

Meeting Minutes

| Meeting: Board of Directors | | | |
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| Meeting Date | Location | Duration | Dial-in Number |
| September 29, 2010 | Lakeland Care District Central Office 3415 Custer Street Manitowoc | 3:37 p.m. – 4:52 p.m. | |
| Mtg. Leader | Meeting Materials | | |
| Jim Brey | <ul style="list-style-type: none"> • Enrollment Data • Financials • CEO Report • Journal Sentinel Article • West Office Ribbon Cutting Photo from NewsWave Magazine • DHS 2011-13 Biennial Budget Request Family Care Expansion Assumptions handout • SDS Authorization Request Follow-up Information • Cerebral Palsy letter dated 9-27-2010 • LCD Member Newsletter, Volume 1, Issue 1, Fall 2010 • 'LCD 2011 Employee Paid Time Off (PTO)' • 'LCD 2011 Employee Benefits' | | |
| Members in Attendance | | | |
| Dave Anderson | Jim Brey | Allen Buechel | Mark Harris |
| | | Lea Kitz | Jim Kozickowski |
| | | Todd Moely | Judy Ruggirello |
| | | Bob Ziegelbauer | |
| Members Excused / Absent | | | |
| Others Present | | | |
| Dan Bizub – LCD | Katie Kreis – LCD | Jill Krzanowski - LCD | Vicki McKay - LCD |
| | | | Katie Mnuk – LCD |
| Please see attached Sign-in sheet for additional attendees. | | | |
| Agenda Item | | | |
| Notes & Recommendations | | | |
| Call to Order | Brey called the meeting to order at 3:37 p.m. | | |
| Public Comment | None were presented. | | |
| Meeting Minutes | Moved by Moely to approve 8/18/2010 draft meeting minutes: seconded by Ziegelbauer. Discussion followed with the request for the approved Stakeholder Committee bylaw language to be appended to the minutes. Motion carried by a vote of Ayes, 7. Nays, 0 with the amended bylaws attached. | | |
| Financial Review | Dan Bizub, Finance Director, reviewed the Multi-Year Summary Balance Sheet, Profit and Loss Statement and Balance Sheet. | | |
| | Buechel arrived at 3:44 p.m.; Harris at 3:47 p.m. | | |

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| Enrollment Update | Mnuk provided an overview of the District's total enrollments; members enrolling off the waiting list, transferring from other programs, aging into the system, and relocating from nursing homes and other facilities. A detail of the enrollment circumstances was also reviewed. Mnuk asked members to disregard the second Enrollment Circumstances table because numbers there were not completed; instead, use the first table only. |
| Appoint Governance Committee Members | Moved by Ziegelbauer to appoint Anderson, Kozickowski, Moely and Ruggirello as nominated to the Governance Committee; seconded by Ziegelbauer. Discussion followed with the recommendation of term limits being set at a future meeting. Motion carried by a vote of Ayes, 9. Nays, 0. |
| 2011 District Salary and Benefits Proposal | Mnuk and Vicki McKay, Human Resource Director, reviewed and discussed the proposed motion 'LCD 2011 Employee Salaries' (see attached). Moved by Buechel to approve the motion as drafted; seconded by Ziegelbauer. Approval delayed pending discussion of the other two employment-related proposals. |
| | Mnuk presented two additional motions 'LCD 2011 Employee Paid Time Off (PTO)' (see attached) and 'LCD 2011 Employee Benefits.' (see attached) The motions were reviewed and discussed. |
| | LCD 2011 Employee Salaries motion by Buechel returned for consideration. Discussion followed. Ziegelbauer moved to amend the motion by deleting the 1% across-the-board rate increase for all staff; seconded by Kitz. Motion failed by a vote of Ayes, 2 (Kitz, Ziegelbauer); Nays, 7. |
| | Motion to approve the 'LCD 2011 Employee Salaries' as proposed, amended to include a listing of the number and types of positions in the equalization/merit changes, carried by a vote of Ayes, 7. Nays, 2 (Kitz, Ziegelbauer). |
| | Moved by Kozickowski to approve the 'LCD 2011 Employee Paid Time Off (PTO)' motion as proposed; seconded by Moely. Discussion followed. Motion carried by a vote of Ayes, 9. Nays, 0. |
| | Moved by Harris to approve the 'LCD 2011 Employee Benefits' motion as proposed; seconded by Ruggirello. Motion carried by a vote of Ayes, 9. Nays, 0. |
| CEO Report | Mnuk reviewed the CEO report. Moely asked whether Wisconsin's major party gubernatorial candidates have taken a position on Family Care. Mnuk shared that the Wisconsin Family Care Association (WFCA) has invited both candidates to meet with the organization to discuss the program. |
| | Moved by Buechel to receive and file CEO report; seconded by Anderson. Motion carried by a vote of Ayes, 9. Nays, 0. (CEO report attached) |
| Future Agenda Items | Future agenda items include: Business Plan overview (Oct); Strategic planning, CEO performance review and a possible motion regarding the District's financial institutions during the November 17 th meeting. |
| Provider Update | Motion by Moely to enter into closed session at 4:40 p.m. pursuant to Wis. Stat. § 19.85(1)(f) for purposes of discussing billing issues and federal/state reimbursement questions related to a network provider; seconded by Ruggirello. Motion carried by a roll call vote of 9-0 (Ayes: Anderson, Brey, Buechel, Harris, Kitz, Kozickowski, Moely, Ruggirello, Ziegelbauer). Motion carried. |
| | Motion by Buechel to return to open session at 4:51 p.m.; seconded by Anderson. Motion carried by a roll call vote of |

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| | 9-0 (Ayes: Anderson, Brey, Buechel, Harris, Kitz, Koziczkowski, Moely, Ruggirello, Ziegelbauer). Motion carried. |
| Adjourn | Moved by Moely to adjourn; seconded by Koziczkowski. Motion carried by a vote of Ayes, 9. Nays 0. Meeting adjourned at 4:52 p.m. |

Lakeland Care District

Enriching members' lives by honoring their values through high quality, cost effective long-term care.

Motion: LCD 2011 Employee Salaries

Propose the following adjustments to employee salaries in 2011:

- Equalizing/Merit Changes; (to include 14 people at the following positions: 5 Care Management Supervisors; 3 Finance Supervisors; 1 Office Supervisor; 5 Directors)
- Across-the-Board increase of 1% for all staff; and
- Additional 1% for staff whose positions are not included on a 'step' system.

Background/Rationale:

LCD budgeted \$ 11,040,220 for 2011 salaries. This proposal equals a total cost of \$9,667,933 for LCD Staff plus \$245,000 for Winnebago County leased staff which totals \$9,912,933, for a reduction of 10% over our predicted 2011 budget.

- A few reasons for the reduction:
 - We have encouraged a teamwork approach – Staff from any LCD unit are willing to help out wherever needed across the organization.
 - Although a couple extra positions were added (Data Analyst and an additional Provider Network Specialist) in 2010, we decided several other positions will not need to be filled (including an I.T. Director, 2 other I.T. positions, Purchasing Specialist and 5-6 Claims Clerks).
 - We hired all RNs and CMs (except a couple with prior Family Care experience) at the starting salary of the "step system" even though we'd budgeted that we would need to bring some in at the 1 or 2 year rate.
 - For several positions outside of care management, we hired new staff at reduced salaries than what was budgeted.
- The equalization adjustments are needed due to inequities caused by phasing in expansion counties. People working in similar positions who became employed by the District at different times (due to our multi-county phase-in) need to be equalized. The merit adjustments are proposed for a small number of employees to reflect their hard work and significant efforts on behalf of LCD's expansion. All of these changes are for staff who are not part of a step system, so will not be eligible for another increase until 1/1/12 at the earliest.
- The across-the-board increase of 1% reflects an adjustment similar to a cost-of-living increase; the Consumer Price Index is currently indicating a 1.2% increase as compared to one year ago. Steps will be adjusted to reflect the 1% change.
- The additional 1% for other staff creates equity with the staff who are paid through step systems, and this increase will 'bridge' us into the performance based management

system which will be implemented next fall. The performance-based management system is anticipated to be the mechanism by which these staff are awarded any future salary increases.