

COMMUNITY CARE CONNECTIONS OF WISCONSIN

Board Meeting Minutes: Approved

DATE: Wednesday, November 19, 2014
PLACE: CCCW Rice Lake Office – 2500C South Main Street, Rice Lake, WI
TIME: Noon – 3 p.m.
PRESENT: Board Members Lori Bina, Ken Day, Peter DeSantis, Sam Hardin, Dee Kittleson, David Markert, Janis Ribbens, Donna Rozar, Dale Schleeter, and Bob Weaver
EXCUSED: Bob Kopisch
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

1. The meeting was called to order at 12 p.m. by Board Chair Janis Ribbens. Chair Ribbens welcomed Lori Bina to the CCCW Board, who represents Barron and Washburn counties.
2. The CEO exit interview took place between retiring CEO Jim Canales and the CCCW Board. A plaque from the Governor was presented, and a thank you letter was read from Board Chair Ribbens.
3. No public comment was made.
4. Motion by David Markert, seconded by Dee Kittleson, to approve the Minutes dated October 8, 2014. All voted in favor; Motion carried.
5. Board Updates/Education
 - A. Administrative Updates
 - Work continues with two large projects: the upcoming “go live” date of CareDirector and the Office of the Commissioner of Insurance (OCI) audit, taking place in December.
 - B. Monitoring Reports
 - Monthly Income Statements (September and October). The 2014 net income shows an estimated loss of about \$3 million due to various factors throughout the year, such as lower enrollments and higher institutional costs. Overall, CCCW is still in good financial standing.
 - Quarterly Balance Sheet. CCCW, through the end of September, continues to maintain an appropriate and adequate level of cash on hand. \$233,000 remains outstanding for advanced payment to northwest providers to mitigate their cash flow challenge with the closure of NorthernBridges. The majority of that figure is expected to be collected by year-end. Solvency reserve funds have been built up to \$656,000 out of the required \$750,000. CCCW’s equity is at \$11.9 million. With the operating loss sustained in 2014, it is likely that CCCW

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will drop below meeting its solvency requirements; however, it is expected that compliance will be met quickly in the first three months of 2015.

- Quarterly Quality Indicator Report. A report was provided to the board in their packet.
- Quarterly SDS Usage Report. This report provides information on all members who self-direct their cares. Approximately \$5/hour is saved with members engaged in self-direction, which amounts to a savings of \$770,000 per quarter. 20% of CCCW members use self-direction, with a goal of 22% in 2015.
- Quarterly Business Sustainability Report. A report was provided to the board in their packet.
- Semi-Annual Strategic Plan Implementation Report. To ensure that CCCW's work aligns with Board end statements, strategies within the organization are monitored and reported to the Board. Four areas are currently being focused on:
 - ✓ What can we do to ensure continued financial sustainability for the long-term?
 - ✓ How can we increase high quality provider and support options available to members across our service region?
 - ✓ How can we ensure that our new Information Technology infrastructure supports current and future needs, and provides ongoing opportunities for efficiencies and innovation?
 - ✓ What can we do to improve the overall understanding of CCCW and the Family Care program?

A detailed breakdown of these four strategies is broken down, providing information on the initiative itself, timeline, lead, and status.

6. Board Discussion/Action

- A. Reaffirm the Family Care Contract with the State of Wisconsin for 2015
Motion by Donna Rozar, seconded by David Markert, to approve the 2015 Family Care Contract. All voted in favor; Motion carried.
- B. Approve all Changes Made in the Board Policy Manual
All changes made to the five sections of the Board Policy Manual were compiled for discussion and approval at today's meeting. Future discussion will take place on the placement of public comment in the agenda. Motion by Ken Day; seconded by Peter DeSantis, for all changes as provided to be accepted with future modifications to take place for B.5.5 and B.5.6. All voted in favor with the exception of Donna Rozar; Motion carried.
- C. Review the 2015 Board Calendar
Discussion of the 2015 Board Calendar centered around additional desired reports from CCCW Administration and the movement of some reports to alternate months vs. what is already scheduled. A revised calendar will be provided at the January 2015 Board meeting.

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7. Next Meeting Agenda Items
 - Monitoring Reports
 - Quarterly CCCW Balance Sheet
 - Monthly CCCW Income Statement
 - Quarterly CCCW Member Report
 - Quarterly Business Sustainability Report
 - Annual Internal Quality Review
 - Quarterly Self-Directed Supports Usage Report
 - Annual Provider Adequacy & Capacity Report
 - Board Discussion/Action
 - Confirm/approve the CEO's organizational and professional development goals for the next year
 - Review and approval of CCCW Quality Work Plan
8. The next Board meeting will occur on **Wednesday, January 28, 2015, at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Wausau, WI.**
9. There being no further business, the meeting was adjourned with a Motion from Peter DeSantis; seconded by David Markert. All voted in favor; Motion carried.
10. Meeting adjourned at 3:01 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant