

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

**Date: Thursday, January 17, 2008  
1:00 – 3:30 P.M.**

**NOTE: This meeting was intended to be a face-to-face meeting, but was changed to a phone conference because of inclement weather—SNOW!**

**Present:** Crawford County: Kathy Leard, Sara Ryan  
Grant County: Fred Naatz, Jeff Kindrai, Mary Rassmussen  
Green County: Greg Holcomb, Dave Folks, Linda Boll, Julie Sachs  
Juneau County: Michael Roraff, Heidi Randall  
Iowa County: Judy Lindholm  
Lafayette County: Tom MacDonald  
Richland County: Randy Jacquet, Teri Buros, Linda Symons,  
Joan Hansen, Stacy Hach  
Sauk County: Bill Orth, Sue Hebel  
Unified Services: Neal Blackburn  
Area Agency on Aging:  
Independent Living Resources: Jason Beloungy, Kathie Knoble-Iverson, Ricki Bishop

**Attachments emailed:** Agenda, 12-20-07 SWCMC Draft Meeting Minutes, “Values” Statement

1. **Check-In and Introductions:** Meeting called to order by Randy Jacquet at 1:02 P.M.
2. **Approve Meeting Minutes (*Attachment*):** The meeting minutes were amended. On page 3, number 8, the language “submitting application.” was added. One page 3, number 11, second bullet, “Sinnikka Santala” was deleted as she was not present at the meeting. Motion by Bill Orth seconded by Mike Roraff to approve 12-20-07 minutes as amended. Motion carried.
3. **Review Agenda and Timeframes – “Walk-ons”:** Agenda and timeframes were reviewed.
4. **Update on Managed Care Expansion in Wisconsin:** Teri Buros reported that she had received updates from other Coalitions and reported that planning continues across the State. She stated that our timeframes are similar, if not even more ambitious, than Coalitions who had submitted an RFP last year.

Kathie Knoble-Iverson asked about the issue that has been raised in the West Central Consortium regarding the Wisconsin Retirement System. She stated that this issue may delay implementation in this Consortium.

Bill Orth reported on an article that had been in the Marshfield paper regarding Family Care Expansion in Central Wisconsin. It appears the Unions in this planning Coalition support the Long Term Care District Governance Model rather than the 66.0301.

5. **Review “Values” Statement of SWCMC (Attachment):** Bill Orth reviewed the background for the “Values” Statement. These values are the foundational beliefs that are to establish the relationship between Counties, specific to Care Management operations. He stated that the word “public” should be added to both the Mission and Values Statement for the Coalition.

Teri reported that she had brought the Values statement to the Care Management and Quality Work Group for their response and input. The question was asked whether this document applied to the ADRC and the MCO or just the MCO. Bill replied that it is intended to provide direction for the MCO.

Teri requested Coalition members to provide any input for changes into the document to her. Bill will be revising the document and Teri will update. The Governance Work Group will plan on reviewing the Values Statements at the February Governance Work Group with the plan to bring this for full Coalition approval at the March meeting.

Randy Jacquet asked if these value statements will be incorporated into the by-laws. Bill replied that they certainly could be.

6. **Update on County Board Work Group 1-9-08 RE: CMO Governance:** Bill reviewed the meeting with the Coalition. The County Board and Directors reviewed the Vision, Mission and Values Statement for the Coalition. Teri Buros then gave an overview of the care management organization. Bill Orth walked the participants through the TMG chart that identifies the differences between the 66.0301 and the Long Term Care District. There was a good discussion. Interestingly enough, Counties were indicating a preference for the 66.0301 model. Each County was given the assignment to go back and discuss it with other Board members.

Directors have talked with their respective Boards/Committees and are identifying that there is some concern about the 66.0301 and they may be leaning toward the Long Term Care District due to the financial risk issue associated with the 66.0301.

Bill further reported on the next meeting that will occur in Spring Green on January 23. He described resolution approval by County Boards as a two-step

process. The first resolution would go to County Boards in each County in February/March and the second in April/May.

Randy Jacquet will be contacting Andy Phillips to identify potential costs for legal services in the development of the Governance Model.

The Coalition has money set aside for the expenses affiliated with by-law and resolution language.

7. **Update on New Project Positions for the SWCMC:** Teri reported on the Coalition positions. The Coalition has offered positions and has received acceptance from three people. Stacy Hach has accepted the Financial Supervisor position effective January 14; Dave Folks has accepted the Care Management and Quality Coordinator position effective January 28; and Kris Willey has accepted the position of Project Provider Network Developer effective January 28. The Business Systems Supervisor position has been re-advertised with applications due mid-next week. Given Mary Lou McDonald's resignation, the Confidential Secretary position has been advertised with applications due yesterday.

Teri also reported on the update regarding office space for Coalition staff. The Coalition has rented office space from Bob Simpson. The office is located on Hwy 14 East next to Taco Bell. Phones, computers, desks, chairs, etc. are being purchased to set the office up.

Teri will send out notification when the phone numbers are operational and Dave's and Kris's contact information.

8. **County Updates on Communication Activities:**  
Dave Folks reported that Green County has talked with their Long Term Support Committee members to ascertain if they are interested in being the local planning group for Green County and provide input into the Coalition planning. The members agreed they would participate. Green County also spoke to their Aging Advisory Committee and they are also willing and interested in providing input.

Bill Orth stated that Sauk County has had a forum on the ADRC and it is time to be thinking about a forum for the MCO. He questioned whether this forum could be a provider/consumer combined forum that would occur in early spring.

Neal Blackburn reported that Iowa County will be holding a special meeting on January 29, in the evening to focus on Family Care exclusively.

Randy Jacquet reported that Richland County is in the process of appointing an ad hoc study committee to examine the options and issues involved in the CMO splitting off administratively from Richland County Health and Human Services. Issues include, but are not limited to: computer systems, separate county department, money flowing in from State, interest revenue, etc.

9. **Citizen Comments:** None.
10. **Comments from the SWCMC Website:** None.
11. **Work Group Update:**
  - a. **ADRC Work Group:** The ADRC work group met on January 9, 2008. The Work Group is supporting Donna McDowell in her request for additional funds for the regional ADRCs. The ADRC Work Group has drafted a letter which is currently under review by Randy Jacquet. The ADRC Work Group is developing a plan for meeting with the ADRC Application Reviewers, hopefully face-to-face, to answer questions the reviewers may have regarding the submitted application. The ADRC has developed five subcommittees: Access/Enrollment, Database, Regional Manager Position, Governance, and Contracts. The whole ADRC Work Group will meet again on February 7, 2008. Bill Orth asked about the timing of the resolutions. Linda Symons stated that the Governance Subcommittee is charged with creating a work plan and timeline for these activities.
  - b. **Care Management & Quality Work Group:** Dave Folks reported on their meeting held on January 11, 2008. The Work Group discussed the process to develop care management rates. The Work Group also worked on the Communication Plan, but determined that it is too soon to create a specific plan by task, so each subcommittee or person(s) responsible for each task is charged with creating a communication plan paying special attention to opportunities to involve consumers and other stakeholders. The Work Group also received updates regarding project staff and discussed the progress in each County toward creating a local planning group.

The Work Group discussed County participation and requested Teri Buros to discuss with the Governance Work Group that if a County is not able to participate, maybe the County's Long Term Support Committee could still provide input on topics. Several conference calls were set up. Each County was given the assignment to send their care management rate methodology and job descriptions to Dave Folks.
  - c. **Data Analysis Work Group:** Stacy Hach reported that we received the rate for expansion from DHFS. Both Teri and Stacy talked with Tom Lawless about the rate following the presentation and Tom stated that there will still need to be some adjustments to the SWCMC rates considering our small size.
  - d. **Governance Work Group:** Bill Orth reported on the Draft resolution process and the revision process for the Values document. Bill stated that Teri updated the Governance Work Group regarding the discussion for care management rate setting and the Governance Work Group supported different rates with one methodology. The Governance Work Group also discussed the request for citizen involvement via the Long Term Care Committees . Bill stated that given the timeline we are

working under, we may have to move forward and live without input from every County at this time.

12. **Upcoming Meetings:**

a. **ADRC Work Group:**

1. Thursday, February 7, 9 – 12 Location: Dodger Bowl
2. Thursday, March 6, 9 – 12 Location: Dodger Bowl
3. Thursday, April 3, 9 – 12 Location: Dodger Bowl

b. **Care Management & Quality Work Group:**

1. Friday, February 8, 9:30 – 3:30 Location: Iowa Co. Courthouse
2. Friday, March 7, 9:30 – 3:30 Location: Iowa Co. Courthouse

c. **Governance Work Group:**

1. Phone Conference: Thursday, February 21, 10 - 12

d. **SWCMC Teleconference:**

1. Phone Conference: Thursday, February 21, 1 – 3:00

13. **Adjourn:** Motion by Bill Orth seconded by Mike Roraff to adjourn the meeting at 2:10 P.M. Motion carried.

Respectfully submitted,

Teri Buros,  
Project Manager, SWCMC