

## COMMUNITY CARE CONNECTIONS OF WISCONSIN

### Board Meeting Minutes: Draft

**DATE:** Wednesday, November 18, 2015  
**PLACE:** CCCW Wausau Office  
**TIME:** 1-3 p.m.  
**PRESENT:** Board Members Mary Lou Bergman, Lori Bina, Clarence Campbell, Ken Day, Sam Hardin, Joy Henrich, David Markert, Donna Rozar, Janis Ribbens, Dale Schleeter, and Bob Weaver  
**EXCUSED:** N/A  
**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

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1. The meeting was called to order at 1 p.m. by Board Chair Ribbens.
2. No public comment was given.
3. Motion by Rozar, seconded by Weaver, to approve the Minutes dated October 7, 2015. All voted in favor; Motion carried.
4. Board Updates/Education
  - A. Administrative Update
    - CCCW has entered into a contractual agreement with a consultant to assist with planning for the transition into Family Care/IRIS 2.0.
    - CCCW has received a resolution from Barron County seeking admittance into the Long-Term Care District. Feedback has not yet been received on guidance on how to address the resolution.
    - CCCW and DHS met last week for a high-level discussion on the recently submitted 3-Year Business Plan. There were no concerns.
    - CCCW is awaiting feedback from DHS on recent materials submitted for their annual required certification process.
    - Approximately 80 placements have been created in the northwest region with Community Supported Living. This is an area of significant growth which will assist to offset residential costs for CCCW.
    - CCCW continues to review its health insurance plan and effects of the Affordable Care Act.
    - Infrastructure work on the Information Technology system is now complete; however, additional equipment will be installed in the Wausau office.

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### B. Monitoring Reports

- Monthly Income Statements (September and October). Net income continues to grow with a bottom line of \$3.9 million. Expenses are fairly consistent; administrative and service coordination costs continue to come in under budget.
- Quarterly Balance Sheet. \$2.2 million was paid out in provider advances in the last year; those funds are now being recouped with \$1 million yet outstanding. \$3 million is located in the restricted reserve account; an additional \$750,000 is in the required solvency account.
- Quarterly Quality Indicator Report. This report outlines, among other things, current demographics for member populations and target groups. Deaths were the highest reason for disenrollments; there was an increase of 3% from the 2<sup>nd</sup> Quarter 2015 report for people moving out of the service region. 12.2% of members reported that they were unsure if they were asked about self-direction. Overall, satisfaction with IDT teams and their communication with members continues to be stable and very good.

### 5. Board Discussion/Action

#### A. Approve Changes to Board Policy Manual and Bylaws Made Throughout 2015.

All changes made to the five sections of the Board Policy Manual (no changes were made in 2015 to the Bylaws) were compiled for discussion and approval at today's meeting. Motion by Rozar; seconded by Bergman, for all changes as provided to be accepted. All voted in favor; Motion carried.

#### B. Annual Pay for Performance Recommendation.

A memo was provided to the Board with an employee incentive compensation proposal for 2016. Motion by Ken Day to accept the memo as presented; seconded by Rozar. All voted in favor; Motion carried.

#### C. Annual CCCW/State Contract Recommendation for 2016 with Possible Action.

Motion by Ken Day; seconded by Henrich, to allow the CCCW CEO to sign the annual contract between CCCW and the State. All voted in favor; Motion carried.

#### D. Proposed Framework and Timeline for Updating the CCCW Strategic Plan.

Historically, CCCW has gone through a strategic planning process every 3 years. This is a very engaged process involving staff, the Board, and other stakeholders in identifying key areas to take on in the next planning period. The goal of the next Strategic Plan is to have it ready for Board adoption by June 2016. Given the nature of the environment, the Strategic Plan will be proposed as a 2-year plan with an annual update to address things that change in 2016 or 2017 as Family Care 2.0 is established. Motion by Day; seconded by Bina, to approve the strategic planning process. All voted in favor; Motion carried.

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6. Motion to go Into Closed Session  
Board Member Rozar read the motion to go into Closed pursuant to Section 19.85(1)(e), Wis. Stats. for the purpose of considering employment, promotion, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, including discussion of performance of administrative employees. Motion seconded by Day. Roll call vote taken; all voted in favor. Motion carried.
7. Return to Open Session.
8. An announcement was made that there was no action taken in Closed Session.
1. Next Meeting Agenda Items
  - A. Monitoring Reports
    - Monthly Income Statement (November and December)
    - Quarterly Balance Sheet
    - Quarterly Member Report
    - Quarterly Business Sustainability Report
    - Quarterly Self-Directed Supports Usage Report
    - Semi-Annual CCCW Strategic Plan Implementation Report
    - Annual Provider Adequacy & Capacity Report
    - Annual Internal Quality Review
  - B. Board Discussion/Action
    - Establish the 2016 Board calendar
    - Confirm/Approve the CEO's organizational and professional development goals for 2016.
2. The next Board meeting will occur on **Wednesday, January 27, 2016, at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403. There will be no December 2015 meeting.**
3. There being no further business, the meeting was adjourned with a Motion from Rozar; seconded by Bergman. All voted in favor; Motion carried.
4. Meeting adjourned at 2:52 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant