

## COMMUNITY CARE CONNECTIONS OF WISCONSIN

### Board Meeting Minutes: Draft

**DATE:** Wednesday, April 27, 2016

**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 Resource 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 1 p.m. by Board Chair Ribbens.
2. No public comment was given.
3. Motion by Rozar, seconded by Bergman, to approve the Minutes dated March 30, 2016. All voted in favor; Motion carried.
4. Board Listening Session with Stakeholders (moved from agenda item 5A)  
Each year, the CCCW Board arranges a stakeholder listening session on topics of interest to them. This year's speaker, Amy Marcott, Division Coordinator of Community Programs from Portage County Health & Human Services, was in attendance for a discussion on current happenings and challenges taking place within the mental health landscape. Amy ended the conversation with the Board by praising the strong partnering relationship with CCCW.
5. Board Updates/Education
  - A. Administrative Updates
    - DHS has submitted the final Concept Paper for reforms to the Family Care and IRIS programs to the Joint Finance Committee (JFC) for their review and potential approval. JFC action to approve the Concept Paper is necessary prior to a waiver amendment submission to the Centers for Medicare and Medicaid Services (CMS) at the Federal level.
    - Expansion preparation continues for the July 1, 2016 rollout for providing Family Care services in Rock County. There has been significant outreach to providers in Rock County with 200 providers already under contract with CCCW. Interviews with potential staff are underway with a strong applicant pool for Community Resource Coordinators. There is a challenge with receiving applications for Health & Wellness Coordinators as there is a high level of competition for nursing staff in the southern part of the state. With the enrollment transition plan and capitation rate amount received in mid-March, CCCW projects a \$270,000 loss for Rock County in 2016, adjusted from an earlier projection of a \$500,000 loss.

## CCCW Board Meeting Minutes – April 27, 2016

- As of April 1, 2016, CCCW has met its 2016 goal of a 7% minimum of CCCW members receiving Community Supported Living (CSL) supports to assist with living in their own homes.
- MetaStar has finished their annual External Quality Review for CCCW. The review process went well and CCCW achieved an overall rate of 91.2% on the Care Management Review. A full report will be received within the next several weeks.
- CCCW's Wausau office location will move to an "appointment only" model on May 1; Antigo and Merrill offices will transition to the same model on June 1. The Stevens Point and Rice Lake offices will be the only offices with open office business hours as of June 1. Providers, members, and other frequent visitors will be notified in advance of these changes.
- Curtis Cunningham, Deputy Administrator of the Division of Long-Term Care at the Wisconsin Department of Health Services, visited CCCW's Stevens Point location on April 7, and participated in a CCCW member visit as a way to gain a better understanding of Family Care at the IDT and member level.

### B. Monitoring Reports

- Monthly Income Statement. CCCW incurred an expected \$220,000 drop in overall net income in March 2016. Revenue, expenses, and membership projections are on track. Member Support Coordination costs in the 1<sup>st</sup> Quarter 2016 are \$11 Per Member Per Month (PMPM) below projection. Utilization between institutional and residential costs seem to be shifting with institutional costs decreasing and residential costs increasing by a \$5 PMPM variance, providing a net gain of \$440,000.
- Quarterly Balance Sheet. Overall current assets increased by \$60,000 in March 2016. A \$1.4 million increase of cash on hand was due to timing of payments to providers and receivables collected. CCCW continues to hold \$3 million in risk reserve funds and is maintaining the \$750,000 solvency fund. Overall net assets increased by \$750,000. Incurred But Not Reported (IBNR) funds saw a \$640,000 increase, bringing the total equity to \$16.1 million.
- Quarterly Member Reports. Overall membership stands at 5,754 members. The percentage of institutional members, which increased from 2% of total membership to 5% with the expansion to the northwest region of the state, has now decreased to 3%.
- Quarterly Business Sustainability Report. The Business Sustainability Committee meets monthly to work on focus areas. One of the focus areas in the 1<sup>st</sup> Quarter 2016 concentrated on the transition to a new residential rate methodology. Collaborative work was done with providers and, at times, the transition of rates was negotiated with providers which allowed for the least disruptive service to members. Rock County expansion preparation also began. The reporting schedule for the Committee was provided to the Board.

## CCCW Board Meeting Minutes – April 27, 2016

- Quarterly Self-Directed Sustainability Report. A 19-20% membership of CCCW members self-directing one or more of their supports was maintained in the 4<sup>th</sup> Quarter 2015 and provided a \$900,000 savings.
6. Board Discussion/Action
    - A. Discussion of Board Self-Evaluation Questionnaire

An online self-evaluation survey was distributed to the Board prior to the meeting and results were discussed. The survey will be redistributed for any missing comments to be included and further discussion will be planned at the May 2016 meeting.
    - B. Strategic Planning Update

With the anticipated changes of Family Care 2.0, CEO Mark Hilliker recommended placing a hold on any future strategic planning. The Board agreed with delaying the process at this time until more details are known.
  7. Closed Session

Board Member Markert read the motion to go into Closed pursuant to Section 19.85(1)(e), Wis. Stats. for the purpose of discussion of the investment of public funds or conduct of other specified public business which for competitive reasons requires a Closed Session, including discussion regarding business opportunities for Agency under reform Family Care programs and statutory changes. Motion seconded by Bina. Roll call vote taken; all voted in favor. Motion carried.
  8. Return to Open Session.
  9. An announcement was made stating that action taken in Closed Session will not be announced at this time.
  10. Next Meeting Agenda Items
    - A. Monitoring Reports
      - Monthly Income Statement
      - Quarterly Quality Indicator Report
    - B. Board Discussion/Action
      - Review and Approve Annual Audit
      - Discussion of Board Self-Evaluation Questionnaire
      - Strategic Planning Update
  11. The next two Board meetings will occur on Wednesday, May 25 and June 22, 2016 at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403. Videoconferencing will take place at CCCW's Hayward location - 15618 Windrose Lane, Suite 108, Hayward, WI 54843.
  12. There being no further business, the meeting was adjourned with a Motion from Markert. All voted in favor; Motion carried.
  13. Meeting adjourned at 2:50 p.m.

---

**CCCW Board Meeting Minutes – April 27, 2016**

Respectfully submitted by Tara Adam, CCCW Executive Assistant