

## COMMUNITY CARE CONNECTIONS OF WISCONSIN

### Board Meeting Minutes: Approved

**DATE:** Wednesday, September 24, 2014  
**PLACE:** CCCW Rice Lake Office – 2500C South Main Street, Rice Lake, WI  
**TIME:** 1-3 p.m.  
**PRESENT:** Board Members Ken Day, Peter DeSantis, Sam Hardin, Dee Kittleson, Bob Kopisch, David Markert, Janis Ribbens, Donna Rozar, Dale Schleeter, and Bob Weaver  
**EXCUSED:** All Present  
**OTHERS PRESENT:** Jim Canales, CCCW Chief Executive Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Mark Hilliker, CCCW Chief Operating Officer; Jason Taylor, CCCW Chief Financial Officer, Tara Adam, CCCW Executive Secretary

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1. The meeting was called to order at 1:56 p.m. by Board Chair Janis Ribbens.
2. Public comment was moved to the end of the meeting due to technical difficulties; statements given by Jackie Szehner, CCCW Health & Wellness Coordinator.
3. Motion by Donna Rozar, seconded by Dee Kittleson, to approve the Minutes dated August 27, 2014. All voted in favor; Motion carried.
4. An announcement was made by Ken Day, Chair of the Committee of the Whole, that the CCCW Board unanimously recommended that Mark Hilliker be employed as the next CEO of Community Care Connections of Wisconsin.
5. Board Updates/Education
  - A. Administrative Updates
    - The 2015 preliminary capitation rate was received as a 4.3% increase. It is hopeful that this increase will allow CCCW to move beyond financial issues currently being experienced with residential care, as well as meeting all solvency requirements in 2015.
  - B. Monitoring Reports
    - Monthly Income Statement. The net loss estimate has increased from August and is at \$(2,313,207). This is due to challenges with residential and institutional costs, as well as costs related to the new I.T. system. Also, as approximately \$500,000 per day is spent on member care costs, the 30-day month of August was taken into account with the net loss.
6. Board Discussion/Action
  - A. Approve the 2015 Budget Development Assumptions. The board was presented with the following budget assumptions at the August 2014 Board Meeting: member enrollment, employee staffing, employee wage modifications, employee benefit costs, member initiative costs, provider rate modifications, and capital investments. These assumptions will be incorporated into the 2015 Business Plan and budget. Motion to approve as

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- presented by Donna Rozar; seconded by David Markert. All voted in favor; Motion carried.
- B. Discussion Regarding Process to be Used for Filling Vacancy of Chief Executive Office of Agency, if Deemed Necessary.  
Motion by Ken Day, seconded by Sam Hardin, to approve Mark Hilliker as CEO of CCCW, with direction to the Board Chair to develop a Letter of Employment for the position to begin effective January 1, 2015. All voted in favor; Motion Carried.
- C. Review and Reaffirm Section 3 of Board Policy Manual (delayed until Closed Session had concluded)  
This agenda item was delayed until Closed Session had concluded. The third section of the Board Policies, the Executive Limitation Policies, was discussed for any revisions the Board felt were necessary. The Board requested that consistency of titles be made throughout the document, as well as gender neutrality and consistent punctuation. It was also requested that the words “CEO employment contract” be changed throughout the document to “CEO Letter of Employment.”
- D. Review and Reaffirm Section 4 of Board Policy Manual (delayed until Closed Session had concluded)  
The fourth section of the Board Policies, the CEO/Board Relationship Policies, was discussed for any revisions the Board felt were necessary. At this time, no changes will be made.
7. Motion to go Into Closed Session  
Bob Kopisch read the motion to go into Closed Session pursuant to Section 19.85(1)(e), Wis. Stats., for the purpose of considering the investment of public funds which for competitive reasons requires a Closed Session. Motion seconded by Dale Schleeter. Roll call vote taken; all voted in favor. Motion carried.
8. Return to Open Session.
9. An announcement was made that there was no action taken in Closed Session.
10. Next Meeting Agenda Items
- Monitoring Reports
    - Quarterly Member Report
    - Monthly Income Statement
    - Quarterly Balance Sheet
    - Quarterly Business Sustainability Report
    - Quarterly Self-Directed Supports Usage Report
  - Board Discussion/Action
    - Beginning process of CEO Exit Interview (provide questions to Tara Adam for distribution at October 8 meeting)
    - Review and Reaffirm Section 5 of Board Policy Manual (Board Process Policies)
    - Approve the CCCW 3-Year Business Plan
    - Approve the next year’s annual budget

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11. The next Board meeting will occur on **Wednesday, October 8, 2014, at 1 p.m. at CCCW's Wausau location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403.**

The November meeting will be on November 19 and December's meeting will be on December 17, 2014.

12. There being no further business, the meeting was adjourned with a Motion from David Markert; seconded by Donna Rozar. All voted in favor; Motion carried.
13. Meeting adjourned at 3:20 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant