

## Meeting Minutes

Meeting: Board of Directors								
Meeting Date			Location			Duration		Dial-in Number
May 19, 2010			Lakeland Care District Central Office N6654 Rolling Meadows Drive Fond du Lac			3:36 p.m. – 4:52 p.m.		
Mtg. Leader			Meeting Materials					
Allen Buechel / Jim Brey			<ul style="list-style-type: none"><li>• Conflict of Interest Policy - draft</li><li>• Multi-Year Summary Balance Sheet</li><li>• Profit and Loss Statement</li><li>• Balance Sheet</li><li>• CEO Report</li></ul>					
Members in Attendance								
Dave Anderson	Jim Brey	Allen Buechel	Mark Harris	Lea Kitz	Jim Koziczkowski	Todd Moely	Judy Ruggirello	Bob Ziegelbauer
Members Excused / Absent								
None								
Others Present								
Dan Bizub – Lakeland Care District	Ashley Hesse – ARC Winnebago County		Meg Hyland – Lakeland Care District		Katie Kreis – Lakeland Care District		Vicki McKay – Lakeland Care District	Katie Mnuk – Lakeland Care District
Ken Stoffel – Winnebago County DHS	Beth Tourville – ARC Fox Cities							

Agenda Item	Notes & Recommendations
Call to Order	Buechel called the meeting to order at 3:36 p.m.
Public Comment	None were presented.
New Member Introductions	Buechel introduced Dave Anderson as a newly appointed member of the Lakeland Care District Board. Anderson replaces Laura DeGolier as a representative for Fond du Lac County.  Harris joined the meeting at 3:38 p.m.
Election of Officers	Buechel announced his resignation as Chair of the Lakeland Care District Board of Directors. He will continue his term as a member of the Board. Following the resignation, Harris nominated Brey to replace Buechel as Chair.  Moved by Ziegelbauer to cast a unanimous ballot for Brey to be elected Chair of the Lakeland Care District Board of Directors; seconded by Moely. Motion carried by a vote of Ayes, 9. Nays, 0.

	<p>Ziegelbauer announced his resignation as Vice Chair of the Lakeland Care District Board of Directors. He will continue his term as a member of the Board. Following his resignation, Buechel nominated Koziczkowski to replace Ziegelbauer as Vice Chair.</p> <p>Moved by Anderson to cast a unanimous ballot for Koziczkowski to be elected Vice Chair of the Lakeland Care District Board of Directors; seconded by Ruggirello. Motion carried by a vote of Ayes, 9. Nays, 0.</p> <p>Koziczkowski nominated Buechel Secretary of the Lakeland Care District Board of Directors to fill the vacancy resulting from DeGolier's resignation.</p> <p>Moved by Moely to cast a unanimous ballot for Buechel to be elected Secretary of the Lakeland Care District Board of Directors; seconded by Harris. Motion carried by a vote of Ayes, 9. Nays, 0.</p>
Meeting Minutes	<p>Moved by Moely to approve 4/21/2010 draft meeting minutes; seconded by Koziczkowski. Motion carried by a vote of Ayes, 8; Nays, 0; Abstention, 1 (Anderson).</p> <p>Moved by Moely to approve 5/5/2010 draft Conflict of Interest Workgroup meeting minutes; seconded by Koziczkowski. Motion carried by a vote of Ayes, 4. Nays, 0.</p>
Conflict of Interest Policy	<p>Members reviewed and discussed the draft Conflict of Interest (COI) Policy as developed in the COI workgroup.</p> <p>Board members are asked to forward any additional comments/revisions to members of the COI workgroup. Suggested revisions and clarifications will be sent to the District's Attorney for review and comment.</p> <p>The revised COI Policy will be presented in June for final approval.</p>
Financial Review	<p>Dan Bizub, Finance Director, reviewed the Multi-Year Summary Balance Sheet, Profit and Loss Statement and Balance Sheet. Moved by Buechel to accept the financials as presented; seconded by Ruggirello. Motion carried by a vote of Ayes, 9. Nays, 0.</p>
Enrollment Update	<p>Mnuk reported that there are currently 509 members receiving services in Manitowoc County with 41% of the member population belonging to the developmentally disabled (DD) target group.</p> <p>Total enrollment in April for Manitowoc and Fond du Lac Counties was 1588 members.</p>
Implementation Update	<p>Mnuk shared how the transition to Family Care in Manitowoc County is running smoothly. She commended the Central Office mentors that are present daily at the East office to provide assistance to new staff and the ongoing hard work and dedication displayed by the new East staff. Manitowoc County members are currently being assessed and Member Centered Plans (MCPs) are being developed. MCPs will continue to be developed over the upcoming months.</p> <p>Eighty-Five percent of Winnebago County staff has been hired including all of the Supervisory staff which are anticipated to occupy the West office facility when we obtain occupancy on June 7<sup>th</sup>. West office staff are participating in training and shadowing activities in the Central Office until the completion of the West office.</p>

CEO Report	<p>Mnuk displayed the plaque that will be presented to Laura DeGolier recognizing our appreciation of her dedication and contributions as a member of the Lakeland Care District Board of Directors.</p> <p>Mnuk briefly reviewed the CEO Report. Moved by Koziczowski to receive and file CEO report; seconded by Ruggirello. Motion carried by a vote of Ayes, 9. Nays, 0. (CEO report attached)</p>
Future Agenda Items	<p>Future agenda items include:</p> <ul style="list-style-type: none"> <li>• Conflict of Interest Policy</li> <li>• Implementation update</li> <li>• Strategic Planning Discussion</li> <li>• Governance Committee (July)</li> <li>• Stakeholder Committee (July)</li> </ul>
Adjourn	<p>Moved by Moely to adjourn; seconded by Ziegelbauer. Motion carried by a vote of Ayes, 9. Nays 0. Meeting adjourned at 4:52 p.m.</p>