



COMMUNITY CARE OF CENTRAL WISCONSIN

Board Meeting Minutes: Approved

DATE: January 23, 2013
PLACE: Central Wisconsin Airport, Mosinee, WI, Meeting Room A
TIME: 3-5 p.m.
PRESENT: Board Members Ray Bloomer, Jim Clark, Ken Day, Peter DeSantis, Sam Hardin, Rob Kublank, and Donna Rozar
EXCUSED: Board Members Peter Hendler, Jim Jansen, and Janis Ribbens
OTHERS PRESENT: Jim Canales, CCCW Chief Executive Officer; Mark Hilliker, CCCW Chief Operations Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Jason Taylor, CCCW Chief Financial Officer; Tara Adam, CCCW Executive Assistant

1. The meeting was called to order at 3:06 p.m. by Board Chair Ken Day.
2. No Public Comment was made.
3. Motion by Donna Rozar, seconded by Jim Clark, to approve the Minutes dated December 19, 2012. Motion carried.
4. Board Education/Governance Monitoring
 - A. Administrative Updates
 - ✓ CEO Jim Canales stated that with the potential opportunity for Family Care expansion in Wisconsin, CCCW should look at the value of incorporating additional counties not yet operating Family Care into our service region. More information about possible expansion will be known once the Governor gives his "State of the State" address in mid-February.
 - B. Monitoring Reports
 - ✓ Member Report. The waiting list for Langlade County is at 32; Lincoln County's is at 35. A 5% increase in total participation was noted from year-end 2011 to year-end 2012.
 - ✓ Quarterly Balance Sheet. CFO Jason Taylor informed the Board that CCCW's financial position has strengthened over the last year, with its cash on hand at \$20.2 million, which is almost twice as much as the same date in 2011. The solvency reserve was depleted as a result of the state liquidating the fund in mid-2012 to assist in the transition from Community Health Partnership to Southwest Family Care Alliance. The solvency fund will be replenished by the end of 2014. Total assets were seen of \$28.4 million at the end of 2012, which points to the financial strength of the organization.
 - ✓ Monthly Income Statement. The operating income for 2012 is estimated to be at \$7.2 million. Revenue was seen at 1% above what was anticipated, mainly due to the lifting of the enrollment cap during the year, which brought in 84 additional members. Expenses were below budget in all categories.

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- ✓ Quarterly Business Sustainability Report. COO Mark Hilliker provided the Board with an overview of how business sustainability is viewed within the organization and which key components describe CCCW's efforts to achieve it. The Business Sustainability Committee developed a model that developed operational costs, including six component pieces that make up the business management model. These include:
 - Fiscal Analysis, Management, and Planning
 - Organizational Communication
 - Continuous Quality Improvement
 - CommonunitySM Managed Care Model
 - Human Resources Management
 - Organizational Learning & TrainingThe handout includes 14 broad areas of focus for 2013. Updates will be provided to the Board throughout 2013.
- ✓ Quarterly Self-Directed Supports (SDS) Usage Report. This report details the percentage of members within each CCCW location who self-direct one or more of their cares. As a whole, it was targeted at the end of 2012 to have 24% of CCCW members using a form of SDS. The final number was 22.4%, growing by 2.5% since the beginning of 2012. CommonunitySM is expected to push this number higher in 2013 - the new target is 25%.
- ✓ Annual Provider Adequacy & Capacity Report for 2013. This report provides an assessment of adequacy of providers, and addresses areas of capacity where providers are expanding operations to provide additional types of necessary services. Some areas included as focus areas to address member needs in 2013 include mental health counseling, transportation, adult day services, peer specialists, and supported employment.
- ✓ Annual Grant and Other Resources Acquisition Report. A grant is in place that has been awarded to CCCW for SDS and integrated employment. The grant award was \$30,000 in 2012, with an additional \$50,000 per year available for 2013-2016 if certain expectations are realized. These monies will be used to create and implement ideas of how to help members self-direct their own employment efforts.

C. 2013 Administrator's Plan of Work

Jim Canales provided both a 2013 Work Plan and 2012 work plan highlights. The 2013 Work Plan aligns strategic objectives to each Board end statement, and includes CCCW's newest department - Community Resources - whose primary goal is to move forward with the CommonunitySM model of managed care implementation. Also included in the 2013 Work Plan is finalizing a risk management plan for the organization, implementation of an internal audit process, finalization of a program integrity plan, and implementation of a new Information Technology system.

D. CCCW Strategic Planning Progress Update

Input was gathered from staff and Board members from the last meeting regarding comments for a revised Mission Statement and the CCCW Values/Beliefs document. This information will come back to the Board next month. Also included for next month is a review of high interest areas of stakeholder and environment assessment information related to environmental strengths and weaknesses.

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5. Board Policy Discussion/Actions
 - A. Review Board Policy Section 5: Board Process Policies for possible changes of "the Board will consider and approve Board policy changes for all sections of the Board policies at its February meeting."

Section 5 gives direction on how the Board operates and interacts with the CEO. One of the suggestions was to allow the CEO to recognize individuals when they speak vs. the chair, as long as the decision is consistent in the future. Another item discussed was Board recognition of the distinction between the Board roles and the CCCW Administration roles, and the fact that Board members should offer their opinions in cases such as those. Donna Rozar questioned if the use of a Board Member Conflict of Interest form would be in the best interest of the Board. The Board discussed having one, and it was decided that each Board member must determine if they feel there is a conflict of interest between themselves and any agenda item being discussed.
 - B. Chair Day clarified to the Board that all Board appointments, including the Member-At-Large position, are 2-year terms. The corporate attorney also clarified that with the new Board membership structure starting in January 2011, all Board terms started over at that time in terms of continued Board membership eligibility.
6. Motion to go Into Closed Session (Agenda Items Nos. 6, 7, and 8)

The Board determined there was no need to go into Closed Session.
9. Review of PTO Status

CCCW Administration provided the Board with a revised PTO schedule. All employees hired after March 1, 2013, will have the following changes made to their PTO schedule:

 - A. 16 Years becomes the last PTO earning category, allowing for a maximum annual PTO accrual rate of 288 hours. The current PTO schedule lists the last PTO earning category as being 21 years and a maximum annual PTO accrual rate of 328 hours.
 - B. Maximum PTO accumulation cap will drop from 450 hours to 328 hours.
 - C. The 16 hours of personal leave currently available to all employees will no longer be available to employees hired after March 1, 2013, and also will no longer be available to any CCCW employee after December 31, 2013.
10. Next Meeting Agenda Items
 - Administrative Reports
 - Monthly Member Report
 - Monthly Income Statement
 - Quarterly Quality Indicator Report
 - Board Actions
 - Board listening session with stakeholders
 - Board review/discussion of the "Member At-Large" membership appointment
11. The next Board meeting will occur on Wednesday, February 27, 2013, at 3 p.m. in Meeting Room A at Central Wisconsin Airport.
12. There being no further business, the meeting was adjourned with a Motion from Donna Rozar; seconded by Sam Hardin. Motion carried.
13. Meeting adjourned at 4:46 p.m.