

Southwest Wisconsin Care Management Coalition (SWCMC)
Meeting Minutes
Teleconference
Date: Thursday, April 17, 2008
1:00 – 3:00 PM

Present: Crawford County: Sara Ryan, Kathy Leard, Kelly Hefel
Grant County: Fred Naatz
Green County: Linda Boll, Greg Holcomb, Julie Sachs, Lisa Peterson
Juneau County: Steve Ruff, Heidi Randall
Iowa County: Judy Lindholm
Lafayette County: Tom McDonald
Sauk County: Sue Hebel
SWCMC: Teri Buros, Joan Hansen, Randy Jacquet, Stacy Hach, Tammy Garrelts, Sarah Brehm, Susan Fruit
Unified Services: Neal Blackburn
Area Agency on Aging:
Independent Living Resources:
DHFS: John O'Keefe
Other: Tom Schrader - - Hodan Center and Kathy Knoble-Iverson

Attachments emailed: Agenda for April 17, 2008 meeting; March 20, 2008 SWCMC Draft Meeting Minutes; SWCMC – What is the role of the Coalition.doc.; SWCMC Contact Lists.

1. **Check-In and Introduction:** Meeting called to order by Randy Jacquet at 1:04 p.m. Randy Jacquet introduced Susan Fruit.
2. **Approve Meeting Minutes:** Corrections noted by Sarah Brehm of March 20, 2008 minutes:
 - Page 3, item 14. Chris Willey's name misspelled should be Kris not Chris.
 - Page 4, item 15b - - Tools for outcomes the word PEO(NIES) the () around the word need to be dropped, should reflect as PEONIES.
Motion to approve corrected minutes by Greg Holcomb second by Tom McDonald. Motion carried.
3. **Review Agenda:** Teri Buros requested to move agenda items 7, 8, and 9 to top of agenda to allow Sarah Brehm to leave after discussion of these items. No opposition to this request.
7. **Future Role of Coalition:** Teri Buros asked counties if they have any comment on the future role of the coalition. Heidi Randall wants things to continue, possibly change meetings. Maybe the change could reflect quarterly face-to-face meetings. Bill Orth agrees with Heidi Randall's comment on face-to-face quarterly meetings. Steve Ruff

states Directors still have influence, but questions if they will have authority when the Long Term Care District is created. Sara Ryan agrees that we will still need to meet on quarterly face-to-face basis. Judy Lindholm feels the Coalition will still play an advisory role. Linda Boll doesn't feel that meeting quarterly adequately defines the purpose of the group.

Teri Buros commented on Care Management and Quality Work Group. She questioned what happens to this group and stated that it is critical that there be ongoing communication. Linda Boll agrees that the Care Management and Quality Work Group need to continue meeting. Randy Jacquet commented on evaluating meetings month to month.

Teri Buros commented on the term "coalition" by stating that this work is really a planning term. Going forward do we continue to use term "coalition"? Do we keep website up? Does the district create a separate interactive website? Do we still maintain the coalition website? These are all questions that we are going to need to address. Group feels that coalition website will ultimately go away. Sarah Brehm suggested placing historical items on new website in order to archive what the coalition was. Stacy Hach commented on workgroups doing the work and this group provide information on what's happening. Teri Buros doesn't think we're quite ready for quarterly meetings yet.

Next meeting face-to-face is scheduled for May 15, 2008 at Spring Green. Teleconference will be scheduled in June. We are not getting rid of Basecamp. Sarah Brehm comments that the cost of Basecamp is only \$25 per month. SWCMC website is where minutes are posted for historical issues. Randy Jacquet proposed that we table this discussion until June. Teri Buros stated need for formal interaction ADRC – MCO – that's different from this meeting. Think about this discussion, communication, process issues, enrollments, etc.

8. **New Name:** Teri Buros talked about the proposed new name: Southwest Family Care Alliance. The name was accepted.
9. **New Logo:** Sarah Brehm talks on maintaining the existing logo, possibly using different font, and rearranging the name, shading counties. If people are agreeable Sarah can proceed with the design. Group decides that a district has to be formed before proceeding with logo. Should have an answer by June. Sarah Brehm states that the logo can be added to documents later without too much difficulty. Sue Hebel likes the outline. Jason did a very nice design on coalition logo.

3. Update on Managed Care Expansion in Wisconsin

a. Sec. Hayden's Resignation

Randy Jacquet reviewed the discussion regarding Sec. Hayden's resignation at the Governance Group this morning. Teri Buros talked about Sec. Hayden's desire to go back to private business. Randy Jacquet commented on the rumors going around about Sec. Hayden's resignation. He assured the group

that Family Care is on track as there is adequate funding at the present time.

Other updates from the Governance Group include:

- The Crawford County resolution has passed pending adequate funding from the Department.
- Other seven counties awaiting more assurance from the State for funding.
- State has not talked about rates, rates will not be given until RFP process is complete, probably too late for May County Board, so the seven other counties plan to go to their County Boards in June.
- The need to create a Long Term Care District Board and identify potential members of the Board apply was discussed.
- After the Board Resolutions are approved, Attorney Andy Phillips will work with the Alliance to file corporation papers with the State. The Southwest Family Care Alliance would be an official organization by end of June 2008.
- Teri Buros commented on proposed district in Northwest Wisconsin and that a new RFP is out. The Northwest Planning Coalition intends to bring on eleven counties starting January 1, 2009, and bring on one county per month.

5. **Regional Governance for CMO:** Teri Buros commented on various applicants. Need a full slate of non-county board members. We need to extend deadline to accomplish this goal. Teri will send out a note that identifies applicants by County of origin and the role or category they would fill in the next few days. We will continue to accept applications until May 9, 2008. We need to have at-large or consumer representatives on the Board, Coalition members are to encourage people to submit applications.

6. **County Updates on Communication Activities:** No discussion.

10. **Citizen Updates:** No discussion.

11. **Comments from Website:** No discussion.

12. **Administrative Update**

- a. **Update SWCMC Contacts:** Sarah Brehm sent around list to verify contact information and has now updated the list. Members are asked to review once more to make sure that their information is correct.
- b. **Quarterly Report:** Teri Buros apologized for not getting to this, would like to get out quarterly report by May to include December through May. She will get this out to Coalition members in the next week or two.
- c. **Provider Development:** no discussion.
- d. **Information and Technology Development:** Tammy Garrelts discussed visiting other counties and the needs analysis for the business office. She is researching what other counties are doing. She is getting business offices lined up for July 1st split from Richland County.

- e. **Data Analysis and Budget:** Talks on preliminary rates that are needed to move forward. RFP is posted to Basecamp. Stacy Hach commented on the 2007 HSRS data she has requested.
- f. **Request for Proposal Submission:** Teri Buros talked about her new location. She will send an email out to everyone on her new office location at the East building. She is working on putting together a work plan. Comments on additional office space that is needed. Wants to start working on creating personnel policy, payroll, new job positions, job descriptions, etc.

13. Work Group Updates

- a. **ADRC Work Group:** Linda Boll hasn't received the turn-around document yet that was sent out. Group discusses budget. The budget is a work in progress and needs to be finalized before submission. Need timeline for specific activities. Need to form a relationship between regional board and local advisory group in Sauk, Juneau, Richland and Crawford counties. Northern regional board needs County Board representative to be on this Board. Linda Boll will talk to each of the counties.
- b. **Care Management and Quality Work Group:** Dave Folks on vacation. Teri Buros commented on the meeting that was held Friday, April 11, 2008 in Dodgeville. Assessments and planning process was reviewed. Grievance and appeal process touched on by Joan Hansen. Discussion was heard on the Member Handbook. Some good suggestions have been made from people who are not familiar with the Handbook. Linda Boll commented that there was concern as the size of the Handbook, how it needs to have a glossary of terms and try to avoid being repetitious.

14. Next Meeting Date/Location

- a. Care Management and Quality Work Group: Friday, May 9, 2008 at Dodgeville
9:30 a.m. to 3:30 p.m.
- b. SWCMC Face to Face Meeting: Thursday, May 15, 2008
Spring Green Library, Spring Green
1:00 -3:30 p.m.

15. **Motion to Adjourn:** Bill Orth made motion, second by Randy Jacquet to adjourn the meeting. Motion carried.

16. Meeting adjourned at 3:15 p.m.

Respectfully submitted,

Susan Fruit