

**Southwest Wisconsin Care Management Coalition (SWCMC)
Meeting Minutes**

In-Person Conference

**Location: Spring Green Public Library
230 E. Monroe St.**

**Date: Thursday, August 16, 2007
1:00 – 3:30 P.M.**

Present: Crawford County: Sara Ryan, Kathy Leard
Grant County: Fred Naatz, Gayle Mason
Green County: Greg Holcomb, Dave Folks, Julie Sachs, Linda Boll
Juneau County: Michael Roraff, Heidi Randall
Iowa County: Judy Lindholm
Lafayette County: Tom MacDonald, Carol Benson
Richland County: Randy Jacquet, Teri Buros, Patrick Metz
Joan Hansen, Stacy Hach, Mary Lou McDonald
Sauk County: Bill Orth, Sue Hebel
Unified Services: Neal Blackburn
Area Agency on Aging:
Independent Living Resources: Jason Beloungy
DHFS: John Jolley (Pathways to Independence)
Guests: Jim Olson, Peter Esser, Mary Lou Bausch

Attachments emailed 8/13/07: Agenda, 8/3/07 SWCMC Draft Meeting Minutes,
Values/Guiding Principles Document,

Handouts distributed at the meeting: Draft CMO Work Plan Budget
Request

1. **Check-In and Introductions:** Meeting called to order by Randy Jacquet at 1:02 P.M. Guests attending the meeting were welcomed.
2. **Approve Meeting Minutes (Attachment):** Motion by Greg Holcomb seconded by Bill Orth to approve 8/3/07 meeting minutes. Motion carried.
3. **Review Agenda and Timeframes – “Walk-ons”:** Agenda and timeframes were reviewed.
4. **Update on Managed Care in Wisconsin:**
 - DHFS will be posting which Coalitions/private entities were awarded contracts for MCOs.
5. **Approve Funding Request to State for Economic Support:** Teri Buros reported that she is gathering information from other Coalitions regarding Economic Support funding. Teri had also requested and received Economic Support information from the SWCMC Directors. The funding request to the State will be brought to the SWCMC for approval after all of the data is collected.

6. **Draft CMO Work Plan Budget (Handout):** The members reviewed the draft comprehensive start-up budget handout prepared by Teri with information compiled by the ad hoc budget planing work group. The draft budget was completed after two conference calls with the ad hoc members including: Joan Hansen, Lynn Horkan, Sara Ryan, Stacy Hach, Sue Hebel, Tom MacDonald and Teri.

Area of Planning: **Governance**

- The members reviewed an organizational chart and briefly discussed the relationship between the CMO Director and the Project Manager. The Director would be responsible for the operations of the counties that are receiving a capitation rate while the Project Manager would be responsible for the overall planning and development work in each of the counties *prior* to implementation.

Area of Planning: **Technology/Business Functions**

- Lynn Horkan will calculate potential IT function costs in order to complete this section of the budget request. Numbers have not been entered in the budget request work sheet regarding these costs.
- The members discussed the future need for video conferencing equipment since the SWCMC covers a significant geographic area and travel is cost prohibitive and inefficient. Some of the SWCMC counties do have this equipment, but others do not. This item was included in the budget.
- Patrick Metz, Business Manager for Richland County Health and Human Services (RCHHS), will remain with RCHHS. Stacy Hach, RCHHS CMO Financial Reporting/Systems Supervisor, will become either the Business Supervisor or the IT Supervisor for the new CMO. The costs of these positions would be split evenly between operations and development.
- Accounting Specialist(s): The recommendation from the Richland CMO staff is that there be one FTE accounting specialist to manage claims for every 300 members; one FTE to manage revenue for every 500 members; and one FTE to manage service authorizations for every 500 members.

Area of Planning: **Care Management & Quality**

- Care Manager/Quality Project Coordinator: This position is a full-time position which will support the Care Management & Quality work group.
- Best Practice Lead: This position will require a Master's level RN degree.

The Governance work group has scheduled a conference call for August 28 to further discuss the budget before sending it to the State. Teri requested that each member review the budget and have the Business people in each county look at it and let her know if there are any additions or recommendations. **Motion by Bill**

and seconded by Sara Ryan to approve the submission of the CMO work plan budget to the State by August 31, 2007. Motion carried.

7. **Implications to the ADRC Work plan if the CMO Resolution to County Boards is postponed to November:** Bill reported that with new information provided at today's Governance meeting, the CMO resolutions may not go to the county boards until December 2007 or January 2008. The ultimate resolution must state that the SWCMC will form a new entity. The CMO resolution goes beyond the commitment to plan so the language must be more specific. County boards need to be educated regarding the details of the resolution required by the State which will take more time.
The ADRC work group will go to county boards with their resolutions in October, as planned, and will bring the ADRC resolution for approval to the next in-person SWCMC meeting.
The approval of the ADRC resolution to county boards will be included as an agenda item on the next in-person SWCMC meeting on September 20, 2007.
8. **Efforts to contact Legislators:** Randy received an email from Judith Frye asking if our Coalition has contacted legislators encouraging them to keep Family Care in the State budget. Mike Roraff reported that Rep. Sheryl Albers, 50th Assembly District, spoke favorably of Family Care. Judy Lindholm reported that Rep. Steve Hilgenberg, 51st Assembly District, came to her office and also spoke favorably of Family Care. Randy asked if the SWCMC should contact legislators and go on record requesting their support of Family Care. Neal Blackburn stated that county boards may not approve of Directors contacting legislators to support Family Care. It was decided that the SWCMC will not send a formal letter although; SWCMC members may contact their legislators individually.
9. **Discussion of Values Statement for Operations (Attachment):** This item was tabled for today's meeting. The values statement needs to be discussed in the Governance work group prior to the SWCMC meeting, but they did not have time to discuss it at their meeting this morning.
10. **County Updates on Communication Plan Activities (Please visit the SWCMC for forum details: www.swcmc.org):**
Green: A letter of support for the ADRCs' intent to apply for funding as a regional ADRC went out to all agencies.
Iowa: Judy Lindholm reported that they continue to hold monthly ADRC meetings.
Lafayette: Carol Benson reported that they have informed local committees regarding the continued support to plan with the SWCMC. The letter of support for ADRCs intent to apply for funding as a regional ADRC is on the Lafayette County Board agenda on Monday, August 20 and also on the County Planning Committee meeting agenda on Tuesday, August 21.
Richland: Randy reported that over 30 legislative aids from Washington D.C. arrived in Richland Center on August 9 to learn more about Family Care. Teri,

Randy, Linda Symons, Kim Enders, aging specialists, disability specialists, nurses, social workers, a doctor and Family Care members were presenters for this meeting.

11. **Citizen Comments:** None
12. **Comments from the SWCMC Website:** None.
13. **Work Group Update:**
 - a. **ADRC Work Group:** Fred Naatz reported that the ADRC work group will meet again on Wednesday, August 22, 2007.
 - b. **Communication Work Group:** Currently using Basecamp to communicate.
 - c. **Data Analysis Work Group:** Stacy reported that the State will be sending her a disk with the functional screen data very soon. Stacy has received the card services data from the State. Tom MacDonald reported that Lafayette County information is missing from the State's July-December 2006 data.
 - d. **Governance Work Group:**
Bill reported that the members today reviewed the start-up budget, which was also discussed at this meeting. The group also discussed the CMO resolution and decided to go to county boards in December or January due to the reasons mentioned in agenda item #7.
14. **Upcoming Meetings:**
 - a. **ADRC Work Group:** Wed. August 22, Thurs., September 6 & Tues., September 25, 9:30 – 3:30, Iowa County Courthouse, Dodgeville
 - b. **Communications Work Group:** Basecamp
 - c. **Data Analysis Work Group:** To be determined
 - d. **Governance Work Group:** Tues., August 28, 2:30-4:00, Teleconference and Thurs., September 20, 10-1:00, The Shed, Spring Green
 - e. **SWCMC In-Person Meeting:** Thursday, September 20, 1-3:30, Spring Green Library
 - f. **SWCMC Teleconference:** Friday, September 7, 10-12:00
15. **Adjourn:** Motion to adjourn at 2:19 P.M. by Bill seconded by Tom.

Respectfully submitted,

Mary Lou McDonald
Administrative Assistant, SWCMC