

Southwest Wisconsin Care Management Coalition (SWCMC)
Meeting Minutes
Teleconference
Date: Friday, December 1, 2006
10:00 A.M.-12:00 P.M.

Present: Crawford County: Sara Ryan, Kathy Leard
Grant County: Jon Angeli, Gayle Antony, Fred Naatz
Green County: Greg Holcomb, Linda Boll, Dave Folks, Julie Sachs
Juneau County: Michael Roraff, Heidi Randall
Iowa County: Judy Lindholm
Lafayette County: Tom MacDonald
Richland County: Randy Jacquet, Teri Buros, Kim Enders, Stacy Hach, Angie Gault, Mary Lou McDonald
Sauk County: Bill Orth, Sue Hebel, Trish Vandre
Unified Services: Neal Blackburn
Area Agency on Aging: None
Independent Living Resources: Jason Beloungy
DHFS: None.

Attachments emailed on 11/28/06: Agenda, 11/16/06 Meeting Minutes, Long Term Care Data Reports Memo, SWCMC 2007 Budget.

Attachments emailed on 11/29/06: SWCMC Project Update.

1. **Check-In and Introductions:** Meeting called to order by Mr. Jacquet at 10:01 P.M.
2. **Approve November 16, 2006 Meeting Minutes (*Attachment*):** The minutes will be changed to reflect the attendance of Gayle Antony & Carlyne Kotchi. Julie Sach's name will be removed, as she was not present. Motion by Bill Orth, seconded by Mr. Roraff to approve 11/16/06 meeting minutes with noted changes. Motion carried.
3. **Review Agenda and Timeframes – “Walk-ons”:** Mr. Folks requested to have time to discuss the topic of having a press representative from each county. This item will be addressed during the Communication Work Group Update. Ms. Buros requested time to discuss three walk-on items. First, an update on Community Care In Action (CCIA), secondly, notification of Wisconsin County Human Services Association (WCHSA) special statewide advisory governance work group meeting & Fall Conference & last, an update on her recent conference call with the State. CCIA & WCHSA will be addressed during the Update on Managed Care Expansion in Wisconsin agenda item and the update of her phone meeting with the State will be discussed at the end of today's meeting.

4. **Update on Managed Care Expansion in Wisconsin:** Ms. Buros reported that WCHSA is hosting a special statewide advisory governance work group meeting on 12/7/06 at 3:30 P.M. at the Holiday Inn Conference Center in Stevens Point. This meeting is the evening before WCHSA's daylong Fall Conference at the same location. Mr. Roraff volunteered to attend this meeting to represent our Coalition.
5. **Review & Approve Project Update:** Ms. Buros authored this report detailing the progress of the SWCMC during the time period of September 1, 2006- November 30, 2006. Ms. Buros requested feedback from all of the Work Group leaders regarding accuracy of the report. All leaders were satisfied. Mr. Orth had emailed Ms. Buros suggesting some sentence structure changes to one section of the report. Ms. Buros will make changes and send out a revised document for all of the SWCMC members. This document will be a tool that can be used to share with stakeholders, advisory boards, and staff members to keep everyone informed of the progress that the SWCMC is making in the expansion effort.
6. **Review Budget to Date & Projections for 2007:** The members reviewed the budget report that was created & explained by Ms. Buros. If all expenses remain steady, there will be a surplus approximately \$18,000 at the end of 2007. The group asked when the current grant of \$100,000 expires. Ms. Buros reported that it would be 9/30/07. The State will ask for a no cost extension from the Federal Government of one additional year (9/30/08) to carry forward any remaining grant dollars. The probability of the extension approval is high. The State has the authority to approve the planning grant extension, but they also have the authority to deny the request if they believe that the Coalition isn't moving forward. Ms. Buros reported that in her recent conference call with the State on 11/29/06, after reporting on the SWCMC's progress, all three State representatives told her that an extension would most likely be approved at that time. Ms. Buros requested a \$50 per month supply budget for the SWCMC staff. A motion by Mr. Orth, seconded by Mr. Roraff to approve a \$50 per month supply budget for the SWCMC staff. A roll call vote was completed. Motion carried.
7. **Discuss Website & Phone Conference Access:** Discussion was held regarding the removal of the phone number and pass code information from the SWCMC teleconference meeting Agendas. The SWCMC has a restricted number of phone lines available for each teleconference. Since the Agendas are now posted on the new SWCMC website (www.swcmc.org), this information will no longer be made available. If a stakeholder is interested in attending a phone conference, the website instructs them to contact Mary Lou McDonald and she will direct them to a location where they can participate in the phone call with SWCMC members at their local site.

8. **Citizen's Comments:** Mr. Beloungy reported that he appreciates the new SWCMC website. He believes it is a great way to include others in the expansion process.

9. **Work Group Update:**
 - a) **ADRC Work Group:** Mr. Naatz reported that this group would meet on December 21st in the Spring Green Library.
 - b) **Communication Work Group:** Mr. Folks reported that this work group had a teleconference on November 29th. The group worked on the Communication Plan Checklist. They discussed the future role of this work group. This group would like each county to assign a press representative and the Coalition, as a whole, needs to identify a press person. Discussion was held regarding this issue and Ms. Buros, the SWCMC Project Manager, was identified as the press representative for the SWCMC. Ms. Buros will handle all logistical questions and will direct any political questions to the appropriate county Director or assigned county press designee. Each county will identify whom they wish to designate as their press person at the next SWCMC meeting. *This item will be put on the agenda for the next in-person meeting on December 21, 2006.* Ms. Buros announced the resignation of Ms. Angie Gault, Richland County Health & Human Services CMO Quality Coordinator, effective the end of 2006. Ms. Gault has been an active & valued member of this work group and Coalition.
 - c) **Data Analysis Work Group:** Ms. Hach reported that she received the query catalog program from the programmer on November 27th. She is planning to send out the HSRS data in Excel format to all of the Data Analysis work group members by this afternoon. This work group's next meeting is on January 30th, 2007.
 - d) **Governance Work Group:** Mr. Orth reported that this group is having a teleconference today with Mr. Jim Canales of Community Care of Central Wisconsin, the Coalition of Portage, Marathon & Wood Counties. Mr. Canales, Director of Community Care of Portage County, will be discussing the governance model that was selected by their Coalition. The next in-person meeting for this work group will be on December 21st. Mr. Craig Thompson & Mr. Andy Phillips, of WCA, are invited guests to discuss governance models. The ADRC Co-Chairs are also invited to this meeting, for lunch, to discuss ADRC models. Ms. Buros & Mr. Jacquet reported that they created a pros & cons list of 15 governance models, which they will send out to this work group by next week. The member's changed the time of their meeting on December 21st from 11:00 to 10:00 to discuss the models.

10. **Upcoming Meetings:**
- a) **ADRC Work Group:** Dec. 21, 9-12:00, Spring Green Library
 - b) **Communications Work Group:** To be scheduled at the next in-person meeting
 - c) **Data Analysis Work Group:** Jan. 30, 1-4:00, RCHHS, Richland Center
 - d) **Governance Work Group:** Dec. 21, 10-1:00, The Shed, Spring Green
 - e) **SWCMC In-Person Meeting:** Dec. 21, 1-3:30, Spring Green Library
11. **Announcements:** Ms. Buros reported that on November 29th, she had a conference call with the State to update them on the status of the SWCMC. This call was in lieu of a written quarterly report. The State reported that the Joint Finance Committee would be meeting in December to discuss planning funds for the Long-Term Care Planning Grantees. The State will contact Ms. Buros after the Committee meets to discuss when the money will be released. The likelihood of the Coalition to receive additional planning funds is high.
- Ms. Buros also reported the State Staff is reminding all Coalitions that a specific State requirement for the Request of Proposals (RFP) to Contract as a Managed Care Organization is to document communications activities. The SWCMC must provide evidence that consumer, advocates, service providers, aging and disability resource centers and other county human/social services agencies (Stakeholders) have been involved in the development of the proposal. Plans for future efforts to involve stakeholders must also be provided. Ms. Buros referenced the RFP language in both the ADRC and MCO documents. These are available on the DHFS website, and Ms. Buros agreed to send them out to the Coalition partners as soon as possible.
12. **Adjourn:** Motion to adjourn at 11:17 A.M. by Mr. Jacquet, seconded by Mr. Orth. Motion carried.

Respectfully submitted,

Mary Lou McDonald
Administrative Assistant, SWCMC