

COMMUNITY CARE CONNECTIONS OF WISCONSIN

Board Meeting Minutes: Draft

DATE: Wednesday, October 7, 2015
PLACE: CCCW Wausau Office
TIME: 11 a.m. – 3 p.m.
PRESENT: Board Members Lori Bina, Clarence Campbell, Ken Day, Sam Hardin, David Markert, Donna Rozar, Janis Ribbens, Dale Schleeter, and Bob Weaver
EXCUSED: Mary Lou Bergman
OTHERS PRESENT: Janna Duffy, CCCW Executive Director of Operations, Mark Hilliker, CCCW Chief Executive Officer, Jody Kohl, CCCW Chief Human Resources and Information Officer, Kris Kubnick, CCCW Executive Director of Operations, Jason Taylor, CCCW Chief Financial Officer, Tara Adam, CCCW Executive Secretary

1. The meeting was called to order at 11 a.m. by Board Chair Ribbens.
2. Motion to go Into Closed Session
Board Member Bina read the motion to go into Closed pursuant to Section 19.85(1)(e), Wis. Stats. for the purpose of conducting public business which for competitive reasons requires a closed session, including interview of candidates for Board Member position and deliberation regarding candidates for Board of Directors position. Motion seconded by Rozar. Roll call vote taken; all voted in favor. Motion carried.
3. Return to Open Session.
4. Announcement of At-Large Board Member
An announcement was made that Joy Henrich was chosen for the vacant Member-At-Large position; her term will conclude on April 30, 2016.
5. Public comment was provided by Portage County resident Jackie Szehner.
6. Motion by Markert, seconded by Rozar, to approve the Minutes dated September 23, 2015 with a suggested modification made by Ms. Szehner to change her representation to a Portage County resident. All voted in favor; Motion carried.
7. Board Updates/Education
 - A. Monitoring Reports
 - Quarterly Member Report. Enrollment stands at 5,718 members at the end of September, with significant net growth taking place for four months in a row. Almost one-quarter of CCCW's membership is in the 80+ age group.

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- Quarterly Business Sustainability Report. The Business Sustainability Committee continues to meet every other week to look at sustainability within all facets of the organization. The new rate setting methodology was the focus for the most recent quarter; other areas of focus pertain to growing the Community First Living Options model approach and analyzing case management to ensure what is being asked of the teams aligns with the DHS contract.
- Quarterly Self-Directed Supports Usage Report. 133,316 hours were billed in the 2nd Quarter 2015 for an hourly savings of \$4.89 per hour, which amounts to approximately \$651,915.

8. Board Discussion/Action

A. Review of the CEO Performance Appraisal Process

A timeline of the CEO performance evaluation process was provided to the Board. The Board will review the necessary documents that will be provided to them by Thursday, October 22, 2015 for the evaluation process, and will submit their evaluation form no later than Friday, November 6, 2015 for tabulation.

B. Approve the CCCW 3-Year Business Plan

CFO Jason Taylor described each section in the Business Plan being submitted to the State next week:

- Section A – Organizational Information
- Section B – Financial Projections and Operations
- Section C – Care Management Business Model: Resources & Operations
- Section D – Service Delivery and Provider Relations
- Section E – Administrative Services

C. Approve the 2016 Annual Budget

CFO Jason Taylor presented the annual budget information to the Board with a net income in 2016 at \$65,000 while meeting all solvency requirements.

Final 2016 budget assumptions include:

- i. Net enrollment growth of approximately 12 members each month.
- ii. Nine additional positions to account for growth in membership.
- iii. A 2% wage increase for all staff in January 2016.
- iv. An additional \$500,000 in wage/benefit costs due to pending changes for exempt staff under the Fair Labor Standards Act.
- v. Projected \$40,000 increase for vision and disability insurance – all other benefits are expected to remain the same.
- vi. A 1% one-time payment to staff and 0.5-1% one-time payment to providers if the organization exceeds projected financial goals for 2016 by at least \$900,000.

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- vii. Ongoing residential rate stabilization with the implementation of a new rate methodology in February 2016.
- viii. Focus on Community First Living Options to create innovative, cost-effective living options for members.
- ix. \$50,000 for consultation fees associated with organizational planning for potential changes to Wisconsin's Long-Term Care model.
- x. Capital investments totaling \$480,000.
- xi. Projected revenue of \$625,000 for high-cost risk pool funding for member costs exceeding \$225,000 annually.

Motion by Hardin to approve both the CCCW 3-Year Business Plan and 2016 annual budget, as presented.

Motion amended by Day to remove item "vi." for consideration at the November 2016 Board meeting. Motion seconded by Dale Schleeter. All voted in favor; Motion carried.

Original motion seconded by Board member Rozar; all voted in favor. Motion carried.

9. Next Meeting Agenda Items

A. Monitoring Reports

- Monthly Income Statement (September and October)
- Quarterly Balance Sheet
- Quarterly Quality Indicator Report

B. Board Discussion/Action

- Discuss in Closed Session the performance appraisal for the CEO
- The Board Chair and Vice Chair review with the CEO the Board appraisal of his/her performance
- Board presented with a list of all changes to Board Policy Manual and Bylaws for their approval, to take effect on January of the following year
- Annual Pay for Performance Recommendation (past year)
- Annual CCCW/State Contract Recommendation for 2017

10. The next Board meeting will occur on **Wednesday, November 18, at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403.**

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

12. Meeting adjourned at 2:44 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant