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**ELECTED AND APPOINTED OFFICIALS MEETING MINUTES**

Monday, August 30, 2010

1:00 p.m. – 3:30 p.m.

**Present:** Carole Andrews, Jean O’Leary, Mary Derginer (Brown); Mark Moeller, Ben Meyer, Roger Tepe, Mike VanEss, Joe Krebsbach, Julie Kudick (Door); Jim Abrahamson, Bill Kelsey (Kewaunee); Robin Elsner, Bob Fraik, Kathy Just (Marinette); Tony Waupochick, Beverly Muehlius, Barb Nelson (Menominee); Lois Trever, Craig Johnson, Mike Reimer, Carolyn Barke (Oconto); John Gallagher, June Erdmann, Kim Wolfmeyer, Barbara Larson-Herber, Rick Kane (Shawano); Gail Hanseter, Denise Pommer (Menominee Tribe); Julie Button, Amy Panosh (Board of Aging LTC – Ombudsman); John Bloor (NEW Curative); Rolf Hanson and Debbie Peterson (NEW).

1. There were no changes/additions to the agenda.
2. The agenda was approved.
3. There was no public comment.
  - All attendees introduced themselves.
4. There were no changes/additions to the June 21, 2010 meeting minutes.
  - Minutes were approved.
5. Introduction of Board Members:
  - John Gallagher – Shawano
  - Carole Andrews – Brown
  - Mark Moeller – Door
  - Guy Gooding – Oconto – was not present
  - Tony Waupochick – Menominee
  - Carolyn Barke – Oconto – Consumer (Frail Elderly)
  - Mary Derginer – Brown – Consumer (Persons with Developmental Disabilities)
  - Julie Kudick – Door – Consumer (Persons with Physical Disabilities)
6. County Board Resolution Process Updates - four counties have passed the resolution:
  - Oconto – only concern was losing the personal touch.
  - Menominee – no issues or concerns; passed unanimously. At previous board meeting, held family care presentation and passed out handouts .
  - Door – corporate counsel essentially developed the short version of the resolution; passed unanimously.
  - Kewaunee – held early educational sessions. Only question was whether NEW FC would have taxing authority. Felt the Rock Garden presentation helped.
  - Marinette – meeting tomorrow at 9:30 a.m.
  - Brown – meeting September 15.
  - Shawano – meeting September 22.

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## 7. Fiscal Agent Report:

- Original planning grant was \$396,000.
- Through the end of July we have spent \$144,055. Most of the costs were due to consultation/equipment/staff. All contracts will include deliverables.
- Signed new office space lease. Trying to get telephone/internet transferred.

## 8. Reports from counties on ADRC planning:

- Door has held three formal ADRC meetings. Aiming to have ADRC application ready by July, 2011; and hope to begin looking at getting staff positioned for ADRC/Family Care jobs by late fall 2011 and early 2012.
- Kewaunee is working on the governance of a partnership with Manitowoc County. Kewaunee recently passed funding for their Health & Human Services building.
- Shawano-Oconto-Menominee are working on development of the Wolf River ADRC. They have secured pre-implementation planning money from the State and meet monthly. They plan to file State application in July 2011.
- Marinette is looking at a single county ADRC. They have met with Florence (white county).
- Brown has an existing ADRC.

## 9. Administrative Report:

- In the process of moving our offices from the 2<sup>nd</sup> floor to a half-bay on the 1<sup>st</sup> floor. Please stop by and check it out.
- Base Camp – Debbie briefly explained how to get in and what you need to do. If anyone has a problem please contact her at [debbie.peterson@new.rr.com](mailto:debbie.peterson@new.rr.com).
- Julie Button, Ombudsman, gave a brief overview of their function.
- John Bloor, NEW Curative, was in a meeting with Green Bay Special Education educators who hadn't heard about family care.

## 10. Planning Director Report:

<b>District Formation</b>
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### **County Resolution Board Actions**

- The Counties of Oconto, Menominee, Door and Kewaunee approved at their August Board meetings the resolution to establish the NEW FC District. Marinette County has the resolution on the agenda for their August 31 County Board meeting. Shawano and Brown Counties are expected to have the resolution on their September Board agendas.
- The resolutions passed contained the names of the three consumer board members; the three nominated consumer board members are: Carolyn Barke, RN from Oconto County; Mary Derginer from Brown County; and Julie Kudick, RN from Door County.
- Oconto County has named Board Supervisor Guy K. Gooding to the District Board. Menominee County has named Tony Waupochick and Door County has named Mark Moeller to the District board.
- A second and final resolution will be required in 2011 to approve the District entering into a contract with the State.

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## **Pre-operating Budget Meeting with the State**

- DHS staff been reviewing the budget and we have had a couple of a phone conferences with Kathleen Luedtke and Tom Lawless in the past few weeks. DHS has requested some additional information on the interim milestones on major objectives to measure progress. We will also be providing additional information on the interim milestones that have been achieved prior to July 1, 2010 to provide additional understanding on the progress that NEW FC has been achieving. One additional phone conference is planned in about 4 weeks.
- The preoperational budget that was submitted covers July 1, 2010 through February 28, 2012 with operations planned to begin March 1, 2012. Tom Lawless on August 26 indicated that DHS is planning on breaking up the funding into at least two time periods with the initial time period looking at the additional funding requested for the remainder of the current fiscal year.
- A clarification from my last Planning Director's report-Per Kathleen Luedtke: any additional funding for planning, development and implementation will come from state general purpose revenue funds and Federal Medicaid matching funds. In the past, DHS has made funding available as developing MCOs adequately demonstrate progress towards readiness to contract with DHS. Sources used in the past per Kathleen have included unused COP High cost funds and comprehensive Systems Change Grant funds. Preoperational funding is not guaranteed by passage of a budget bill.

## **Administration**

### **Base Camp**

- The internal communication tool known as "Base Camp" has been set up by Debbie Peterson, NEW FC's Administrative Assistant, and she serves as the Base Camp Administrator.
- Individuals have been set up for Base Camp. We determine access privileges since Base Camp is divided into "dashboards". Dashboard groups initially set up included Elected and Appointed Officials, Steering Committee, Long Term Care Supervisors, and Care Managers/RNs. A "dashboard" has also been set up for individuals in county administrative support roles. Whenever a new document is placed in Base Camp, individuals will be notified by email that a new document is available.
- When a person is set up in Base Camp, he/she receives an invitation. The individual must select a user ID and password. Once you are set up, please open a file so that it will register that you have been on Base Camp.

## **Planning and Development**

### **Care Management**

- The Care Management Committee has been holding two-day NEW FC Care Management Orientation for all current care managers and RNs in the counties and tribes beginning in August. The sessions are being held at various locations throughout the District.

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- The sessions have completed at Marinette and Green Bay. The second day of the remaining sessions are scheduled for August 31 in Shawano and September 2 in Kewaunee.
- The orientation sessions cover:
  - Waivers vs. Managed Care – what’s different?
  - Role of the Interdisciplinary Team and its Members
  - Grievance and Appeal/Notice of Action
  - Medicare Maximization
  - Self Directed Supports in Family Care
  - Strength based assessments
  - Outcomes
  - Resource Allocation Decision method

## **Stakeholder Meetings and Activities**

- Rolf met with the administrative support staff at Brown County on August 10<sup>th</sup> to share information on NEW FC development and the functions of a managed care organization.
- Kewaunee County held a provider meeting on August 17.
- Marinette County held consumers meetings in Marinette, Niagara and Crivitz in the last month.
- Rolf and Debbie visited the Stile Street Aspiro production center on Friday, August 20<sup>th</sup>.
- Rolf met with Ken Jeansonne of Advocates for Independent Living.
- Rolf and Debbie have met with Care Management staff from all the counties in the past month at the Care Management Orientation sessions. A separate meeting was also held with the Kewaunee County Care Management Staff.
- Rolf will be meeting with Oneida representatives on September 8.
- Rolf will be meeting with the staff of NEW Curative on September 9.

## **Claims Management and Care Management Software**

- Prior to this year, DHS selected two preferred vendors that MCOs can use for claims management. DHS initiated a process to select preferred vendors for care management software. Kim Wolfmeyer and Rolf Hanson will be participating in this process for NEW FC. DHS expects to make a selection by June 30, 2011 which will likely fit with our timeline for selecting a care management system.
- The two preferred claims vendors are WPS and Vestica. Vestica also has care management software and WPS teams up with another vendor for care management software. NEW FC including members of the Care Management Committee had an initial meeting with Vestica earlier in July and had a meeting with WPS (claims processing) and MIDAS (care management system) on August 23<sup>rd</sup>. Northern Bridges currently uses the Vestica systems and South West Care Alliance uses WPS and MIDAS.

## **Human Resources**

- A tri-fold brochure providing initial information was developed for Care Managers and RNs currently employed by the counties. The brochure has been distributed to staff.
- The number of Care Managers and RNs that the District will need is greater than the number currently employed by the counties.
- The District will need to hire a number of people in a number of other areas.

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- Rolf met with and will be meeting a number of education institutions to share information on NEW FC. Thus far, he has met with the University of Wisconsin Green Bay (Business School and the School of Social Work), Bellin College of Nursing, and the Northeast Wisconsin Technical College.
- The Wisconsin Association of Family Care has a Human Services Group comprised of the HR directors from each of the MCOs and Rolf will be attending their next quarterly meeting.

## State and Industry Information

### Wisconsin Family Care Association and DHS

- On Wednesday August 10, Rolf participated by phone for the meeting the Wisconsin Family Care Association in the morning. This group is comprised of the CEOs and or COOs from all of the existing MCOs except for one MCO which is a for-profit company. In the afternoon, this group met with DHS and Rolf also participated via phone. A number of topics were covered in both meetings.

### Audit of Family Care

- The Joint Legislative Audit Committee approved on July 14 moving ahead with an audit of Family Care. The scope of the audit by the Legislative Audit Bureau will include meeting with a number of organizations, reviewing financial and other information provided by the State, doing site visits at some of the existing MCOs as well as other activities. More details of the audit are expected to be known in the coming weeks. The Wisconsin Family Care Association met with the Legislative Audit Bureau staff during the August 10 MCO meeting

### MCO's First Quarter 2010 Financial Performance

- The nine MCOs reported an aggregate \$1.1 million surplus for Family Care for the first Quarter. This is a significant improvement over the prior year.

If you have any questions and or need additional information, please feel free to give me a call 920-883-6193 and/or email me [rolf.hanson@new.rr.com](mailto:rolf.hanson@new.rr.com).

### 11. Future meetings:

- After a brief discussion, it was decided that this committee has accomplished its goals and does not plan any future meetings.

**THANK YOU for all your hard work and dedication!**

These minutes are respectfully submitted by Debbie Peterson,  
NEW FC Administrative Assistant, and **HAVE NOT BEEN APPROVED**  
by the Northeast Wisconsin Family Care Elected Officials