

COMMUNITY CARE OF CENTRAL WISCONSIN
Board Meeting Minutes: Approved

DATE: August 22, 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, Amy Cisewski, Lisa Cychosz, Kathy Frisch, Mary Heiden, Linda Hoppenrath, Jeff Jester, Janelle Keeter, Jean Klingemeyer, Kathy Kruse, Lydia Larrick, Allison Lourash, Jody Marchel, Kate Norby, Faye Metcalfe, Kathy Roetter, Lucy Runnells, Barbara Saddison, Ron Schmidt, Steve Urso, Vicki Tylka, Linda Weitz

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 July 25, 2007 meeting minutes
 - a. Motion by Jim Clark, seconded by Peter Hendler to approve the minutes without change. Motion carried.
4. Modifications to the agenda
 - a. Judith Frye, DHFS, was unable to attend. Her associates Kathleen Luedtke and Monica Deignan will answer CCCW questions (see item 5b).
5. Update on Family Care developments: state agency, legislative, or region
 - a. Project Manager's report
 - i. Todd Breaker will replace Jessica Schmidt as CCPC's Provider Network Manager.
 - b. Kathleen Luedtke and Monica Deignan
 - i. Response to planning questions (taking into account that the RFP process is still ongoing and no award has yet been made to CCCW)
 1. The department intends to have the same contract with every Managed Care Organization (MCO) and is collaboratively making revisions for the current MCOs. The contract is based on State and federal requirements; fiscal and quality changes are anticipated for next year.
 2. CCCW will be notified of the RFP results with a phone call made to the contact name provided (Jim Canales), followed by a letter. If awarded, this notification will be an acceptance of CCCW's response to the RFP and will include the State's intention to contract with CCCW following the certification process. Ms. Deignan provided a handout outlining certification requirements.

3. CCCW can begin to work on the contracting process before the budget is passed. Following the announcement of the RFP, CCCW can begin implementation discussions with DHFS.
 4. Ms. Deignan explained that the rate will be specific to each MCO and hopes to have this rate available in November. Knowing CCCW will need this rate before going back to the county boards for approval to enter into contract, the start-up date for Marathon County is likely to be pushed back until July, 2008 followed by Wood County approximately six months later. However, CCCW can continue to work on many timeline activities now.
 5. Jim Clark inquired about start-up monies for CCCW. Ms. Luedtke explained that start-up funds will only be made available to consortia that do not include an existing MCO. The State expects that planning groups will use the existing MCO reserves that exist beyond minimum risk reserve requirements to address start up cost needs.
 6. Mr. Day expressed concern about completing all of this work without the counties' approval to move forward. Ms. Luedtke commented that counties will need to decide if this is something they are willing to take a risk for and that overall it has been a positive experience for existing MCO's. Jim Canales stated that if the proposed capitation rate is provided in November and is sufficient, CCCW could work with a June/July start date.
 7. A Self-Directed Supports (SDS) waiver will be offered as an alternative to Family Care. This is different than the SDS option offered by the managed care organization. The alternative waiver is purely and totally self-directed.
 8. The State is depending on county contributions to continue with expansion. However, this contribution will be reduced to 22% over a 5-year period, using 2006 contribution rates.
- ii. State budget deliberations
 1. Ms. Luedtke believes that the Family Care piece of the budget is not in jeopardy. Mr. Day commented that counties will not be willing to move forward until they are presented a contract that includes details (i.e. cost/benefits), and that it will take six months to get up and running once this occurs.
6. Planning grant update/expenditure request
 - a. IT and Business Systems Consulting Proposal
 - i. Jim Canales provided a consulting proposal from The Management Group (TMG) and Virchow Krause (VK). It would cost CCCW approximately \$194,000 to have them assess the current IT systems and business infrastructure in Portage County against Family Care expansion requirements. VK and TMG are currently working with LaCrosse and the State to develop a template that can be used with expansion and are willing to present their findings to CCCW once this project is complete.
 - ii. Other vendor options will be sought out and presented to the board.
 - iii. The IT Director in Portage County is confident that Portage County's system has the capacity to expand. The functionality

could be tested using the existing State readiness template. The Portage County IT director is to determine whether it meets requirements.

- iv. Lucy Runnells is invited to observe the LaCrosse IT Project, and there is room for one other board member to participate
- v. The board discussed and aligned upon the idea of having VK and TMG present their findings at a future board meeting and to have the three county IT directors work together to verify the Portage County system's capacity to expand, plan how IT expansion will happen and report back to the Board based on all information available. This will be a future agenda item.

b. Staff training development

i. Project Facilitation Skills

- 1. Jim Canales presented a facilitation training opportunity for Kate Norby that would cost approximately \$200. No action needed.

ii. Two-day training for all IDT staff

- 1. Kate Norby asked the board to support a late fall two-day training event for IDT staff of all three counties. The board agreed to support a non-overnight two-day training, using the most cost-effective venue.

7. Definitions of Success for CCCW

a. Human Resources

- i. Ken Day stated the need to align upon the direction for employing future staff – i.e. CCCW or contracted employees.
- ii. Janis Ribbens asked if employees of CCCW could still participate in the State retirement system. Mr. Day stated that this option could still exist.
- iii. Mr. Day stated that CCCW will want to be able to compete for quality employees and will have to design a compensation plan that does this. He introduced a resource, Wipfli, an organization that could help the board determine HR options. Concern was expressed that Wipfli might not be sensitive to what is happening in all three counties. It was explained that Wipfli would work at the direction of the board. Their initial fee proposal is approximately \$10,000.
- iv. Discussion ensued regarding:
 - 1. Contracting with counties versus direct hiring.
 - 2. County HR Directors participating in the process and being invited to a meeting when HR consultant provides information.
 - 3. The need to have a benefit package in place when hiring employees.
 - 4. Legal representation for CCCW; Corporation Counsels of all three counties; and other pieces that the CCCW board will need to consider.
- v. Mr. Day stated that CCCW's goal is to provide excellent services to residents and suggested the board focus here. He believes that if CCCW does the best for all employees, they will be able to attract, train, and retain quality employees.

8. Future topics for board discussion were identified as:

- a. IT
 - b. Human Resource Strategy continued: Wipfli
 - c. Other indicators of success for CCCW
9. The next meetings will take place in Conference Room A of CWA on:
Wednesday, September 19, 2007 from 3:00 – 4:30 PM
Wednesday, October 10, 2007 from 3:00 – 4:30 PM
10. Motion by Keith Langenhan, seconded by Janis Ribbens to adjourn at 5:00 PM. Motion carried.