COMMUNITY CARE OF CENTRAL WISCONSIN
Board Meeting Minutes: Approved

DATE: May 27, 2009
PLACE: Central Wisconsin Airport, Conference Room A
TIME: 3:00 – 5:00 p.m.
PRESENT: Jim Clark, Ken Day, Peter DeSantis, Peter Hendler, Lonnie Krogwold, Rob Kublank, Keith Langenhahn, Janis Ribbens, Donna Rozar
EXCUSED: None
OTHERS PRESENT: CCCW: Tara Adam, Jim Canales, Mark Hilliker, Lucy Runnells, Carrie Schreiner, Jody Zuege

1. The meeting was called to order at 3:00 p.m. by Chairperson Ken Day.
2. Notice of this meeting was provided to Marathon, Portage, and Wood County Clerks; major newspapers of Wausau, Marshfield, Wisconsin Rapids, and Stevens Point; and the CCCW website.
3. No public comment was made.
4. Motion by Jim Clark; seconded by Janis Ribbens, to approve the minutes dated April 16, 2009. Motion carried.
5. Education/Policy Discussion
   A. Administrative Update
      ✓ Jim Canales explained additional information which was included on the Statistical Report. This additional information will be presented at each monthly meeting. The membership continues to grow with approximately 2,400 members currently enrolled. Jim also feels that as Wood County membership expands, the SDS option will be chosen more frequently as it is a more visible option for participants as of January 1, 2009.
      ✓ Lucy Runnells explained that the member capitation rate will be changing on a quarterly basis as a retroactive adjustment. This rate is based on the acuity of CCCW members determined by Long-Term Care Functional Screening methodology.
      ✓ The waiting list numbers were provided with approximately 400 people in Marathon County, and Wood County with 248. These numbers incorporate both the numbers from the original waiting list, as well as any new people joining. Jim Canales will provide the original waiting list numbers at the next meeting.
      ✓ Health insurance premiums rose 8.1% for the July 2009-June 2010 time span. Jody Zuege reported that the trend is running 12% or above, and CCCW is pleased with the increase that was presented.
      ✓ Jim Canales reported the status for the three-county region within the State Budget in that the Economic Support area has been selected for potential cuts at the County level. CCCW is moving forward with the possibility of having Lincoln and Langlade counties join CCCW in 2011; however, ADRC funding must be available if expansion into these two counties is to proceed as planned.
      ✓ An expansion questionnaire was distributed to both Lincoln and Langlade counties, and June meetings will be arranged for discussion on the questionnaire. Jim Canales will present an expansion recommendation to the

CCCW Board at the July meeting. If CCCW chooses to expand into Lincoln and Langlade counties, CCCW staff will assist with planning the transition of their operations in September and October 2009.

✓ On May 12, Jim Canales presented the Marathon County Board with a 6-month update about Family Care implementation and discussed the implications of Family Care for residents of Marathon County. Jim will provide the same presentation at the Wood County Board meeting after Wood County has had Family Care operating for six months. The presentation will also be given annually to the Portage County Board.

✓ Although CCCW has been successful overall with the expansion of Family Care, predicting the MCO start-up costs was challenging. Start-up costs were higher than expected. The following conditions are providing financial difficulty to CCCW at this time:

▪ Predicting cost of individual members for 2009 was difficult. Outdated individual waiver client data was provided and used for 2009 member cost forecasting.

▪ A number of members from Marathon and Wood counties have been relocated from developmentally disabled nursing homes (ICFMR's) into high cost community residential placements.

▪ Some provider rates for 2009 vs. 2008 are significantly higher than anticipated. CCCW is working with the providers to find a solution.

▪ Through an auditor's visit, it was realized that how CCCW accrues PTO liabilities is different than what was done with vacation and sick leave in the county systems. This cost was not projected for in 1st Quarter 2009. The PTO liability will now be budgeted monthly.

▪ There are three revenue assumptions where CCCW is still awaiting data from the State:

❖ CCCW will receive a Pay for Performance payment for 2008 (will be suspended in 2009 by the State).

❖ Instead of the capitation rate being adjusted on a yearly basis at the end of each year, the rate will now be adjusted quarterly, and the 1st Quarter adjustment is expected to be received in June.

❖ Additional revenues will be received for the members who were relocated from ICFMR's. These payments will ultimately be melded into the capitation payment after a two-year period.

B. Board President Update

✓ Ken Day indicated that the Marathon County Board presentation given by Jim Canales was well received. Comments were made regarding eligibility to participate, and concern regarding growth and increased demand this program will place on the State and CCCW.

✓ CCCW Board officer elections will be conducted in June. Three officer positions will be filled.

6. Board Policy Discussion

A. CCCW End Statement Discussion

✓ As CEO, Jim Canales presented his interpretation of the End Statements as they relate to the CCCW Board being able to monitor the success of the Executive and the organization. After discussion regarding the End Statements and Jim's interpretation of them, it was determined to add the word "budgeted" in End Statement #3 to read: "Lives of Community Care of Central Wisconsin members are supported by cost-effective services that enable each member to

work toward achieving their optical clinical, functional, and personal outcomes consistent with their personal needs assessment and efficient use of *budgeted* resources." Jim also provided the Board with a list of monitoring documents which can be used to evaluate and measure the End Statements.

B. CCCW Sponsorship
- ✓ Ken Day requested the Board provide its guidance to Administration regarding CCCW contribution/participation in supporting community events. The Board decided that consistent with its End Statements, CCCW should forego contributing cash to sponsor community activities. Donna Rozar moved that the CCCW organization should not contribute cash contributions to sponsor community activities; the motion was seconded by Peter Hendler. The motion passed with a unanimous vote.

7. Values & Beliefs Discussion
   Mark Hilliker summarized the Values & Beliefs project in which 100% of CCCW employees and 100% of Board members participated. Mark requested that the Board accept the primary and secondary values identified, as well as permission to distribute the values to stakeholders outside of the organization. Peter DeSantis moved for the adoption of both the primary and secondary values; motion seconded by Peter Hendler. The motion passed with a unanimous vote. Mark also provided a draft communication brochure as an example of how the value statements can be communicated internally or externally.

8. Sick Leave Conversion
   The Board discussed the request by Portage County that CCCW provide former CCPC County employees the unused sick leave benefits which they accrued while employees of CCPC and Portage County. Chairperson Day provided a drafted response to Portage County for the Board to review. Peter Hendler moved to send the letter to Portage County; Jim Clark seconded. The Board unanimously approved the motion.

9. The next Board meeting will occur on June 24, which is the 4th Wednesday of the month. The Board was in agreement for the remaining meetings of 2009 to take place on the last Wednesday of each month. Topics to be discussed at the June 24 meeting include:
   A. Audit Report
   B. Elections
   C. Values and Beliefs

10. Meeting Adjourned at 5:00 p.m. with a motion from Donna Rozar; seconded by Keith Langenhahn.

Respectfully submitted by Tara Adam, CCCW Executive Assistant