

**COMMUNITY CARE OF CENTRAL WISCONSIN
Board Meeting Minutes**

DATE: July 25, 2007
PLACE: Central Wisconsin Airport, Conference Room A
TIME: 3:00 – 4:30 PM
PRESENT: Pat Arnold, Jean Bittner, Jim Clark, Ken Day, Peter Hendler, Lonnie Krogwold, Keith Langenhan, Tom Pitcher and Janis Ribbens

OTHERS PRESENT: Steven Bantz, Jim Canales, John Chrest, Kim Dennis, Sarah Janz, Janelle Keeter, Jean Klingemeyer, Kate Norby, Kathy Roetter, Ron Schmidt, Vicki Tylka

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 major newspapers of Wausau, Marshfield, Wisconsin Rapids, and Stevens Point. No public comments were made.
3. Review and approval of June 6 and June 27, 2007 meeting minutes.
 - a. Patricia Arnold recommended the following modifications to be made to item 10 of the June 27 minutes: adding *12,000-14,000 square feet of space and subject to the signing of the State contract*, to Portage County's lease proposal. Motion by Tom Pitcher, seconded by Jim Clark to approve the June 6, 2007 meeting minutes and the June 27, 2007 minutes with these modifications. Motion carried.
4. No modifications were made to the agenda.
5. Update on Family Care developments: state agency, legislative, or region
 - a. Portage County Lease Proposal: A proposal to lease space from Portage County for the administrative offices of CCCW was reviewed and discussed by the Board (attachment 5a). Pat Arnold asked that it be stated clearer in the final lease that the technology included is the wiring and support, but not the hardware. Jim Clark motioned and Janis Ribbens seconded a motion to approve and sign a four year lease agreement with Portage County. Motion carried.
 - b. Revised Timeline: A work plan (attachment 5b) created by Jim Canales was reviewed and discussed by the Board. This work plan outlines the activities that need to be accomplished before CCCW can be implemented in Marathon County. This plan is dependent upon State action and agreement to move forward and all of the dates are based on county board approval in September, 2007. Motion by Jim Clark, seconded by Tim Pitcher to approve the work plan. Motion carried.
 - c. Final Survey Results: The CCCW education work group's long-term care consumer survey done in Marathon and Wood counties is complete. Final results, including consumer questions, were distributed to the Board. These findings will be published on the CCCW website.
6. Planning grant update/expenditure request:
 - a. Education Work Group: The Board agreed to allow the education work group to use the planning grant funds to create and distribute materials to various stakeholders. All reasonable expenditures will not require Board review.

- b. Website Development: The idea of contracting with an intern, Nathalia Espitia Ladino, from UWSP to manage and further develop the CCCW website was discussed. The estimated cost of this internship is \$900 for the fall semester of 2007. It was agreed that planning grant funds could be disbursed for this purpose.
 - c. Staff Training: A consulting service agreement between Mary Faherty and CCCW was provided to the Board for review. Mary will assist the tri-county long-term care supervisors in creating an interdisciplinary team training curriculum for CCCW. Keith Langenhahn motioned and Peter Hendler seconded a motion to approve the agreement. Motion carried.
7. State negotiation strategy:
- a. Questions to the State will be drafted in a letter to Judith Frye and will include the following: whether or not negotiations resulting in a contract could occur before the State budget is passed, the State's proposal presentation methods, expected timeframe for receiving notification of the preliminary capitation rate, the anticipated process for negotiating final contractual agreements, county contribution determination and requirements, and the implementation of a waiver that will be an alternative to Family Care.
8. Discussion and alignment on a definition of success and options for achieving outcomes for CCCW: There has been a request that CCCW form subcommittees to work on the key areas of systems management; business administration; human resources; and geographic distribution of services. Ken Day led a visionary discussion that focused on how the Board would describe a future successful CCCW organization. The Board identified the following as evidence of success for CCCW in 2009:
- Services to all target audiences
 - Timely assessment delivery standards (quality)
 - No waiting lists
 - Serving a larger number of people
 - Improve quality of life for community
 - Flexible (tailor made) services – individual
 - Geographically or and electronically accessible
 - Well trained staff – consistent delivery
 - Financially stable - operating on revenues generated through operations
 - Highly visible, well respected by others
 - ADRC & CCCW information continuity
 - Information system accurate, timely meet reporting requirement, provide decision support information
 - System interface with state, providers
 - Fully integrated between clinical and business functions
 - Provides data to establish cost effectiveness
 - User friendly
 - Competitive compensation and benefits
 - Positive work environment
 - Recognition systems for performance
 - Self directed/operated work force we operate
 - Clear job description
 - Flexible work force
 - Clear understanding/education to staff RE: employment aspect

Open to other county expansion
Flexible organizational structure
Provider network which meets adequacy and capacity demand
Educated providers
Providers as CCCW partners
Selected based upon quality standards
Outreach information to the community – education
Continuity of communication
Reach needs of all qualified individuals who choose us
Positive relationship with sponsoring counties and their departments
Strong volunteer and participant involvement
Positive relationship with region's medical systems
Interdisciplinary communications and problem solving and working relationships
Informed membership which understands their rights and responsibilities [and] their role as part of the team
Geographic location close to the ADRC sites
Encourage informal support

These indicators of success for CCCW will be discussed in greater detail at future Board meetings.

9. Future topics for board discussion were identified as:
 - a. State negotiation strategy: response to questions to Judith Frye
 - b. Human Resource Strategy
 - c. Other indicators of success for CCCW

10. The next meeting will take place in Conference Room A of CWA on:
Wednesday, August 22, 2007 from 3:00 – 4:30 PM

11. Motion by Peter Hendler, seconded by Keith Langenhan to adjourn at 5:05 PM. Motion carried.