

**Southwest Wisconsin Care Management Coalition (SWCMC)**  
**Meeting Minutes**  
**In-Person Conference**  
**Location: Spring Green Public Library**  
**230 E. Monroe St.**  
**Date: Thursday, March 20, 2008**  
**1:00 – 3:00 P.M.**

**Present:** Crawford County:

Grant County: Jeff Kindrai, Gayle Mason, Fred Naatz,

Green County: Linda Boll, Julie Sachs

Iowa County:

Juneau County: Heidi Randall, Michael Roraff, Steve Ruff

Lafayette County: Tom MacDonald

Richland County: Teri Buros, Joan Hansen, Randy Jacquet, Linda Symons

Sauk County: Sue Hebel

SWCMC: Sarah Brehm, Dave Folks, Tammy Garrelts, Kris Willey

Unified Services: Neal Blackburn

Area Agency on Aging:

Independent Living Resources: Jason Beloungy, Ricki Bishop

DHFS:

Other: Tom Schraeder, Hodan Center; Mary Heiden

**Attachments emailed:** Agenda; February 20, 2008 SWCMC Draft Meeting Minutes; Proposed Name; Medicaid Personal Care; County Residency and Transition to Managed Long-Term Care; LTC Fiscal Update Memo #6; Values draft; Vision and Mission Statements draft.

1. **Check-In and Introductions:** Meeting called to order by Randy Jacquet at 1:03 p.m. Michael Roraff announced that he is retiring, and introduced Steve Ruff, his successor. Teri Buros introduced new SWCMC staff who then gave a brief introduction of themselves: Dave Folks, Project Coordinator, started 1/28/08; Kris Willey, Provider Network Developer, started 1/28/08; Tammy Garrelts, Business Systems Supervisor, started 2/28/08; Sarah Brehm, Confidential Administrative Secretary, started 3/14/08. With the 4/1/08 start of Susan Fruit, Clerical II, all positions will be filled.
2. **Approve Meeting Minutes (Attachment):** Motion by Mike Roraff seconded by Heidi Randall to approve 2/21/08 meeting minutes with the following amendments: p. 1, top - change meeting date to February 21; p. 2, #5 - Add the word “also” to the Guiding Principles statement. “GUIDING PRINCIPLES: The Southwest Wisconsin Care Management Coalition is committed to service designed to support consumers’ independence while **also** embracing the following RESPECT guiding principles while valuing member and community involvement at all levels of the Coalition.” p. 2, #7 - Change start date for Tammy Garrelts to February 28; p. 3, #10 - added “current or new” to the text as follows: “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.” Motion carried.

3. **Review Agenda and Timeframes – “Walk-ons”:** Agenda and timeframes were reviewed.
4. **Update on Managed Care Expansion in Wisconsin**
  - a. **County Residency and Transition to Managed Long-Term Care**  
(Attachment distributed at meeting): Sue Hebel noted that the memo doesn't address the issue of people on waiting lists in one county who are currently receiving care in another county, where responsibility lies, and how the transition to the new program will be managed. Discussion ensued. Dave Folks said that no action was required, he just wanted to make everyone aware of the memo and its possible implications.
5. **Approve “Mission & Vision” and “Values” Statements of SWCMC** (Attachments): Teri Buros reported that the Governance Work Group had previously incorporated “public” into both the Vision and Mission statements. Two more changes were suggested: change “design” to “implement and operate” and change “build” to “builds” in the Mission Statement. Motion by Tom MacDonald to approve the statements as amended, seconded by Fred Naatz. Motion carried.
6. **Update on Regional Governance for MCO:** Randy Jacquet reported the following:
  - All eight coalition counties have passed resolutions to proceed with planning the LTC district and submit the proposal to the state for the regional managed care organization.
  - A meeting was held with Attorney Phillips regarding planning for the LTC district 15-member board, which would include the following: one representative from each of the eight county boards of supervisors, four consumer representatives and three at-large members.
  - The plan is to take the final resolution to the county boards no later than May. Crawford Co. will be in April, since they don't meet in May. The LTC district is not contingent on every county approving—it could be fewer than the proposed eight. If a county chooses to decline, it may impact funding for the ADRC.
  - We should know by the third week of May which counties vote to approve. (Linda Symons noted that ADRC satellite offices can still open as part of the regional organization even if a county doesn't adopt the LTC district.)
  - Draft bylaws have been written and are awaiting approval by the LTC District Board.
  - The group discussed the selection of the at-large and consumer representative members of the board as stipulated in the bylaws. Two of the consumer representatives will come from the northern counties and two from the southern counties. Teri Buros distributed applications and requested that the group aggressively recruit people for these positions. Preferential treatment may be given to the counties coming on board earlier.
7. **Status of Medicaid Personal Care (MAPC)** (Attachment): Dave Folks reported that this topic came up at the work group, and there is a concern about what will happen after implementation for people who choose card services and don't enroll in the MCO or for children living in their family homes. Lengthy discussion ensued. Randy Jacquet stated that the issue was new to him, and it needs to be resolved. He suggested that the work groups work on it, and also that directors and ADRCs need to know about this issue.

8. **ADRC Request to Speed up Southern County Implementation** (*New item*): Randy Jacquet reported an ADRC request to have the managed care piece for another southern county happen sooner to help secure funding for the ADRC proposal for the State. They need a southern tier county online by October. The Governance Committee discussed this. Greg Holcomb, Green County, said he wanted to hear what the State says at the meeting next week before committing. Teri Buros commented that it will be difficult to add another county in four months, and asked how the group will talk about the issue in the interim. Linda Symons stated that she would take the information to the next Budget Committee meeting with the State, then they will write a report for distribution to the group. Randy Jacquet proposed that after the meeting everyone be informed via email or phone.
9. **Potential Business Name for the Long-Term Care District** (Attachment): Teri Buros added Southwest Hope (Healthy Outcomes Provided for Everyone) to the list of suggestions. Discussion of suggestions ensued. Joan Hansen commented that the name choice should be taken very seriously, since it will be a critical part of the organization going forward. We are essentially creating a “brand,” and the name should have the following characteristics: recognizable, evocative of emotion (feels good), understandable in its own right; descriptive (reflects underlying message), catchy, easy to say (e.g., when answering the phone). Sarah Brehm added web presence and whether the name and/or acronym are already in use also need to be considered. Teri and her staff will continue to refine the choices and get back to the coalition with a revised list for a final decision.
10. **County Updates on Communication Activities**: Teri Buros requested that people send that information to her to include in the response to the RFP, with dates and number of attendees if known. Steve Ruff noted that the county board resolutions have been appearing in local papers.
11. **Discuss Structure of Coalition Meetings**: The group agreed that we continue to meet as we have been, alternating face-to-face meetings and teleconferences.
12. **Citizen Comments**: There were no citizen comments.
13. **Comments from the SWCMC Website**: There were no comments from the SWCMC website.
14. **Administrative Updates for MCO Planning**
  - a. **Provider Development**: Kris Willey reported that letters were sent to current Sauk County providers so we can get them in our system. She will be meeting with Green County next week. Teri Buros reported that they will be meeting with Attorney Phillips to work on simplifying the provider contract and see if we can go to evergreen contracts (potentially with formal renewal every 3 years) with a rate agreement every year.
  - b. **Information and Technology Development**: Tammy Garrelts reported that she plans to visit each coalition county in the coming weeks to see what procedures are in place and get an idea of what we will need for business systems going forward.

- c. **Data Analysis & Budget:** Teri Buros reported that the draft budget for 2008 has been created. The State is working with us, appears to be supportive and wants us to move forward.
- d. **Request for Proposal Submission:** Teri Buros reported that the proposal is due on April 4. She is currently working on the governance section, and will put it on Base Camp so everyone can look at it.

15. **Work Group Updates**

- a. **ADRC Work Group:** Linda Boll reported for the ADRC Work Group, which met March 3 after a February 18 meeting with the State.
  - At the State meeting, a large team of State ADRC staff attended. There were very few corrections and they said it was one of the best ADRC applications they had looked at. Sharon Beil was assigned to act as liaison in the process.
  - Regarding the governing board, there were concerns about conflict of interest with at-large members. It was agreed to make at-large members also be consumer representatives.
  - The \$200,000 budget that was submitted reflected actual needs, but the allocation was only \$40,000. The State had based their numbers on a previously submitted, worst-case budget, rather than the final budget. The staffing pattern was reviewed county by county and the State found it reasonable. The budget group will review the budget. It is a difficult situation since the lower budget has already been sent on to the next level at the State.
  - The need for an MCO county in the southern region to go up sooner was discussed, as money is at risk if it isn't encumbered.
  - The meeting with the State ended on a positive note. Donna McDowell was very clear that they liked the model, saying, "This is the model that will transform Wisconsin."
- b. **Care Management & Quality Work Group:** Dave Folks reported for the Care Management & Quality Work Group, which met on March 11 in Dodgeville. Most of the work is currently going on in sub-groups. They spent the meeting going over that work and approving recommendations.
  - Member records: Are these owned by the MCO or the local agency?
  - Rate setting methodology: Need to look at job functions rather than who is performing a task.
  - Tools for outcomes (e.g., assessments, plans): The goal is to start on paper and have an electronic system in place in five years. PEONIES project includes aspects that MetaStar is looking at, need to keep these in mind.
  - Quality Standards: Draft coming in the next few weeks. Will start with contract language, add best practice definitions.
  - Suggestion to make more use of BaseCamp instead of teleconferences to save time when working on drafts.
- c. **Governance Work Group:** Randy Jacquet reported on the Governance Work Group.
  - Bylaws draft is well in hand. There is a timeline for county board resolutions (as mentioned previously, Crawford County will be earliest). The group decided to hope all counties approve, but the LTCD will go forward in any case.
  - The role of Richland County was discussed.
  - A request was received to formalize the ADRC-CMO relationship. There needs to be more discussion on this.

- Other items of discussion included start times for the CMO, recruitment of consumers for the LTCD board, and the RFP.
- Next meeting will be a teleconference 4/17 prior to the coalition teleconference. There will also be a teleconference 4/8 to discuss consumer representative nominations.
- Neal Blackburn noted that the attorney said that the CMO/LTCD is the “owner” of records, not the counties. The counties are custodians. We need more information to ensure appropriate retention and destruction of records. Sue Hebel asked about responding to requests for information.

16. **Next meeting Dates/Locations**

**a. ADRC Work Group:**

- Friday, March 28, 9-12, Location: Dodger Bowl
- Thursday, April 3rd, 9-12, Location: Dodger Bowl

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

- Friday, April 11th, 9:30 – 3:30, Location: TBD

**c. Governance Work Group:**

- Thursday, March 20, Location: The Shed 10 – 12

**d. SWCMC Conference Call:**

- Thursday, April 17, 1 – 3:30

17. **Adjourn:** Motion by Michael Roraff, seconded by Tom MacDonald. Motion Carried.

Respectfully submitted,

Sarah Brehm  
Confidential Administrative Secretary