

CHILDREN'S COME FIRST ADVISORY COMMITTEE HANDBOOK



Children Come First Advisory Committee Handbook

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CHILDREN COME FIRST ADVISORY COMMITTEE HANDBOOK

1. Introduction

This handbook contains the policies and procedures developed to support the rules of operations of the Wisconsin Children Come First (CCFAC) Advisory Committee. The handbook is intended to assist in maintaining the CCFAC on a long-term basis, regardless of cycles of membership and leadership changes. The policies and procedures are meant to be flexible, based on the changing needs of the CCFAC over time, while still providing for consistency in the way the CCFAC performs its duties. Amendments to the handbook may be made by a vote of the majority of members.

2. Background

The CCFAC provide guidance and recommendations for statewide system improvements and leverage collective resources to impact policy. The Wisconsin children's system of care helps children facing a behavioral health challenge do better at home, in school, in the community, and throughout life. This system will include a spectrum of effective, community-based services and supports that is organized into a coordinated network and meaningful partnerships. This will include, and is not limited to families and youth, tribes, the integration of Comprehensive Community Services (CCS) and Coordinated Service Teams (CST), education, health services, social services, juvenile justice, and other supports. The vision is a system of care in which children and families are valued, understood, and supported in their communities.

CCFAC is established by Wis. Stat. § [46.56\(14\)\(a\)](#) which reads as follows:

“In order to support the development of a comprehensive service system of coordinated care for children who are involved in 2 or more systems of care and their families, the department shall establish a state advisory committee with representatives of county departments and tribal governing bodies, the department of public instruction, educational agencies, the department of children and families, the department of corrections, the juvenile correctional system, professionals experienced in the provision of services to children who are involved in 2 or more systems of care and their families, advocates for such families and their children, the subunit of the department of workforce

development that administers vocational rehabilitation, a representative of the local workforce development board established under 29 USC 2832, a representative of the philanthropy community, the technical college system, health care providers, courts assigned to exercise jurisdiction under chs. 48 and 938, child welfare officials, and other appropriate persons as selected by the department. The department may use an existing committee for this purpose if it has representatives from the listed groups and is willing to perform the required functions. This committee shall establish principles and core values for administering initiatives, monitor the development of initiatives throughout the state, and support communication and mutual assistance among operating initiatives as well as those that are being developed.”

3. Vision

Children and families are valued, understood, and supported in their communities.

4. Mission

The Wisconsin Children’s System of Care (SOC) Initiative will infuse wraparound principles into services for children and families by fostering a process that embraces and supports the collective experiences, knowledge, and resources of all stakeholders.

- Children and families will have access to and choice from an array of supports and services that are responsive to their strengths and needs.
- Counties, tribes, and their partners will develop, transform, and sustain their community’s system of care by being responsive to needs, eliminating barriers to access, and empowering community partnerships.
- Coordinating committees will provide leadership and guidance in the development, transformation, and sustainability of their community’s system of care.
- The Department of Health Services will provide leadership, support, training, and technical assistance to state partners, counties, tribes, coordinating committees, and their providers.
- The CCF Advisory Committee will provide guidance and recommendations for statewide system improvements and leverage collective resources to impact policy.

5. Strategic approaches

Strategies used to achieve the CCFAC vision and mission include:

- Promote the SOC model within state agencies, local governments, tribal governments, communities, faith organizations, and service providers.
- Identify fiscal and policy barriers to developing and expanding collaborative systems of care. Promulgate solutions to barriers limiting the availability, sustainability, or efficacy of collaborative systems of care.
- Monitor the implementation and operation of SOC initiatives throughout the state.
- Ensure adherence to all fundamental principles of collaborative systems of care.
- Foster communication and assistance among SOC programs throughout the state.
- Issue an annual report detailing the outcomes achieved by the CCFAC.
- Advise the legislature and the secretaries of relevant state departments on matters relating to collaborative systems of care, interagency collaboration, and the children's mental health system.

6. Membership

Membership categories are designated by statute and appointed by invitation of a co-chair or appropriate leadership of designated departments based on their involvement in and/or knowledge about issues related to the charge to the CCFAC. Non-members are welcome to attend meetings and participate along with members and may participate on subcommittees or work groups as may be beneficial to the functioning of the CCFAC. Non-members are ineligible to vote on items that come before the CCFAC.

See Attachment 1: Recommended Selection Process Document

6.1 Nomination process

At any time there is a vacancy on the CCFAC, the co-chairs can act to fill that vacancy. To fill an opening, the co-chairs can, at their discretion, recommend a particular agency or person; solicit nominations from the CCFAC; and/or create a nomination subcommittee to identify and solicit

potential members. At least once annually, at the last meeting of each year, the co-chairs will review the current membership with the CCFAC and develop a plan to fill those vacancies as needed.

6.2 Voting of new members

Voting for new members for positions designated as “Selected by CCFAC” can occur at any time during the year at the discretion/direction of the co-chairs. That is, voting can be done on a case-by-case basis based upon (1) nomination by the co-chairs; (2) soliciting a nomination from one or more CCFAC members; or (3) nominations put forth by a nomination committee. Persons identified for nomination may attend a meeting at which their nomination is to be considered; if not present the individual nominated will be informed of the result by one of the co-chairs as soon as practical.

Approval of new members filling vacancies that are designated as “selected by department” are not subject to vote/approval of the CCFAC. Rather, the co-chairs should notify the relevant department designee that a vacancy exists, and the department should then notify the co-chairs of the individual designated to fill that vacancy.

6.3 Welcoming and orientation new members

The co-chairs is responsible for welcoming and orientation. The co-chairs will initiate contact with each new member and provide an orientation about the CCFAC. Materials will be provided to each new member that includes: The CCFAC Handbook, list of CCFAC membership, and the agenda and minutes from the past four CCFAC meetings.

6.4 Tenure

An initial commitment of two years is requested. Members may participate as long as they choose provided they are able to attend and participate consistently and fulfill their role. If a member leaves their current position such that their membership is no longer consistent with

their prior position and/or involvement related to the CCFAC, the co-chairs will follow the nomination process contained herein. For those assigned by state departments, that department has discretion to replace members who may leave their position.

6.5 Member Duties

In order to promote positive outcomes for youth and families, members of the CCFAC are selected based on their experience, knowledge, and their ability to represent the needs and voice of constituencies, agencies, consumers, and community groups with which they are experienced. Specifically, there are two primary expectations for members:

- Prepare for, regularly attend, and participate in CCFAC meetings. Members may be excused from attendance by notifying the co-chairs prior to the meeting. In the event that a member cannot attend, the member may send a proxy from their agency or organization to attend on their behalf. The member needs to notify the co-chairs of their absence to be excused from the meeting, orient their replacement, and pass along distributed meeting materials. If a member is absent (excused or unexcused) more than two times in a 12-month period, the co-chairs may determine whether a replacement is needed.
- Participate on working subcommittees formed by the CCFAC and/or assist with other tasks as defined by the CCFAC and/or co-chairs as necessary for the CCFAC to achieve its vision of *Children and families are valued, understood, and supported in their communities.*

7. Co-chairs

Two co-chairs are responsible for ensuring that the CCFAC meets and fulfills its statutory obligations.

7.1 Tenure of co-chairs

The co-chair is a CCFAC member who is elected in accordance with the voting requirements outlined herein. The co-chairs are elected for a two year term. Terms begin at the start of each

calendar year and are staggered. If a co-chair resigns before the end of the two year term, the CCFAC will assign a nominating subcommittee to identify a replacement co-chair as soon as practical. The co-chairs will determine and confirm the process for nominating a replacement for the outgoing co-chair. They may solicit interest from members, may create a nominating committee, or may develop recommendations as they see fit. The nomination and election of a new co-chair should occur at the last meeting of the year.

7.2 Co-chair duties

The duties of the co-chairs are as follows:

- Orient the CCFAC members and guests to its vision, mission, and principles.
- Coordinate meeting times and logistics with the Department of Health Services (DHS) lead staff.
- Facilitate meetings.
- Develop and approve agenda items in a timely manner to allow for adequate notice to members and the public.
- Ensure the CCFAC is working toward its goals and objectives in the established timeframe.
- Present reports to the Governor and/or Legislature at their request.
- Submit recommendations and reports of the CCFAC to DHS, the Legislature, and others as the CCFAC deems appropriate
- Ensure that, as vacancies in the required membership arise, they are filled according to the process outlined herein.

8. Meetings

The CCFAC meets quarterly typically on the third Tuesday in January, April, July and October. A meeting of the CCFAC may be conducted, in whole or in part, by teleconference or videoconference provided reasonable measures are taken to permit all members not physically present to participate synchronously.

Meetings will be conducted in adherence with Robert's Rules of Order.

All matters requiring official action by the CCFAC require a vote. In order to conduct any official action, a quorum of members must be present. A quorum shall consist of a simple majority of members listed on the most current CCFAC roster; absent a quorum, the committee cannot conduct business. The co-chairs may authorize use of an on-line or teleconference process to vote on measures or actions that need more immediate attention, although efforts should be made to avoid use of these methods unless absolutely necessary.

All members of the committee have voting privileges. Any action taken by the committee shall be passed by a simple majority vote of the members present (i.e. 50% + 1). In the event a vote ends in a tie, then the proposed action shall fail. If a member is unable to attend a meeting, the member may send a proxy who may fully participate and vote in their place; if a proxy is sent, the co-chairs must be notified in advance of the meeting by the committee members.

Examples of things the CCFAC may vote on include:

- Membership for those roles that are to be determined by the CCFAC.
- Co-chairs.
- Approval of any formal written communication to key policy-makers (e.g. legislators, executive branch members), the general content of which is approved by the CCFAC.
- Approval of the annual report or other report or formal recommendations as may be developed by the CCFAC.
- Approval of meeting minutes.

Members who may have a conflict of interest, perceived or direct, with any item being voted on should inform the co-chairs and may be asked to abstain from the vote. A conflict of interest may arise in the event a member, or someone closely connected with the member (e.g. spouse, partner, business partner, etc.), could potentially receive some personal or financial gain from a specific CCFAC action.

Additional meetings may be added or the schedule of meetings altered as needed. All members are encouraged to actively participate in CCFAC meetings, offering comments and questions throughout. CCFAC co-chairs are not to do the work for the CCFAC; the full CCFAC membership is expected to carry out the tasks.

An agenda of all meetings and the minutes of the previous meeting, will be provided to all members at least five business days before any CCFAC meeting. The co-chairs, in collaboration with DHS staff, will prepare and distribute meeting materials. Note, some materials must go through the DHS Approval Process prior to being released.

DHS is committed to full transparency and public input in all work of the CCFAC. All meetings are conducted in compliance with Open Meeting Laws. Noticing of meetings is conducted in accordance with [DHS F-01755A “Instructions for Open Meeting Notice and Agenda”](#).

All CCFAC meetings are open to the public. All CCFAC meetings will have a public comment period on the agenda.

9. Subcommittees

Subcommittees are created to advise and support activities of the CCFAC and provide input on emerging issues identified by the CCFAC.

The co-chairs will establish subcommittees to meet needs identified by the CCFAC. Subcommittees may be established as permanent committees or may be ad hoc; ad hoc committees are created for a specific purpose and then dissolved when their task is completed. The CCFAC will periodically review existing subcommittees to evaluate their progress and to determine whether they should be sustained, revised, or dissolved. All subcommittees will be comprised of at least two CCFAC members and a state staff. Subcommittees may include non-CCFAC members.

Examples of subcommittees include:

- Program review
- Handbook
- Nominating
- Annual report

Each subcommittee shall have at least one chairperson (chair). The chair must be a member of the CCFAC and can volunteer for this role. If no member volunteers, the CCFAC co-chairs can appoint a subcommittee chair. Chairs are appointed for the duration of ad hoc subcommittees or for a two year term of permanent committees.

9.1 Subcommittee chair responsibilities

- Create a scope of the subcommittee work including its goals, objectives, and time frames which is reviewed and approved by the CCFAC.
- Orient the subcommittee members to its scope.
- Coordinate meeting times and logistics.
- Develop and distribute meeting minutes, agendas, and materials to members.
- Facilitate meetings.
- Ensure the committee is working toward its goals and objectives in the established timeframe.
- Assign committee member to take notes and do other necessary committee work.
- Routinely update the CCFAC on the activities of the subcommittee.

9.2 Subcommittee member responsibilities

- Participate in meetings and associated activities.
- Commit to participate for the duration of the subcommittee.
- Assist with committee tasks as requested by the chair.
- The full subcommittee membership is expected to carry out tasks. Any reports or associated products should be representative of the entire subcommittee. All subcommittee members may report information back to the CCFAC.

9.3 Subcommittee reports

- Provide quarterly updates on their progress towards goals, objectives, and timelines.
- Provide summary reports and recommendations either when an ad hoc committee has finished its work or at least yearly on the anniversary of the subcommittee's start date.
- Submit summary reports and recommendations to be finalized by a majority of the subcommittee's members.
- The subcommittee's reports and recommendations, once finalized by the subcommittee, must then go to the CCFAC to be voted on in order to be adopted.

10. State staff

Designated State staff provides support to and handles certain work assignments in support of CCFAC operations. State staff takes minutes for the CCFAC sessions. State staff works in collaboration with the co-chairs to develop meeting agendas and minutes. State staff assists with setting up meeting schedules and arrangements, arranging meeting speakers, and presenting information about state work.

11. Travel reimbursement

Some members of the CCFAC may be eligible to receive reimbursement for mileage expenses incurred in attending meetings.

- Members are reimbursed in accordance with Department of Health Services Accounting Policy Section 12 - Travel 4.0 *Expense Reimbursement for Non-State Employees*. Members should follow reimbursable travel costs and rates listed in the State of Wisconsin *Pocket Travel Guide*.
- The following criteria should be used to determine eligibility for travel reimbursement:
 1. Members of the CCFAC who are serving in a capacity representing their employer, agency, or organization and do not have a contract with the State for other business may be eligible to be reimbursed for travel if they are not able to seek/obtain reimbursement from their agency/organization.
 2. Tribal members of the CCFAC.
 3. Youth and parents who are requested to attend a CCFAC meeting.

To receive travel reimbursement, CCFAC members must obtain a vendor number. Members should contact DHS staff for the necessary forms and information that are required for the process.