

**Southwest Wisconsin Care Management Coalition (SWCMC)**  
**Meeting Minutes**  
**Teleconference**  
**Date: Friday, October 5, 2007**  
**Time: 10:00- 12:00**

**Present:** Crawford County: Sara Ryan, Kathy Leard  
Grant County: Nancy Scott, Ruth Rotramel, Fred Naatz, Jeff Kindrai  
Green County: Greg Holcomb, Dave Folks, Linda Boll, Julie Sachs  
Juneau County: Mike Roraff, Heidi Randall  
Iowa County: Darin Smith, Judy Lindholm  
Lafayette County: Tom MacDonald, Carol Benson  
Richland County: Randy Jacquet, Teri Buros, Linda Symons, Stacy Hach, Joan Hansen, Kim Enders, Mary Lou McDonald  
Sauk County: Bill Orth, Lynn Horkan, Sue Hebel  
Unified Services: Neal Blackburn  
Area Agency on Aging:  
Independent Living Resources:  
DHFS:

**Guests:** Clinton Orton, Grant Co. COA

**Attachments emailed 10/2/07:** Agenda, 9/20/07 Draft SWCMC Minutes, LTC Governance Options Forum Flyer, Draft ADRC Resolution, Seven Job Descriptions, SWCMC Contact List (Updated)

1. **Check-In and Introductions:** Meeting called to order by Randy Jacquet at 10:01 A.M. Attendance was noted.
2. **Approve September 20, 2007 Meeting Minutes (Attachment):** Motion by Bill Orth seconded by Mike Roraff to approve the 9/20/07 meeting minutes. Motion carried.
3. **Review Agenda and Timeframes – “Walk-ons”:** Teri requested to have the Care Management and Quality Charter updated to include three more activities. This request will be included at the end of the meeting during item #14. *MCO Items.*
4. **Update on Financial Assistance from the State:** Teri reported that she has not yet received any official response from the State regarding the SWCMC budget request. The request was submitted on September 19, 2007. The main issue at this time is the non-passage of the State biennial budget. DHFS may send a letter approving the SWCMC budget request pending the approval of the State budget.

5. **Update on Managed Care in Wisconsin:**
  - Bill reported that Judith Frye was a guest speaker at the recent WCHSA meeting. Judith reported that much is up in the air right now due to the State budget not being passed.
  - Bill asked Judith if the CMOs can pre-enroll everyone who is currently an existing waiver client and she reported that they cannot, but left the door open for discussion. Kim Enders reported that she spoke to Janice Smith and Donna McDowell, and the ADRCs are planning to pre-enroll waiver clients six month prior to start-up in each county and they seemed fine with that. The members discussed that it will be critical for Sauk County, who is planning to start up in October 2008, to have members pre-enrolled. DHFS will be reviewing the pre-enrollment issue in the next month or two.
  - Neal Blackburn reported that at a recent DD Coordinators meeting Kathleen Luedtke reported that Family Care *may* eliminate waiting lists, not *will* eliminate waiting lists. The members would like clarification regarding this comment from Ms. Luedtke. Teri agreed to follow-up.
  - Teri reported on the recent email from Secretary Kevin Hayden regarding DHFS providing an extra \$34,000 to Adult Protective Services. Randy reported that the extra money is not being offered to the original Family Care pilot counties.
  - Mary Lou McDonald asked the members to review the SWCMC contact list that was sent out as an attachment for this meeting. Any changes or additions should be sent to Mary Lou and an up-to-date contact list will be sent out to the members.
  
6. **Approve ADRC Resolution to County Boards (*Attachment*):** Kathy Leard had drafted the ADRC resolution that can be tailored to each county's use. The members questioned the sentence in the 4<sup>th</sup> paragraph regarding the \$2 million plus annual State funding for the SWCMC counties. Each county can decide whether to leave this sentence in when they send the resolution to their county board. Each county should send their resolution to Mary Lou who will, in turn, send it out to all SWCMC members.
  
7. **ADRC Updates as a Standing Agenda Item?:**
  - Kim Enders reported that the ADRC work group had been informed that the Directors wanted more information from the ADRC work group to keep up-to-date on their activities. The work group felt that this could be remedied by having a more formal ADRC work group update on the in-person agendas. After a brief discussion, all of the directors reported that they are comfortable with the information they have been receiving from the work group and the report that they give during *Work Group Updates* on each agenda is sufficient at this time.
  - Teri asked the members how the Coalition meetings should be structured. If the CMO and the ADRC members should continue to meet and whether the

meetings need to be face-to-face. *The topic of future SWCMC meetings will be included as an agenda item on the next in-person SWCMC meeting on October 18, 2007.*

8. **Update on Long-Term Care Governance Options Forum (Attachment):**  
Randy reported that a letter was sent to all county board chairs within the SWCMC inviting them and others to the Long-Term Care Governance Options Forum to be held on Monday, October 29, from 10:30-3 at the White House Ramada Inn in Richland Center. RSVPs are due to Mary Lou by Wednesday, October 17. Dean Dietrich, Esq. & Andy Phillips, Esq., have been invited to present the two governance options that are being considered; 66.0301 and LTCD. *The agenda for this forum will be presented at the next SWCMC in-person meeting on Thursday, October 18, 2007*
9. **County Updates on Communication Activities:** None.
10. **Citizen Comments:** None.
11. **Work Group Update:**
  - a. **ADRC Work Group:**
    - Fred Naatz reported that at the last meeting several sections were finalized for the ADRC application. Fred Naatz and Linda Symons will present for the ADRC work group at the Long-Term Care Governance Options Forum on the 29<sup>th</sup>. A handout for this forum was also finalized at this meeting. The timeline for the ADRC application is still set for December 2007. The group has been discussing that there may not be enough money to go ahead with the two-region four-county model that they have been planning for. Linda Boll, Linda Symons, Patrick Metz and Julie Sachs from the SWCMC ADRC work group will be meeting with Janice Smith and Julie Schroeder on October 18 to discuss the budget and will give a report at the SWCMC meeting in the afternoon. *This item will be put on the next in-person SWCMC agenda on October 18, 2007.*
  - b. **Care Management& Quality Work Group:** Dave Folks reported that this work group met on September 27. The group developed ground rules, reviewed statistical information from each county, listened to a presentation by Joan Hansen regarding quality and how it relates to care management, and began defining activities for the work group. This work group would like to add three activities to their Charter that will be discussed later in this meeting.
  - c. **Data Analysis Work Group:** Stacy reported that on Monday she had received a definition from the State regarding the data they had sent and then on Thursday she was told that the State had sent the wrong data.
  - d. **Governance Work Group:** Have not met since last meeting.

12. **Upcoming Meetings:**
- a. **ADRC Work Group:** Friday, October 12 & Wednesday, October 24 (Meeting with ESS), 9:30 – 3:30, Dodger Bowl, Dodgeville
  - b. **Care Management & Quality Work Group:** Wednesday, October 10 & 31, 9:30-3:30 Dodger Bowl, Dodgeville
  - c. **Governance Work Group:** Thurs., October 18, 10-1:00, The Shed, Spring Green
  - d. **SWCMC In-Person Meeting:** Thurs, October 18, 1-3:30, Spring Green Library
  - e. **SWCMC Teleconference:** Friday, November 2, 10-12:00

13. **Agenda Items for Next Meeting:**
- Update on October 18, ADRC budget meeting.
  - Update on approval of SWCMC project positions.
  - Discuss future SWCMC relationships. How do we best use people's time in regard to CMO & ADRC development?
  - What is the future of the face-to-face Coalition meetings?

14. **MCO Items:** (14.c was moved to 14a.)
- a. **Additions to Care Management & Quality Work Group (CM&Q) Charter Activities:** Teri reported that this work group would like to add three activities to the Charter:
    - 1. Protective placement & Guardianship
    - 2. Representative Payees
    - 3. Identify all people not on waivers for pre-enrollment planning. For example: SHC, AFCSP, MA Care Management, Community Aids. (This item also impacts ADRC planning. Teri will amend the charter to include language to indicate this issue will impact ADRC access planning.)

Motion by Bill Orth, seconded by Sara Ryan to add three activities to the Care Management & Quality Work Group Charter. Motion approved.

- b. **Review and Approve Draft Job Descriptions (*Attachments*):**
  - i. Confidential Administrative Assistant: Position would begin January 1, 2008.
  - ii. Clerical Assistant II: Position would begin April 1, 2008.
  - iii. Care Management & Quality Project Coordinator: Position would begin in November of this year or as soon as possible depending on funding. Changes made to this position description involved defining the relationship between this position and the CMO. This position will require quality and CM experience.
  - iv. Financial Supervisor: This position was created by splitting Stacy Hach's current job in two. The other position is the Management

Information Systems (MIS) Supervisor. Stacy would fill the Financial Supervisor position as soon as possible.

- v. Management Information Systems (MIS) Supervisor: It was decided to change the title of this position to: Business Systems Supervisor
- vi. Provider Network Developer: Position would begin January 1, 2008.
- vii. SWCMC Project Manager: Teri's position. Teri will devote 70% of her time between December 1, 2007-June 2008 to project management for the Coalition. She will devote 30% of her time to the Richland County CMO. Once a Director for the CMO is hired, the Project Manager will become 100% Coalition for project management activities until all partnering counties are operational as a regional MCO.

All of these positions are development positions, not operational positions. All but the Financial Supervisor and Project Manager positions will be opened as brand new positions in Richland County. All of these positions will need Richland County Health and Human Services Board approval, Personnel Committee approval and Richland County Board approval. The timelines for these positions may have to be changed if the State budget isn't passed. Bill Orth reported that Family Partnership changed their start-up date from January to March 2008 or possibly mid-year due to the State budget.

Motion by Mike Roraff, seconded by Bill to approved the SWCMC job descriptions. Motion carried.

- c. **Next Steps:** The request for SWCMC project staff positions will be taken to the Richland County Health and Human Services board meeting for approval on October 11, Personnel Committee approval and then the Richland County Board on October 30. If the positions are not approved, a contingency plan will need to be put in place. *Preparation for a contingency plan will be put on the next Governance work group agenda on Thursday, October 18.*

- 15. **Adjourn:** Motion by Neal seconded by Sara to adjourn the meeting at 11:47. Motion carried.

Respectfully submitted,

Mary Lou McDonald  
Administrative Assistant, SWCMC