

Meeting Minutes

Meeting: Board of Directors			
Meeting Date	Location	Duration	Dial-in Number
November 18, 2009	Fond du Lac City/Cty Government Center 160 S Macy St Fond du Lac	3:41 p.m. – 5:47 p.m.	
Mtg. Leader	Meeting Materials		
Allen Buechel	<ul style="list-style-type: none"> • PTO Schedule – draft • Independent Advocate handout • Quality Program - draft • Quality Description - draft • Appeal and Grievance Procedure – draft • Member Rights and Responsibilities Policy – draft • Appeal and Grievance Policy – draft • Check Cashing Proposal • CEO Report 		
Members in Attendance			
Jim Brey	Allen Buechel	Laura DeGolier	Mark Harris
Lea Kitz	Jim Koziczowski	Todd Moely	Bob Ziegelbauer
Members Excused / Absent			
Judy Ruggirello			
Others Present			
Dan Bizub – Lakeland Care District	Meghan Hyland – Creative Care Options	Katie Kreis – Lakeland Care District	Vicki McKay – Lakeland Care District
Katie Mnuk – Lakeland Care District	Ken Stoffel – Winnebago County DHS		

Agenda Item	Notes & Recommendations
Call to Order	Ziegelbauer called the meeting to order at 3:41 p.m. All members were present except for Buechel and Ruggirello. Buechel arrived at 4:35 pm; Ruggirello's absence was excused.
Public Comment	None were presented.
Review & Approve Minutes	Moved by Moely to approve November 4, 2009 draft meeting minutes as submitted; seconded by Koziczowski. Motion carried by a vote of Ayes, 7. Nays, 0.
Quality Program Overview	Meghan Hyland, Program Quality Specialist at Creative Care Options provided an overview of Lakeland Care District's proposed Quality Program.
Check Signing Policy	<p>Moved by Brey to approve the financial institution requirements as follows:</p> <p>Check signing authority limited to the CEO of Lakeland Care District and the Board Chair of Lakeland Care District. Checks in excess of \$50,000.00 require the approval of both the CEO and Board Chair of Lakeland Care District; seconded by Moely. Motion carried by a vote of Ayes, 8. Nays, 0.</p> <p>Moved by Moely to approve Lakeland Care District check policies as follows: Check requests, payrolls, and claims processing data entered into NetSmart software and checks</p>

	with electronic signatures are generated. Check requests in excess of threshold amount will not be entered into NetSmart software without the proper authorization and documentation. Lakeland Care District Finance Director to audit checks exceeding threshold amounts quarterly; seconded by Koziczkowski. Motion carried by a vote of Ayes, 8. Nays, 0.
Enrollment Issues	<p>Moved by Ziegelbauer to approve Cigna as the provider for long-term disability benefits; seconded by Moely. Motion carried by a vote of Ayes, 8. Nays, 0.</p> <p>Moved by Brey to approve recommendation for the paid holiday policy; seconded by Harris. Motion carried by a vote of Ayes, 8. Nays, 0.</p> <p>Moved by; Ziegelbauer that employees be allowed to bring up to 90 days of sick leave accumulated from their prior county or county-contracted employer, for use in limited circumstances. This carry-in allowance is intended only for employee's own use for such disability as would qualify for STD. Detailed policy to be developed and administered by District administration; seconded by Moely. Motion carried by a vote of Ayes, 8. Nays, 0.</p> <p>Moved by Ziegelbauer to approve the PTO policy as presented with no more than five carryover days per year; seconded by Moely. Motion carried by a vote of Ayes, 8. Nays, 0.</p>
CEO Report	Moved by Brey to receive and file CEO report; seconded by Harris. Motion carried by a vote of Ayes, 8. Nays, 0. (CEO report attached)
Future Agenda Items	<p>Future agenda items include:</p> <ul style="list-style-type: none"> • Quality Program – 12/2 • Board Policy & Procedures – 12/16 • Certification updates • District updates • Strategic planning – February 2010
Adjourn	Moved by Moely to adjourn; seconded by Ziegelbauer. Motion carried by a vote of Ayes, 8; Nays 0. Meeting adjourned at 5:47p.m.

CEO Report

November 18, 2009

Staff

Jill Burdette has been hired as the District's Provider Network Director, and Marty Watkins will be the Provider Network Developer. Together, Jill and Marty bring to the District several years' experience working with providers in Fond du Lac and Winnebago Counties, respectively.

An announcement on the District's Care Management Services Director is imminent. In addition, the District is currently recruiting for its HR team including the Training Coordinator and HR Generalist, and for business office positions of Payroll Supervisor and Payroll Clerk. We hope to fill those positions very soon.

Operations

Discussions on the District's contracts and MOUs are proceeding, with focus on items related to the District's business functions and its Fond du Lac operations. In addition, the District's Directors are meeting on items related to district operations including certification, the business plan and ideas for bringing care under management. And, we continue to make progress on hiring for District positions and development of employment-related issues such as wage scales, employment standards, etc.

Prevocational Services

As indicated at the Board's last meeting, the Department of Health Services (DHS) has proposed modifying its definition of prevocational services in conjunction with renewal of its Family Care waiver with the federal Center for Medicare and Medicaid Services (CMS). For your background, I have attached a Q&A document the DHS has asked MCOs to distribute to their members who receive prevocational services.

Legislative Hearing

The State Assembly's Committee on Aging and Long Term Care held a public hearing on Family Care on November 13, 2009. Four of Wisconsin's MCOs were invited to testify including NorthernBridges (a long term care District); two private nonprofit MCOs (Community Care Inc. and Community Health Partnership) and the Milwaukee County Department on Aging.

Testifiers discussed many positive aspects of Family Care (including elimination of waiting lists) as well as current challenges. In particular, funding was cited as an issue, with testifiers attributing funding challenges to a variety of sources including a flawed rate structure, focus on cost containment and rapid program expansion. It was pointed out that in areas well into expansion, capitated rates were beginning to cover costs. However, many speakers indicated that financial stability in Family Care expansion may take longer than the three years the Department has set as the standard.

During the question-and-answer session at the end of the hearing legislators expressed frustration related to program funding, targeting their concern at the Department of Health Services staff. Committee Chair Peggy Krusick (D-Milwaukee) indicated she would like to see a committee bill that includes legislative oversight, transparency and input on provider cuts in the rate reform project and Family Care.

Video of the hearing has been archived on the Wisconsin Eye website. To view it, go to their homepage at <http://www.wiseye.org/>, scroll down to the box titled "Video on Demand" and you'll find a link for "11.12.09 / Assembly Committee on Aging and Long Term Care."



State of Wisconsin
Department of Health Services

Jim Doyle, Governor
Karen E. Timberlake, Secretary

Prevocational Services: Frequently Asked Questions

Discussions are underway between the Department of Health Services (DHS) and groups that have expressed concerns about possible changes in the way prevocational services will be offered. We are hopeful that these discussions will lead to a satisfactory resolution for all parties. To eliminate possible misperceptions and misunderstandings and to reduce anxiety while these discussions are pending, we are providing this question and answer document to clarify the principles we currently use and would continue to use under any approach in the future.

Q: *What changes are being considered for prevocational services?*

A: As part of our renewal of the Family Care program, the Department is updating the definition of prevocational services. This definition clarifies that prevocational services are a ‘stepping stone’ to community based employment. The definition also recognizes that developing employment opportunities in the community that meet each individual’s unique preferences and needs will take time, and the pace at which community employment opportunities are explored and developed will vary with each individual. This is why we left the definition flexible.

Q: *What does this definition change mean for me and my family?*

A: During your regular care planning meetings with your care team, which you have every six months, you will be asked about your life goals and may be encouraged to consider options for how community-based employment can contribute to your goals. You can continue to receive prevocational training.

Q: *Will prevocational services for Family Care members be ended immediately on January 2010 when the new definition becomes effective?*

A: No, prevocational services in Family Care will not be ended at the start of 2010. Prevocational services will continue to be available for people in Family Care.

Q: *Will there be a time limit as to how long I can get prevocational services in Family Care? For example, will my prevocational services end after 6 months or 1 year?*

A: No, there will be no automatic cut-off of prevocational services for a Family Care member after a certain period of time. The amount of prevocational services used by Family Care members will vary, based on each individual’s personal needs and goals.

Q: *Will a government or Family Care official decide when I have to stop receiving prevocational services?*

A: No. Just like in all care planning decisions in Family Care, you the member will be involved, together with your care team, in making decisions as to whether to continue to pursue prevocational services or whether to pursue other community-based employment options. Your interdisciplinary team staff will work to ensure that you are aware of all pre-vocational and employment options that are available.

Q: *Will I be able to return to prevocational services if I try a community job and it doesn’t work out?*

- A: Yes. You will be able to return to prevocational services if the community job ends for any reason. If your community-based job ends, you would work closely with your care team and discuss the possibility of exploring other community-based employment options or returning to prevocational services.
- Q: *If I get a part-time job in the community, can I also go to prevocational services for the rest of my day?*
- A: Yes, you can have a community-based job and be involved in prevocational services at the same time.
- Q: *I am interested in a community-based job, but there are none available right now. Can I stay in prevocational services until a job is available for me in my community?*
- A: Yes, you can continue using prevocational services until a community-based job consistent with your interests and goals is available. Prevocational and supported employment providers are working with local businesses to help develop community employment opportunities for people with disabilities, including pursuing creative and new ways to structure jobs.
- Q: *Why are changes being considered for prevocational services?*
- A: The goal of Family Care is to provide a high quality of life for people with long term care needs by enabling members to be involved as fully as possible in their communities. The changes that are being considered are designed to offer Family Care members the opportunity to explore and participate in community-based jobs. Community-based employment options enable individuals to contribute to and be involved in their communities in meaningful and satisfying ways.