

## COMMUNITY CARE CONNECTIONS OF WISCONSIN

### Board Meeting Minutes: Draft

**DATE:** Wednesday, October 8, 2014  
**PLACE:** CCCW Wausau Office – 1200 Lakeview Drive, Wausau, WI  
**TIME:** 1-3 p.m.  
**PRESENT:** Board Members Ken Day, Peter DeSantis, Sam Hardin, Dee Kittleson, Bob Kopisch, David Markert, Janis Ribbens, Donna Rozar, Dale Schleeter, and Bob Weaver  
**EXCUSED:** All Present  
**OTHERS PRESENT:** Jim Canales, CCCW Chief Executive Officer; Jody Kohl, CCCW Chief Human Resources and Information Officer, Mark Hilliker, CCCW Chief Operating 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 p.m. by Board Chair Janis Ribbens. Chair Ribbens acknowledged receiving several letters from the family of one of CCCW's members, showing their appreciation to all staff of CCCW, but in particular to Community Resource Coordinator Jodi Meinke and Health & Wellness Coordinator Nancy Johnas. CEO Jim Canales stated that he also received a letter from the family and sent them a "thank you" on behalf of the CCCW Board and the organization.
2. No public comment was made.
3. Motion by Sam Hardin, seconded by Dee Kittleson, to approve the Minutes dated September 24, 2014. All voted in favor; Motion carried.
4. Board Updates/Education
  - A. Administrative Updates
    - There are four major activities currently taking place: the 3-year Business Plan, the 2015 budget, the Office of the Commissioner of Insurance (OCI) audit, and the upcoming "go live" date of CareDirector.
  - B. Monitoring Reports
    - Quarterly Member Report. Since the last quarterly report in June, 59 new net members have been added. The net enrollment numbers continue to be higher than projected. It was also stated that there was miscommunication in the two IT systems used in central and northwest Wisconsin, resulting in differences in the reported CBRF and institutional figures. The September figures are accurate. There have been no appeals or grievances and SDS has increased in the northwest by approximately 10%.

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### 5. Board Discussion/Action

#### A. Beginning Process of CEO Exit Interview

The board discussed the process for the CEO exit interview. The exit interview will take place in Open Session at the beginning of the November 19, 2014 Board Meeting (approximately 30-60 minutes in length), and any member of the board is welcome to participate. Questions from the Board will be compiled and submitted to Jim Canales for his response a few weeks before the meeting.

#### B. Review and Reaffirm Section 5 of Board Policy Manual

The fifth section of the Board Policies, Board Process Policies, was discussed for any revisions the Board felt were necessary. Consistency was requested with titles and a change was made regarding the timing of the CEO performance evaluation in Section B.5.5 to reflect the 1<sup>st</sup> day of the 1<sup>st</sup> Quarter. The board questioned if public comment should fall within the agenda with follow-up discussion to take place at the November meeting. Changes in B.10 were made to reflect changes to the per diem amounts.

#### C. 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 – Administration of the MCO

#### D. Approve the 2015 Annual Budget

CFO Jason Taylor presented the annual budget information to the board with a net income in 2015 at \$4,008,203. It is anticipated that CCCW will return to compliance in meeting solvency in the 1<sup>st</sup> Quarter of 2015. An employee and provider incentive is also being planned if a revenue projection of at least \$4.75 million is met.

Motion by Bob Weaver; seconded by David Markert, to approve both the CCCW 3-Year Business Plan and 2015 annual budget, as presented. All voted in favor; Motion carried.

### 6. Next Meeting Agenda Items

- Monitoring Reports
  - Monthly Income Statement (September and October)
  - Quarterly Balance Sheet
  - Quarterly Quality Indicator Report
  - Annual Pay for Performance Recommendation (past and future year)
  - Annual CCCW/State Contract Recommendation for the Next Year

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- Quarterly Business Sustainability Report (from October's meeting)
    - Quarterly Self-Directed Supports Usage Report (from October's meeting)
  - Board Discussion/Action
    - Approval of suggested updates to Board Policy Manual
    - CEO Exit Interview
7. The next Board meeting will occur on **Wednesday, November 19, 2014, at Noon at CCCW's Rice Lake location – 2500C South Main Street, Rice Lake, WI 54868.**
8. There being no further business, the meeting was adjourned with a Motion from Donna Rozar; seconded by David Markert. All voted in favor; Motion carried.
9. Meeting adjourned at 3:03 p.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant