



Agenda

Friday February 18, 2022

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Phone only: (312) 626-6799

Meeting ID: 981 8184 0926

Password: 575161

- | | |
|---------------|---|
| 8:30 - 8:50 | Welcome – <i>Nan Peterson, chair</i> <ul style="list-style-type: none">• Welcome and introductions (by roll call)• Approval of minutes from September 2021• Board member transition (Peggy Helm-Quest & Mari Freiburg) |
| 8:50 – 9:00 | Board Make up and Composition – Dr. Gerlach <ul style="list-style-type: none">• Overview of charge and plans |
| 9:00 – 9:10 | Board Assessment – Andrea Swenson |
| 9:10 – 9:25 | Executive Director Update – Matt Crespin <ul style="list-style-type: none">• Staffing and reorganization updates• Operational updates• Rules of operation / succession plan update |
| 9:25 – 9:35 | Stretch Break |
| 9:35 – 9:50 | CHAW Food Insecurity Pilot – Geeta Wadhvani |
| 9:50 – 10:05 | CHAW Initiative Updates – Alliance Program Leaders |
| 10:05 – 10:20 | Legislative and Policy updates – Jodi Bloch |
| 10:20 – 10:30 | Advisory Board Member Updates / Announcements - All |

2022 Advisory Board Meetings (8:30 a.m. – 11:00 a.m.)
June 10 and September 23

Executive Council (7:30 a.m. – 8:30 a.m. unless noted)
January 20, April 14, August 4,
September 22 (evening prior to advisory board if in person)
and November 17



Key Accomplishments and Policy Impact February 18, 2022

Policy Impacts

- Child death review (CDR) legislation – There has been continued work on this bill this session, but due to the session ending early this year the group working on this will continue to get things in order to potentially introduce early in the next session.
- Dental therapy legislation – This bill continues to be held up in the Assembly and it does not appear that it will get a hearing after unanimously passing the Senate this summer.
- Expanded function dental auxiliary legislation – would create a one-time certification for dental assistants to expand their scope. This bill passed the Senate unanimously and had a hearing in the Assembly Health Committee. There are ongoing discussions regarding a concern on one item in the scope and with the educational requirements in the bill. The WOHC does not support the bill in its current format, but with the changes being discussed would be supportive and overall supports the concept of creating this provider type.

Accomplishments

Asthma goal: To reduce asthma mortality, emergency department (ED) visits and inpatient hospitalizations through implementation of the *Wisconsin Asthma Plan 2021-2025*.

- The Alliance continues work to rebrand the asthma initiative as the environmental health initiative. This change creates a broad umbrella that covers both the asthma and lead poisoning prevention work. The Marketing and Communication team continues to assist this work to ensure the transition is represented on the Alliance's website and materials.
- The environmental health initiative is drafting an application to the EPA's funding opportunity titled "Enhanced Air Quality Monitoring for Communities." This is a 3-year, \$500,000 (max.) funding opportunity that would support an additional staff member (1.0 FTE). The aim of the project is to address asthma disparities in Milwaukee neighborhoods with the highest asthma burdens by partnering with state and local organizations to create a community-based network of neighborhood-level air quality monitoring stations so that residents have the knowledge and tools necessary to respond to asthma-related air quality risk factors.
- The "*Community and Clinical Solutions to Lead*" two-part webinar series was held in December: [SESSION 1](#) and [SESSION 2](#).

Emergency care goal: To reduce child and youth mortality and morbidity resulting from severe illness or trauma by improving pediatric emergency care quality, both before and after the child arrives at the hospital.

- Wisconsin Emergency Medical Services for Children (WI EMSC) partnered with Illinois, Michigan, Minnesota and Indiana EMSC to hold the first Midwest EMSC Symposium on Nov. 3 and 4, 2021. Symposium topics included safe sleep, child abuse recognition, supporting grieving parents, pediatric respiratory distress, and more. Approximately 65 Wisconsin EMS providers attended each evening.
- WI EMSC achieved a 77% response rate on the 2021 Pediatric Readiness Assessment. Results indicated that, on average, Wisconsin EDs score 67 out of 100 in their readiness for pediatric emergencies.
- WI EMSC has joined a national telehealth collaborative to develop a strategic plan for improving pediatric emergency care in rural communities. As part of the national collaborative, UW Health has partnered with WI EMSC to pilot a hub-and-spoke model of provider-to-patient telehealth consults in emergency settings.

Grief and bereavement goal: To provide grief and bereavement support and resources to every family that experiences a sudden and unexpected infant death.

- Infant Death Center (IDC) staff provided a training to the Parents Nurturing and Caring for their Children (PNCC) program staff at the City of Milwaukee Health Department at the beginning of the year. We shared resources for their staff to use with families and provided follow-up information for the program director, who wanted resources to support her staff in their self-care efforts.
- The IDC will once again be a resource at the Third Annual Butterfly Ball on Feb. 26. This event is hosted by IDC partner the Alana Rose Foundation. The virtual event draws many loss families and includes music, a keynote speaker and opportunities for families to connect with each other. The IDC and other grief related agencies and organizations are placed in breakout rooms on Zoom so that attendees can receive information and resources from each.

Injury prevention and death review goal: To maintain Wisconsin's comprehensive death review system, Keeping Kids Alive in WI, that identifies risk factors and circumstances related to fetal, infant and child deaths, and empowers local communities to take action to prevent future deaths.

- More teams conducted CDR and FIMR meetings. Although, many teams meet in person, several are conducting virtual meetings or strongly considering this option in the midst of the Omicron COVID variant.
- The team secured an \$80K grant from the Department of Health Services that will focus on reducing sleep-related infant mortality in African American communities in Southeast WI. This grant will allow us to gather information from families through a series of focus groups and partnering with community professionals to share infant safe sleep best practices using concise and consistent messaging.

Medical home goals: To ensure that all children are screened early. To ensure that children, especially those with special health care needs, receive family-centered, integrated care within a medical home.

- Food Insecurity and Health Pilot:
 - Feeding America Eastern WI, Friedens Food Pantry, Salvation Army, and Children's WI Midtown and Next Door Clinics will continue working together for the second year. By the end of 2021, the team agreed on a set of shared goals.

- One of the shared goals is: *Families provide input and help improve (screening and referral) process*. Family and staff focused groups are planned for this spring. Each organization will recruit family and staff to participate; neutral facilitators will lead the discussions and share findings.
- Team leads including the Alliance will be providing a panel presentation at AMCHP (Association for Maternal Child Health Programs) National Conference in May.
- Developmental Screening: We are working with the Bellin Health and ThedaCare systems to support their systemwide roll out. All primary care clinic providers and staff will be trained by the Medical Home.
- Care Coordination:
 - Seven Tribal Health Systems will work with Medical Home on strategies that can improve care coordination across their clinic and community.

Oral health goal: To improve the oral health of children and families by increasing access to preventive oral health programs and follow-up restorative services.

- Wisconsin Medical Dental Integration Project (WI-MDI):
 - The no-cost extension we had applied for from the Advancing a Healthier Wisconsin Endowment funding has been approved, thus extending our current project through December of 2022. An abstract in collaboration with the Medical College of Wisconsin, to present on WI-MDI at the American Dental Hygienist’s Association annual conference in Louisville, Kentucky has been accepted.
 - Children’s Hospital has committed to piloting the WI-MDI model at one of their primary care locations (Midtown). Access Community Health Center in Madison also is continuing plans to implement the model in the upcoming months.
- Wisconsin Seal-A-Smile (SAS)
 - SAS continues to utilize a rolling application deadline to allow flexibility in response to COVID and the variation in schools’ ability to allow dental providers to be on-site. Nearly all previously funded SAS programs are up and operational this year in some capacity. A new Seal-A-Smile video was created this year which targets parents and caregivers, to support increased enrollment in local Seal-A-Smile programs. The video can be viewed [here](#). An abstract to present on the SAS program has been accepted to present at the International Symposium on Dental Hygiene in Dublin, Ireland in August of 2022.
 - The Alliance secured funding from Delta Dental of Wisconsin for \$125,000 and as part of a matching requirement for the funding also received \$125,000 from Advocate Aurora Health to support the work of a mobile dental bus that will provide restorative follow-up care in Milwaukee.
- Wisconsin Oral Health Coalition (WOHC) and Milwaukee Oral Health Coalition
 - WOHC currently is hosting a webinar series titled: “Healthy Mouth, Healthy Body” which covers the connections between oral health and overall health. (Fridays in February).
Topics in the series include:
 - Nutrition for children and families
 - Adapting dental care for patients who are differently abled
 - Dental care and the pregnant patient
 - Oral health and the pediatric oncology patient

CHAW Advisory Board Meeting 9.24.21

Members Present via Zoom: Sarah Beversdorf, Jodi Bloch, Ann Boson, Bridget Clementi, Mari Freiberg, Dr. Diane Gerlach, Caroline Gomez-Tom, Peggy Helm-Quest, Jeremy Levin, Dr. Todd Mahr, Dr. Dipesh Navsaria, Dr. Thao Nguyen, Antonia Olszewski, Nan Peterson, Maria Elena Perez, Nikki Stafford, Heidi Warpinski,

Staff: Matt Crespin, Morgan Conti, Lindsay Deinhammer, Britney Farrell, Tara Goris, Carissa Hoium, Karen Nash, Marilyn Noll, Joanna O'Donnell, Natasha Tynczuk, Sarah Waars and Geeta Wadhvani.

Special Guests: Kathy Clark

Members Unavailable: Sandi Cihlar, Dr. Kevin Dahlman, Juliet Kersten, Dr. William Lobb, Jay Shrader, Julie Stanley, Andrea Swenson, Dr. Ralph Vardis, Brian Vigue

Agenda Topic	Discussion	Action Steps
Welcome	<p>Welcome and Introductions</p> <ul style="list-style-type: none"> • Attendees introduced themselves and brief introduction (Name, title, organization) Nan advised attendees that the meeting will be recorded today • Approval of minutes from June 11, 2021: • Announcements: <ul style="list-style-type: none"> ○ Kathy Clark was thanked for her more than 18years on the Board ○ Kathy provided a reflection of her time on the board and time line of the Alliance Board and key accomplishments while she was involved. Encouraged the members of the board to be a CHAW Ninja. 	<p>Board Members and staff introduced themselves</p> <p>Minutes approved</p> <p>Presentation and time line were discussed via PowerPoint</p>
Board Engagement & Assessment – Heidi Warpinski	<ul style="list-style-type: none"> ○ Background was given by Nan on the “why” behind this process. ○ Heidi discussed self-improvement – which includes individual and alignment with the CHAW mission & values ○ Survey was started with the CHAW staff. ○ If others want to get involved with the Board Engagement and Assessment they should contact Heidi, Julia Stanley or Andrea Swenson. 	
National Children’s Health Day – Sarah Waara	<ul style="list-style-type: none"> ○ Sarah reminded everyone about National Children’s Health Day on October 4th ○ Everyone was encouraged to get their completed signs – and get ready to be entered into break out rooms where CHAW staff will take photos for Sarah to place on the website. 	

<p>Executive Director Update- Matt Crespin</p>	<ul style="list-style-type: none"> ○ Organizational and staffing changes – Matt shared the updated organizational spreadsheet also discussed were: <ul style="list-style-type: none"> ○ 2022 Alliance Budget ○ Introduced Carissa Hoium – Environmental Health Program Leader ○ Morgan Conti –Medical Home Project Manager ○ 20% of Lindsay Deinhammer position will now be with Asthma ○ Reorganization – we are now under Community Services at Children’s Wisconsin and report up through Bob Duncan through Bridget Clementi. ○ IDE & CHAW mission alignment will be accomplished through a joint statement released by Nan and Matt ○ Rules of operation to reflect the current structure will be reviewed and considered at the Dec EC meeting. 	<p>Matt to share files Org chart and Budget overview via PowerPoint</p> <p>Nan & Matt to work on updating both the rules of operations update and succession plan.</p>
<p>Advisory Board Resources</p>	<ul style="list-style-type: none"> ● Sarah demonstrated the new Advisory Board member resource page on our website. See separate attachment for instructions on how to access. 	<p>The AB will be able to view at any time – Board minutes, agendas, contact information etc.</p>
<p>Wisconsin budget and policy update – Jodi Bloch</p>	<ul style="list-style-type: none"> ● Jodi Bloch provided an update of items contained in the Wisconsin State Budget along with various other bills and legislation that impact kids health at both the state and federal level. 	
<p>Board Member updates/ announcements</p>	<ul style="list-style-type: none"> ● Dr. Navsaria shared that he is 50% pediatrics and 50% instructor at the school of human ecology at UW. ● Nan announced we might try to incorporate hybrid meetings in 2-3 locations across Wisconsin ● Board members should look for an AB survey to come out this fall. ● New Board meeting dates were announced for 2022 – February 18, June 10 and September 23rd ● Executive Council meeting dates are January 20th, April 14th, August 4th September 22nd and November 17 ● Adjourned at 10:30 AM 	<p>Next Meeting: February 18th 8:30am-11:00am</p>

RULES OF OPERATION OF THE ADVISORY BOARD OF CHILDREN'S HEALTH ALLIANCE OF WISCONSIN

ARTICLE I

Identity

Children's Health Alliance of Wisconsin (Alliance) is a program of Children's Hospital of Wisconsin, Inc. (CHW), created to serve as a voice for children's health, raise awareness, mobilize leaders, impact public health and implement programs with demonstrated outcomes. CHW serves as the fiscal agent and programmatic home for the Alliance.

ARTICLE II

Mission, Vision, and Values

A. Mission

To ensure Wisconsin children are healthy, safe and able to thrive.

B. Vision

Children's Health Alliance of Wisconsin is the recognized leader who acts as catalyst to inspire and champion innovative approaches that nurture the health and well-being of Wisconsin's children.

C. Values

Children's Health Alliance of Wisconsin holds the following in highest regard:

- a. The health and well-being of every child in Wisconsin
- b. The role of families and communities in nurturing healthy children
- c. Our work is accomplished and optimized by the facilitation of strategic alliances
- d. The results are meaningful and sustainable

ARTICLE III

Advisory Board Membership

The membership of the Alliance Advisory Board will be individuals with a commitment to child health issues, representing families, adolescents, government agencies, hospitals, public and private health care providers, business professionals, community agencies, advocates and others.

A. Advisory Board

A Member of the Advisory Board (Advisory Board Member) is an individual or representative of an organization who is nominated by the Executive Council and confirmed by the Advisory Board.

Section 1 - Responsibilities of Advisory Board Members:

- a. Travel to and participate in approximately three board meetings per year, held throughout the state of Wisconsin. (Advisory Board Members who are unable to attend a minimum of two yearly meetings will be asked to recommit for the next year board membership.)
- b. Review agenda and supporting materials prior to Advisory Board and committee meetings.
- c. Actively participate in the work plan of the Alliance.
- d. Initiate and maintain contact with other Advisory Board Members. Discuss matters of concern with Advisory Board Chair and/or Executive Council.
- e. Promote the Alliance to the community and help to establish new relationships, where appropriate.
- f. Suggest possible nominees to the Advisory Board who can make significant contributions to the organization.

- g. Commit the necessary time to become familiar with issues that come before the Advisory Board.
- h. Provide timely, candid, and constructive praise, criticism, advice and comments to the Advisory Board and staff.
- 1. Review the Alliance's budget submitted to CHW annually. Know the budget and take an active part in monitoring it.
- J. Assist Alliance staff by providing timely responses to requests.
- k. Complete a periodic Advisory Board Member self-evaluation, surveying the operations, functions, engagement and good stewardship of the Executive Council and Advisory Board.

Section 2 - Responsibilities of the Advisory Board:

- a. Provide oversight for all activities of the Alliance.
- b. Recommend Alliance policies and objectives.
- c. Engage in strategic planning for the Alliance.
- d. Provide input into the performance evaluation of the Executive Director.
- e. Delegate Advisory Board responsibilities to the Executive Council.

Section 3 - Advisory Board Composition

- a. The Advisory Board will target a membership of approximately 30 members.
- b. Ex-Officio members of the Advisory Board are the CHW representative, the Division of Public Health grant monitor and the Executive Director. All ex-officio members have voting status, but may choose to abstain.
- c. Advisory Board members will be diverse in geography, background, ethnicity and gender.

Section 4 - Qualifications of Advisory Board Members

Advisory Board Members shall be persons who have shown an active interest in and commitment to the purposes and objectives of the Alliance.

Section 5 - Term of Office

- a. Advisory Board Members shall be appointed to hold office for a term of two (2) years and may be renewed up to four (4) consecutive terms.
- b. The Executive Council may nominate Advisory Board Members to serve additional terms beyond the four terms.
- c. Advisory Board Member term status will be reviewed and confirmed yearly during the fall Advisory Board meeting.
- d. The Executive Director shall send notification at the end of each individual Advisory Board Member's two-year term. A Member can choose to renew their term at this time if the maximum terms have not been reached.
- e. New Advisory Board members who join the Board at a time other than the fall meeting will initiate their first full term the following fall.

Section 6 - Nominations

- a. Individuals and organizations may submit names to the Executive Council or an Ad Hoc Nomination Committee. Prior to candidates being submitted to the Advisory Board, the Executive Director shall share potential candidates with CHW to confirm their endorsement.
- b. Executive Council shall submit final candidates to the Advisory Board for approval.

Section 7 - Resignation

- a. An Advisory Board Member may resign at any time by submitting his or her resignation in writing or electronically to the Executive Director.

Section 8 - Removal

- a. An Advisory Board Member may be removed from office with or without cause by the action of the Executive Council whenever, in its judgment, the best interests of the Alliance will be served thereby.

Section 9 - Meetings

- a. The Advisory Board shall meet three times per year at a location recommended by the Executive Director.
- b. In order to accommodate Advisory Board Member travel requirements, the location of these meetings will be voted on by Advisory Board Members.
- c. Minutes shall be taken at each meeting and presented for approval at a subsequent meeting.

Section 11 - Compensation

Advisory Board Members shall receive no compensation for their services as Advisory Board Members. However, Advisory Board Members may receive reimbursement for reasonable expenses incurred in connection with organizational matters, provided such reimbursement is authorized by the Executive Director.

Section 12 - Financial Support for Member Meeting Attendance

Funds may be available to support transportation and lodging for Advisory Board members upon request to the Executive Director.

B. Executive Council

The Executive Council members are Advisory Board Members elected to facilitate the operational work of the Advisory Board.

Section 1 - Responsibilities

As delegated by the Advisory Board, the Executive Council shall act in the best interests of the Alliance.

- a. Participate in, four to five (4-5) Executive Council meetings annually, via teleconference or in person.
- b. Participate as a full Advisory Board Member, as addressed in Article III, Section A.

Section 2 - Powers

As delegated by the Advisory Board, the Executive Council shall have certain reserved powers as stated below:

- a. Input and recommendation to CHW of appointment and termination of the Executive Director with or without cause.
- b. Recommendation to the Advisory Board for the appointment of new Advisory Board members.
- c. Recommendation to the Advisory Board for the removal of Advisory Board Members with or without cause.

- d. Amendment or restatement of these Rules of Operation to be approved by the Advisory Board and CHW.
- e. Issues delegated to the Executive Council shall be decided through majority vote.

Section 3 - Qualifications of Executive Council

Qualifications are the same as Advisory Board Members, See Article III, Section 4.

Section 4 - Number of Members

- a. The Executive Council shall target a membership of ten (10). The Executive Council, at a minimum, shall include the Advisory Board Chair, Vice Chair, CHW representative and other Advisory Board Members at-large.
- b. Ex-Officio members of the Executive Council include the CHW representative, the Division of Public Health grant monitor and the Executive Director. All ex-officio members have voting status, but may choose to abstain.

Section 5 - Term of Office

- a. A slate of candidates for Executive Council will be presented to the Advisory Board by the Executive Council.
- b. Members shall be elected to the Executive Council by a majority vote of the Advisory Board during the fall meeting.
- c. Each Executive Council member will serve a renewable, one-year Term, for a maximum of eight years, unless additional terms are recommended by the Executive Council and approved by the Advisory Board.

Section 6 - Meetings

- a. The Executive Council shall meet as often as needed or requested by the Executive Director, targeting four to five times per year.
- b. Minutes shall be taken at each meeting and presented for approval at a subsequent meeting.

Section 7 - Action by Member

The Executive Council when taking action with respect to the Alliance shall act through a majority vote of its Members.

ARTICLE IV

Officers

The Advisory Board shall have one Chair, one Vice Chair, and other officers as deemed necessary.

A. Advisory Board Chair

Section 1 - Duties

- a. Shall preside at all meetings of the Advisory Board and Executive Council, and perform such other functions as may from time to time be delegated to him or her by the Advisory Board.
- b. Shall appoint Committee Chairs, work groups and Advisory Board designated committees and shall fill any vacancy occurring therein.
- c. Shall be an ex-officio member of all committees of the Alliance.

Section 2 - Term

- a. The Board Chair is nominated by the Executive Council and elected by the Advisory Board.

- b. Serves a two-year term. May be re-elected to a second term as Chair.
- c. May continue on the Advisory Board and be re-appointed to the Executive Council after term as Chair expires.

B. Vice-Chair

Section 1 - Duties

- a. The Vice-Chair shall discharge the Board Chair's duties in the event of the Board Chair's absence or disability.
- b. The Vice-Chair shall also perform such other functions as may from time to time be delegated to him\her by the Advisory Board.
 - i.

Section 2 -Terms

- a. Nominated and elected by the Advisory Board.
- b. Serves a two-year term. May be re-elected to a second term as Vice-Chair.
- c. Becomes primary candidate for Board Chair immediately following term as Vice Chair.

C. Executive Director

The Executive Director shall be the "Chief Executive Officer" of the Alliance reporting to CHW and the Executive Council and subject to control of the Advisory Board, and shall in general supervise and control all of the affairs of the Alliance.

Section 1 - Duties

- a. Shall carry out the essential job functions as described in the CHW job description for Alliance executive director. Shall take all necessary steps to conform to all applicable federal, state and local laws.
- b. Shall implement the policies of the Advisory Board for the control and effective use of the resources of the Alliance.
- c. Shall have authority to sign, execute and acknowledge, on behalf of the Alliance, all documents or instruments necessary or proper to be executed on behalf of the Alliance or which shall be authorized by resolution of the Advisory Board or by CHW.
- d. May attend any meetings of any committee or delegate attendance to another Alliance staff member.
- e. In general, shall perform all duties incident to the office of Executive Director and such other duties as may be prescribed by the Executive Council from time to time.
- f. Shall be responsible for keeping the Advisory Board informed of the current status of the Alliance's operations.
- g. Shall advise and make recommendations to the Advisory Board concerning the present and contemplated activities of the Alliance.
- h. Shall assure the Advisory Board is properly represented to employees, the Executive Council and the general public.
- 1. Shall represent the Alliance in education, advocacy and public policy matters, and in doing so, will utilize the following guidelines:
 - 1. Act in accordance with the mission of the Alliance and specific grant objectives or work plans for each Alliance initiative.
 - 11. Initiate communication and provide information to the Executive Council or Advisory Board on legislative matters that may or may not be directly related to an Alliance initiative, but impact the Alliance mission, and seek guidance prior to taking action.

111. Periodically update the Executive Council and Advisory Board on education and advocacy actions related to the Alliance mission.

D. Succession Plan

The Alliance Executive Council will review and approve a succession plan developed by Alliance staff and CHW. The succession plan should be implemented upon the departure of the executive director.

E. Resignation of Officers

Any officer may resign at any time by given written notice to the Advisory Board. Such resignation shall take effect at the time specified therein or, if no time is specified, then upon receipt of the resignation and, unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

F. Removal of Officers

Any officer may be removed from office by the action of CHW or of the Executive Council whenever in its judgment, the best interests of the Alliance will be served thereby, without prejudice to the contract rights, if any, of the officer so removed.

G. Officer Vacancies

A vacancy occurring in any elected office for any reason may be filled for the unexpired portion of the term of said office by the action of the Chair of the Board.

**ARTICLE V
General Provisions**

A. Instruments, Bank Accounts, Checks and Drafts, Loans, Securities.

Children's Hospital of Wisconsin, Inc. as Fiscal Agent shall establish policies and procedures with respect to execution of all financial transactions. Notwithstanding the foregoing, no loans may be made to any officer or director, directly or indirectly.

B. Fiscal Year

The fiscal year of the Alliance shall end on December 31.

**ARTICLE VI
Miscellaneous**

A. Committees

There are no "standing" committees. The Advisory Board Chair appoints committees as needed.

**ARTICLE VII
Non-Discrimination**

The services and activities of the Alliance shall at all times be conducted on a non-discriminatory basis without regard to color, national origin, sex, religious preference or creed, age or physical impairment or handicap (except in the case of eligibility of participation in health care programs restricted by their nature to persons of certain sex, age or physical characteristics).

ARTICLE VIII
Amendment

The Rules of Operation of the Alliance may only be amended, repealed or restated by the Executive Council with CHW approval.

Dated this 9th day of December, 2021.

Nannette Peterson
Advisory Board Chair, Children's Health Alliance of
Wisconsin



Matt Crespino, MPH, RDH
Executive Director
Children's Health Alliance of WI

A Resolution approving the contained amendments to the original Rules of Operation established in 2002 and amended in 2016 for the Alliance was adopted by a majority vote of the Advisory Board of the Alliance at a meeting duly called and held on February 20, 2022.

Nannette Peterson
Advisory Board Chair, Children's Health Alliance of
Wisconsin



Matt Crespino, MPH, RDH
Executive Director
Children's Health Alliance of WI

These amended Rules of Operation were approved by Children's Hospital of Wisconsin, Inc. on
INSERT DATE

Robert Duncan
Children's Hospital of Wisconsin

Children's Health Alliance of Wisconsin Succession Plan

To ensure a smooth transition and to maintain the quality standards of the Alliance's work at the time of an executive director's departure, planned or unplanned, steps have been taken to maintain a staffing structure that allows for others to assume additional responsibilities on an interim or ongoing basis. In addition, a recruitment plan for a new executive director has been developed.

The following succession plan is intended to provide guidance to the Children's Health Alliance of Wisconsin (Alliance) Executive Council and Children's Wisconsin (CW) upon the departure of the Alliance executive director.

The Alliance staffing structure currently includes positions of executive director, program leader, project manager, project coordinator, communications coordinator and administrative assistant. Program leaders are able to assume additional leadership and management responsibilities to support the organization in the absence of the executive director.

Retirement of Executive Director

Upon notification by the executive director of retirement to the Executive Council and CW, a CW human resources representative will be invited to join an Executive Council meeting to coordinate with the Executive Council on the interview and hiring process. The Executive Council will have the opportunity to provide input to CW on the following:

- Determining if any program leaders, should be considered for the position
- Updating the executive director job description
- Development of the interview questions
- Representation on the interview panel

The interview and selection process will take place in a timely manner with the goal of announcing a new executive director prior to the departure of the retiring director.

Unexpected departure of Executive Director

Upon the unexpected departure, of the executive director, a designee named by Children's Wisconsin senior leadership will assume the executive director responsibilities on an interim basis, in accordance with the Alliance Rules of Operation. The designee in consultation with Children's Wisconsin senior leadership will determine the need to assign additional duties to the program leaders.

The interim executive director, will arrange for a meeting of the Executive Council. A CW human resources representative will be invited to join the meeting to coordinate with the

Executive Council on the interview and hiring process. The Executive Council will have the opportunity to provide input to CW on the following:

- Determining if any program leaders, should be considered for the position
- Updating the executive director job description
- Development of the interview questions
- Representation on the interview panel

While CW has the legal and financial responsibility to determine the hiring of a candidate, all efforts will be made to ensure the candidate selected is supported by the Executive Council.

This policy was reviewed and acknowledged by the Alliance Executive Council on December 9, 2021.