



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

**DATE:** November 30, 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, Janis Ribbens, Donna Rozar, Gene Simon  
**EXCUSED:** Board Members Judy Karpf and Arlene Meyer  
**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, Jason Taylor, CCCW Controller, 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 Langlade, Lincoln, 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 October 10, 2011. Motion carried.
5. Motion to go Into Closed Session  
Ken Day 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 Jim Jansen. Roll call vote taken; all voted in favor.
6. Return to Open Session
7. In the return to Open Session, an announcement was made that no action was taken in Closed Session.
8. Board Education/Governance Monitoring
  - A. Administrative Updates
    - ✓ DHS Virtual PACE Update. The State of Wisconsin is one of 15 states to receive a \$1 million grant from the Federal Centers for Medicare and Medicaid to set up a pilot program being called Virtual PACE. PACE stands for "Program for All Inclusive Care for the Elderly." This system would tie Wisconsin's long-term care system in with primary and acute care services. The State believes that the integration of the two systems will create both cost and quality efficiencies for both service systems. The State is pursuing an aggressive implementation timeline of mid-2012 with the hope of enrolling 20,000 people in the pilot, and is hosting statewide forums to receive feedback from all interested stakeholders on their proposal. CCCW has attended one of the forums to share interest, concerns of the timeline, and to share findings from internal CCCW research. A session is scheduled next Friday among all

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MCOs to discuss options for Virtual PACE and then to further refine what the next steps would be. The State will be releasing an RFP for 3-year pilot projects early in 2012. CCCW is encouraging the State to provide more education and information-sharing before commitments are made. There is concern among MCOs that, due to the high number of membership for Family Care members who are dually eligible for both Medicare and Medicaid, it may leave MCOs with approximately only 20% of their membership left if dual eligibles were served outside the MCO's. While there are a lot of unknowns at this time, it is hoped that more information will be forthcoming.

- ✓ Board Reflections on Assistant Secretary's Presentation and Comments at Marathon County Health and Human Services Committee Meeting. Members of CCCW's Board attended a meeting last month hosted by DHS's Kitty Rhodes on the fiscal picture of Family Care. Board Chair Day took the opportunity to explain to the Assistant Secretary that CCCW is successful and financially healthy, after she had talked critically about Family Care in general.
- ✓ Consideration of External Employee Compensation Review. Jim Canales stated that at the January 2012 Board meeting, he will propose that the Board approve contracting with Wipfli to review the current organization structure and salary for the purpose of remaining competitive with employment, marketplace, and internal equitable pay.

### B. Monitoring Reports

- ✓ Member Report. CEO Jim Canales reported that membership through September and October is holding steady. Waiting list numbers are increasing, as expected.
- ✓ Income Statement. CCCW Controller Jason Taylor was introduced as the new Chief Financial Officer upon Lucy Runnells' retirement next week. Lucy then explained the Income Statement, and stated that the expenditures and member costs have decreased \$4 per member, per month since the beginning of the year. The income percentage has stayed the same at 96-97% of the budgeted expense. Operating income is just under \$2 million, which is less than budgeted although an improvement from earlier in the year. Significant progress is being made on meeting the working capital requirements, which could possibly be met by the end of 2011/early 2012.

### C. Administrator's Suggested Modifications to the 2012 Employee Compensation Plan

At last month's meeting, a 3-step employee compensation package was approved by the Board. To incentivize performance and balance the quality of care and cost-effectiveness, and to be able to qualify for the compensation plan's third step of a 1% increase in September 2012, a quality piece will be added to meet an aggregate index level of 90% member satisfaction.

## 9. Board Policy Discussion/Actions

### A. Board Approval to Allow the CEO to Sign the CCCW/State of Wisconsin 2012 Family Care Contract

As the Board will not meet in December 2011, the Board gave direction to the CEO to sign the Family Care Contract that is required to be returned to DHS before the end

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- of the year. Motion made by Jim Clark, seconded by Peter DeSantis, allowing CEO Jim Canales to sign the 2012 Family Care Contract. Motion carried.
- B. Establish Next Year's Board Calendar  
The Board will continue to meet the 4th Wednesday of each month in 2012; a calendar showing these dates and the monitoring reports due for each date will be forwarded.
10. Next Meeting Agenda Items
- Administrative Reports
    - Member Report
    - Income Statement
    - Quarterly Balance Sheet
    - Internal Quality Review
    - Quarterly Self-Directed Supports Usage Report
    - Annual Grant and Other Resources Acquisition Report
    - Quarterly Bringing Care Under Management Report
    - Provider Adequacy and Capacity Report
    - 2012 Administrative Organizational Work Plan and Goals
  - Board Actions
    - Reaffirm the Chief Executive Officer's employment for the next employment period.
    - Reaffirm the Family Care Contract with the State of Wisconsin for the next year.
    - CCCW Board Policy Modification (Proposed Changes to the Board Outcome Policies)
    - Reaffirm Board Executive Director Relationship policies.
    - Reaffirm Executive Director Management Limitation policies.
    - Confirm/approve the Executive Director's organizational and professional development goals for the next years.
11. CCCW Administration and the Board closed the meeting today by thanking and recognizing Chief Financial Officer Lucy Runnells, who will be retiring at the beginning of December, for 33 years of employment in the Human Services area; 12 of those years working with Family Care. Lucy was instrumental in creating all business and IT systems, creating and molding all CCCW office layouts, and led CCCW through financial and operational challenges to be the successful organization that it is today. Of special note was how appreciative all Board Members were for Lucy's explanations of complicated financial matters in a way that was well understood.
12. The next Board meeting will occur on Wednesday, January 25, 2012, at 3 p.m. in Meeting Room A at Central Wisconsin Airport.
13. There being no further business, the meeting was adjourned with a motion from Donna Rozar, seconded by Jim Jansen. Motion carried.

Respectfully submitted by Tara Adam, CCCW Executive Assistant