processes? This area has been acknowledged as an area where effort will be focused and where reporting mechanisms will be identified to monitor the progress of the organization.
  - ✓ Employment Network Report. A summary of the MCO/Employment Network Project was distributed to the Board as a result of grant funding. CCCW is now in the process of documenting the progress over the past 1-1/2 years to develop the program progress and its outcomes. A better idea will be realized once the documentation is completed with how CCCW is able to move forward as an Employment Network.
  - ✓ Quarterly SDS Usage Report. CCCW's SDS numbers continue to grow – currently 21% of its members ranging in age from 18 to 97 are directing one or more of their cares. Over the past year, the cost of self-directing one hour of care vs. the same hour being contracted was tracked; the savings amounted to almost \$750,000. For 2012, one of the goals related to SDS is to increase the usage to 25%, which will add \$40,000 to \$50,000 savings per quarter.
6. Board Policy Discussion/Actions
- A. Presentation and Consideration for Adoption of the 2012-2014 CCCW Business Plan and 2012 Annual Budget  
Jim Canales announced the finalization of the 3-Year Business Plan, which is due to the State by October 15, 2011. The 2012-2014 Business Plan has known revenues for 2012 and is also incorporating the Family Care enrollment freeze through June 30, 2013. Entitlement is anticipated in Marathon County on November 1, 2013 and is part of the Business Plan projections. It is expected that CCCW will be profitable 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. Jim Clark made a motion to approve the CCCW 3-Year Business Plan; seconded by Peter DeSantis. Motion carried. Motion made by Peter DeSantis, seconded by Peter Hendler, to accept the 2012 annual budget. Motion carried.
  - B. Review the Process for Conducting the CCCW CEO's Annual Performance Review  
Using the four documents identified, (the Chief Executive Officer's Employment Agreement; the Community Care of Central Wisconsin Board Policies, Strategic Plan, and the CCCW 2011 Plan of Work, the Board Members will complete a performance evaluation of the CEO which will be tabulated by the Board Chair. At that time, the Executive Committee sits with the CEO and shares those identified areas for improvement, if needed.
7. Next Meeting Agenda Items
- Administrative Reports
    - Member Report
    - Income Statement
    - Quality Indicator Report – Quarterly
    - Pay for performance recommendation ( past and future year)- Annually
    - CCCW/State Contract Recommendation for the Next Year – Annually

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➤ Board Actions

- Discuss in Closed Session the performance appraisal for the Chief Executive Officer.
  - The Board Chair and Vice Chair review with the Chief Executive Officer the Board appraisal of his/her performance.
8. The next Board meeting will occur on Wednesday, November 30, 2011, at 3 p.m. in Meeting Room A at Central Wisconsin Airport.
  9. There being no further business, the meeting was adjourned with a motion from Donna Rozar, seconded by Arlene Meyer. Motion carried.

Respectfully submitted by Tara Adam, CCCW Executive Assistant