

# REVISED

**AGENDA – OPEN MEETING**  
**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES BOARD**  
**HEALTH AND HUMAN SERVICES CENTER BUILDING, 514 RIVERVIEW AVE.**  
**THURSDAY, AUGUST 18, 2022**  
**8:30 a.m.**

Call Meeting to Order  
Pledge of Allegiance  
Public Comment\*

**Board Agenda**

Approve Minutes: July 1, 2022 & July 28, 2022  
Review Correspondence  
Advisory and Standing Committee Reports

Announcements  
Meeting Approvals  
Future Agenda Items

1. Public Hearing (LL Cafeteria)
2. Board Approval of Advisory Committee Membership and Chairs (Room 271)
  - Aging and Disability Resource Center Advisory Board Appointments
  - Child and Family Services Advisory Committee Appointments
  - Mental Health Advisory Committees Appointments
  - Public Health Advisory Committee Appointments
  - Substance Use Advisory Committee Appointments
3. Bylaws Updates (Room 271)
  - ADRC Advisory Group Bylaws
  - PHAC Advisory Group Bylaws
4. Overview of Proposed 2023 Budget (Room 271)
  - Administrative Services Division
  - Veterans Services
  - Aging and Disability Resource Center
  - Public Health
  - Children and Family
  - Adolescent and Family
  - Clinical Services
  - Q&A

<b>Item</b>	<b>Appearance by</b>	<b>Time**</b>
1.	Public Hearing	8:30am
2.	HHS Director Elizabeth Aldred, HHS Deputy Director Lisa Roberts, HHS Admin Services Division Manager Randy Setzer, Child and Family Services Division Manager Penny Nevicosi, Veterans Services Officer Dan Driscoll, Public Health Division Manager and Public Health Officer Ben Jones, ADRC Manager Mary Smith, Adolescent and Family Services Division Manager Ron Pupp, Clinical Services Division Manager, Kirk Yauchler	9:30am

\*\* The time schedule is approximate and may vary for individual agenda items.

\* HHS Board members may participate remotely and will be considered present for quorum and voting purposes.

INTERESTED MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE MEETING IN PERSON. TO JOIN THE MEETING VIA MICROSOFT TEAMS, CLICK ON THE FOLLOWING LINK:

<https://tinyurl.com/5n86rezk>  
Join on your computer or mobile app

**Minutes of the Waukesha County Health & Human Services Board (HHS)  
& Joint Conference Committee (JCC)  
Health & Human Services Building, Conf Room 271  
Friday, July 1, 2022  
12:30pm**

Chair Nelson called the meeting to order at 12:30 p.m.

**Joint Conference Committee Members Present:** Supervisor Larry Nelson (in person), Supervisor Christine Howard (via Teams), Chris Beck (in person), Dr. Mike Goldstone (in person), Vicki Dallmann-Papke (via Teams)

**HHS Board Members Present:** Supervisor Larry Nelson (in person), Supervisor Christine Howard (via Teams), Supervisor Joel Gaughan (in person), Dr. Mike Goldstone (in person), Chris Beck (in person), Mary Berg (in person), Vicki Dallmann-Papke (via Teams)

**HHS Board Members Absent:** Mary Baer

**Also Present:** Health & Human Services Board Member Robert Menefee, Jr. (via Phone), Health & Human Services (HHS) Director Elizabeth Aldred (in person), Mental Health Administrator Jeffry Lewis (in person), Departmental Executive Assistant Shannon Gustavson (in person)

Aldred stated that the Mental Health Center (MHC) has had an Institute of Mental Disease (IMD) status; however, this status prohibits HHS from being able to bill Medicaid for individuals between the ages of 18-64, thus providing services to these individuals at full cost. To further support the MHC crisis stabilization plan that was presented to the HHS Board and JCC in the past, a recommendation was made to remove the IMD status from the MHC and decertify the MHC from a 28-bed facility to a 16-bed facility.

The County requested to the Joint Conference Committee the removal of the Institute of Mental Disease (IMD) status and decertify this hospital from a 28-bed facility to a 16-bed facility.

**JCC MOTION:** Goldstone moved, second by Howard, to remove the IMD status and decertify the Mental Health Center inpatient hospital from a 28-bed facility to a 16-bed facility. Motion carried 5-0.

The Joint Conference Committee recommended to the Health and Human Services Board the removal of the Institute of Mental Disease (IMD) status and decertify this hospital from a 28-bed facility to a 16-bed facility.

**HHS MOTION:** Goldstone moved, second by Gaughan, to remove the IMD status and decertify the Mental Health Center inpatient hospital from a 28-bed facility to a 16-bed facility. Motion carried 7-0.

This will go into effect on August 1, 2022.

**MOTION:** Howard moved, second by Beck, to adjourn the combined JCC and HHS Board meeting at 12:52 p.m. Motion carried 7-0.

Respectfully submitted,

Larry Nelson  
HHS Board Chair

**Minutes of the Health and Human Services Board**  
**Thursday, July 28, 2022**  
**1:00pm**

Chair Nelson called the meeting to order at 1:00pm

**Board Members Present:** Supervisor Larry Nelson, Supervisor Christine Howard (via Teams), Supervisor Joel Gaughan, Vicki Dallmann-Papke (via Teams), Mary Baer, Dr. Mike Goldstone (left at 2:59pm), Christine Beck (left at 2:16pm), Robert Menefee Jr., Mary Berg (arrived at 1:07pm)

**Also Present:** Health & Human Services (HHS) Director Elizabeth Aldred, Health & Human Services (HHS) Deputy Director Lisa Roberts, Public Health Division Manager and Public Health Officer Benjamin Jones, Public Health Coordinator Elizabeth Laatsch, Strategy Supervisor Frances Thomas

**Public Comment**

There was no public comment.

**Approve Minutes of June 23, 2022**

MOTION: Baer moved, second by Goldstone, to approve the HHS Board minutes of June 23, 2022. Motion carried 9-0.

**Advisory and Standing Committee Reports**

- ADRC Advisory Committee meeting did not meet in July.
  
- Dallmann-Papke could not provide an update for the Mental Health Advisory Committee (MUAC) as the committee has not approved hybrid meetings; therefore, she has not been able to attend. Aldred and Nelson agreed that Dallmann-Papke would be able to attend if MUAC is held virtually.
  
- Public Health Advisory Committee meeting did not meet in July.
  
- Dr. Goldstone was out of town, so he did not attend the Substance Use Advisory Committee (SUAC) Meeting. Beck has agreed to be the back-up for when Dr. Goldstone is unable to attend future SUAC meetings.
  
- Menefee attended the Child and Family Services Advisory Committee (CAFSAC) meeting stating that the committee has been discussing critical needs.
  
- Baer attended Teen Court and highly recommends fellow board members to attend. Gustavson to provide contact information for Adolescent and Family Division Manager Ron Pupp for those who want to attend Teen Court in the future.

**Sharing of HHS Board Membership List with Wisconsin Association of Local Health Departments and Boards (WALHDAB)**

WALHDAB, the public health association for the state, has requested to receive board members names and contact information. Attendees agreed to share the information.

**June and July American Rescue Plan Act (ARPA) Ordinances**

Roberts and Aldred provided updates on the June and July ARPA Ordinances that have been approved.

- The **Digitization of Paper Forms Project** will utilize a contracted vendor to move all programs in an electronic storage environment by building over 400 forms into our electronic system. The project will also purchase batch scanning equipment and develop a process to directly scan documents into one of several electronic systems used throughout HHS.
- The **Criminal Justice Collaborating Council (CJCC) Pre-Trial Supervision Project** addresses backlog of cases caused by the pandemic that led to more defendants being ordered to pretrial supervision for extended periods of time. This project will add 1 full time employee (FTE) contracted Case Manager to work through the backlog.
- The **Mental Health Center (MHC) Capital Project** is the MHC redesign, creation of the crisis stabilization wing at the hospital as well as new cubicles, carpet, and paint.
- The **Embedded Clinicians with Law Enforcement Project** will embed 3 Clinical Therapists into law enforcement. One Clinical Therapist will work first shift, one will fill the third shift hours and the third therapist will be involved in Waukesha County dispatch.
- The **Expansion of Youth Comprehensive Community Services Programming Project** is an additional unit, which will double the number of youths being served, and provides intensive community-based treatment for youth experiencing mental health or substance use issues.
- The **Building Child Welfare Infrastructure Project** will provide community awards to increase Family First prevention and early intervention evidence-based programs. It will expand local out of home care resources for youth with complex needs and will develop a continuous quality improvement process through implementation of a national systems review model.

#### **Key HHS Project Issues Document**

Aldred distributed a document titled, "Key HHS Project Issues." Attendees agreed to review the document outside of the meeting and email Aldred with any questions to be addressed at the August 18 meeting.

#### **Consideration of the Amended WCDHHS CAFSAC Bylaws**

In June, CAFSAC voted to remove the Special Services Advisory Committee (SSAC) as a subcommittee under Article IX. The bylaws were amended and presented to the board for approval.

MOTION: Menefee moved, second by Gaughan, to approve the amended WCDHHS CAFSAC Bylaws. Motion carried 9-0.

#### **Public Health Presentation**

Jones distributed and reviewed a PowerPoint presentation titled, "Waukesha County Public Health Division." Jones introduced Public Health Coordinator Elizabeth Laatsch and Strategy Supervisor Frances Thomas.

**Next Meeting Date**

HHS Public Hearing followed by the HHS Budget Review Board Meeting is on August 18. The HHS Public Hearing is from 8:30 to 10:00am in the lower-level cafeteria of HHS and is in-person only. The HHS Budget Review will be in the Board Room and will have a virtual option available.

**Announcements**

On Monday, August 1 at 9:00am in the lower-level cafeteria of HHS, there will be a news conference regarding the Fentanyl Crisis in the Community.

**Review of Correspondence**

There was no correspondence to review.

**Future Agenda Items**

Amended bylaws for Aging and Disability Resource Center Advisory Committee, Public Health Advisory Committee, Mental Health Advisory Committee, and Substance Use Advisory Committee.

MOTION: Baer moved, second by Menefee, to adjourn the meeting at 3:14pm. Motion carried 7-0.

Respectfully submitted,

Larry Nelson  
HHS Board Chair

**WAUKESHA COUNTY  
HEALTH AND HUMAN SERVICES  
ADRC ADVISORY BOARD  
MEMBERSHIP CHANGES**

**Chair**

*Term: 8/2022 – 8/2023 (first term)*

Judith Tharman

**Vice Chair**

*Term: 8/2022 – 8/2023 (first term)*

Susan Schweda

**Secretary**

*Term: 8/2022 – 8/2023 (first term)*

Marj Kozlowski

**Votes Held**

The above noted appointments were voted on and approved at the ADRC Advisory Board meeting held on August 4, 2022.

**Membership Appointment**

1. Susan Schweda (*Term: 8/2022 – 8/2025*)

**Vote Held**

The above noted appointment was voted on and approved at the County Board meeting held on July 26, 2022.

**Membership Reappointments**

1. Sandy Wolff (*Term: 8/2022 – 8/2025*)
2. Marj Kozlowski (*Term: 8/2022 – 8/2025*)

**Votes Held**

The above noted reappointments were voted on and approved at the County Board meeting held on July 26, 2022.

**WAUKESHA COUNTY  
HEALTH AND HUMAN SERVICES  
CHILD AND FAMILY SERVICES ADVISORY COMMITTEE  
MEMBERSHIP CHANGES**

**Chair**

*Term: 9/1/2022 – 8/31/2023 (third term)*

Mary Adele Revoy, Elevate, Inc.

**Vice Chair**

*Term: 9/1/2022 – 8/31/2023 (second term)*

Jessica Trauth, The Women's Center

**Membership Reappointments**

*Term: 9/1/2022 – 8/31/2025*

1. Catholic Charities (Provider)
2. Elevate, Inc. (Provider)
3. Easterseals Safe Babies Healthy Families (Provider)
4. Family Service (Provider)

**Votes Held**

The above noted appointments were voted on and approved at the Child and Family Services Advisory Committee meeting held on July 21, 2022.

**WAUKESHA COUNTY  
HEALTH AND HUMAN SERVICES  
MENTAL HEALTH ADVISORY COMMITTEE  
MEMBERSHIP CHANGES**

**Co-Chair**

*Term: 9/1/2022 – 8/31/2023 (second term)*

TJ Findley, Citizen

**Co-Chair**

*Term: 9/1/2022 – 8/31/2023 (first term)*

Amy Machgan, Waukesha County Technical College

**Vice Chair**

*Term: 9/1/2022 – 8/31/2023 (first term)*

Mary Madden, NAMI Southeast Wisconsin

**Membership Reappointments**

(This is the third year we have done terms for members. All members were existing members.)

*Term: 9/1/2022 – 8/31/2025*

1. Division of Community Corrections – Probation and Parole (Provider)
2. Lutheran Social Services/Friendships-Clubhouse (Provider)
3. ProHealth Care (Provider)
4. Waukesha County Technical College (Provider)

**New Membership**

*Term: 9/1/2022 – 8/31/2025*

1. Addiction Resource Council (Provider)

**Votes Held**

The above noted appointments were voted on and approved at the Mental Health Advisory Committee meeting held on July 18, 2022.

**WAUKESHA COUNTY  
HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH ADVISORY COMMITTEE  
MEMBERSHIP CHANGES**

**Chair**

*Term: 9/1/2022 – 8/31/2023 (third term)*

Andrew Dresang, Froedtert Health

**Vice Chair**

*Term: 9/1/2022 – 8/31/2023 (third term)*

Jessica Kadow, ProHealth Care, Hispanic Health Resource Center

**Membership Reappointments**

*Term: 9/1/2022 – 8/31/2025*

1. Aurora Medical Center (Provider)
2. ProHealth Care, Hispanic Resource Center (Provider)

**Votes Held**

The above noted appointments were voted on and approved at the Public Health Advisory Committee meeting held on August 11, 2022.

**WAUKESHA COUNTY  
HEALTH AND HUMAN SERVICES  
SUBSTANCE USE ADVISORY COMMITTEE  
MEMBERSHIP CHANGES**

**Chair**

*Term: 9/1/2022 – 8/31/2023 (third term)*

Lindsay Just, Addiction Resource Council

**Vice Chair**

*Term: 9/1/2022 – 8/31/2023 (third term)*

Tom Graves, AODA Volunteers of Waukesha County

**Membership Reappointments**

(This is the third year we have done terms for members. All members were existing members.)

*Term: 9/1/2022 – 8/31/2025*

1. WisHope (Provider)
2. Wisconsin Community Services (Provider)

**Votes Held**

The above noted appointments were voted on and approved at the Substance Use Advisory Committee meeting held on July 19, 2022.

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY  
ADVISORY BOARD BYLAWS**

**Article I – Name**

The name of this organization shall be the “Aging and Disability Resource Center of Waukesha County Advisory Board” hereinafter referred to as the “ADRC Advisory Board”.

**Article II – Mission Statement**

The Aging and Disability Resource Center of Waukesha County’s Advisory Board is committed to serving adults and their families with issues of aging and/or disability. Our goal is to advocate for and affirm the rights, dignity, and value of individuals served while limiting risk to those most vulnerable.

**Article III – References**

The Board shall have advisory oversight of the ADRC of Waukesha County whose statutory authority is provided under s.46.283(6)(A), Wis.Stats. The functions of the county commission on aging shall be performed by the Aging and Disability Resource Center Board under s46.82.

The ADRC Advisory Board is considered a subcommittee of the Waukesha County Health and Human Services Board, and as such, will abide by that committee’s bylaws as well.

**Article IV – Membership**

- A. The Aging and Disability Resource Center shall consist of thirteen (13) members with one (1) member being a County Board Supervisor. The twelve other members shall be made up of individuals who are representative of those in the community with disabilities or needs served by the Aging and Disability Resource Center.
  
- B. The members of the ADRC Advisory Board shall be appointed by the County Executive and confirmed by the Waukesha County Board. The composition of the ADRC Advisory Board must generally reflect the ethnic and economic diversity of the geographic area served by the ADRC. The ADRC Advisory Board shall consist of four categories of membership:
  - 1. At least one-fourth of the membership must consist of individuals who uses the services represented by the advisory group, or a family member, guardians, or other advocates.
  - 2. The proportion of members representing older people, people who are physically disabled, and people who are developmentally disabled shall be the same as the proportion of individuals in these target groups statewide that are enrolled in Medicaid managed long-term care programs.
  - 3. County Board Supervisor
  - 4. HHS Board Liaison: The Health and Human Services Board member appointed by the HHS Board as liaison to the advisory board.
  - 5. HHS Staff Liaison: The Health and Human Services employee appointed by the HHS Director or designee as liaison to the advisory group.
  
- C. The members shall serve for terms of three years, so arranged that nearly as practicable, the terms of 1/3 of the member shall expire each year, and no member may serve more than two consecutive three-year terms.

- D. Vacancies shall be filled with such appointee to serve the balance of the term of the member whose place is being filled.
- E. Members shall be distinguished from advisory group visitors on voting matters.
- F. HHS Board members, the County Executive, HHS Board/Staff Liaisons, and the members of the ADRC Advisory Board shall assist in recruiting new members.

**Article V – Attendance**

- A. Members shall regularly attend advisory group meetings and notify the advisory group Chair and the recorder if unable to attend.
  - 1. Failure to give notice could result in loss of voting status or removal of committee.

**Article VI – Officers**

- A. The officers of this advisory group shall be a Chair, Vice Chair, and Secretary.
- B. All officers shall be elected annually by ballot and assume office immediately.
- C. The Chair, Vice Chair, and Secretary will be elected by a majority of the ADRC Advisory Board members present.
- D. A vacancy in the offices of Chair, Vice Chair, or Secretary shall be filled by election at the first ADRC Advisory Board meeting at which the vacancy exists. The election procedure shall be as outlined in Section C above.

**Article VII – Duties of the Officers, Staff, Board Liaisons**

- A. Chair
  - 1. Presides over all meetings of the advisory group
  - 2. Sets agenda with assistance of staff liaison.
  - 3. Appoints subcommittees.
  - 4. Represents the advisory group to the Health and Human Services Board and at other meetings as requested by the ADRC Advisory Board.
  - 5. Responsible for coordinating with the committee recorder for proper notice of meetings.
  - 6. Collaborates with other Chairs as needed.
  - 7. Assists other advisory group Chairs in the preparation of joint meetings.
  - 8. Calls special meetings of the advisory group.
  - 9. Coordinates the educational section of advisory group meetings, including advisory group visitations and presentations to the advisory group.
  - 10. Monitors member meeting attendance for continued membership interest and availability. The Chair or their designee will contact any member who has been absent from meetings after three (3) months.
  - 11. Appoints Parliamentarian.
- B. Vice Chair
  - 1. Presides in the absence of the Chair or the Chair's inability to serve.
  - 2. Assists the Chair in the coordination of the educational section of advisory group meetings, including advisory group visitations and presentations to the advisory group.

- C. Secretary
  - 1. Assist recorder as needed during meeting with minute taking
  - 2. Sign all approved meeting minutes.
  - 3. Assume duties of parliamentarian in absence of the appointed member.
  
- D. Recorder: (ex-officio, non-voting member)
  - 1. Takes minutes at meetings.
  - 2. Submit advisory group agenda to Waukesha County Clerk who is responsible for posting them in accordance with open meetings law.
  - 3. Maintains and updates membership list.
  
- E. HHS Staff Liaison (ex-officio, non-voting member)
  - 1. Assists in planning agenda.
  - 2. Reports information on departmental programs and issues.
  - 3. Assists the Chair in the coordination of the educational section of advisory meetings, including advisory group visitations and presentations to the advisory group.
  
- F. HHS Board Liaison (ex-officio, non-voting member)
  - 1. Represents the HHS Board to the advisory group.
  - 2. Provides pertinent HHS Board information to the advisory group.
  - 3. Carries advisory group opinions and recommendations to the HHS Board.

#### **Article VIII – Meetings**

- A. The ADRC Advisory Board shall have a minimum of ten (10) meetings scheduled a year.
  - 1. Subcommittees may be formed on an ad-hoc or continuing basis to provide assistance in carrying out the activities of the committee. Subcommittees will be appointed by the Committee Chairperson.
  
- B. A fixed quorum of five (5) members, not including ex-officio, non-voting members, shall be present to transact official business of the ADRC Advisory Board.
  - 1. **Members approved in advance by the ADRC Advisory Board Chair to appear by remote means and who fully comply with the HHS Board's remote appearance guidelines shall be considered present for quorum and attendance purposes and shall be entitled to vote.**
  
- C. The ADRC Advisory Board shall be conducted in accordance with *Robert's Rules of Order Newly Revised*. The Chair shall appoint, with the concurrence of the Board members, the Board's Parliamentarian. In the absence of the member appointed as the primary Parliamentarian, the Board Secretary shall assume the duties of the Parliamentarian.

#### **Article IX – Subcommittees**

- A. Subcommittees may be established by the body for purposes such as: Prioritized Needs, Education, or any other need deemed appropriate.

#### **Article X – Amendments to Bylaws**

- A. The Aging and Disability Resource Center Advisory Board shall at its first meeting proceed to elect a chairperson, a vice-chairperson, and a secretary. Officers so elected shall serve for a term of one (1) year. The Board shall be authorized to adopt its own bylaws and procedures providing they are not inconsistent with the bylaws of the area agency on aging. The bylaws must be approved by the County Executive.

- B. These Bylaws may be amended by a majority vote of the ADRC Advisory Board at any regular or special meeting, provided notice of the intent to amend and a copy of the proposed amendment shall be given to each member of the ADRC Advisory Board at least one month prior to such meetings.
- C. After the amendments have been approved by the ADRC Advisory Board following the process stated in Section A, the Recorder will forward the proposed amendments to the Recorder of the HHS Board meetings to be presented and voted on at the following HHS Board meeting, in accordance with the HHS Board Bylaws procedure for votes regarding amendments.
  - 1. The ADRC Advisory Board HHS Board Liaison will report back to ADRC Advisory Board the results of the vote at the next advisory group meeting.
  - 2. The bylaws and any subsequent amendments become effective when approved by a majority of the HHS Board.

**Article XI – Calendar of Activities**

Advisory Committees shall plan their work in accordance with the following calendar:

February to March	Prioritized needs to be presented to the HHS Board and Department of HHS for potential incorporation in budget and strategic plan
March or April	Promote participation in Spring Public Hearing
April to June	Familiarize committee on current membership list
July and August	Promote participation in HHS Board review of annual Department budget
August	HHS Board reviews and approves list of membership reappointments and elected officers
September	Membership reappointments and elected officers effective for September meeting

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH ADVISORY COMMITTEE  
BYLAWS**

**Article I – Name**

The name of this organization shall be the "Public Health Advisory Committee," hereinafter referred to as the "PHAC."

**Article II – Mission Statement**

The mission of the Public Health Advisory Committee is to assess the health needs of the community, to advocate for the prevention of disease and promotion of health for all, to provide health education for staff and community and to provide recommendations and consultation to the Health & Human Services Board.

**Article III – References**

PHAC is considered a subcommittee of the Waukesha County Health and Human Services Board, and as such, will abide by that committee's bylaws as well.

**Article IV – Membership**

- A. The PHAC shall consist of (FIVE) categories of membership, unless otherwise required by law or rule:
1. Consumer: one who uses the services represented by the advisory group, or a family member.
  2. Provider: an individual practitioner, or one who represents a corporation, firm, or agency providing services or support to the target population.
  3. Citizen: one who is interested in the objectives of the advisory committee and who is not a member of the other categories.
- None of the above categories need represent a particular percentage of the whole. A good balance of membership types is recommended.
4. HHS Board Liaison: the Health and Human Services Board member appointed by the HHS Board as liaison to the advisory group.
  5. HHS Staff Liaison: the Health and Human Services employee appointed by the HHS Director or designee as liaison to the advisory group.
- B. The PHAC shall consist of not less than 7, nor more than 15, persons.
- C. The members shall serve for terms of three years, so arranged that nearly as practicable, the terms of 1/3 of the member shall expire each year. Agencies represented should attempt a long term affiliation.
- D. The PHAC shall submit annually its list of reappointments to the HHS Board for approval at the HHS Board August meeting.
- E. Applications for committee membership shall be made to the committee chair and submitted to the County Executive for approval.
- F. Vacancies shall be filled with such appointee to serve the balance of the term of the member whose place is being filled.

- G. New appointments or reappointments shall be for a term of three years with no term limits.
- H. Members shall be distinguished from advisory group visitors on voting matters.
- I. HHS Board members, the County Executive, HHS Board/Staff Liaisons, and the members of the PHAC shall assist in recruiting new members.

**Article V – Attendance**

- A. Members shall regularly attend advisory group meetings, and notify the advisory group Chair and the recorder if unable to attend.
  - 1. Failure to give notice could result in loss of voting status or removal from committee.
  - 2. Provider members may send a substitute when they are unable to attend.

**Article VI – Officers**

- A. The officers of this advisory group shall be a Chair and Vice Chair.
- B. All officers shall be elected by ballot at the June PHAC meeting for a term of one year, up to four consecutive terms.
- C. The Chair and Vice Chair will be elected by a majority of the PHAC members present. If the first ballot does not produce a majority, the name of the member securing the least number of votes shall be dropped on subsequent ballots. In case of a tie in the lowest number of votes, all tied members shall be dropped, provided at least two names remain.
- D. A vacancy in the offices of Chair or Vice Chair shall be filled by election at the first PHAC meeting at which the vacancy exist. The election procedure shall be as outlined in Section C above.

**Article VII – Duties of the Officers, Staff, Board Liaisons**

- A. Chair
  - 1. Presides over all meetings of the advisory group, and shall sign all approved meeting minutes.
  - 2. Sets agenda with assistance of staff liaison.
  - 3. Appoints subcommittees.
  - 4. Represents the advisory group to the Health and Human Services Board and at other meetings as requested by the PHAC.
  - 5. Responsible for coordinating with the committee recorder for proper notice of meetings.
  - 6. Collaborates with other Chairs as needed.
  - 7. Assists other advisory group Chairs in the preparation of joint meetings.
  - 8. Calls special meetings of the advisory group.
  - 9. Annually presents Public Health Community Needs to the Health & Human Services Board or designates another member.
  - 10. Coordinates the educational section of advisory group meetings, including advisory group visitations and presentations to the advisory group.
  - 11. Monitors member meeting attendance for continued membership interest and availability. The Chair or their designee will contact any member who has been absent from meetings after three (3) months.

- B. Vice Chair
  - 1. Presides in the absence of the Chair or the Chair's inability to serve.
  - 2. Assists the Chair in the coordination of the educational section of advisory group meetings, including advisory group visitations and presentations to the advisory group.
  
- C. Recorder (ex-officio, non-voting member)
  - 1. Performs duties as recorder.
  - 2. Submit advisory group agenda to Waukesha County Clerk who is responsible for posting them in accordance with open meetings law.
  - 3. Maintains and updates membership list.
  
- D. HHS Staff Liaison (ex-officio, non-voting member)
  - 1. Assists in planning agenda.
  - 2. Reports information on departmental programs and issues.
  - 3. Assists the Chair in the coordination of the educational section of advisory meetings, including advisory group visitations and presentations to the advisory group.
  - 4. Parliamentarian.
  
- E. HHS Board Liaison (ex-officio, non-voting member)
  - 1. Represents the HHS Board to the advisory group.
  - 2. Provides pertinent HHS Board information to the advisory group.
  - 3. Carries advisory group opinions and recommendations to the HHS Board.

**Article VIII – Meetings**

- A. The PHAC shall have a minimum of ten (10) meetings scheduled a year.
  - 1. The annual meeting for reappointment of members and the election of new officers shall be held in June and the term will be effective September 1.
  - 2. Joint advisory group meetings may be held and attended in lieu of ordinary meetings.
- B. Special meetings, if called, shall conform to the procedure in Article VII, Section C-2 above.
- C. A fixed quorum of five (5) members, not including ex-officio, non-voting members, shall be present to transact official business of the PHAC.
  - 1. **Members approved in advance by the Public Health Advisory Chair to appear by remote means and who fully comply with the Public Health Advisory Committee's remote appearance guidelines shall be considered present for quorum and attendance purposes and shall be entitled to vote.**
  
- D. The PHAC shall be conducted in accordance with Robert's Rules of Order Newly Revised.

**Article IX – Subcommittees**

- A. Subcommittees may be established by the body for purposes such as: Prioritized Needs, Education, or any other need deemed appropriate.

**Article X – Amendments to Bylaws**

- A. These Bylaws may be amended by a majority vote of the PHAC at any regular or special meeting, provided notice of the intent to amend and a copy of the proposed amendment shall be given to each member of the PHAC at least one week prior to such meetings.
- B. After the amendments have been approved by the PHAC following the process stated in Section A, the recorder will forward the proposed amendments to the recorder of the HHS Board meetings to be presented and voted on at the following HHS Board meeting, in accordance with the HHS Board Bylaws procedure for votes regarding amendments.

- C. The PHAC HHS Board Liaison will report back to PHAC the results of the vote at the next advisory group meeting.
- D. The bylaws and any subsequent amendments become effective when approved by a majority of the HHS Board.

**Article XI – Calendar of Activities**

Advisory Committees shall plan their work in accordance with the following calendar:

February to March	Prioritized needs to be presented to the HHS Board and Department of HHS for potential incorporation in budget and strategic plan
March or April	Promote participation in Spring Public Hearing
April to June	Familiarize committee on current membership list
July	Reappointment of members and election of officers
July and August	Promote participation in HHS Board review of annual Department budget
August	HHS Board reviews and approves list of membership reappointments and elected officers
September	Membership reappointments and elected officers effective for September meeting