

Southwest Wisconsin Care Management Coalition (SWCMC)

Meeting Minutes

In-Person Conference

Location: Spring Green Public Library

230 E. Monroe St.

Date: Thursday, July 19, 2007

1:00 – 3:30 P.M.

Present: Crawford County: Sara Ryan, Kathy Leard
Grant County: Fred Naatz, Gayle Mason, Nancy Scott
Green County: Greg Holcomb, Dave Folks, Julie Sachs, Linda Boll
Juneau County: Michael Roraff
Iowa County: Darin Smith
Lafayette County: Tom MacDonald, Carol Benson
Richland County: Randy Jacquet, Teri Buros, Kim Enders, Linda Symons,
Joan Hansen, Stacy Hach, Mary Lou McDonald
Sauk County: Sue Hebel, Trish Vandre
Unified Services: Neal Blackburn
Area Agency on Aging:
Independent Living Resources:
DHFS:
Guests: Tom Schroeder, Mary Heiden, Dave Fritz, Dan Dahlgren

Attachments emailed 7/16/07: Agenda, July 6, 2007 SWCMC Draft Meeting Minutes, Assembly Budget Proposal, Wellcare Proposal, ES Draft Language, Value Document, Year-to-Date Coalition Budget Expenditures, Guidelines for County Board Involvement

Handouts distributed at the meeting: Communication Between Work Groups and Managed Care Planning Team, Draft Care Management & Quality Work Group Charter, Care Management & Quality Questions/Issues, Draft Business Functions & IT Work Group Charter, Business & It Questions/Issues

1. **Check-In and Introductions:** Meeting called to order by Randy Jacquet at 1:05 P.M. Dave Fritz and Dan Dahlgren from Grant County Center on Aging Board were welcomed to the meeting. Randy announced that Jon Angeli, Director of Social Services in Grant County will be retiring in September. Fred Naatz and Nancy Scott will be handling the Coalition duties until there is a permanent replacement for Jon. Attendance was noted.
2. **Approve Meeting Minutes (Attachment):** Motion by Trish Vandre seconded by Mike Roraff to approve 07/06/07 meeting minutes. Motion carried.

3. **Review Agenda and Timeframes – “Walk-ons”:** Agenda and timeframes were reviewed. Teri requested that agenda item #9 be tabled for today’s meeting. The request was approved because the Governance work group had not yet reviewed the document.
4. **Update on Managed Care in Wisconsin:**
 - Assembly Budget Proposal (*Attachment*): The members reviewed and discussed the budget proposal which calls for the elimination of expansion monies for Family Care. The members believe that there is bipartisan support of Family Care and this proposal will not pass. No official communiqué will be written from the SWCMC to encourage continued funding for Family Care, but each county may do so individually.
 - Wellcare Proposal (*Attachment*): Wellcare Health Plans, Inc., a for profit national Managed Care Organization, emailed several Wisconsin ADRCs (including Richland) notifying them that Wellcare has submitted its response to the recent RFP for managed long-term care services in selected areas of Wisconsin. Richland will respond to the email which was received on July 13, 2007.
 - Teri Buros reported that she recently met with Monica Deignan and Judith Frye. Judith reported that she will support the SWCMC start-up costs at some level. Teri will collect preliminary costs for the CMO to submit a proposal to the State by the end of August.
5. **Approve Funding Request to State for Economic Support (*Attachment*):** The members reviewed the document that Teri drafted requesting funding for Economic Support from the State. It was determined that it would be beneficial to include dollar amounts and number of staff needed in the request. Teri will revise the letter with the intention to send it out next month. ***This item will be included on the next SWCMC in-person agenda on Thursday, August 16, 2007.***
6. **Approve Guidelines for County Board Involvement (*Attachment*):** This item was tabled as the incorrect Guidelines document was sent to the Coalition members. ***This item will be included on the next SWCMC Teleconference agenda on Friday, August 3, 2007.***
7. **Review Year-to-Date Expenses for Coalition Planning (*Attachment*):** The members reviewed and briefly discussed the document prepared by Teri.
8. **Review role of Coalition: ADRC & CMO Moving Forward (*Handouts*):** A set of documents, prepared by Teri, were reviewed at this meeting.
 - The members reviewed the document, “Communication between Work Groups and Managed Care Planning Team.” Dave Folks mentioned that the Communications Work Group may disband as new work groups are created. The communications toolkit, completed several months ago, was the primary

focus of this work group and all new work groups should include stakeholder education in their charters and work plans.

- ADRC and CMO development will run parallel to each other.
- What will the best method of communication be between the Coalition members? As ADRC and CMO begin implementation in earnest will the content and structure of our two times/month meetings need to change? This won't happen right now, but will need to be reviewed in the next four to six months.
- Will the ADRC and the CMO share IT resources?
- The members reviewed the document, "Care Management and Quality Work Group Charter." The Care Management and Quality Work Group will need to begin meeting in the next month or two.
- The members reviewed the document, "Business Functions & IT Work Group Charter." It is a priority to hire an IT Consultant in the very near future. Managed Care functions for the Coalition need to be linked. A web-based system may work well. There needs to be a link between Clinical and the Business Systems. DHFS has engaged the Management Group (TMG), Virchow Krause and an oversight committee made up of representatives from the Department, La Crosse County/West Central Consortium and GHC-Eau Claire to create a functional business infrastructure and information technology systems framework for the multi-county, regional Family Care MCOs - Family Care Business Infrastructure and Systems Project.

9. **Discussion of Values Statement for Operations (Attachment):** This item was tabled for today's meeting.

10. **County Updates on Communication Plan Activities (Please visit the SWCMC for forum details: www.swcmc.org):**

Crawford: No recent activity.

Grant: Gayle reported that the Grant County Center on Aging (COA) Board met this past Tuesday. They are still brainstorming some different options for Grant County COA as it relates to participating with the regional ADRC work group's plan of a two four-county ADRC model. This board will meet again on August 7 and will have more information at the next SWCMC in-person meeting on August 16.

Green: Greg reported that he recently met with the Green County Human Services Board to inform them of the ADRCs intent to apply for funding as a regional ADRC.

Iowa: No recent activity.

Juneau: Mike Roraff reported that he met with the Juneau County Board on Tuesday of this week and informed them of the ADRCs intent to apply for funding as a regional ADRC.

Lafayette: Tom MacDonald reported that Lafayette County hosted four forums in July. Two forums were held in Argyle on July 10 with two attendees at each meeting. On July 11 a forum was held in Benton with one attendee and also in Darlington with 15-20 in attendance which included: providers, county board

members, and family members. Tom and Jason Beloungy, Independent Living Resources (ILR), facilitated at all of the forums. The focus of the forums was primarily ADRC development.

Richland: Randy reported that he has gone before the Richland County Health and Human Services Board to inform them of the ADRCs intent to apply for funding as a regional ADRC.

Sauk: Sue Hebel and Trish Vandre reported that the Sauk County Board chartered the Continuum of Care Planning Committee to work with the Sauk County Commission on Aging to develop the ADRC at the regional level. They questioned the number of boards that are involved at a local level and how they all fit at the regional level. They also questioned the roles of the boards; are they advisory or decision making boards? Some of the boards include citizens but there needs to be a better representation of the target groups. Many of the same people are on the different boards, which could be a conflict of interest in some cases.

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 met on July 12. The work group established the following four minimum expectations for all counties participating in the SWCMC:

- Participation in the development of and adherence to common policies and procedures related to ADRC operation.
- Willingness to commit financial resources to help operate the regional ADRC
- Participation on the governance board
- A commitment to shared values

All counties will be expected to include reference to these expectations in their county board resolutions supporting an application to the state for ADRC creation.

In order to meet its deadline of submitting applications to the State by December 2007, the work group has decided to respectfully request that Grant County:

- Clarify its intentions relative to participation in the two region four-county ADRC model proposed by the SWCMC
- Speak with one voice relative to the decision
- If the decision is to participate in the regional model, commit to the minimum expectations described in bullet #1
- Complete deliberations related to this request and respond no later than August 17 regarding their intentions.

The work group also prepared draft language for all members to use in obtaining support from local stakeholder groups regarding the “Intent to

Apply for an ADRC”. Members are expected to bring documentation of the groups they have obtained support from to the August 22 meeting.

- The work group worked on Marketing and Public Education language for inclusion in the ADRC.
 - Each county has agreed to form a local Access Plan Team.
- b. **Communication Work Group:** Currently using Basecamp to communicate. This work group is discussing the possibility of disbanding with plans for communication included in every new work group charter.
 - c. **Data Analysis Work Group:** Stacy reported that the in-person meeting scheduled for next week will be changed to a teleconference as the State has not returned the data that is needed for this meeting.
 - d. **Governance Work Group:**
 - Randy reported that this work group reviewed the CMO work plan that Teri had prepared. (A portion of the plan was reviewed at this meeting). This work plan will involve a great commitment of time and resources.
 - The group discussed the timing of going to county boards with resolutions. They would like to have the CMO and the ADRC go in unison. The governance will be having a teleconference on July 31 to further discuss this issue.
 - Jon will be retiring in September. As mentioned before, Fred and Nancy will be handling the Coalition duties until there is a permanent replacement for Jon.

14. **Upcoming Meetings:**

- a. **ADRC Work Group:** Thurs. August 2 and Wed. August 22, 9:30 – 3:30, Dodger Bowl, Dodgeville
- b. **Communications Work Group:** Basecamp
- c. **Data Analysis Work Group:** Thursday, July 26, 1-2:00, Teleconference
- d. **Governance Work Group:** Tues., July 31, 1-2:00, Teleconference and Thurs., August 16, 10-1:00, The Shed, Spring Green
- e. **SWCMC Teleconference:** Friday, August 3, 10-12:00
- f. **SWCMC In-Person Meeting:** Thurs, August 16, 1-3:30, Spring Green Library

15. **Adjourn:** Motion to adjourn at 2:45 P.M. by Tom seconded by Mike.

Respectfully submitted,

Mary Lou McDonald
Administrative Assistant, SWCMC