

Southwest Wisconsin Care Management Coalition (SWCMC)
Meeting Minutes
Teleconference
Date: Thursday, February 21, 2008
1:00 – 3:00 P.M.

Present: Crawford County: Kathy Leard, Kelly Hefel, Sara Ryan
Grant County: Fred Naatz, Gayle Mason,
Green County: Greg Holcomb, Linda Boll, Julie Sachs
Juneau County: Michael Roraff, Heidi Randall
Iowa County: Judy Lindholm
Lafayette County: Carol Benson, Tom MacDonald
Richland County: Randy Jacquet, Teri Buros, Joan Hansen,
Stacy Hach, Kris Willey, Dave Folks
Sauk County: Bill Orth
Unified Services: Neal Blackburn
Area Agency on Aging:
Independent Living Resources: Jason Beloungy, Ricki Bishop
DHFS:
Other: Tom Schraeder, Hodan Center

Attachments emailed: Agenda, January 17, 2008 SWCMC Draft Meeting Minutes,
Draft Values Statement, Business Functions and IT Work Group Charter

1. **Check-In and Introductions:** Meeting called to order by Randy Jacquet at 1:03 P.M.
2. **Approve Meeting Minutes (*Attachment*):** Motion by Mike Roraff seconded by Bill Orth to approve 1-17-08 meeting minutes. Motion carried.
3. **Review Agenda and Timeframes – “Walk-ons”:** Agenda and timeframes were reviewed.
4. **Update on Managed Care Expansion in Wisconsin:**
 - a. **RFP released for SW Wisconsin:** Teri Buros reported on the RFP application process. The RFP has been released for managed care in SW Wisconsin and is due on April 4, 2008.
 - b. **Community Care of Central Wisconsin – LTC District:** The Coalition was informed of the decision of CCCW to reorganize themselves as a Long Term Care District as opposed to a 66.0301.
 - c. **Other:** Teri Buros reported on the budget issues with the MCO budget stating that she and Stacy Hach have a meeting with DHFS on March 6. Directors reported that they had a meeting with Janice Smith. She

reported that the State budget deficit/shortfall may have an impact on expansion, but that she also thought that if groups are ready to go forward they should keep going. Neal reported that the Governor will be putting out an announcement regarding budget issues, but in the meantime we need to keep planning.

5. **Review “Values” Statement of SWCMC:** The Coalition reviewed the final draft of the value statements along with the mission and vision statements. The word “public” will be added to the vision statement. It will now read:
VISION: Southwest Wisconsin will have a comprehensive public long-term care system for adults with disabilities and frail elders that is person-centered, quality focused and cost effective.

The mission statement will also be revised to include the word “public” as well. It will now read:

MISSION: The Southwest Wisconsin Care Management Coalition partners will design a public long-term care system for all eligible consumers that build upon community and family support to enhance quality of life and personal outcomes.

In addition, the Guiding Principles will be revised to read:

GUIDING PRINCIPLES: The Southwest Wisconsin Care Management Coalition is committed to service designed to support consumers’ independence while embracing the following RESPECT guiding principles while also valuing member and community involvement at all levels of the Coalition.

Teri will update the documents with the phrases above and send them out with the agenda for final approval at the March meeting.

6. **Update on County Board Work Group 1-23-08 RE: CMO Governance:** Bill Orth reported on the January 23, 2008 meeting of Directors and County Board representatives to discuss the governance model for the MCO. The County Board Supervisors ultimately agreed by consensus to make the recommendation to each County Board that the SWCMC create a Long Term Care District. Each Director will go back to their respective County Boards to pass a resolution authorizing the creation of the Long Term Care District and submit the RFP. Four Counties have gone to their Boards to date with the remaining four going in March. The Governance Work Group will be meeting with Andy Phillips in two weeks to discuss by-laws for the District and incorporation procedures.
7. **Update on New Project Positions for the SWCMC:** Teri Buros updated the Coalition regarding the support positions of Confidential Secretary and Clerical II. The intent is to have these positions filled no later than April 1. In addition, Teri announced the hiring of Tammy Garrelts for the Business Systems Supervisor. She will be starting February 28.

8. **Creation of Business Functions and IT Work Group:** Teri discussed the charter for the Business Functions and Work Group. If anyone is interested in joining the group, they should contact Teri by mid-March.
9. **Identify Process for Agency Name and Logo of SWCMC MCO:** The SWCMC will need a name and a logo. The Coalition agreed to submit potential names by March 14, 2008 to Teri. Teri agreed to send out an e-mail to remind people that they should submit potential names. The names will be brought to the 3-20-08 meeting in Spring Green.
10. **Intro & Welcome: Kris Willey, Project Provider Network Developer:** Kris introduced herself. She shared with the Coalition that as the MCO moves from County to County, new and current providers will express an interest in either being a current or new provider to the SWCMC. Please refer any providers to Kris. Kris has sent out her contact information to Coalition members.
11. **County Updates on Communication Activities:** Sauk County gave a presentation regarding the SWCMC while approving the resolution. The County will be presenting the financial perspective. Iowa County gave a presentation to their County Board. Grant County will begin the resolution process next week.
12. **Discuss Structure of Coalition Meetings:** Bill Orth suggested that we continue to meet as we have planned.
13. **Citizen Comments:** There were no citizen comments.
14. **Comments from the SWCMC Website:** There were no comments from the SWCMC website.
15. **Work Group Update**
 - a. **ADRC Work Group:** The meeting regarding questions about the ADRC application was rescheduled from the 18th of February to the 3rd of March. The Governance structure will not be a 66.0301 or LTC District at this time. There will be the lead county in the Northern Region (Richland County) and a lead county in the Southern Region (Green County). Richland County will create a committee for the Governing Board for the Northern Region with representatives appointed from each of the four Counties. Richland County had initial conversations with the Richland County Rules and Resolution Committee. They tabled the creation of the regional board until their March meeting. Green County will be following a similar procedure as Richland County. They will begin with the creation of the Southern Regional Board next week.

- b. **Care Management & Quality Work Group:** The Care Management and Quality Work Group has been meeting as a large group once per month. They have formed several subcommittees to deal with care management rate setting, 24-hour on call, contract contact monitoring, APS, development of an assessment and MCP, member records, enrollment, and contract quality standards.

The issues that are currently being discussed include the grandfathering of staff who don't meet the contract requirements and whether BSN or two-year RN will be the standard for RNs. A process has been created to document new ideas at each meeting and a Frequently Asked Question document. The next meeting will be on March 7 from 9:30 to 3:30.

- c. **Data Analysis Work Group:** Stacy reported that she is working with Sauk County to study their data and compare it to the State. Stacy and Teri are also working on creating a Coalition budget that will be shared with the State on the meeting on March 6th.
- d. **Governance Work Group:**
- Bill Orth reported that the Governance Committee discussed the budget work regarding the capitation rates and SWCMC budget.
 - The Governance Work Group has a conference call scheduled for Friday, 3-7-08 to discuss the RFP.
 - The Governance Work Group discussed how best to stay informed regarding activities for the SWCMC operations planning. The Governance Work Group will have a section of every agenda designated for work group updates regarding Care Management and Quality, Provider Network, IT, Fiscal, etc.
 - The Governance Work Group reviewed the Values Statement as discussed at this meeting
 - Andy Phillips, Attorney, will be working with the Governance Work Group during a meeting on March 4, 2008 regarding how to create the Long Term Care District including the creation of draft by-laws.
- e. **Provider Work Group:** Kris Willey will be starting within the next two weeks to work with Sauk County in order to provide education to providers.

16. **Next Meeting Dates/Locations**

- a. **ADRC Work Group:**
- Thursday, March 6, 9 – 12, Location: Dodger Bowl
 - Thursday, April 3rd 9 – 12, Location: Dodger Bowl
- b. **Care Management and Quality Work Group**
- Friday, March 7th, 9:30 – 3:30 Location: Iowa County Courthouse

- c. **Governance Work Group**
 - Thursday, February 21, Conference call 10 – 12
 - Thursday, March 20, Location: The Shed
- d. **SWCMC Face-to-Face Meeting:**
 - Thursday, March 20, 1 – 3:30 Spring Green Library

17. **Agenda Items for Next Meeting**

- a. MCO Budget meeting with State
- b. ADRC budget meeting with State: March

18. **Adjourn:** Motion by Bill Orth, seconded by Mike Roraff. Motion Carried.

Respectfully submitted,

Teri Buros
Project Manager