



COMMUNITY CARE OF CENTRAL WISCONSIN Board Meeting Minutes: Approved

DATE: Thursday, November 20, 2013
PLACE: CCCW Wausau Location – 1200 Lakeview Drive, Wausau, WI
TIME: 3-5 p.m.
PRESENT: Board Members Ray Bloomer, Jim Clark, Ken Day, Peter DeSantis, Sam Hardin, Jim Jansen, Janis Ribbens, Natasha Rotar, Donna Rozar, and Frank Saal, Jr.
EXCUSED: Peter Hendler
OTHERS PRESENT: Jim Canales, CCCW Chief Executive Officer; Mark Hilliker, CCCW Chief Operations Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Jason Taylor, CCCW Chief Financial Officer; Tara Adam, CCCW Executive Assistant

1. The meeting was called to order at 3:02 p.m. by Board Chair Janis Ribbens.
2. No public comment was made.
3. Motion by Jim Clark; seconded by Jim Jansen, to approve the Minutes dated October 9, 2013. Motion carried.
4. Administrative Updates
 - Expansion. Much time and energy has been spent moving forward with the expansion to the 11 counties in northwest Wisconsin. Meetings have taken place with many stakeholders – including, among others, DHS, the four ADRCs in the new 11 counties, ombudsman staff, members, and providers. CCCW has also filled all open employment positions, hiring 113 former NorthernBridges staff. In addition, 13 meetings were held across the northwest region to talk through the contracting process, how claims are done, ending with individual meetings regarding specific rates. The objective is to have all contracts returned by the first part of December to allow authorizations to get out before January 1, 2014. There will be 8 office locations in the northwest: Ashland, Centuria, Hayward, Ladysmith, Park Falls, Rice Lake, Spooner, and Superior. Work is being done in putting together extensive training and orientation for employees in December.
 - CareDirector IT System. The February 4 “go live” date is still on target. Acceptance testing has begun. CareDirector will go live in the northwest region in March; that area will continue using their existing Midas software until then.
 - DHS Review of CCCW 2014-2016 Business Plan. Feedback provided by the state was very good, with just a few minor items requesting follow-up.

CCCW Board Meeting Minutes – November 20, 2013**5. Monitoring Reports**

- A. Monthly Income Statement (September and October). It is projected that 2013 will end at a breakeven or close-to-breakeven point. This is due to reduced revenues, costs associated with expansion, rising member acuity, and a declining enrollment level.
- B. Quarterly Balance Sheet. With current assets, \$300,000 lies in short-term investments. DHS receivables are at \$0. In August, CCCW received a retrospective rate payment of \$1.1 million for 2012. With long-term assets, \$2.2 million is being maintained to meet the restricted reserve requirements. The solvency fund will continue to grow to \$750,000 by the end of 2014. Liabilities remain consistent with where they were throughout the year. Total equity is approximately \$16.4 million. Finally, CCCW is meeting all solvency requirements for the year.
- C. Quarterly Quality Indicator Report. Enrollments and disenrollments continue to be monitored. Statistics are showing that most of the disenrollments are due to deaths; stagnation in enrollment numbers continues. CCCW is on track for meeting member satisfaction results, with plans to focus more closely on member risk.

6. Board Policy Discussion/Action

- A. CCCW/State of Wisconsin 2014 Contract Recommendation Presentation with Possible Action
CEO Jim Canales recommended that the board approve signing of the 2014 contract between CCCW and the State of Wisconsin in serving both GSR4 and GSR7 areas. Motion by Donna Rozar; seconded by Jim Clark, allowing permission for Jim Canales to sign this contract. All voted in favor; Motion approved.
- B. Annual Incentive “Pay for Performance” Plan Recommendation Presentation with Possible Action
A document was presented to the board including background and plan details on a performance pay plan for 2014 for both CCCW staff and providers. Motion to approve the incentive compensation plan as proposed made by Ken Day; seconded by Frank Saal. All voted in favor; Motion carried.
- C. Proposed Process and Timetable with Possible Action to be used to Proceed with Revising the CCCW Board Structure as a Result of Expansion of Family Care Services into the NorthernBridges MCO Area.
The board discussed the timing of the restructure of their board and the difficulty of seating new members by January 1. A recommendation was made by Board Chair Janis Ribbens to provide the 11 northwest county boards in GSR7 an option to choose five new CCCW board members from their region, and seat them in May 2014 after the April 2014 elections. Motion made from Jim Clark; seconded by Ken Day, to seat the new board members in May 2014. All voted in favor; Motion carried.

CCCW Board Meeting Minutes – November 20, 2013

7. Motion to go Into Closed Session
Donna Rozar read the motion to go into Closed Session pursuant to Section 19.85(1)(c), Wis. Stats., for the purpose of considering compensation of agency employees over which the Board of Directors exercises jurisdiction and Section 19.85(1)(e), Wis. Stats. for the purpose of considering public business which for competitive or bargaining reasons requires a closed session, including discussion of compensation and benefit plans and proposals for agency employees and service areas for agency. Motion seconded by Jim Jansen. Roll call vote taken; all Board Members voted in favor. Motion carried.
8. Return to Open Session.
9. The following announcements were made:
 - The August 2013 Closed Minutes were approved. Motion by Jim Clark; seconded by Ken Day. All voted in favor; Motion carried.
 - Motion made by Ken Day; seconded by Jim Clark, to approve CEO 2014 letter of employment. Roll call vote taken; all voted in favor; Motion carried.
10. Next Meeting Agenda Items
 - Administrative Reports
 - Quarterly CCCW Balance Sheet
 - Monthly CCCW Income Statement
 - Quarterly CCCW Member Report
 - Quarterly Business Sustainability Report
 - Quarterly Self-Directed Supports Usage Report
 - Annual Provider Adequacy & Capacity Report for 2013
 - Annual Grant and Other Resources Acquisition Report
 - Board Actions
 - Reaffirm CCCW outcome (end statement) policies
 - Reaffirm Board Executive Director Relationship policies
 - Reaffirm Executive Director Management Limitation policies
 - Confirm/approve the Executive Director's organizational and professional development goals for the next year
 - Review and approval of CCCW Quality Work Plan
11. The next Board meeting will occur on **Wednesday, January 22, 2014, at 3 p.m. in the CCCW Wausau location, located at 1200 Lakeview Drive, Suite 100, Wausau, WI.**
12. There being no further business, the meeting was adjourned with a Motion from Jim Jansen; seconded by Jim Clark. Motion carried.
13. Meeting adjourned at 5:00 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant