

Community Care of Central Wisconsin Governing Board
Revised Meeting Minutes: June 6, 2007

Present: Patricia Arnold, Jean Bitner, Jim Clark, Ken Day, Peter Hendler, Lonnie Krogwold, Keith Langenhan, Tom Pitcher, Janis Ribbens

Guests: Jim Canales, John Chrest, Janelle Keeter, Mark Hilliker, Kate Norby, Kathy Roetter, Lucy Runnells, Ron Schmidt, Tim Steller, Vicki Tylka

Agenda Item

1. The meeting was called to order at 3:00 PM by Chairperson Ken Day.
2. Notice of this meeting was provided to Marathon, Portage and Wood County Clerks and all major newspapers of Wausau, Marshfield, Wisconsin Rapids, and Stevens Point.
3. May 16, 2007 meeting minutes were approved without change.
4. Modifications to agenda: The Project Manager job description prepared by Patricia Arnold was added to item six. Item nine was moved to follow five, allowing Mark Hilliker, UW-EX to participate.
5. Update: On May 24, the Legislature's Joint Finance Committee voted 15-1 to approve the Governor's proposal to expand Family Care statewide. The plan includes a buy down of county contributions over a five year period to no more than 22% of the county's BCA or the amount the county contributed to long-term support programs in 2006. The budget bill also reassigns local oversight activities from county long-term care councils to local ADRC boards and regional ADRC oversight committees. On June 4th the State released the Managed Care RFP to four regions and anticipates that six organizations will respond. Jim Canales was contacted by Ron Lockwood (St. Croix County) to ask if CCCW would have any interest in providing managed care to residents in St. Croix County, as they are sending out invitations to other MCOs who might want to expand their service area.

(Item 9) A stakeholder participation profile and the new website address was distributed and discussed. All feedback from stakeholders will be summarized and emailed to the board.

6. Interim Project Manager
 - a. Portage County Executive Board approved CCCW's request to hire Jim Canales for management support. Jim Clark moved and Tom Pitcher seconded a motion to enter into an agreement with Portage County. Motion carried.
 - b. A position description prepared by Patricia Arnold was discussed. It was agreed that all items relevant to the completion of the RFP and facilitation of communication with the state will remain in the description. The HR piece requires board oversight and acute/primary is not a priority at this time.
7. Timetable: The proposed Timetable was presented and discussed. Jim Canales is leading the completion of the RFP. The board will review the RFP prior to submission; review and discussions will occur at June 27 and July 9 meetings. The RFP is due on July 13, 2007. Discussion ensued concerning Administrative staff hiring timeline. Mr. Canales was asked to bring back the timetable with suggested updates, and to conform to a timetable more inline with the current status of CCCW.

8. Items for the purpose of the RFP:
 - a. The tenets document prepared by the Transition Planning Committee was discussed. Jim Clark moved and Keith Langenhan seconded a motion to accept the tenets for the purpose of the RFP. Motion carried.
 - b. Risk Reserve - Community Care of Portage County will contribute their existing Risk Reserve to CCCW. Discussion ensued about how to build the risk reserve, how the capitation rate is set, and COP carryover dollars that can be added from Marathon and Wood Counties. Motion by Lonnie Krogwold, second by Janis Ribbens that for the purpose of the RFP the CCPC risk reserves and Marathon and Wood Counties' COP carryover dollars will become part of CCCW's risk reserve. Motion carried.
 - c. An organizational structure was created for the purpose of the RFP. The board reviewed a proposed org chart and modifications were made (see attachment).
 - d. An IT proposal was shared by Jim Canales and discussed. Mr. Canales recommended that:
 - i. For the purpose of the RFP, CCCW use an expansion of the LifeSpan system upon implementation in Marathon and Wood Counties. However, we will do an assessment before we go live and we may change IT systems based on assessment by TMG and Virchow Krause or transition to the State's form.
 - ii. CCCW consider engaging the expertise of TMG and Virchow Krause to provide a GAP analysis of the LifeSpan system to determine if it is expandable enough and what accommodations need to be made if it can't work in transition.
 - iii. CCCW participate as fully as possible in the LaCrosse County/State DHFS IT project being undertaken on behalf of the West Central Consortium.Motion by Janis Ribbens to accept these recommendations. Motion died for lack of a second.
 - e. Mr. Canales informed the committee that space is available for Administrative Functions. The board discussed a space needs analysis for CCCW. A space needs analysis created by CCPC will be used to assess public and private leasing options. Recommended that all counties look into possible locations.
 - f. CCPC needs to hire a new Provider Network Manager. The board agreed that it would be beneficial for CCCW to collaborate on this hiring; CCPC will prepare a proposal for this process.
9. Future topics for Board discussion were identified as a review of the RFP, business administration location/space needs analysis, CCPC hiring of a network manager, and work groups.
10. Future meetings will take place in Conference Room A of CWA on:
 - Wednesday, June 27, 2007 from 3:00 - 4:30 PM
 - Monday, July 9, 2007 from 5:30 – 7:00 PM
11. Motion by Lonnie Krogwold, second by Patrica Arnold to adjourn the meeting at 4:52 PM. Motion carried.