

## COMMUNITY CARE CONNECTIONS OF WISCONSIN

### Board Meeting Minutes: Draft

**DATE:** Wednesday, January 28, 2015  
**PLACE:** CCCW Wausau Office – 1200 Lakeview Drive, Suite 100, Wausau, WI  
**TIME:** Noon – 3 p.m.  
**PRESENT:** Board Members Lori Bina, Ken Day, Peter DeSantis, Sam Hardin, Janis Ribbens, Donna Rozar, and Dale Schleeter  
**EXCUSED:** Bob Kopisch, Dee Kittleson, David Markert, Bob Weaver  
**OTHERS PRESENT:** Mark Hilliker, CCCW Chief Executive Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Jason Taylor, CCCW Chief Financial Officer, Janna Duffy, CCCW Executive Director of Operations, Kris Kubnick, CCCW Executive Director of Operations, Tara Adam, CCCW Executive Secretary

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1. The meeting was called to order at 1 p.m. by Board Chair Janis Ribbens.
2. Public comment regarding Agenda Items 5B (Public Comment Discussion) and 5E (Discussion and Consideration of Approval of Board Presence on CCCW Website) provided by Jackie Szehner, CCCW Health & Wellness Coordinator.
3. Motion by Ken Day, seconded by Lori Bina, to approve the Minutes dated November 19, 2014. All voted in favor; Motion carried.
4. Board Updates/Education
  - A. Administrative Updates
    - CEO Mark Hilliker introduced the newest members of the CCCW Executive Team: Executive Directors of Operations Janna Duffy and Kris Kubnick.
    - CareDirector went live on December 8. Challenges with data migration and provider authorizations have taken priority at this time. Mark Hilliker expressed his thanks to CCCW staff for their work and patience with the implementation of the new system.
    - 2015 DHS/CCCW Contract Changes. Although there are changes to the contract each year, significant changes (38 total) were implemented for 2015 due to the waiver renewal process and direction from the Centers for Medicare and Medicaid for the delivery of long-term care. The changes are tied in to how CCCW contracts with providers, how providers deliver services, and the scope of services. Other changes include requirements of the incident reporting management system, an increase in responsibility for medication management at the Health & Wellness Coordinator level, and disallowing CCCW to provide rep payee services to members. 29 out of the 38 changes were put into compliance before the required date of 1/1/2015; the other nine changes are being worked through with DHS.

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### B. Monitoring Reports

- Monthly Income Statements (November and December). The 2014 net income shows an estimated loss of about \$4 million due to various factors throughout the year, such as lower enrollments and higher institutional costs. A withdrawal of \$350,000 from the solvency fund for covering costs associated with the NorthernBridges receivership contributed to the loss, as well as higher-than-expected institutional costs, especially in the northwest part of the region. Overall, CCCW is still in good financial standing and is beginning 2015 on solid ground.
- Quarterly Balance Sheet. The December balance sheet is showing that the solvency fund has been replenished to \$750,000 and liabilities are fairly consistent at \$19.5 million. CCCW ended the year at \$10.9 million in equity with its working capital \$2.1 million short. Reserve requirements will be in compliance by the end of the 1<sup>st</sup> Quarter 2015.
- Quarterly Member Report. 5,663 members are currently served – a 3.7% increase from the previous month.
- Quarterly Business Sustainability Report. The Board was provided with an overview of projects worked on in 2014 and projected areas of focus for 2015. Ongoing reporting takes places for all areas with regular meetings managed by CCCW Administration.
- Quarterly Self-Directed Supports Usage Report. Numbers continue to increase, especially in the northwest part of the state, for members using self-directed supports. The goal region-wide is to have 22% of all members using self-direction as it provides a significant cost savings.
- Annual Provider Adequacy & Capacity Report. 2014 was a year of large expansion in CCCW's Provider Network, adding over 600 providers. CCCW also looks at increasing supportive home care and the service type of community connections within all areas. Also increasing are peer specialist providers, rep payee services, and transportation. Focus will also be built in 2015 in the areas of mental health and behavioral health, as CCCW will begin providing inpatient support as those services are rolled into the Family Care benefit on 1/1/2016.

### 5. Board Discussion/Action

#### A. CCCW 2015 Plan of Work Presented by CEO for Review and Consideration of Approval

Motion by Donna Rozar, seconded by Lori Bina, to approve the 2015 Plan of Work. All voted in favor; Motion carried.

#### B. Public Comment Discussion

Discussion took place on the placement of public comment on the agenda. Motion by Ken Day; seconded by Peter DeSantis, for public comment to be listed as item #2 on the agenda with a 15-minute maximum time limit for individuals who want to speak, with the 15-minute allocation to be determined by the Board Chair at his or her discretion. Motion amended by Ken Day to include the name of the individual(s) who speaks in Open Session and the topic(s) on which he or she spoke as part of the official Board Meeting

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- minutes. Amended Motion seconded by Peter DeSantis. All voted in favor; Motion carried.
- C. Review and Consideration of Approval of Board Policy Manual – Section 5, B.5 (B.5.5, B.5.6, and B.5.7)  
All changes made to the five sections of the Board Policy Manual were compiled for discussion and approved at the November 2014 meeting with the exception of Section 5, B.5 (B.5.5, B.5.6, and B.5.7). Revisions to those sections were made and discussed with a Motion from Donna Rozar; second from Sam Hardin, to approve the Board Policy Manual as presented. All voted in favor; Motion carried.
- D. Review of 2015 Board Calendar  
The 2015 Board Calendar was provided and reviewed.
- E. Discussion and Consideration of Approval of Board Presence on CCCW Website  
After discussion, each member of the board will contact the Executive Assistant for their desired contact information to be posted on the CCCW website.
6. Next Meeting Agenda Items
- Monitoring Reports
    - Monthly Income Statement
    - Quarterly Quality Indicator Report
    - Annual Grant and Other Resources Acquisition Report
    - Preliminary Year-End Fiscal Report for 2014
    - Annual Internal Quality Review
  - Board Discussion/Action
    - Discussion and Selection of Stakeholder for Board Listening Session
    - Board Discussion of Appointment/Reappointment of Board Members, both from County Governments and Member-At-Large (see Board Appointment Schedule) and Action, if Necessary
    - Review and Approval of CCCW Quality Work Plan (from postponement from January 2015)
7. The next Board meeting will occur on **Wednesday, February 25, 2015, at 1 p.m. at CCCW's Rice Lake Location – 2500C South Main Street, Rice Lake, WI.**
8. There being no further business, the meeting was adjourned with a Motion from Ken Day; seconded by Lori Bina. All voted in favor; Motion carried.
9. Meeting adjourned at 3:04 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant