



## COMMUNITY CARE OF CENTRAL WISCONSIN

### Board Meeting Minutes: Approved

**DATE:** October 9, 2013  
**PLACE:** CCCW Stevens Point Location  
**TIME:** 3-5 p.m.  
**PRESENT:** Board Members Ray Bloomer, Jim Clark, Ken Day, Sam Hardin, Jim Jansen, Janis Ribbens, Natasha Rotar, and Frank Saal, Jr.  
**EXCUSED:** Peter DeSantis, Peter Hendler, Donna Rozar  
**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

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1. The meeting was called to order at 3 p.m. by Board Chair Janis Ribbens.
2. Public Comment by Jackie Szehner, CCCW Health & Wellness Coordinator, on information for upcoming Open Records Law meeting sessions.
3. Motion by Jim Jansen, seconded by Jim Clark, to approve the Minutes dated September 25, 2013 with the revision of the word “suggested” on page 4 to “suggestion.” Motion carried.
4. Administrative Updates
  - Northwest Expansion
    - ✓ Over 200 interviews have taken place for current NorthernBridges staff; offers to staff will happen by October 31, 2013. Some positions may remain open after that time and external recruitment will take place for them. It has been a very positive experience.
    - ✓ Twelve provider and member forums have taken place, sponsored by DHS. The provider sessions were consistently well attended, and gave CCCW an opportunity to talk about its model and receive feedback. It also provided a time for discussion on how CCCW and providers can be successful working together in northwest Wisconsin.
    - ✓ Tours of each of the 8 existing NorthernBridges office facilities were done by CCCW Administration. A lease broker is also exploring other space options. CCCW hopes to solidify office locations in the future 11 counties by the end of October to allow for any build out, if necessary.
    - ✓ A suggestion was give recently to CEO Jim Canales to structure the new CCCW board membership in greater alignment to the county lines that the ADRCs follow in the northwest counties. Ultimately, there would be five board members from the existing CCCW counties, four from the new 11 counties, and two at-large members (one from each region). The board suggested that Jim contact northwest county board chairs with this suggestion to get their feedback. If positive feedback is received, the board will meet for a special meeting on October 29, 2013 to discuss how to proceed with the new board structure.

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## 5. Monitoring Reports

- A. Quarterly Member Report. Net enrollment growth has remained slow – only five members have been gained since last month.
- B. Quarterly Self-Directed Supports Usage Report. CCCW is heading toward the 25% goal of members who self-direct. In the northwest, there is a large opportunity to grow in this area.

## 6. Board Education/Governance Monitoring

A. Commonunity<sup>®</sup> Presentation

CCCW is employing the managed care model of Commonunity<sup>®</sup>, which was recently trademarked. There are five core pieces of Commonunity<sup>®</sup>:

- i. Community Connections. Identifying what is important to people, and connecting people to things in the community naturally.
- ii. Self Determination. The notion that members can do anything they want to do and be who they want to be.
- iii. Community Living. The notion that everyone should have the opportunity and ability to live in their own home or apartment.
- iv. Integrated Employment. For all of those who want to be employed in the community, CCCW supports that. Also, finding good matches that lead to successful employment opportunities.
- v. Mobility. Includes transportation and how CCCW helps people get from Point A to Point B, and also ensuring they have access to those places.

COO Mark Hilliker added that with implementing the model, both in the current CCCW service region and in the northwest region, costs will be influenced in a positive manner as members become more connected to their communities and become more independent in the way they live their lives.

B. Review of the CEO Performance Appraisal Process

A timeline of the CEO performance appraisal process was provided to the board. The board will review the necessary documents that will be provided to them in the near future for the appraisal process, and will submit their appraisal form to Janis Ribbens no later than November 8 for tabulation.

C. Brief Discussion of the Community Advisory Committee

Jim Canales proposed, based on previous board comment, that an 11-member Advisory Committee be formed for the northwest region. The Advisory Committee, which would be comprised of one representative from each northwest county, would be in existence for a time period of two years, meeting quarterly, and would give feedback directly to CCCW Administration. The board was supportive of the development of an Advisory Committee in this manner.

**CCCW Board Meeting Minutes – October 9, 2013****7. Board Policy Discussion/Action****A. Approve the 2014 Annual Budget**

2014 budget assumptions include:

- 173 additional positions (156 with expansion).
- Wage increase of 2.25% with an additional 1% employee and provider one-time incentive compensation payment if financial goals are exceeded through efficiency such that sufficient funds are generated to fund the incentive program.
- A projected increase between 5-10% for employee benefits/insurance.
- Provider grants totaling \$37,500 to incentivize outcome-based contracting.
- \$50,000 to support member initiatives related to Community<sup>®</sup>.
- Capital investments totaling \$171,000.
- Anticipated state reimbursement payment of \$2,955.23 and \$575.53 for members from the CCCW 5-county area, and \$2,888.93 and \$569.76 for members of the current NorthernBridges 11-county area.

Motion made by Ray Bloomer to approve the budget as presented, excluding the 1% one-time payment due to the fact that any incentive compensation will be generated through savings as a result of efficiency. Seconded by Sam Hardin; vote by a show of hands – all voted in favor. Motion carried.

**B. Approve the CCCW 3-Year (2014-2016) Business Plan**

CFO Jason Taylor described each section in the business plan being submitted to the State next week:

- Section A – identifying major initiatives over the next three years.
- Section B – financial projections, which includes balance sheet, cash flows, and detail that supports them from a financial standpoint.
- Section C – care management resources, and interaction between care management and resources.
- Section D – not required.
- Section E – administration of the MCO and monitoring of cost savings strategies without negative impact to members. It also provides a summary of administrative services and asks for claims processing participation. Finally, it lists all administrative contracts.

Motion by Ray Bloomer; seconded by Sam Hardin, to approve the 3-Year Business Plan. All voted in favor; Motion carried.

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8. Next Meeting Agenda Items
  - Administrative Reports
    - Monthly Income Statement
    - Quarterly Quality Indicator Report
    - Annual Pay for Performance Recommendation
    - CCCW/State Contract Recommendation for 2014
  - 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
9. The next Board meeting will occur on **Wednesday, November 20, at 3 p.m. in the CCCW Wausau location, located at 1200 Lakeview Drive, Suite 100, Wausau, WI.**
10. There being no further business, the meeting was adjourned with a Motion from Sam Hardin; seconded by Jim Jansen. Motion carried.
11. Meeting adjourned at 5:16 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant