

Agenda

CHAW Executive Council Meeting
Thursday December 9, 2021
7:30 – 8:30 a.m.

Connection Information

[Click here](#) to join Zoom meeting
(312) 626 6799
Meeting ID: 981 6039 9952
Password: 961701

- 7:30 a.m. Welcome and announcements** – *Nan Peterson, chair*
- 7:35 a.m. Approval of minutes from April 22, 2021**
- 7:36 a.m. CHAW Updates** – Matt
- Approve amended rules of operation
 - Approve updated succession plan
 - Staffing updates
- 7:45 a.m. IDE Statement** – Nan / Matt
- 8:00 a.m. Legislative updates** – Matt / Jodi
- Dental therapy
 - Child death review
 - Other
- 8:15 a.m. Board engagement update** – Heidi
- 8:30 a.m. Adjourn**

2022 Executive Council meeting dates

January 20, April 14, August 4,
September 22 (evening prior to advisory board if in person) **and November 17**

**Children's Health Alliance of Wisconsin
Executive Council Meeting Minutes
Thursday, April 22, 2021
7:30am – 8:30 am**

Attendees: Nan Peterson (Chair), Jodi Bloch, Sandi Cihlar, Kathy Clark, Dr. Diane Gerlach, Dr. Todd Mahr, Antonina Olszewski, Jay Shrader, Brian Vigue, Matt Crespino

Excused: Nikki Stafford

Welcome

Nan Peterson called the meeting to order, welcomed everyone and gave a brief overview of the meeting agenda

Meeting minutes

The minutes from the January 7, 2021 meeting were approved without any revisions or additions.

CHAW Transition Update

Matt provided an update on staffing, which is currently full, and referenced the updated organizational chart. Matt shared that all staff are still working from home and that there is some inquiry as to when staff will return to working in the office and have the opportunity for travel and more in-person collaboration.

Matt shared that he's been spending time diving deeper into the initiatives he has not previously overseen and working to build relationships with all staff. Matt is meeting one on one with all staff and taking a more active role in weekly and bi-weekly team meetings to build trust and understanding.

Executive committee (EC) members shared a unified voice in exploring what the Alliance's role should/could be in addressing vaccine hesitancy. In the immediate future this would relate to COVID-19, but in the future could be broader and include things like flu, HPV and other vaccines. Matt and Nan agreed to explore this offline and follow up with the committee and board on the direction we decide on. Brian shared that a potential partnership with WI-DOA is possible but request would need to be soon.

State Policy Update

- Dental Therapy – passed the senate 31-0 two weeks ago and has been assigned to the Committee on Organization in the Assembly chaired by Speaker Vos. This is not a committee where bills normally get assigned and heard in committee, but the coalition is working to advocate for a hearing on this bill and is committed to working closely with Rep. Plummer the assembly co-author.
- CDR legislation – would codify current practice and allow medical providers/hospitals to share information but not mandate that they do. This would remove the reservation/hesitation that some providers have in sharing

data. MCW and CHAW lead efforts on moving this forward, but due to the budget will not have any activity until that process is over.

- Governor's budget – some delay due to tax deadline being extended to May 17. Fiscal bureau won't get report to Joint Finance Committee (JFC) till after that as state revenue will not be known till then. JFC will remove any non-fiscal items and begin working on departmental budgets that are not impacted by state revenue. Will likely address Medicaid expansion immediately. JFC currently holding hearings across the state and there is one virtual hearing scheduled that is already at capacity.

June 11 Advisory Board Meeting Planning

Nan Peterson confirmed the Board meeting will take place virtually on June 11, 2021. The meeting agenda will include update on staff and transition, further discussion on CHAWs potential role in vaccination hesitancy, CHAW IDE work, board engagement and evaluation. Matt and Nan will work on plan for board assessment to possibly roll out in the fall and Kathy and Heidi offered to assist in this planning and implementation.

2021 meeting dates

Executive Council:

August 12

December 9

7:30 am – 8:30 a.m. Zoom meeting

Optional evening dinner meeting 5:30-8:30pm on September 23, 2021 if the September 24 Advisory Board meeting is held in person.

Advisory Board:

June 11

September 24

There being no further business or discussion to consider, and with no objection, Nan adjourned the meeting.

Minutes respectfully submitted by Matt Crespin

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. Associate Director~~

~~The Associate Director shall assist the Executive Director in the general supervision and control of all affairs of the Alliance. In the absence of the Executive Director, the Associate Director shall perform all duties as noted above in section C.~~

E.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.

F.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.

G.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.

H.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 29th Day of December-, 2016.



Chair, Children's Health Alliance Advisory Board

Attest:

Executive Director
Children's Health Alliance of WI

A Resolution approving the contained amendments to the original Rules of Operation established in 2002 for the Alliance was adopted by a majority vote of the Advisory Board of the Alliance at a meeting duly called and held on September 30th, 2016. .

Chair, Children's Health Alliance Advisory Board

Attest:



Executive Director
Children's Health Alliance Advisory Board

These amended Rules of Operation were approved by Children's Hospital of Wisconsin, Inc. on January 30, 2017

↓



Michelle Mettner, Corporate Vice President,
Government and Legal Affairs
Children's Hospital of Wisconsin, Inc.

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, associate director, program leader, project manager, project coordinator, communications coordinator and administrative assistant. The associate director is well positioned and qualified to assume full responsibility in the absence of the executive director on an interim or ongoing basis.

Program leaders are able to assume additional leadership and management responsibilities to support the associate director, including overseeing staff of any key initiative or special project.

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 candidates, in addition to the associate director, 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~~the associate director~~ will assume the executive director responsibilities on an interim basis, in accordance with the Alliance Rules of Operation. The ~~associate director~~designee in consultation with Children's Wisconsin senior leadership -will determine the need to assign additional duties to the program leaders. ~~If at such time there is~~

~~not an associate director, an individual identified by CW will assume the interim duties of the executive director until a replacement process can be completed.~~

~~The associate director, or designee~~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 candidates, in addition to the interim executive director~~associate director~~, 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 ~~January 7,~~
2021December 9, 2021.*



At Children's Health Alliance of Wisconsin (Alliance) our mission is to ensure Wisconsin children are healthy, safe and able to thrive. As Wisconsin's voice for children's health we are an advocate for families and a catalyst for creating healthier communities. The Alliance is dedicated to the values of inclusion, diversity and equity (ID&E) in all our work. We are working to formalize our commitment to these values with support of both our advisory board and staff. We are engaged with Children's Wisconsin in a broader systemwide ID&E journey.

The Alliance is taking steps to ensure that all of our actions and work reflect our commitment. The communities we serve across the state are increasingly diverse and we are dedicated to creating programs with partners that are built on a foundation of equity, inclusivity and will not contribute to racism and division.

The Alliance and our Advisory Board believe that all kids and families should have equitable access to health care. We are a community that will not tolerate acts of racism or discrimination of any kind. We will treat each other with courtesy and respect, encourage constructive dialogue and assume positive intent in all interactions. We also will nurture a diverse and inclusive environment that advances curiosity, innovation and accountability.

Matt Crespino, MPH, RDH
Executive Director

Nan Peterson
Advisory Board Chair