

Meeting Minutes

Meeting: Board of Directors			
Meeting Date	Location	Duration	Dial-in Number
October 21, 2009	Fond du Lac City/Cty Government Center 160 S Macy St Fond du Lac	3:37 p.m. – 6:05 p.m.	
Mtg. Leader	Meeting Materials		
Allen Buechel	<ul style="list-style-type: none"> • 'Estimated Annual Benefit Expenses' • Business Plan – draft • CEO Report 		
Members in Attendance			
Jim Brey	Allen Buechel	Laura DeGolier	Mark Harris
Lea Kitz	Jim Koziczowski	Todd Moely	Judy Ruggirello
Bob Ziegelbauer			
Members Excused / Absent			
Others Present			
Dan Bizub	Katie Kreis – Lakeland Care District	Vicki McKay – Lakeland Care District	Katie Mnuk – Lakeland Care District
Ken Stoffel – Winnebago County DHS	Jeanne Velie – Lakeland Care District		

Agenda Item	Notes & Recommendations
Call to Order	Buechel called the meeting to order at 3:37 p.m.
Public Comment	None were presented.
Review & Approve Minutes	<p>Moved by Ziegelbauer to approve October 7, 2009 draft meeting minutes as submitted; seconded by Koziczowski. Motion carried by a vote of Ayes, 9. Nays, 0.</p> <p>Moved by Brey to approve September 10, 2009 draft Selection Committee meeting minutes; seconded by Harris. Motion carried by a vote of Ayes, 3. Nays, 0.</p>
Introductions	Mnuk introduced Dan Bizub and Vicki McKay. Bizub will join Lakeland Care District as Director of Finance on November 2 nd ; McKay joined the District on October 9 th as Director of Human Resources.
Employee Benefit Schedule	Mnuk and McKay presented a draft 'Estimated Annual Benefit Expenses' breakdown for review and discussion. At the Board's request, McKay will format the information to include salary information and adjusted health insurance co-pay and deductible amounts for discussion at the November 4 th meeting.
Business Plan	Moved by Harris to approve Business Plan as presented, subject to minor revisions as approved by the CEO with updated information, as available and provided to the Board; seconded by Moely. Motion carried by a vote of Ayes, 8. Nays, 0. (Ziegelbauer left meeting at 5:15 p.m.)
CEO Report	Moved by Brey to receive and file CEO report; seconded by Ruggirello. Motion carried by a vote of Ayes, 8. Nays, 0. (CEO report attached)
Future Agenda Items	Future agenda items include:

	<ul style="list-style-type: none"> • Workplan • Board Policies & Procedures • Strategic Planning <p><u>November 4, 2009 meeting</u></p> <ul style="list-style-type: none"> • Salary/benefits • Business Plan • Certification update <p><u>November 18, 2009 meeting</u></p> <ul style="list-style-type: none"> • Quality Plan (State of WI may wish to review Plan before Board approves) • Appeal & Grievance Policy • Quality Committee Recommendations • Claims Processing • IT Discussions
2010 Meeting Schedule	<p>Members assigned meeting dates through August 2010:</p> <p>January 20th – Fond du Lac February 3rd – Fond du Lac February 17th – Location TBD March 17th – Manitowoc April 21st – Winnebago May 19th – Location TBD June 16th – Location TBD July 21st – Location TBD August 18th – Location TBD</p>
Adjourn	<p>Moved by Moely to adjourn; seconded by Koziczowski. Motion carried by a vote of Ayes, 8; Nays 0. Meeting adjourned at 6:05 p.m.</p>

CEO Report

October 21, 2009

Staff

- Dan Bizub has been hired as the District's Finance Director. Dan has almost 25 years of financial experience in the health care field, including the last thirteen at ProHealth Care Medical Associates (formerly Medical Associates Health Center), where he rose to the position of Director of Finance. Dan is a Certified Public Accountant (CPA) who is also pursuing his MBA.

Buildings

- We have executed a lease for our Fond du Lac location on Rolling Meadows Drive. This location is on the bus line, has plenty of parking and is easily accessed from Highways 41 and 23. Occupancy is expected April 1, 2010.

We are working to negotiate a lease on a location in Manitowoc, with expected occupancy on March 1, 2010. In addition, we are exploring options for a location in Oshkosh through discussions with Winnebago County, and reviewing privately-owned office facilities in the area.

- We are negotiating a short-term lease for temporary office space to house District staff that will be hired between now and April 1 when the Fond du Lac building is ready. We have selected vacant office space in Fond du Lac, have agreed on key rent parameters, and will soon begin negotiating the final lease.

Certification

- The District will use a combination of team and individual efforts to achieve certification. All teams and individuals have now received their assignments and are working to achieve Lakeland Care District certification from the Department of Health Services by January 1, 2010.
- As part of certification, the District will negotiate MOUs with each of Lakeland's member counties. We are obtaining and reviewing templates used by other districts so that this activity can begin soon.

Organizational Charts

- The attached draft organizational charts have been shared with long term care staff, district planners, and other interested individuals. In sharing these I noted that they are all 'works in progress.' As we build the District we'll continue to review our infrastructure, and we may find opportunities for efficiencies that will benefit our consumers by lowering overhead costs.