



Executive Committee

Committee Charter

The Public Health Council was created by 2003 Wisconsin Act 186 Wis. Stat. §15.197(13) and its statutory purpose is to advise the Department of Health Services (DHS), the Governor, the Legislature, and the public on progress in implementing the state's 10-year public health plan and coordination of responses to public health emergencies.

1. Purpose:

The purpose of the Public Health Council's Executive Committee is to serve as a central decision-making and oversight body responsible for shaping the Council's strategic direction, structure, policies, and operations.

2. Functions/Objectives:

The specific functions/objectives of the Executive Committee include:

- Ensure all Public Health Council members understand the purpose of the Council and have the opportunity to be actively engaged in Council work.
- Ensure the structure of the Council supports the work expected of the Council.
- Ensure charters are developed and adopted for each subcommittee to support the efficient operation of the Council.
- Support sub-committees in their work. Sub-committees include, but are not limited to:
 - Issues Committee
 - Justice, Equity, Diversity and Inclusion Committee
 - Membership Committee
 - Nominating Committee
 - Public Health Emergency Preparedness Advisory Committee
- Maintain relationships with key stakeholders within DHS, The Governor's Office, and legislature as well as Medical Leadership Team and other Council's or Associations with aligned missions.
- Plan agendas for meetings of the full Public Health Council.
- Ensure actions decided upon by the full Public Health Council are implemented.
- Work closely with DHS staff in all planning and actions.
- **For Urgent/time sensitive Public Health Issues:**
 - Should urgent, prioritized issues arise that require a more immediate response than the identified issues process, the Executive Committee will respond. Executive Committee actions may include, but are not limited to:
 - Acting on behalf of the Public Health Council (e.g., resolution or communication from the Executive Committee)
 - Proposing a recommended action to the Public Health Council (e.g., resolution or communication from the Public Health Council)
 - Send the issue to the Issues Committee (to follow the identified issues process)
 - The Executive Committee will attempt to keep the full PHC informed of the issue and

evolving actions and solicit input as time allows. A full debrief of these actions will be slated for the next PHC meeting following the action.

3. Membership:

The Executive Committee shall be composed of the Chair, Chair-Elect, Secretary, Immediate Past Chair and the Chair or a designee from the JEDI committee.

The Chairs of the existing sub-committees will be nonvoting, adhoc members.

Staff from the Division of Public Health (DPH) in the Office of Policy and Practice Alignment (OPPA) or the Office of Preparedness and Emergency Health Care (OPEHC) may participate in meetings, offering insights and requested information but would not be voting members.

Medical Leadership Team members will be invited to Executive Committee meetings as appropriate.

4. Meeting Schedule:

This committee is a direct subcommittee of the Public Health Council and exists at the discretion of the Council. Therefore, the committee will operate under the existing rules of the Public Health Council and all committee meetings will be open to the public under Wisconsin's Open Meetings Law.

The committee will meet at least twice between bimonthly Public Health Council meetings to debrief from the previous meeting, follow through on decisions of the full Public Health Council, conduct Executive Committee business as described above, and prepare for the upcoming full Public Health Council meeting. The Executive Committee may schedule additional meetings as needed to carry out its functions. The committee will maintain a record of its major decisions and other actions and will share these records with the Public Health Council and the public in accordance with Wisconsin's Open Meetings Law.

5. Voting and Decision-Making:

A quorum of at least half of the Committee members is required for votes on final decisions. Decisions will be carried by a simple majority vote of the Committee quorum.

Per the Public Health Council charter:

- Rules of order. The proceedings of the Council shall be governed by the latest edition of Robert's Rules of Order, Newly Revised, insofar as it does not conflict with applicable state laws or these procedures.
- Voting. Each member shall vote on all issues unless excused by the Council prior to voting for reason of a conflict of interest. A recorded vote shall be taken on every action, or on any other question at the request of a Council member. Proxy voting is not permitted. Amendments to Bylaws and Rules of Order and Procedure shall require approval by the recorded vote of two-thirds (2/3) of those present at any duly called meeting of the Council convened for that purpose.