



Membership Committee

Committee Charter – Draft March 21, 2024

1. Purpose:

The purpose of the Public Health Council's Membership Committee is to carry out activities in the recruitment and onboarding of new members, along with member development.

The charge of this Committee is specifically:

- Recruitment of new members, striving to have the makeup of the Public Health Council represent the diversity of Wisconsin's public health system and its residents.
- Onboarding of new members to be fully engaged and contributing members to the work of the Public Health Council.
- Sustainability, engagement, and development of current members who serve on the Public Health Council.

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.

2. Functions/Objectives:

The Public Health Council's Membership Committee has three main functions, that are necessary to fulfill its purpose and charge as described above. These functions are further described with key elements below.

Function 1: Recruitment of PHC Members

The Membership Committee will ensure the Council has representation from the various regions of Wisconsin and sectors of the public health system that include governmental public health, health care, emergency management or public safety services, tribal health, and non-profit and advocacy organizations or agencies. The committee will aim to recruit individuals whose professional knowledge, skills, and experience will balance the existing attributes of the Council, taking into consideration one's lived experience. Specific actions:

1. Activate the recruitment process each Fall annually, as needed.
2. Review and update previous criteria considerations utilized in recruiting council members (e.g., regions, sectors, professional background, lived experience).
3. Map current members of the council in relationship to established criteria considerations to identify gaps.
4. In collaboration with the JEDI committee, identify specific recruitment strategies and channels to increase applicant diversity and address council member gaps including but not limited to sharing application materials with particular organizations (e.g., WPHA, WALHDAB, schools,

etc.), requesting council members to share materials, and/or distributing materials via targeted social media platforms.

5. Bring forth recommendations to the Public Health Council Chair as to the process for recruiting new members.
6. Review applications received and outreach to individuals as needed to obtain more information.
7. Submit the slate of candidates along with a summary of each candidate to the Public Health Council Chair for review. The Public Health Council Chair and OPPA Staff will be responsible for moving the slate of candidates to the full council for approval and then to the WI Department of Health Services Secretary's Office.

Function 2: Onboarding of New Public Health Council Members

The Membership Committee will create, maintain, and facilitate an onboarding plan. The onboarding plan will be brought forth to the Public Health Council Chair for review and input by the Executive Committee. Specific actions:

1. Review and update previous materials, resources, and strategies to onboard new members to the council.
2. Elicit input from newest members on what aspects of onboarding were helpful, what was missing, what was not necessary.
3. Seek input with the JEDI (Justice, Equity, Diversity, and Inclusion) Committee on strategies for ensuring successful onboarding experience.
4. Engage current council members to play an active role in the six-month onboarding process.
5. Facilitate the implementation of the onboarding plan.
6. Develop and update an onboarding on an annual basis.

Function 3: Sustainability, Engagement, and Development of Current Members

The Membership Committee will work closely with the JEDI Committee and the Executive Committee to identify council development opportunities with the goal to have an engaged and highly functional council.

1. Survey council members on an annual basis (December) to determine what development areas are of interest and what would benefit the members of the council.
2. Develop an annual council development plan based on survey findings with input from the JEDI Committee (January). The plan is to outline topics, strategies, and potential resources for council development.
3. Bring forth the council development plan to the Executive Committee for review, input, and approval on an annual basis (March).
4. Facilitate the implementation of the plan with the assistance of PHC staff and JEDI Committee.
5. Facilitate the evaluation of council engagement and function on an annual basis (January).
6. Monitor the engagement of council members and develop strategies to increase engagement as needed with the input and approval of the Executive Committee.
7. Upon membership termination, ensure staggering of council member end-dates to limit large gaps of council member vacancies.

Overall, these three functions will be evaluated annually, with proposed revisions submitted by membership of the committee, as needed.

3. Membership:

The Membership Committee will be made of up of no fewer than four and no more than six voting members. The committee will be composed of a combination of members serving their first term along with members who have served on the council more than one term. Ideally, members would be appointed in a way that no more than half of the membership would change in a given year.

The Public Health Council Chair will, in consultation with the Chair Elect or Executive Committee, appoint the Membership Chair. The Membership Chair will, in consultation with the Council Chair or Chair Elect/Executive Committee, be responsible for recruiting and appointing 3-5 additional members.

Division Staff

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.

4. Responsibilities:

The role of the Chair of the Membership committee will be to:

- Develop and approve meeting agendas.
- Assure that meetings are scheduled, posted, and announced to all committee members.
- Lead and facilitate discussions within committee meetings.
- Assure that committee meeting minutes are captured as per Public Health Council requirements.
- Assure that decisions and recommendations made by the committee are forwarded to the Chair of the Public Health Council for consideration.
- Review the charter on an annual basis and update as needed, bringing forth recommended changes to the Chair of the Public Health Council for consideration.

The role of Public Health Council support staff will be to:

- Assist in scheduling meetings, being responsible for posting and informing committee members in accordance with Wisconsin's Open Meetings Law.
- Record meeting minutes and share records with the Public Health Council and the public in accordance with Wisconsin's Open Meetings Law.
- Assist in identifying and securing resources in support of the work of the committee.
- Facilitate communication between this committee and the JEDI Committee Chair, and Chair of the Public Health Council as requested by the Chair.

5. 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 per year and 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.

A quorum of at least half of the Committee members is required for votes on final decisions to be forwarded to the Public Health Council Chair. 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.