# COMMUNITY CARE CONNECTIONS OF WISCONSIN
## Board Meeting Minutes: Draft

**DATE:** Wednesday, August 26, 2015
**PLACE:** CCCW Rice Lake Office
**TIME:** 1-3 p.m.
**PRESENT:** Board Members Mary Lou Bergman, Lori Bina, Clarence Campbell, Ken Day, Sam Hardin, David Markert, Donna Rozar, Janis Ribbens, and Bob Weaver
**EXCUSED:** Dale Schleeter
**OTHERS PRESENT**: Janna Duffy, CCCW Executive Director of Operations, Mark Hilliker, CCCW Chief Executive Officer, Jody Kohl, CCCW Chief Human Resources and Information Officer, Jason Taylor, CCCW Chief Financial Officer, Tara Adam, CCCW Executive Secretary

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1. The meeting was called to order at 1:00 p.m. by Board Chair Ribbens.

2. No public comment given.

3. Motion by Bergman, seconded by Markert, to approve the Minutes dated July 22, 2015. All voted in favor; Motion carried.

4. Board Updates/Education
   A. Administrative Updates
      - CEO Mark Hilliker stated that there are a number of managed care geographic service regions coming up on their 5-year procurements. In light of the proposal in the budget with potential changes, DHS is analyzing how to proceed with the renewals. They have not indicated if they will let an RFP for the process, which is standard procedure.
      - The Marshfield Mall has indicated that they are in negotiations with an anchor tenant interested in leasing space. If an agreement is reached, the CCCW Marshfield office will be relocated, probably still within the same mall. CCCW would not absorb the cost of the build-out and move since the mall management company would cover these expenses.
      - August 1st marked the beginning of the implementation of Supported Employment Outcome-Based (SEOB) payments in the Northwest area. Ongoing work is being done with providers to support making the transition to the SEOB model; CCCW will continue to partner these providers with providers that have been successful with the model.
   B. Monitoring Reports
      - *Quarterly Quality Indicator Report.* This report outlines, among other things, current demographics for member populations and target groups. Membership has grown by 39 members in the 2nd Quarter. Incidents are being categorized with a different structure due to a change from DHS in how incident management is reported.

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- *Monthly Income Statement.* A significant turnaround in net enrollment has taken place. Beginning in May, the average net enrollment has been 25 members per month. Overall disenrollments, mainly due to death, have averaged 17 members per month beginning in April. Group C membership has shifted to a cost share payment, which is a loss of $100,000 per month or $1.2 million per year. Administrative costs are below projection as CCCW is operated at a very lean and efficient manner. Service coordination costs are 5% below projection and have been consistent throughout the year. Member service costs are about $10-$11 per member per month over projection. CCCW is currently in very good financial standing.

5. Board Discussion/Action
   A. Review 2016 Specific Budget Development Assumptions
   CFO Jason Taylor provided the key budget areas for 2016. Final budget assumptions will be provided to the Board for review and consideration at its September 2015 Board meeting. Budget development assumptions include:
      i. Member enrollment projections
      ii. Projected staffing levels
      iii. Employee compensation
      iv. Employee benefits
      v. Provider rate modifications
      vi. Member cost initiatives
      vii. Consultation fees for organizational planning for potential changes to Wisconsin's Long-Term Care model
      viii. Capital expenditures
      ix. Profit margin
   B. Update/Action on CCCW Employee Handbook
   The Employee Handbook, last updated in August 2011, was revised recently for a number of reasons, including the organizational name change, preferred practice updates, and the transition to outcome-based employment. A document was provided to the Board reflecting the additions/deletions made to the document, as well as the updated Handbook itself. Motion by Rozar; seconded by Bina, to accept the changes to the updated CCCW Employee Handbook. All voted in favor; Motion carried.
   C. Update/Action on Annual Board Conflict of Interest Form and Modification of Board Policy
   A "CCCW Board of Directors Conflict of Interest Policy and Disclosure Form" was provided to all Board members, with a request that the disclosure form be signed by all Board members and returned to CCCW Administration. Ken Day requested that the Board Policy Manual be updated to state that each Board member is required to submit the form when they begin their term. Language in this section of the Board Policy Manual will be changed during its scheduled calendar year review. Motion by Day; seconded by Markert, to

adopt the "CCCW Board of Directors Conflict of Interest Policy and Disclosure Form." All voted in favor; Motion carried.

D. Update/Action on Proposed Volunteer Time Off Policy
CEO Mark Hilliker provided the Board with an employee volunteer time off proposal, which complements the CCCW managed care model that looks at how we help people be supported as full citizens in their community. The policy helps give back and reciprocates the taking/using of resources in the community for its members. Growing research and experience indicates that many organizations have moved in this direction along with a high level of interest employees and individuals have in their community. The "Volunteer Time Off" policy is believed to be a good option with providing engagement and is a way to give all staff an opportunity to volunteer within the community, providing goodwill to worthy causes within a community setting. It is recommended that the Board consider 16 hours of paid time off for full-time employees and 12 hours for part-time employees. Total cost per year to the organization is $192,000. Motion by Bergman, seconded by Rozar, to approve the Volunteer Time Off Policy as proposed with review to take place in one year. Motion amended by Rozar, seconded by Bina, to include a statement in the policy for employee accountability. Roll call vote taken – all voting in favor included Hardin, Markert, Bergman, Bina, and Rozar. Those voting against included Weaver, Day, Campbell, and Ribbens. Motion carried.

E. Update/Action on Selecting a New Member-At-Large
Chair Ribbens announced that Peter DeSantis, Member-At-Large since April 2014, resigned. Replacing this position includes advertising and interviewing candidates. Motion by Rozar, seconded by Campbell, to begin the formal process of replacing the Member-At-Large. All voted in favor; Motion carried.

F. Review and Reaffirm Section 3 of Board Policy Manual
This item will be postponed until the September 2015 Board meeting.

6. Motion to go Into Closed Session
Rozar read the motion to go into Closed pursuant to Section 19.85(1)(e), Wis. Stats., for the purpose of discussion of public business which for competitive reasons requires a closed session, including discussion regarding business operations under revised statutory authority for family care services. Motion seconded by Bergman. Roll call vote taken; all voted in favor. Motion carried.

7. Return to Open Session.

8. An announcement was made that action taken in Closed Session included the approval of the July 2015 Closed Session Minutes (Motion by Bina; seconded by Bergman with all Board members voting in favor).

## CCCW Board Meeting Minutes – August 26, 2015

9. Next Meeting Agenda Items
   A. Monitoring Reports
      - Monthly Income Statement
   B. Board Discussion/Action
      - Review and Reaffirm Section 3 of Board Policy Manual (Executive Limitation Policies)
      - Review and Reaffirm Section 4 of Board Policy Manual (CEO/Board Relationship Policies)
      - Approve 2016 budget development assumptions

10. The next Board meeting will occur on **Wednesday, September 23, 2015, at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403.** The October Board meeting will be Wednesday, October 7, and the November Board meeting will be Wednesday, November 18.

11. There being no further business, the meeting was adjourned with a Motion from Bina; seconded by Bergman. All voted in favor; Motion carried.

12. Meeting adjourned at 3:35 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant