

Chairperson: Ken Ginlack

Research Analyst: Kate Flynn Post, (414) 391-7845

Committee Coordinator: Dairionne Washington, (414) 257-7606

MILWAUKEE COUNTY MENTAL HEALTH BOARD GOVERNANCE COMMITTEE

Wednesday, January 10, 2024 – 1:30 P.M.
Microsoft Teams Meeting

MINUTES

PRESENT: Ken Ginlack, Rachel Forman, Mary Neubauer, and Kathy Bottoni

EXCUSED: Maria Perez

SCHEDULED ITEMS:

1. Welcome.

Chairman Ginlack welcomed everyone to the January 10, 2024, Mental Health Board Governance Committee's remote/virtual meeting.

2. Minutes from the November 8, 2023, Committee Meeting.

The minutes were reviewed, acknowledged, and accepted by the Committee.

This Item was informational.

3. Board Survey Results Follow-Up Discussion from the December 14, 2023, Board Meeting.

Chairman Ginlack stated the survey was comprised of a total of 36 questions. Five questions, in particular, stood out to him due to the varying responses. Those questions were 4, 9, 13, 14, and 17. The Committee agreed the disparity in responses could be partially due to the way questions were interpreted by Board Members. Chairman Ginlack also asked Committee Members to identify questions they would like to discuss further. The Committee was informed the survey questions were pulled directly from State Statutes. The survey is a self-assessment and should assist with gauging how the Board is doing with its responsibilities. As the items in the survey are being addressed, it will be important to determine if more information is required, additional policies are needed, supportive training should be directed, or action should be requested of the full Board.

Question #4 related to the Board's ability to reallocate funds, which State Statutes say is within the Board's responsibility. Discussion unfolded as to what it means to reallocate funds and how the Board accomplishes this duty in its normal course of business. The Board receives financial reports regularly reflecting how the budget is allocated.

Question #9 related to the importance of institutional services. Again, Committee Members defined the word "institutional" differently. Some felt it meant in-patient stay as others felt it was meant in the sense of long-term and rehabilitative care. Committee Members alluded to the

SCHEDULED ITEMS (CONTINUED):

	<p>Granite Hills contract and requested a review be scheduled at a future meeting. The importance of taking a proactive stance was expressed. Granite Hills conversations occurred at the last Board meeting. Further discussion was slated to take place with the Behavioral Health Services (BHS) Administrator to obtain more insight. In conclusion, institutional services will continue to be part of the mental health program design.</p> <p>Question #13 related to early intervention. The Coordinated Opportunities for Recovery and Empowerment (CORE) program offered through Wraparound and First Episode Psychosis programming were given as examples. A recommendation was made for the Board to be presented with more information about youth services.</p> <p>Question #14 related to diverting individuals experiencing mental illness from the criminal justice system. There is a mental health specialty court, however, there isn't an equivalent national model. There is also a struggle for resources. BHS' financial support comes in the form of liaison positions. Chief Judge Ashley has done presentations on the various specialty courts including mental health court. Chairman Ginlack stated he would reach out to Chief Judge Ashley for a potential presentation to the Mental Health Board.</p> <p>Question #17 related to cost savings achieved in the provision of mental health services. The Quality Committee receives a dashboard reflecting cost data compared to outcomes. The redesign is modeled to address issues early on, so they don't become more frequent and more costly resulting in clients ending up in higher cost situations. The Fiscal Administrator could also speak to the Board on the topic of cost savings.</p> <p>Chairman Ginlack wrapped up discussions by stating the retreat was a success. Follow-up done on the survey by this Committee will draw out needs the Board can address as a whole.</p> <p>This Item was informational.</p>
4.	<p>Board Member Expectations Updates.</p> <ul style="list-style-type: none">• Attendance Policy• On-Screen Requirements <p>Edits were made to the document. More robust language was added to the Meetings and Events section under #2 regarding the attendance policy. When it comes to attendance, it is essential to have all Board Members attend every meeting to meet quorum requirements. It becomes problematic to condone Board Members missing a certain number of meetings. Committee Members were reminded only the nominating authority has the power to remove individuals from the Board for cause. The language was reviewed. This document is provided to new Board Members as part of their orientation.</p> <p>As it relates to on-screen requirements, a discussion was had surrounding hybrid meetings and the ability to vote virtually. In-person voting rules were suspended temporarily by the State during the pandemic to allow organizations to continue to conduct business. It is not known whether it</p>

SCHEDULED ITEMS (CONTINUED):

	<p>still applies. That ability would then inform the decision to pursue hybrid meeting options. The Board's Research Analyst will reach out to Corporation Counsel for input.</p> <p>After further discussion, the Committee decided to lay this Item over to the March meeting pending feedback from Corporation Counsel.</p>
5.	<p>Review of Board Member Terms and Vacancies.</p> <p>There was a lengthy discussion surrounding the election of officers at the February Board meeting. A recommendation was made to look at adding a second vice-chair to the Board's cabinet to organically assist with a succession plan, which can be discussed at a future meeting.</p> <p>The document associated with this item is used for tracking terms and vacancies to support the continual fulfillment of seats. Board staff will be working closely with the County Executive's Office to ensure seamless transitions. Committee Member Neubauer recommended the nominating authorities be informed to tap MC3 for potential candidates.</p> <p>This Item was informational.</p>
6.	<p>Adjournment.</p> <p>Chairman Ginlack ordered the meeting adjourned.</p>
<p>This meeting was recorded. The official copy of these minutes and subject reports, along with the audio recording of this meeting, is available on the Milwaukee County Legislative Information Center.</p> <p>Length of meeting: 1:31 p.m. to 2:49 p.m.</p> <p>Adjourned,</p> <p><i>Jodi Mapp</i> Jodi Mapp Board Liaison Milwaukee County Mental Health Board</p> <p>The next meeting of the Milwaukee County Mental Health Board Governance Committee will be on March 13, 2024</p> <p>To View All Associated Meeting Materials, Visit the Milwaukee County Legislative Information Center at: <u>Milwaukee County - Calendar (legistar.com)</u></p> <p>Visit the Milwaukee County Mental Health Board Web Page at: <u>https://county.milwaukee.gov/EN/DHHS/About/Governance</u></p>	

2023 Mental Health Board Member Survey

(based upon Act 203 guidance for the roles and responsibilities of the Milwaukee County Mental Health Board as chartered in Wisconsin statute)

October 31, 2023

11

Total Responses

Responses collected: September 20, 2023 – October 3, 2023

Reference: [WI Stats. Chap 51.41](#)

Survey Overview:

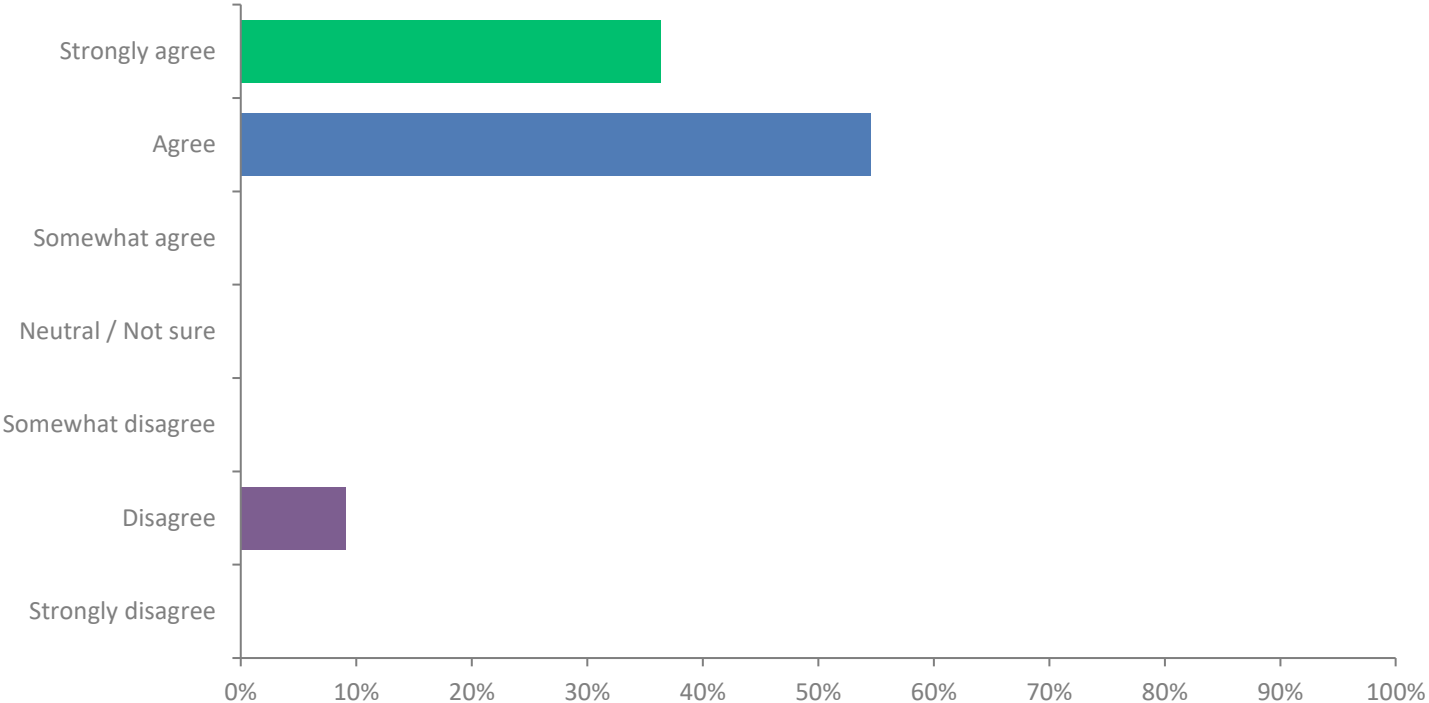
- **35 Likert-Scale Questions with Optional Comments + 1 Open-ended Question.**
- **Highlighted questions received the broadest range of responses.**

Q1: The MCMHB has control over the approval of contracts to support Mental Health Services in Milwaukee County.	Q10: The MCMHB has reduced reliance on the use of institutional services.
Q2: The MCMHB has control over the quality of mental health services provided by Milwaukee County.	Q11: The MCMHB protects the personal liberty of individuals experiencing mental illness in Milwaukee County.
Q3: The MCMHB exercises oversight over the administration of mental health programs provided by Milwaukee County.	Q12: Individuals who experience mental illness in Milwaukee County are treated in the least restrictive environment.
Q4: The MCMHB is able to re-allocate funds as needed between mental health functions, programs, and services within the approved mental health budget.	Q13: Milwaukee County programs provide early intervention to prevent the experience of more serious and prolonged episodes.
Q5: The MCMHB decides mental health policy for Milwaukee County.	Q14: Milwaukee County programs divert individuals experiencing mental illness from the criminal justice system.
Q6: Mental health services in Milwaukee County are delivered in an efficient and effective manner.	Q15: Milwaukee County has the right number of mobile crisis units for the community.
Q7: Milwaukee County is committed to community-based, person-centered, and recovery-oriented mental health programs.	Q16: Milwaukee County provides the right amount of crisis intervention training to community providers and law enforcement.
Q8: Milwaukee County promotes comprehensive community-based services over the use of institutional services.	Q17: The MCMHB has achieved cost savings in the provision of mental health services in Milwaukee County.
Q9: Institutional services remain an important part of the MCMHB's comprehensive mental health program design in Milwaukee County.	Q18: The MCMHB has found alternative funding for many of its mental health programs providing relief to Milwaukee County funding.

Q19: Milwaukee County influences the policies and practices of private inpatient facilities available to county residents.	Q28: The MCMHB has a productive relationship with the Milwaukee County Board of Supervisors in the administration of mental health functions, programs, and services in Milwaukee County.
Q20: Milwaukee County provides individuals with inpatient services whenever needed.	Q29: The MCMHB has a productive relationship with the Milwaukee County Combined Community Services Board in the administration of mental health functions, programs, and services in Milwaukee County.
Q21: Milwaukee County provides individuals with immediate emergency services whenever needed.	Q30: The Milwaukee County executive administration is receptive of recommendations by the MCMHB for mental health functions, programs, and services in Milwaukee County.
Q22: The MCMHB is fulfilling its responsibility for the well-being, treatment and care of the mentally ill, alcoholic and other drug dependent citizens residing within Milwaukee County.	Q31: MCMHB recommendations regarding the mental health budget, the community aids, and the tax levy amounts are considered by the Milwaukee County executive administration.
Q23: The MCMHB engages community representatives in its deliberative processes.	Q32: The MCMHB receives all of the information requested to fulfill its duties of overseeing mental health functions, programs, and services in Milwaukee County.
Q24: The MCMHB is supported by Milwaukee County executive administration.	Q33: The MCMHB meets frequently enough to fulfill its responsibilities.
Q25: The MCMHB is supported by Milwaukee County BHS administrative staff.	Q34: The MCMHB is well organized in its committee and subcommittee structures.
Q26: The MCMHB exercises oversight of Milwaukee County administrative staff responsible for Milwaukee County behavioral health programs.	Q35: The MCMHB Bylaws have no immediate need for updating.
Q27: The MCMHB has a partnership relationship with the Milwaukee County executive administration in the delivery of mental health functions, programs, and services in Milwaukee County.	Q36: Do you have any additional comments about the MCMHB role and functions for follow-up by the Governance Committee?

Q1: The MCMHB has control over the approval of contracts to support Mental Health Services in Milwaukee County.

Answered: 11 Skipped: 0



Q1: The MCMHB has control over the approval of contracts to support Mental Health Services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	36.36%	4
Agree	54.55%	6
Somewhat agree	0%	0
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	9.09%	1
Strongly disagree	0%	0
TOTAL		11

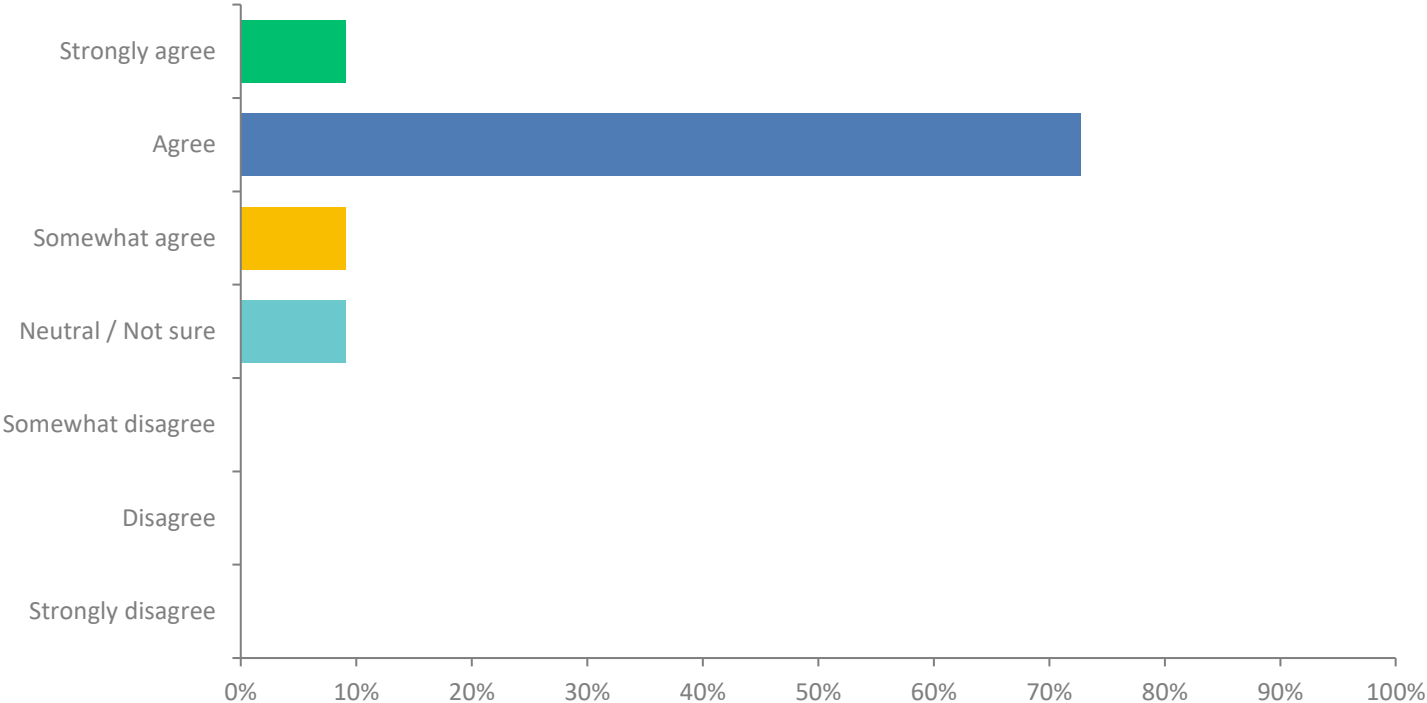
Q1: The MCMHB has control over the approval of contracts to support Mental Health Services in Milwaukee County.

Comments: 5

- Via Act 203, the MHB has to vote on all contracts over \$100k.
- MHB routinely approves these at MHB meetings with recommendations from Finance Committee.
- The contracts seem to be already signed before reaching the board
- Clearly the MCMHB approves all contracts. Are there any instances in which MCMHB board members are consulted about the writing of contracts?
- There is control of approval if we have the funding and we do not have complete control of budget and funding.

Q2: The MCMHB has control over the quality of mental health services provided by Milwaukee County.

Answered: 11 Skipped: 0



Q2: The MCMHB has control over the quality of mental health services provided by Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	72.73%	8
Somewhat agree	9.09%	1
Neutral / Not sure	9.09%	1
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

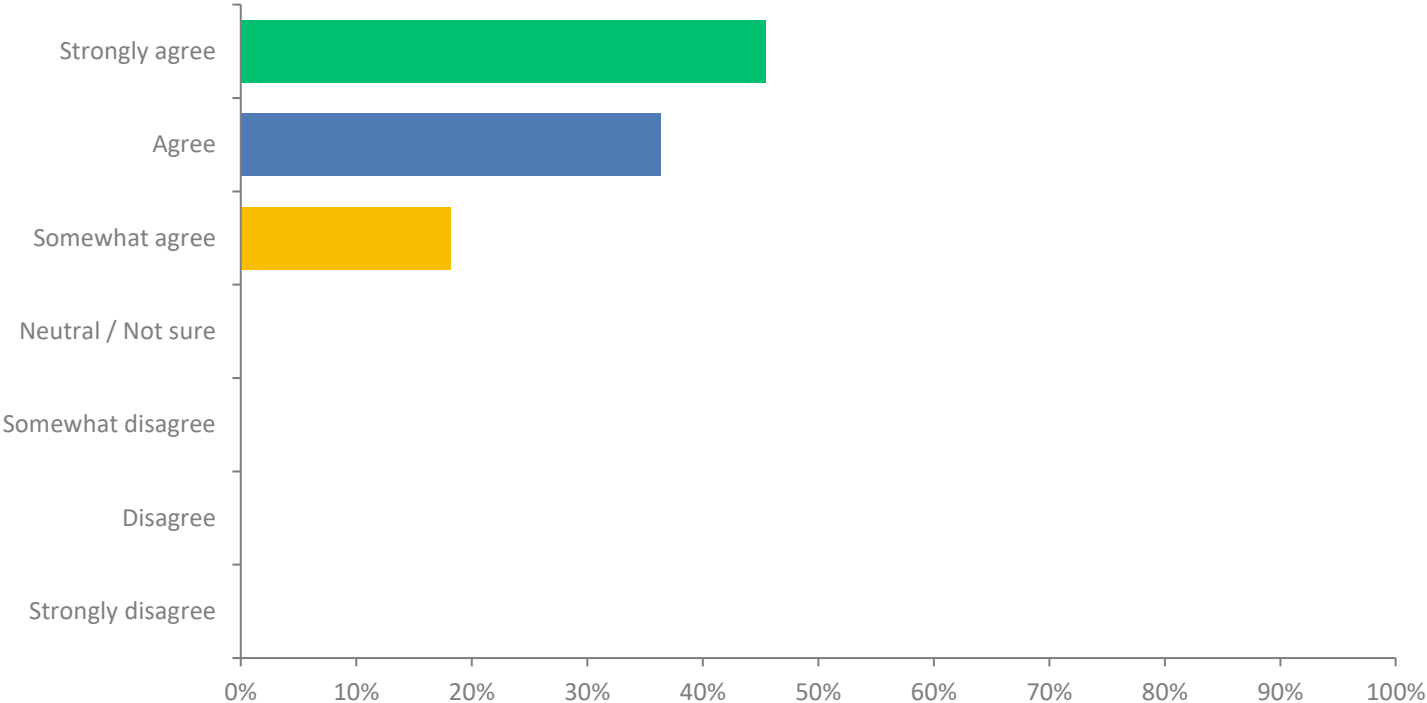
Q2: The MCMHB has control over the quality of mental health services provided by Milwaukee County.

Comments: 4

- The Quality Committee of the MHB reviews various quality projects and services provided by BHS employees. A report from each of those meetings is brought by the chairperson to the full board at the following board meeting for board member review.
- While MHB and QC review quality metrics and dashboards, the ability to truly monitor quality across all MH service lines would have to be much more granular. Too much variability in staff and a lot to monitor and assure that problem areas are getting addressed.
- Yes, those provided by MC. Lest we forget: there are many mental health services provided by other (mainly "private") entities over which MCMHB has no control.
- MCMHB has ability to monitor and affect quality of services, but when there are limited options of who to contract for certain services, there may be limitations to our ability to impact quality.

Q3: The MCMHB exercises oversight over the administration of mental health programs provided by Milwaukee County.

Answered: 11 Skipped: 0



Q3: The MCMHB exercises oversight over the administration of mental health programs provided by Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	45.45%	5
Agree	36.36%	4
Somewhat agree	18.18%	2
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

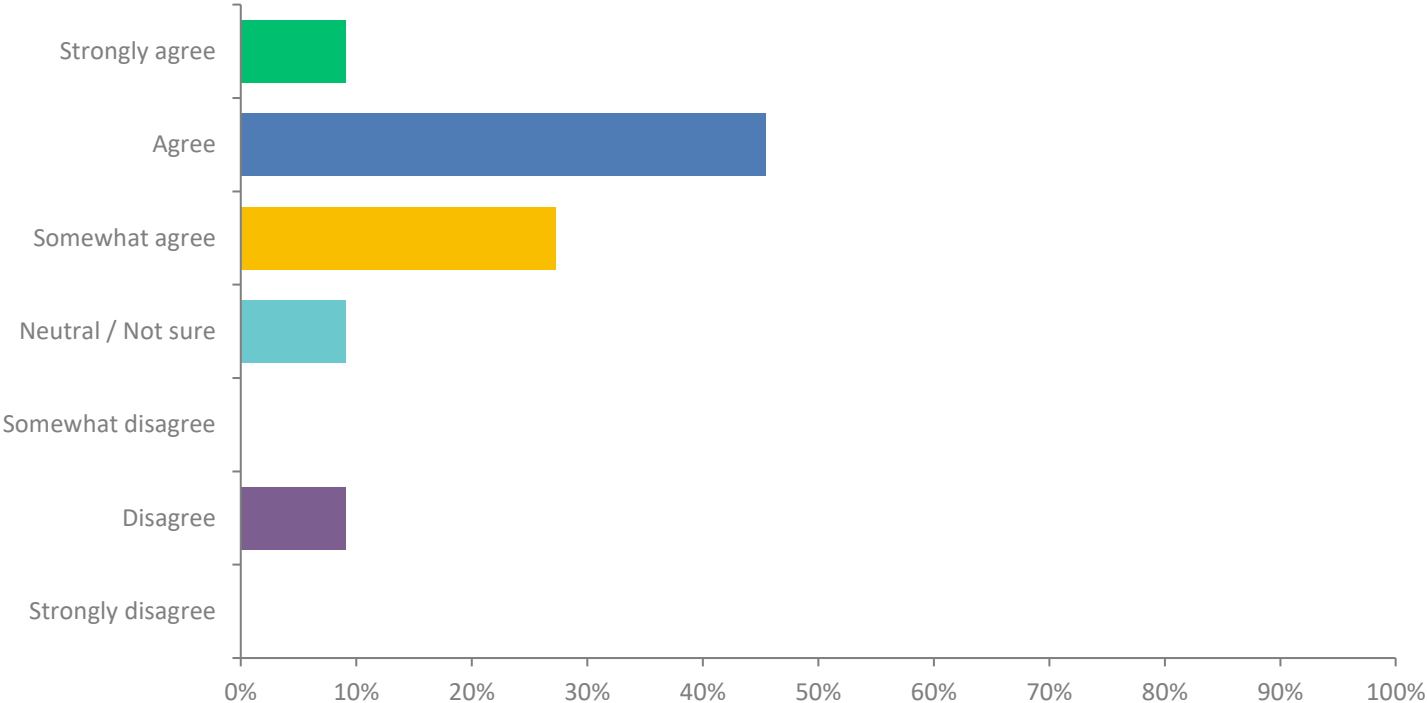
Q3: The MCMHB exercises oversight over the administration of mental health programs provided by Milwaukee County.

Comments: 1

- Yes in principle and this is what MHB truly aspires to do in a collaborative way with the BHS administration.

Q4: The MCMHB is able to re-allocate funds as needed between mental health functions, programs, and services within the approved mental health budget.

Answered: 11 Skipped: 0



Q4: The MCMHB is able to re-allocate funds as needed between mental health functions, programs, and services within the approved mental health budget.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	45.45%	5
Somewhat agree	27.27%	3
Neutral / Not sure	9.09%	1
Somewhat disagree	0%	0
Disagree	9.09%	1
Strongly disagree	0%	0
TOTAL		11

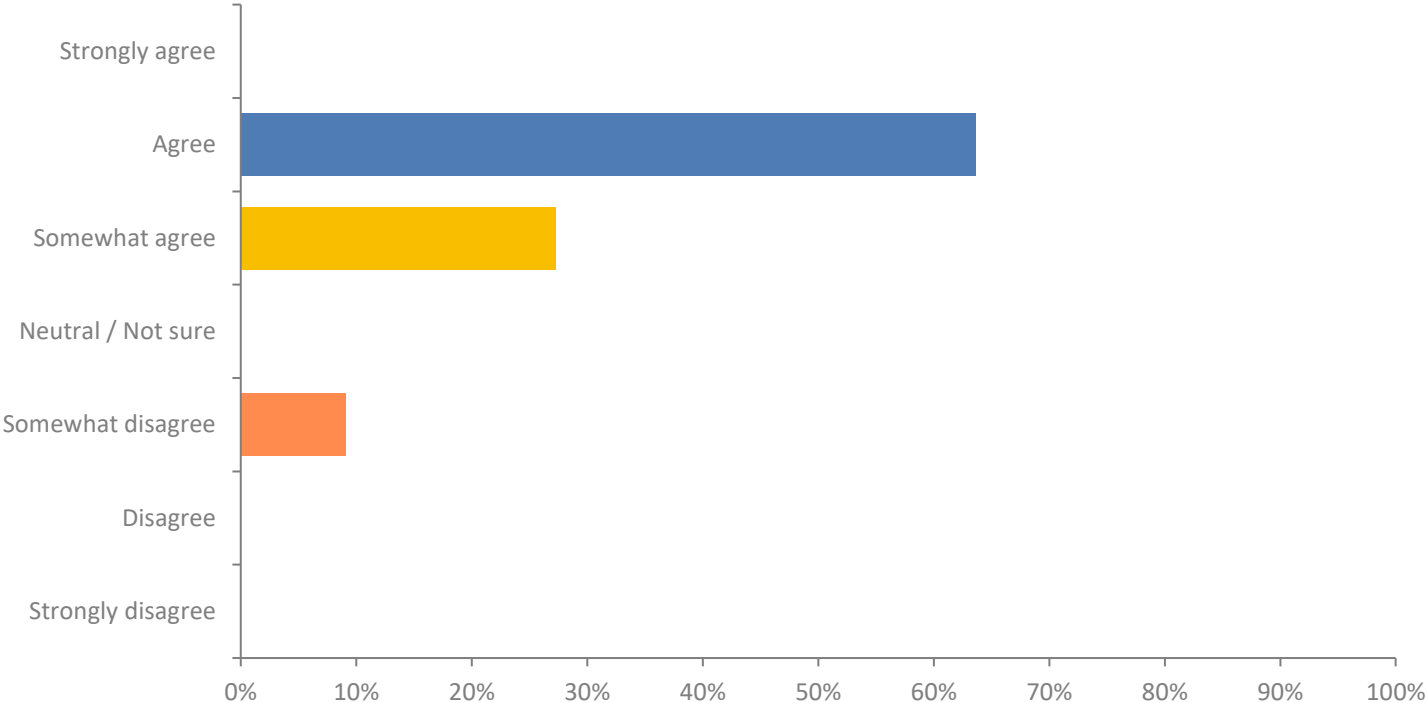
Q4: The MCMHB is able to re-allocate funds as needed between mental health functions, programs, and services within the approved mental health budget.

Comments: 4

- The MHB does have the oversight over administration of mental health programs in light of moving funds from programs where agencies may leave Milwaukee County of their own accord and we need to reallocate those funds to a different agency.
- Again, MHB approves such re-allocations but truly does not re-allocate these funds as part of their role and function.
- I don't really know.
- MCMHB can re-allocate funds within budget after county exec has finalized it, but County Exec has made downward adjustments on the MCMHB budget limiting the MCMHB's authority over budget.

Q5: The MCMHB decides mental health policy for Milwaukee County.

Answered: 11 Skipped: 0



Q5: The MCMHB decides mental health policy for Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	63.64%	7
Somewhat agree	27.27%	3
Neutral / Not sure	0%	0
Somewhat disagree	9.09%	1
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

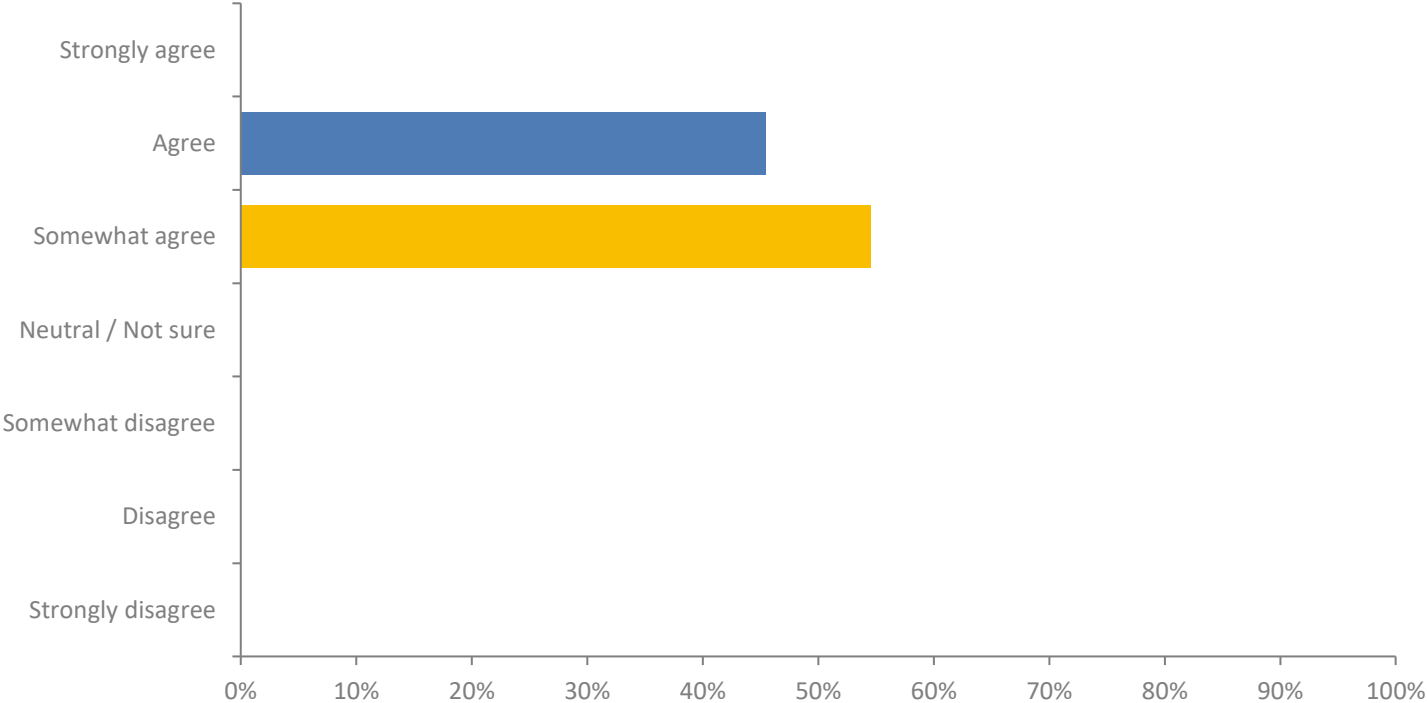
Q5: The MCMHB decides mental health policy for Milwaukee County.

Comments: 3

- It has not been formally clarified for the MHB whether its within its purview to determine policy or not. It needs to be explored further, and as board members, we should be able to exercise our expertise and apply it to mental health policy.
- MHB approves policy; occasionally speaks into policy, Seldom is an effort solely decided by MHB
- Perhaps, but there are community, political and financial pressures that are often relevant in specific instances.

Q6: Mental health services in Milwaukee County are delivered in an efficient and effective manner.

Answered: 11 Skipped: 0



Q6: Mental health services in Milwaukee County are delivered in an efficient and effective manner.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	45.45%	5
Somewhat agree	54.55%	6
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

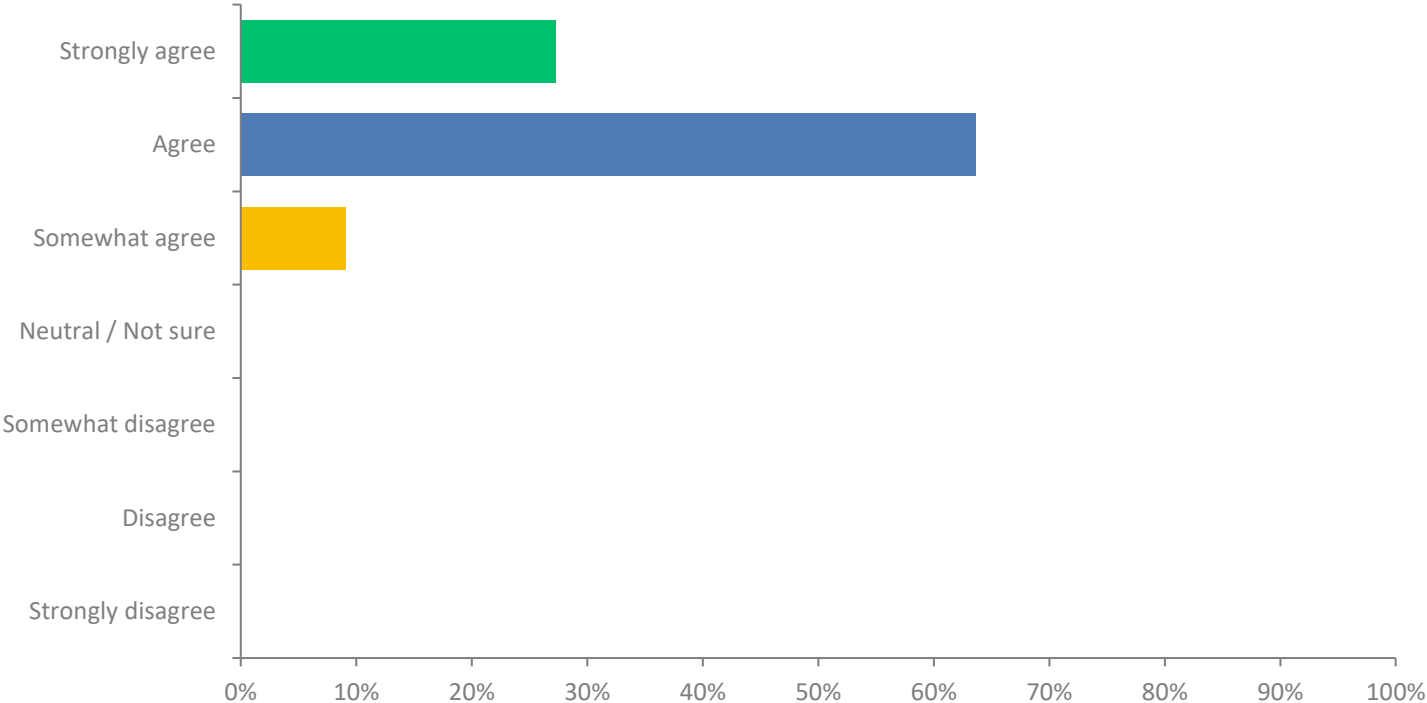
Q6: Mental health services in Milwaukee County are delivered in an efficient and effective manner.

Comments: 3

- As a member of the MHB, I am led to believe that services for MKE County are delivered in an efficient and effective manner at an agreeable level. Yet, as a current recipient of services of comprehensive community services, I will provide a picture of various ancillary providers. The range of efficient and effective management that they provider range from strongly agree to agree to somewhat agree.
- I perceive that this is trending in the right direction.
- I suggest that the quantitative data that is shared with us on a regular basis be complemented by qualitative data secured by periodic site visits, direct interviewing and observing of patients and clients. This could be done by interested MCMHB members who have meaningful experience in a particular area. This might include services for children, hospital care, employment services, psychotherapeutic services, case management, housing, etc.

Q7: Milwaukee County is committed to community-based, person-centered, and recovery-oriented mental health programs.

Answered: 11 Skipped: 0



Q7: Milwaukee County is committed to community-based, person-centered, and recovery-oriented mental health programs.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	27.27%	3
Agree	63.64%	7
Somewhat agree	9.09%	1
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

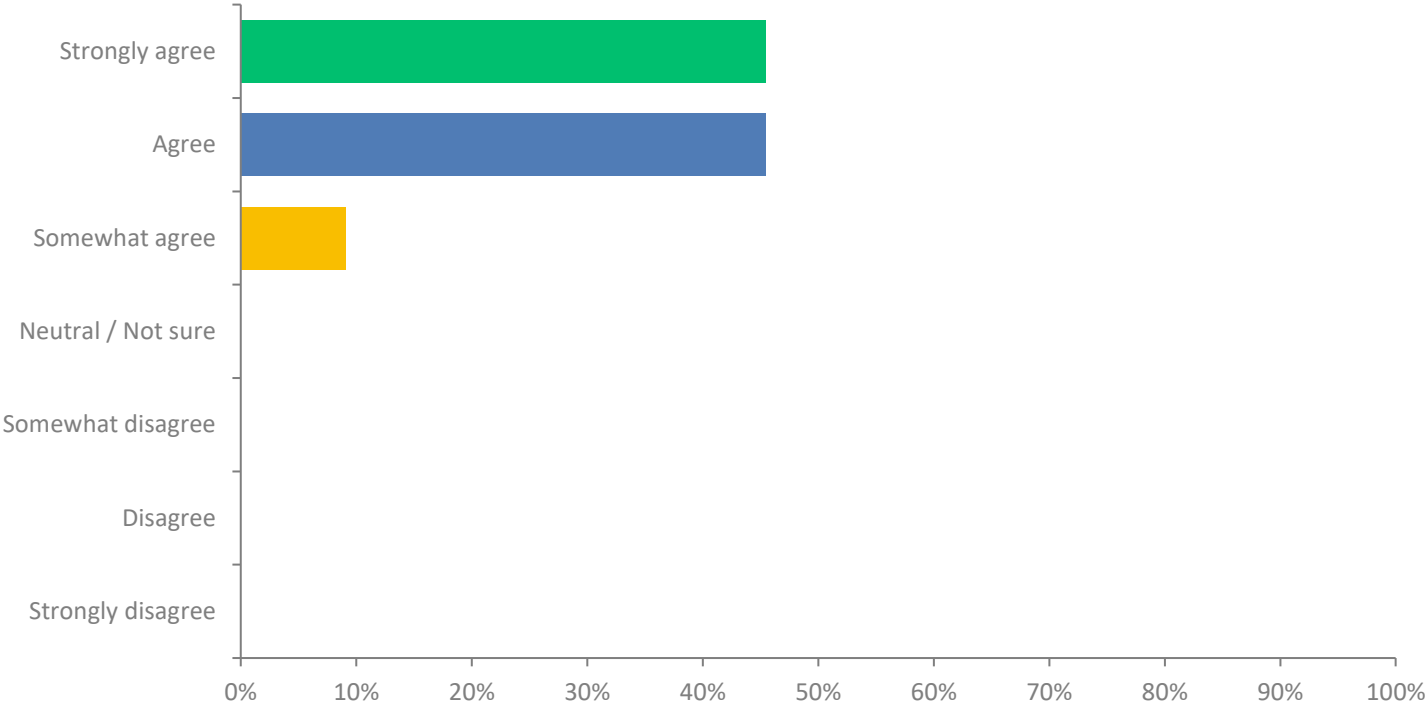
Q7: Milwaukee County is committed to community-based, person-centered, and recovery-oriented mental health programs.

Comments: 3

- MKE County has the riches of MC3 yet does not highly encourage employees of all positions beyond clinical staff to attend MC3 trainings and meeting. to share in the values of MC3 which ties into the mission statement of BHS.
- Could not agree more.
- I urge BHS to translate this oft repeated phrase: what does it really mean to real people?

Q8: Milwaukee County promotes comprehensive community-based services over the use of institutional services.

Answered: 11 Skipped: 0



Q8: Milwaukee County promotes comprehensive community-based services over the use of institutional services.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	45.45%	5
Agree	45.45%	5
Somewhat agree	9.09%	1
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

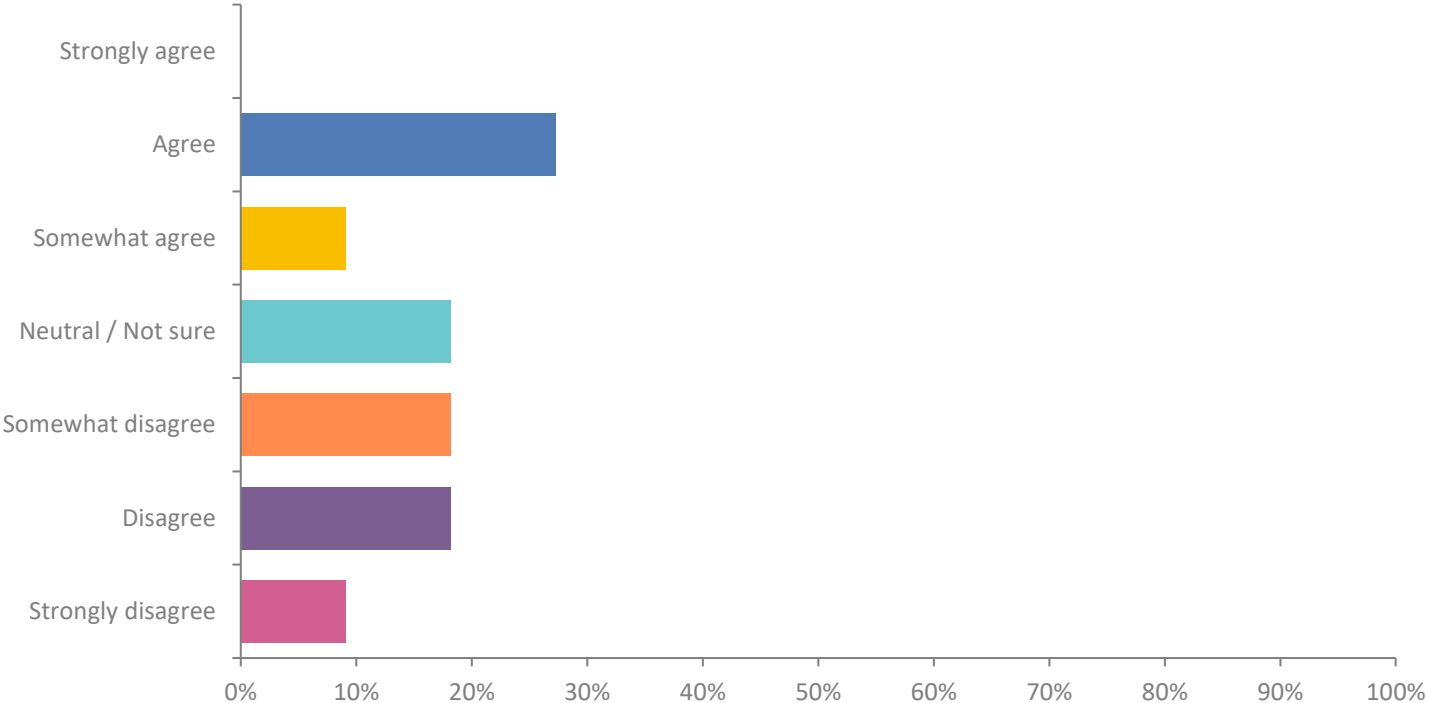
Q8: Milwaukee County promotes comprehensive community-based services over the use of institutional services.

Comments: 3

- I strongly agree in that over the last 15 years in the redesign of the Milwaukee County BHS system, the inpatient institution on the grounds was closed and the expansion of outpatient happened. Within the last 10 years, rehab central was closed and led to all patients living on the grounds, being placed in community placements and living successfully within the community.
- The numbers speak for themselves. CCS utilization continues to climb.
- Is this supposed to be a good thing? I would emphasize that MC promotes a wide diversity of effective approaches to those of our citizens who will deal with mental illness at some point or throughout their lives. Then I'd give specific examples of the breadth of those services to illustrate what "comprehensive" means.

Q9: Institutional services remain an important part of the MCMHB's comprehensive mental health program design in Milwaukee County.

Answered: 11 Skipped: 0



Q9: Institutional services remain an important part of the MCMHB's comprehensive mental health program design in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	27.27%	3
Somewhat agree	9.09%	1
Neutral / Not sure	18.18%	2
Somewhat disagree	18.18%	2
Disagree	18.18%	2
Strongly disagree	9.09%	1
TOTAL		11

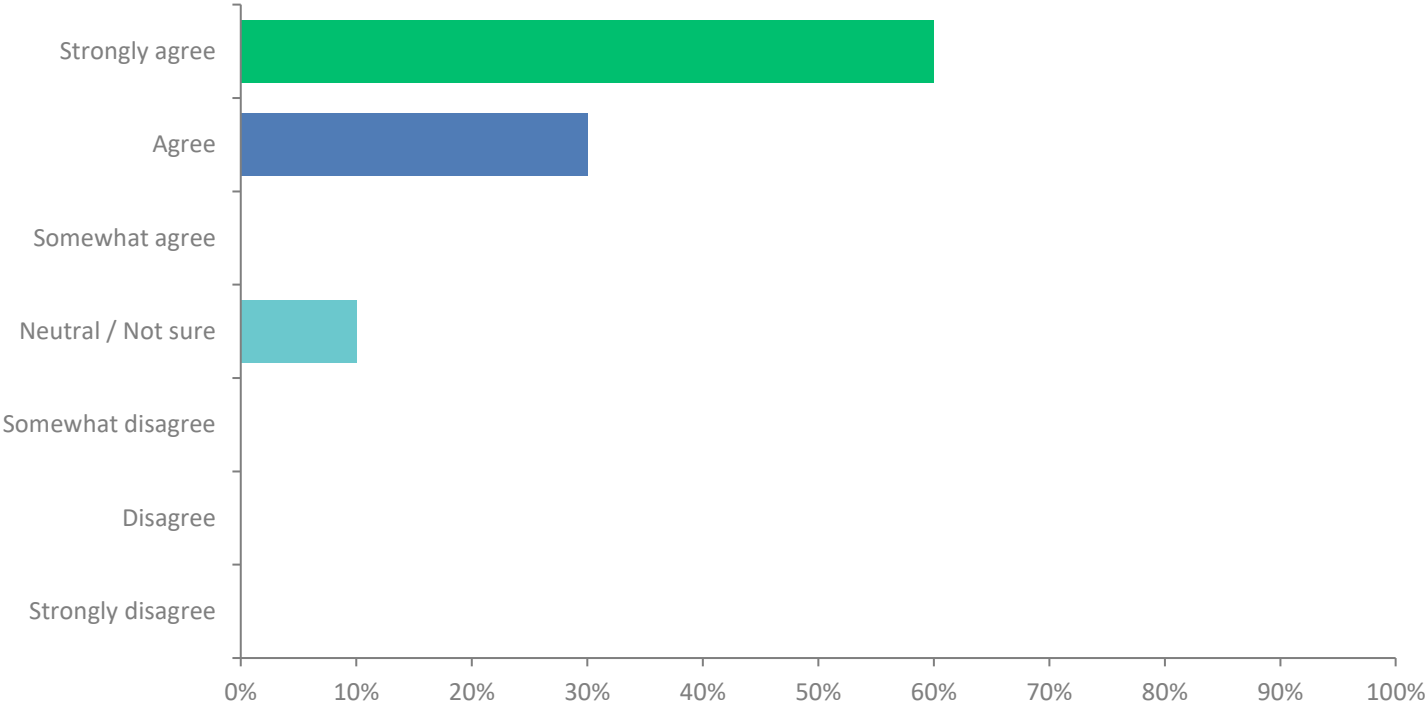
Q9: Institutional services remain an important part of the MCMHB's comprehensive mental health program design in Milwaukee County.

Comments: 3

- We no longer provide institutional services as the hospital has been closed.
- While important to have this alternative, institutionalization is no longer the focus and it is discouraged in favor of community-based services.
- Yes, and profit is part of the equation in this program design. If you mean hospitals (and I think you do), then they remain central. critical.

Q10: The MCMHB has reduced reliance on the use of institutional services.

Answered: 10 Skipped: 1



Q10: The MCMHB has reduced reliance on the use of institutional services.

Answered: 10 Skipped: 1

ANSWER CHOICES	RESPONSES	
Strongly agree	60.0%	6
Agree	30.0%	3
Somewhat agree	0%	0
Neutral / Not sure	10.0%	1
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		10

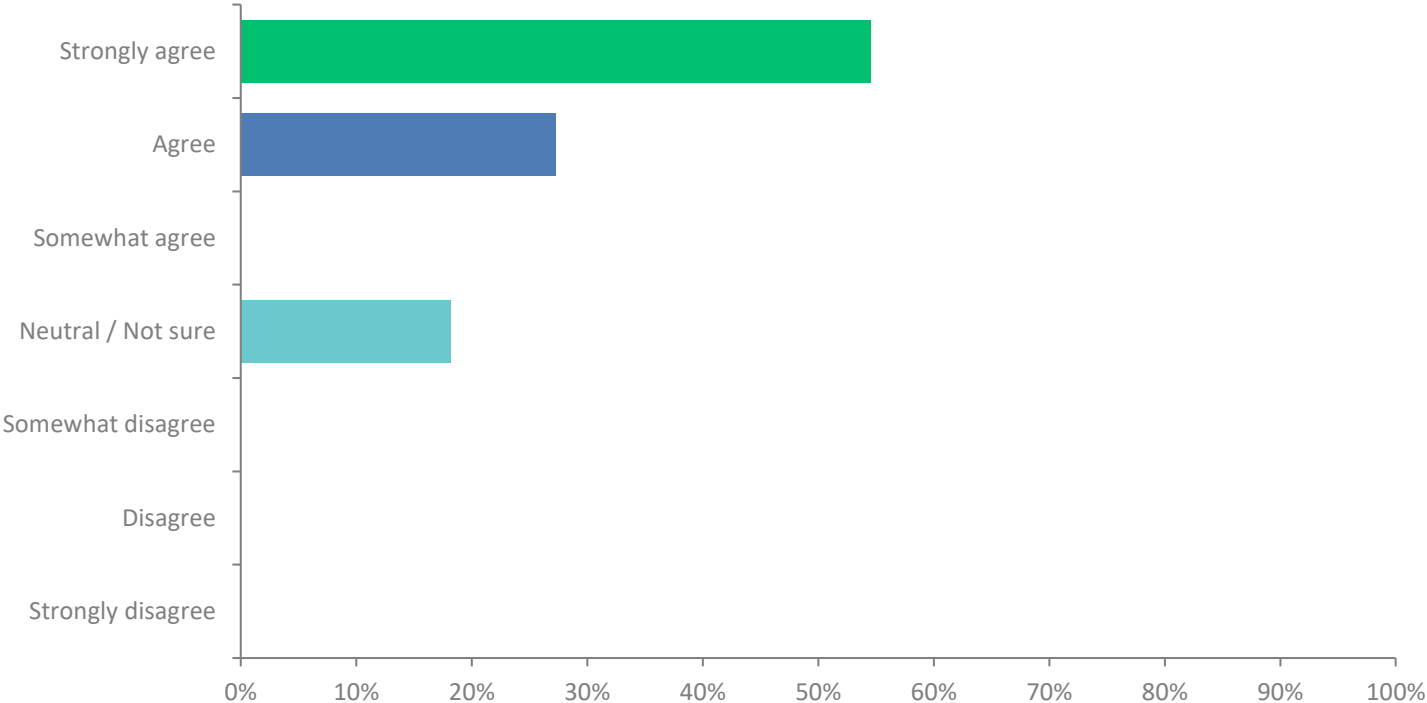
Q10: The MCMHB has reduced reliance on the use of institutional services.

Comments: 3

- Not applicable
- MHB values the dignity and autonomy of consumers who use MH services in Milwaukee county.
- The statement is correct and universal Has it been a good thing? Milwaukee County has less control over the hospital experience. Ostensibly, there is good communication between hospitals and MC's community-based services.

Q11: The MCMHB protects the personal liberty of individuals experiencing mental illness in Milwaukee County.

Answered: 11 Skipped: 0



Q11: The MCMHB protects the personal liberty of individuals experiencing mental illness in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	54.55%	6
Agree	27.27%	3
Somewhat agree	0%	0
Neutral / Not sure	18.18%	2
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

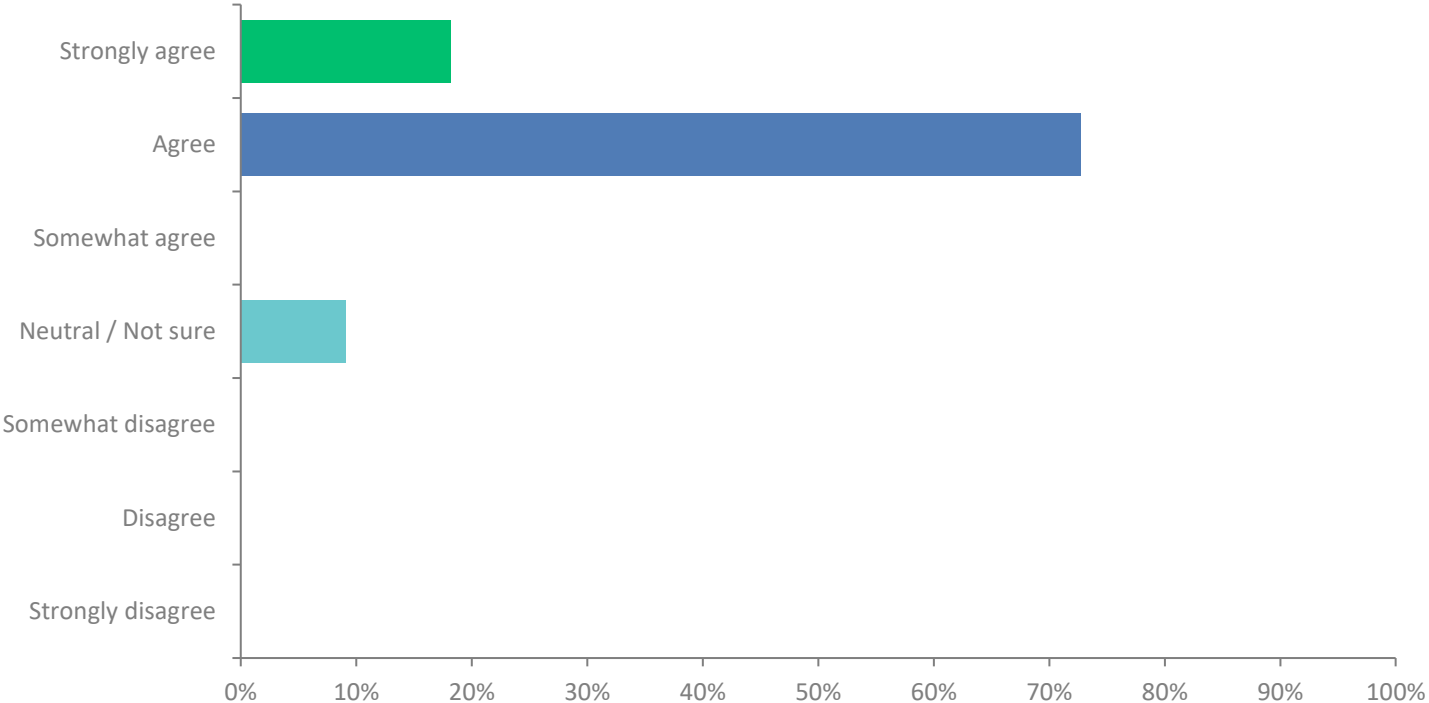
Q11: The MCMHB protects the personal liberty of individuals experiencing mental illness in Milwaukee County.

Comments: 4

- BHS protects personal liberties of individuals to the letter of the law. It sometimes frustrates parents of adult children because they cannot find out information pertaining to treatment of their adult children and their serious illness.
- Protecting liberties is one of the strong suits of the MHB.
- I would include substance use in addition to mental health
- How do you do this?

Q12: Individuals who experience mental illness in Milwaukee County are treated in the least restrictive environment.

Answered: 11 Skipped: 0



Q12: Individuals who experience mental illness in Milwaukee County are treated in the least restrictive environment.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	72.73%	8
Somewhat agree	0%	0
Neutral / Not sure	9.09%	1
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

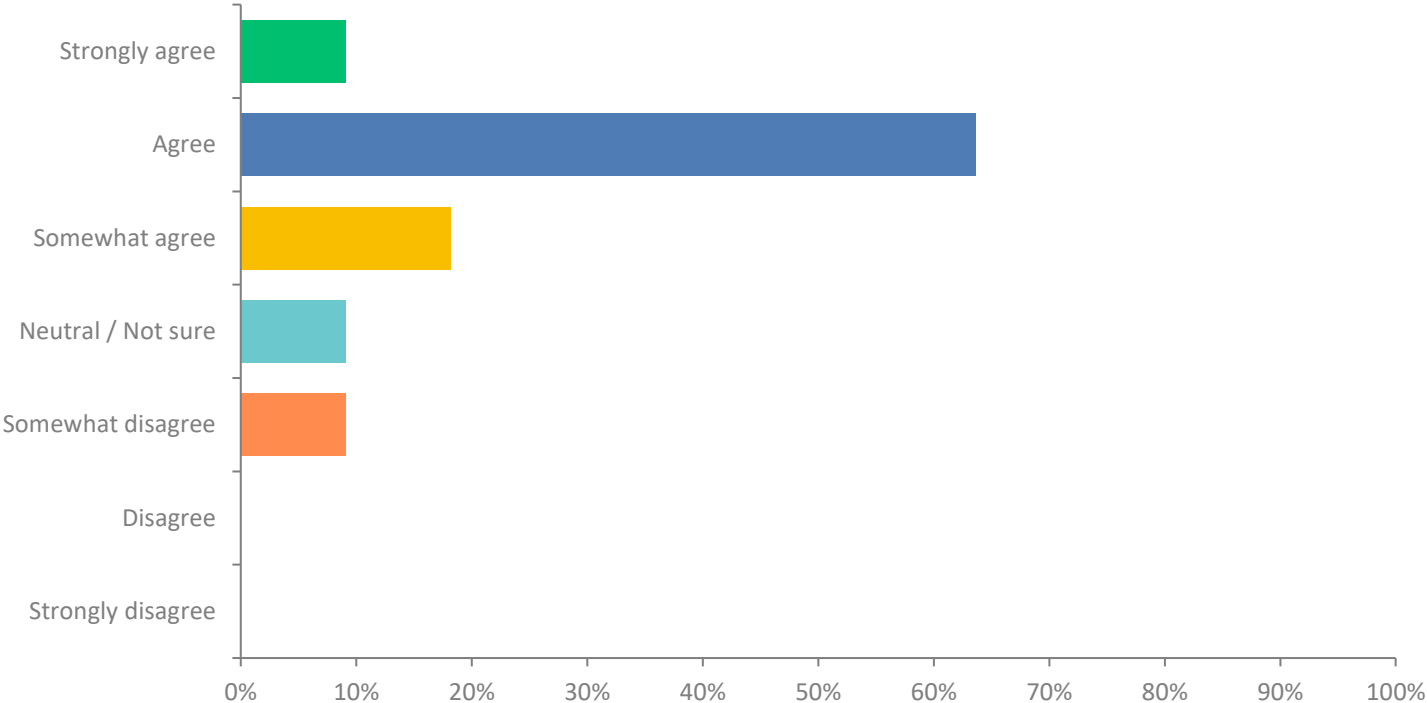
Q12: Individuals who experience mental illness in Milwaukee County are treated in the least restrictive environment.

Comments: 3

- We contract with Granite Hills for inpatient services. They do not use restraints. The only other place that they would be used is the MHEC and I am not aware of them being used since the opening of the center. I am not clear or aware of usage in the children's world.
- I do believe this is what the intention is. By and large I think this is achieved.
- However, they sometimes return to a torturous setting.

Q13: Milwaukee County programs provide early intervention to prevent the experience of more serious and prolonged episodes.

Answered: 11 Skipped: 0



Q13: Milwaukee County programs provide early intervention to prevent the experience of more serious and prolonged episodes.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	63.64%	7
Somewhat agree	18.18%	2
Neutral / Not sure	9.09%	1
Somewhat disagree	9.09%	1
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		12

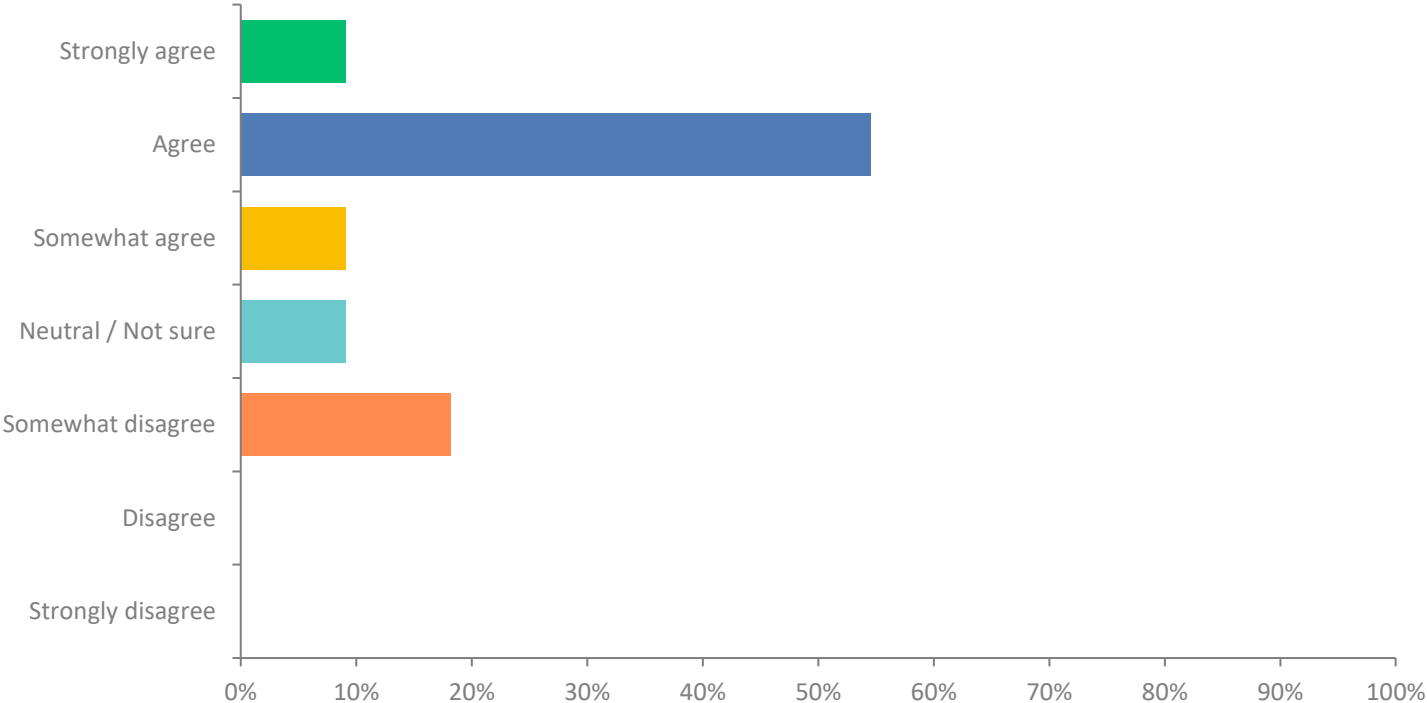
Q13: Milwaukee County programs provide early intervention to prevent the experience of more serious and prolonged episodes.

Comments: 2

- Milwaukee County provides a program for first time psychosis for children and youth in the Wraparound program.
- I perceive that more early intervention services are needed in Milwaukee county!!

Q14: Milwaukee County programs divert individuals experiencing mental illness from the criminal justice system.

Answered: 11 Skipped: 0



Q14: Milwaukee County programs divert individuals experiencing mental illness from the criminal justice system.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	54.55%	6
Somewhat agree	9.09%	1
Neutral / Not sure	9.09%	1
Somewhat disagree	18.18%	2
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

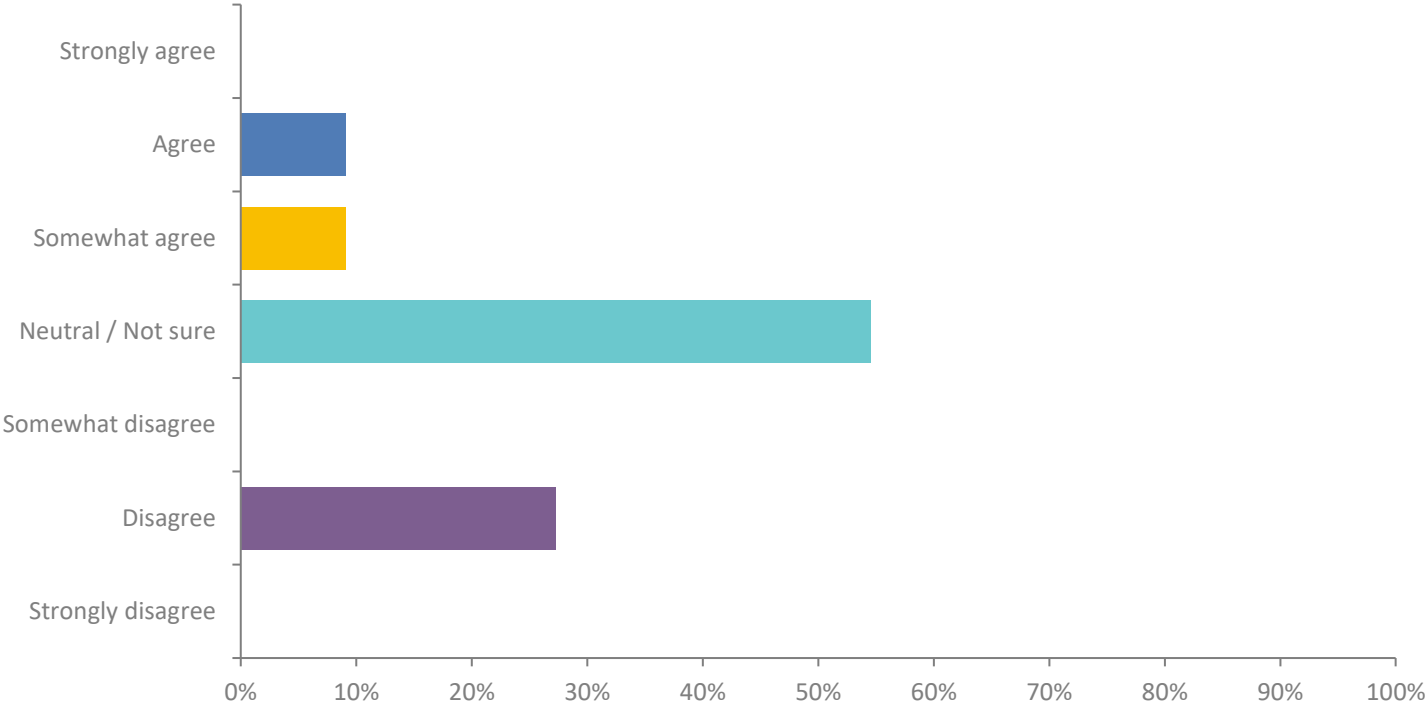
Q14: Milwaukee County programs divert individuals experiencing mental illness from the criminal justice system.

Comments: 3

- BHS financially supports an individual to work in the criminal justice system to screen individuals that are coming in and they are screened as to whether they have mental health conditions before being placed in the jail.
- I still perceive we can be doing better. More awareness and training of law enforcement on how to deal with persons who are experiencing MH problems is very important.
- Is there still a Mental Health Court? How do you do this?

Q15: Milwaukee County has the right number of mobile crisis units for the community.

Answered: 11 Skipped: 0



Q15: Milwaukee County has the right number of mobile crisis units for the community.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	9.09%	1
Somewhat agree	9.09%	1
Neutral / Not sure	54.55%	6
Somewhat disagree	0%	0
Disagree	27.27%	3
Strongly disagree	0%	0
TOTAL		11

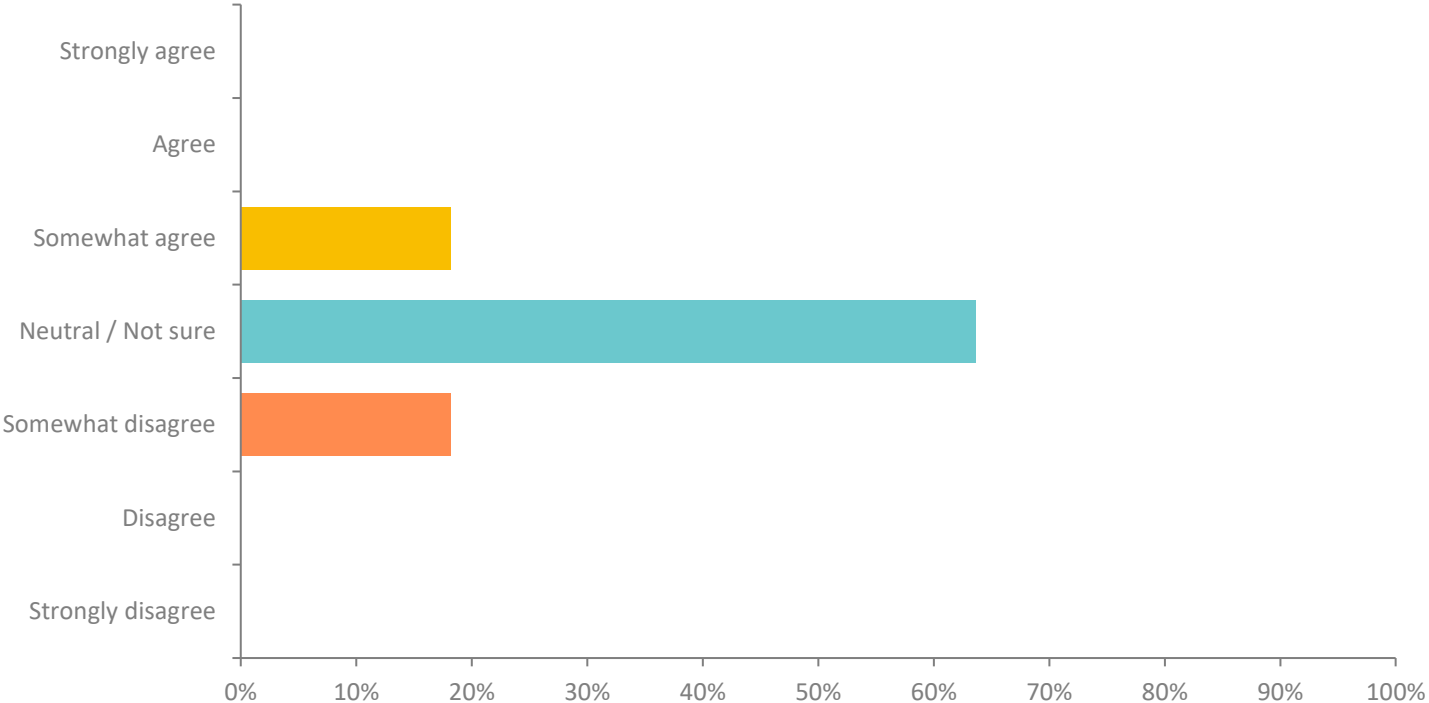
Q15: Milwaukee County has the right number of mobile crisis units for the community.

Comments: 3

- We are strongly understaffed due to a shortage of personnel and the lack of creativity in staffing mobile crisis units with peers.
- MHB can be better informed on this as a metric to include response times, number of staff, deficits in program, etc.
- However, they are not all fully staffed as there are current shortages of MH professionals

Q16: Milwaukee County provides the right amount of crisis intervention training to community providers and law enforcement.

Answered: 11 Skipped: 0



Q16: Milwaukee County provides the right amount of crisis intervention training to community providers and law enforcement.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	0%	0
Somewhat agree	18.18%	2
Neutral / Not sure	63.64%	7
Somewhat disagree	18.18%	2
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

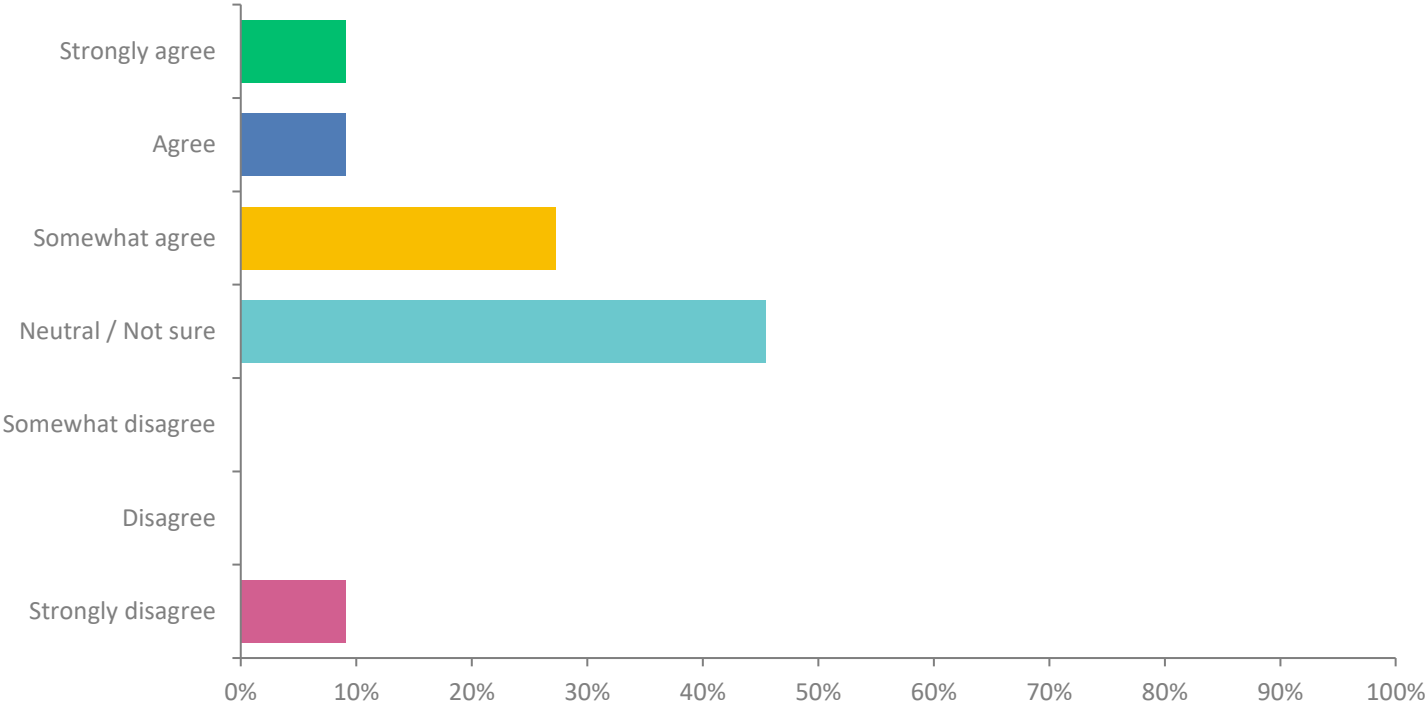
Q16: Milwaukee County provides the right amount of crisis intervention training to community providers and law enforcement.

Comments: 2

- The training that is given in the academy is basic and inadequate and there is not advanced training or continuing training after they come out of the academy. There should be a specialized team for crisis intervention trained officers. Also, the Miracle Team has not been tapped into and only NAMI has been utilized.
- I know such training exists but am out of touch with how much and its true impact.

Q17: The MCMHB has achieved cost savings in the provision of mental health services in Milwaukee County.

Answered: 11 Skipped: 0



Q17: The MCMHB has achieved cost savings in the provision of mental health services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	9.09%	1
Somewhat agree	27.27%	3
Neutral / Not sure	45.45%	5
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	9.09%	1
TOTAL		11

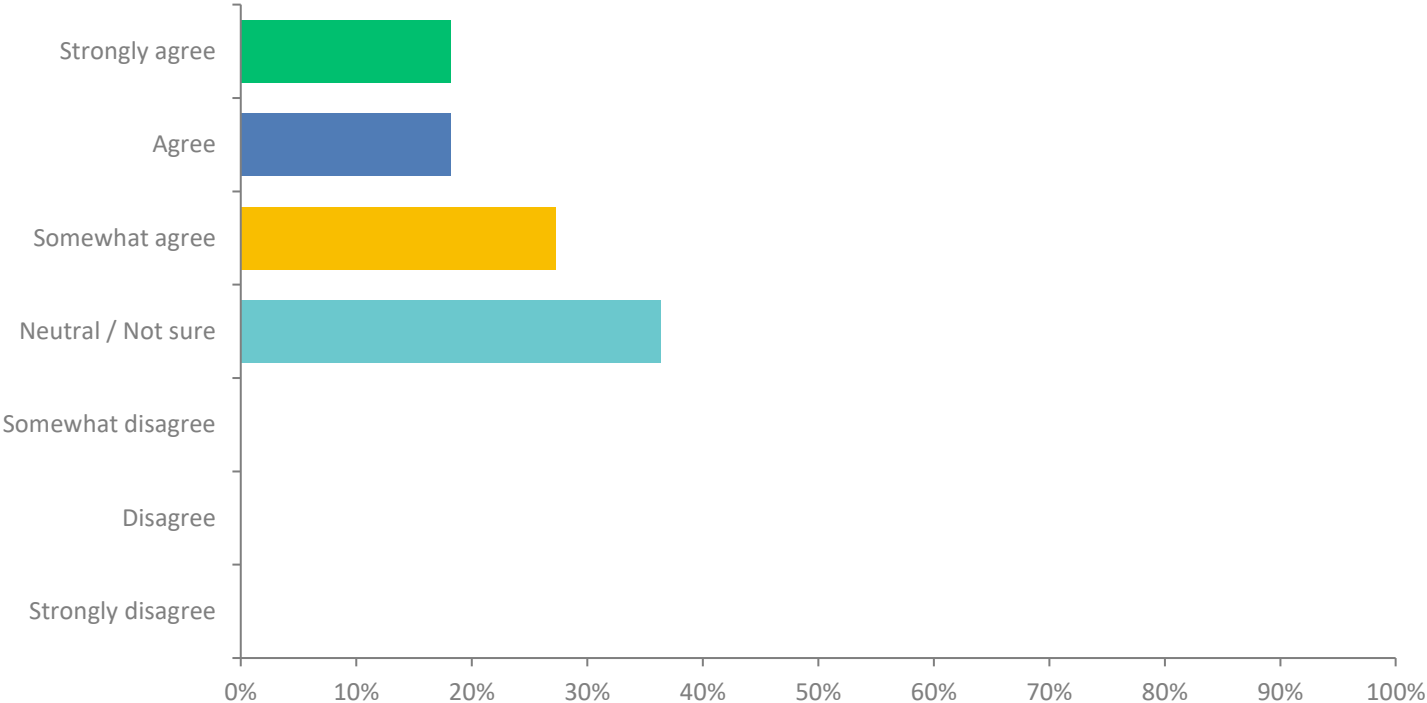
Q17: The MCMHB has achieved cost savings in the provision of mental health services in Milwaukee County.

Comments: 4

- It appears that we have made cost savings provisions but I'm not sure that the MHB sees the bigger picture.
- Definitely trending in the right direction since the closure of the hospital.
- Perhaps, but my assumption is that if there have been "savings" they were absorbed by staff raises that did not necessarily result in increased "service."
- I think costs have been shifted, but not necessarily saved. With the MHEC, the local health systems have all stepped up to contribute.

Q18: The MCMHB has found alternative funding for many of its mental health programs providing relief to Milwaukee County funding.

Answered: 11 Skipped: 0



Q18: The MCMHB has found alternative funding for many of its mental health programs providing relief to Milwaukee County funding.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	18.18%	2
Somewhat agree	27.27%	3
Neutral / Not sure	36.36%	4
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

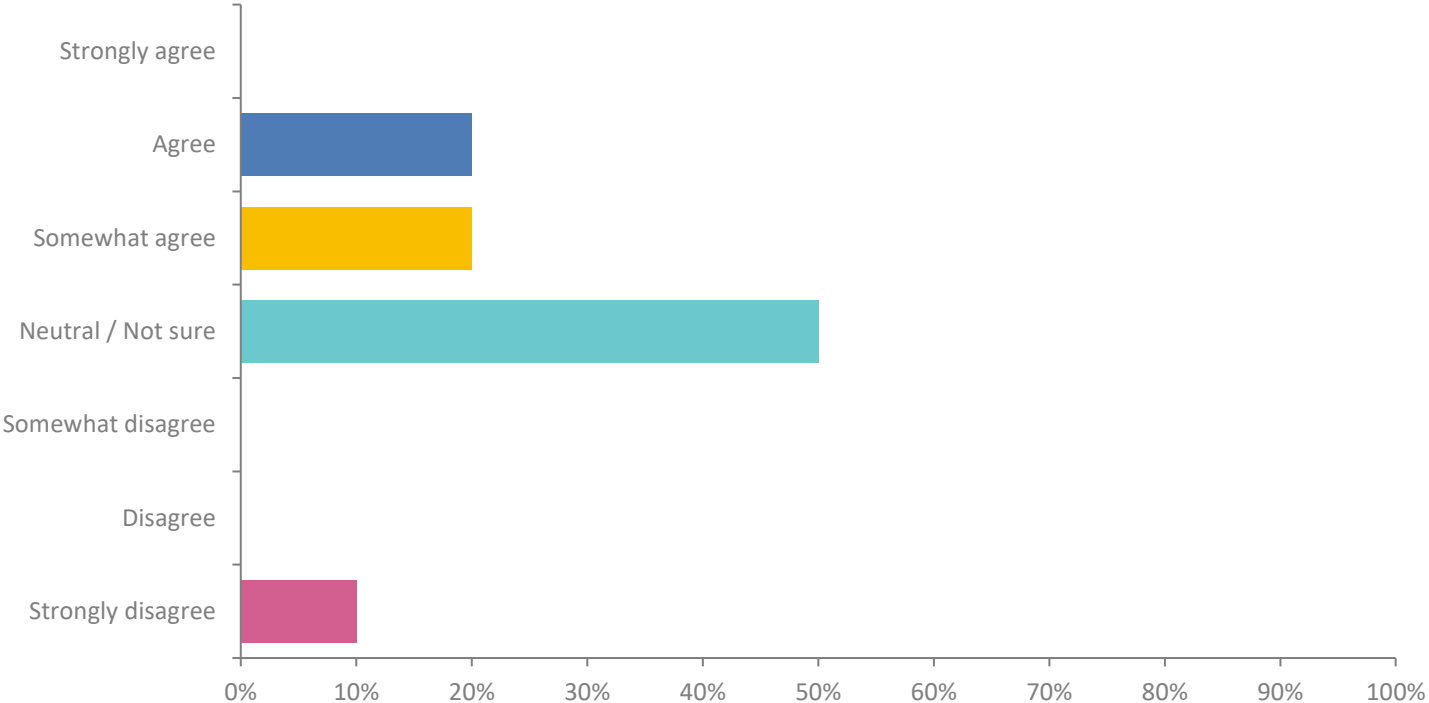
Q18: The MCMHB has found alternative funding for many of its mental health programs providing relief to Milwaukee County funding.

Comments: 4

- We have been extremely successful in creating an entire dept. in the area of grant funding in BHS and raising millions of dollars for programs and services.
- MHB as a body has not found the funding but has approved grant funding as part of finance committee recommendations.
- My sense is that there has been additional federal funding; I am not aware of additional "private" funding. Generally speaking, the system depends on
- With the MHEC, the local health systems have all stepped up to contribute.

Q19: Milwaukee County influences the policies and practices of private inpatient facilities available to county residents.

Answered: 10 Skipped: 1



Q19: Milwaukee County influences the policies and practices of private inpatient facilities available to county residents.

Answered: 10 Skipped: 1

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	20.0%	2
Somewhat agree	20.0%	2
Neutral / Not sure	50.0%	5
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	10.0%	1
TOTAL		10

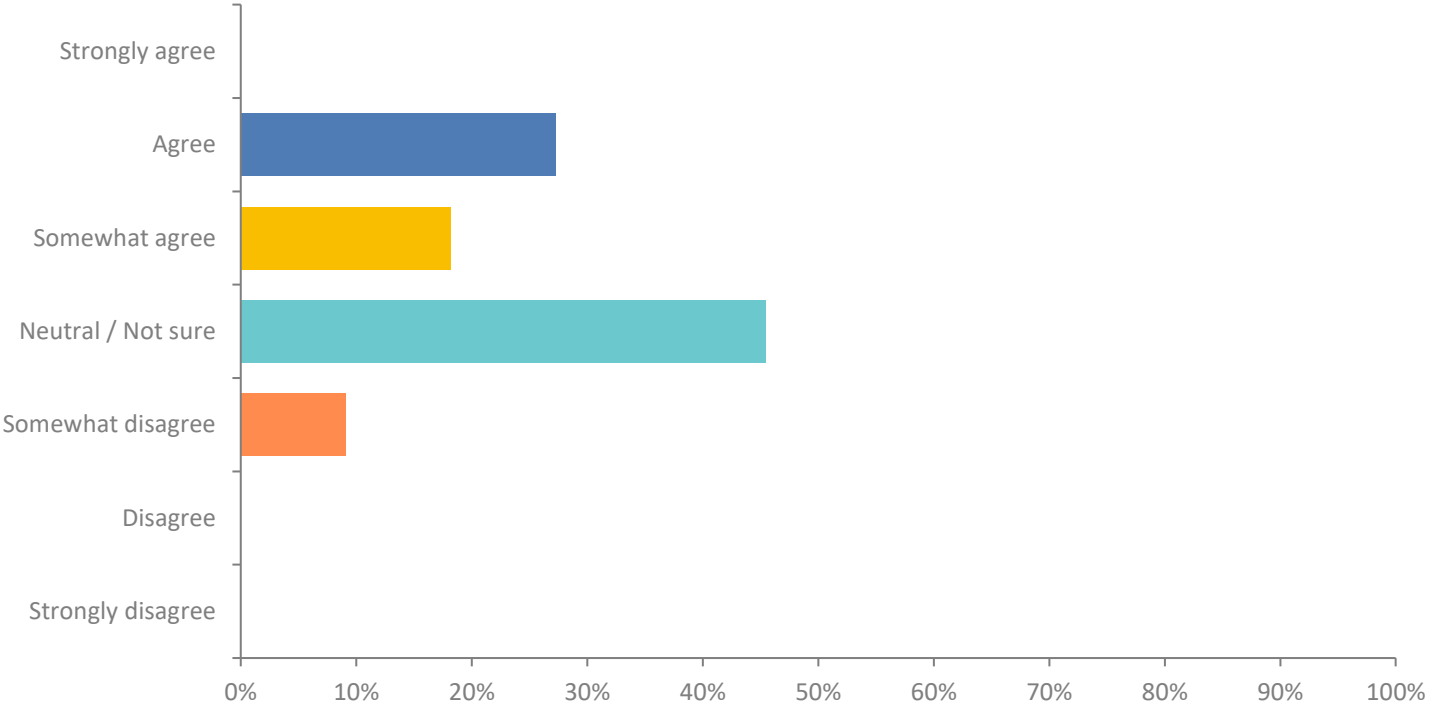
Q19: Milwaukee County influences the policies and practices of private inpatient facilities available to county residents.

Comments: 3

- Through the redesign efforts, BHS has impacted the attitudes of private inpatient facilities to change their policies and practices to take what were considered more difficult and challenging cases from psychiatric crisis services (what now is MHEC).
- Private inpatient facilities have some good things to learn from BHS with regards to policies and practices. Stronger relationships and greater trust is needed.
- Private inpatient facilities are very different. Especially Rogers in Oconomowoc and Brown Deer.

Q20: Milwaukee County provides individuals with inpatient services whenever needed.

Answered: 11 Skipped: 0



Q20: Milwaukee County provides individuals with inpatient services whenever needed.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	27.27%	3
Somewhat agree	18.18%	2
Neutral / Not sure	45.45%	5
Somewhat disagree	9.09%	1
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

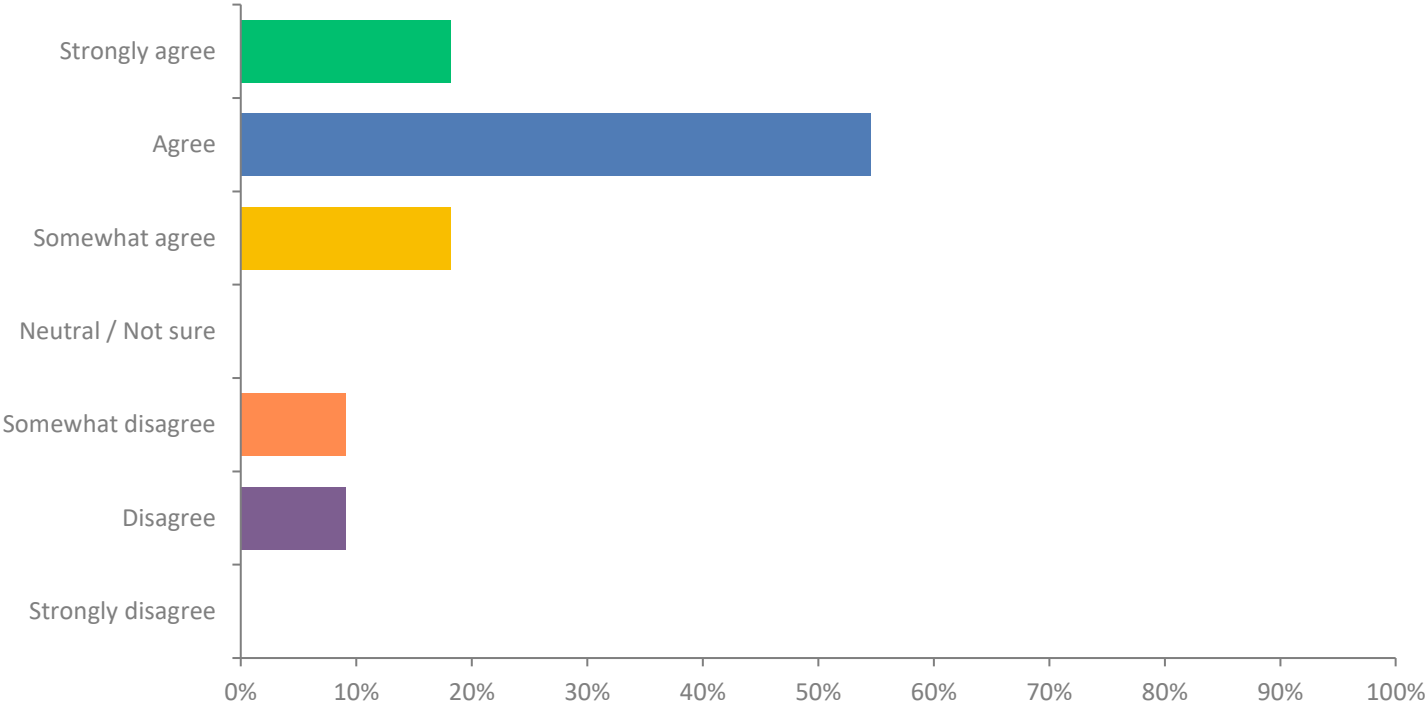
Q20: Milwaukee County provides individuals with inpatient services whenever needed.

Comments: 4

- Milwaukee County has left the inpatient hospital business but we now contract with Granite Hills to provide inpatient services for Milwaukee County residents that are uninsured. Individuals that are serviced through MHEC now are placed at Granite Hills.
- Yes agreed, though we hear about instances where a patient is turned away from Granite Hills and this is very frustrating.
- It is sometimes difficult for someone who needs hospitalization to be hospitalized. And not they are often not kept at the hospital for an adequate amount of time.
- Granite Hills has not fully met its obligations...

Q21: Milwaukee County provides individuals with immediate emergency services whenever needed.

Answered: 11 Skipped: 0



Q21: Milwaukee County provides individuals with immediate emergency services whenever needed.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	54.55%	6
Somewhat agree	18.18%	2
Neutral / Not sure	0%	0
Somewhat disagree	9.09%	1
Disagree	9.09%	1
Strongly disagree	0%	0
TOTAL		12

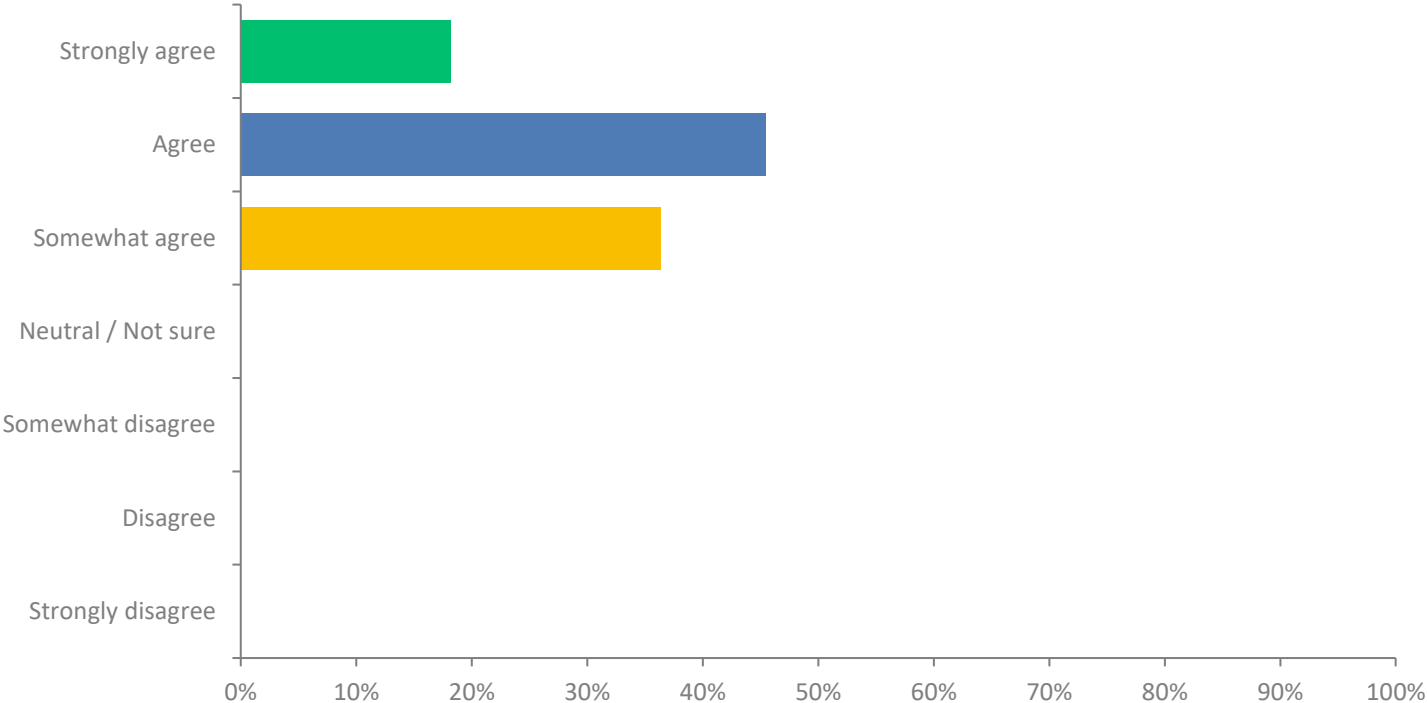
Q21: Milwaukee County provides individuals with immediate emergency services whenever needed.

Comments: 2

- Milwaukee County has various outpatient services that could provide emergency services including MHEC, CART, and Crisis Services teams but all of those are not always available to members of our community.
- MHEC data appear very promising.

Q22: The MCMHB is fulfilling its responsibility for the well-being, treatment and care of the mentally ill, alcoholic and other drug dependent citizens residing within Milwaukee County.

Answered: 11 Skipped: 0



Q22: The MCMHB is fulfilling its responsibility for the well-being, treatment and care of the mentally ill, alcoholic and other drug dependent citizens residing within Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	45.45%	5
Somewhat agree	36.36%	4
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

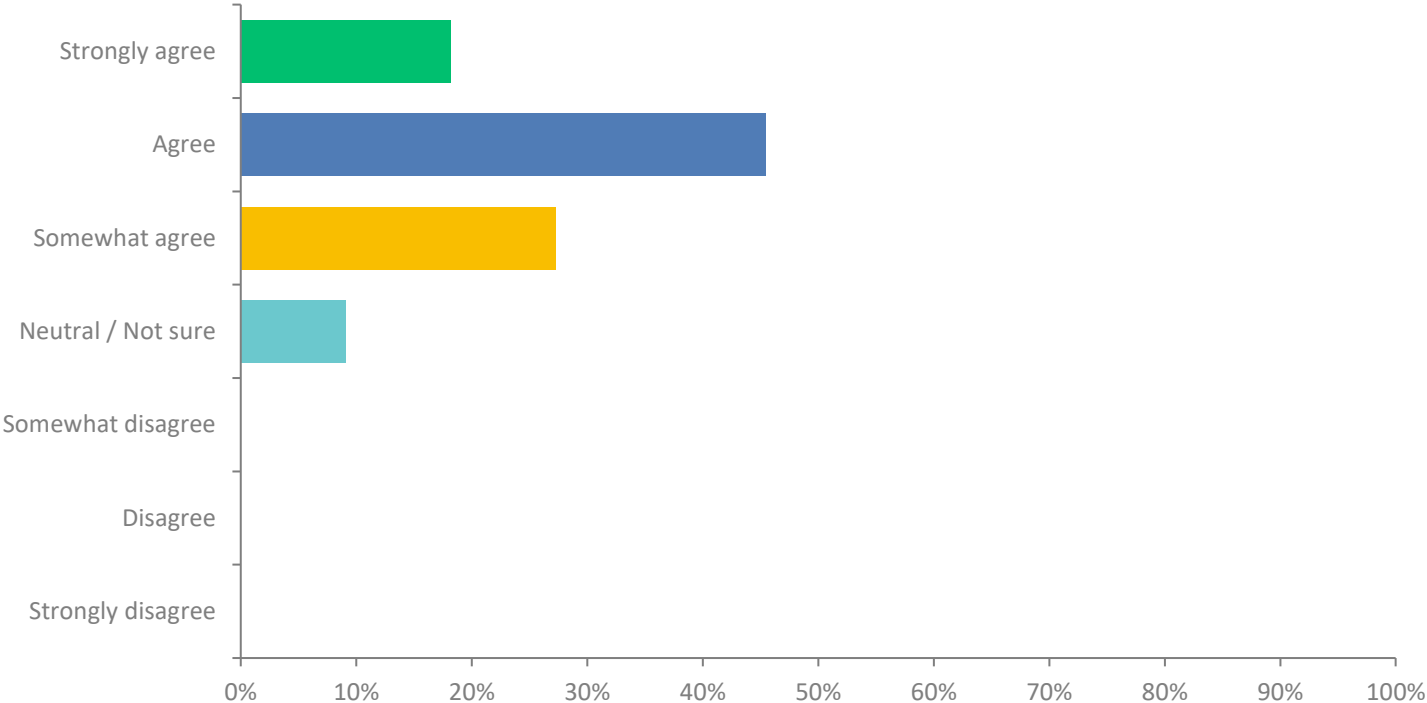
Q22: The MCMHB is fulfilling its responsibility for the well-being, treatment and care of the mentally ill, alcoholic and other drug dependent citizens residing within Milwaukee County.

Comments: 3

- Milwaukee County BHS is responsible and is doing a greatly improved job in the areas of mental health and behavioral health for adult residents living in Milwaukee County but could improve its substance use services for youth and young adults.
- In principle yes. MHB members aspire to do this and are driven by principles that are motivated by assuring that all get the care they need. Being a voluntary board and having varying degrees of knowledge on board power and functions impedes the board's ability to truly fulfill its responsibility in the desired manner.
- There is untreated mental illness and drug dependency in Milwaukee County.

Q23: The MCMHB engages community representatives in its deliberative processes.

Answered: 11 Skipped: 0



Q23: The MCMHB engages community representatives in its deliberative processes.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	45.45%	5
Somewhat agree	27.27%	3
Neutral / Not sure	9.09%	1
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

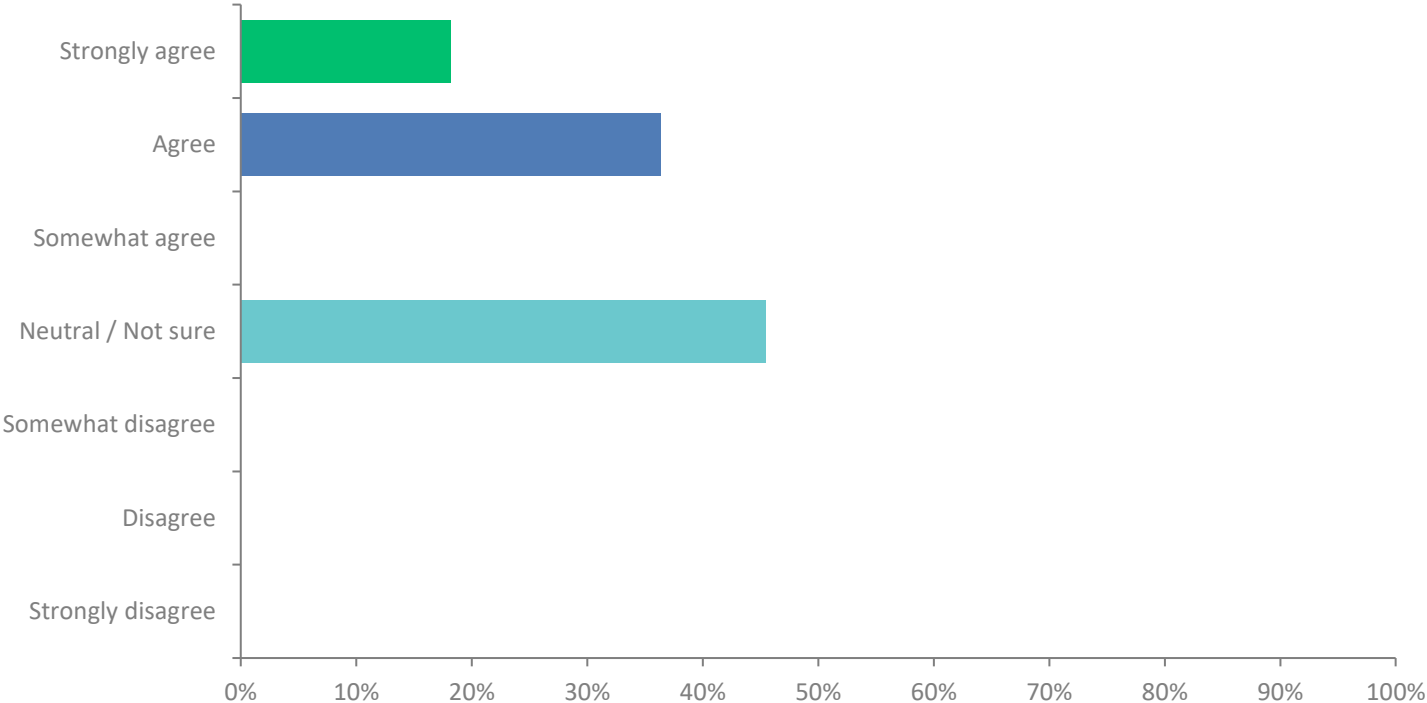
Q23: The MCMHB engages community representatives in its deliberative processes.

Comments: 3

- Only in this last year has there been any significant improvement with engaging the general public at our public hearings and we must do a significantly better job.
- Community Engagement committee is the arm that is truly making its mark in this area. Individual board members may not have the bandwidth to engage community members with the necessary fervor.
- At what point is this done? I am also aware of (self-appointed) "community leaders" who claim to represent and speak for others.

Q24: The MCMHB is supported by Milwaukee County executive administration.

Answered: 11 Skipped: 0



Q24: The MCMHB is supported by Milwaukee County executive administration.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	36.36%	4
Somewhat agree	0%	0
Neutral / Not sure	45.45%	5
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

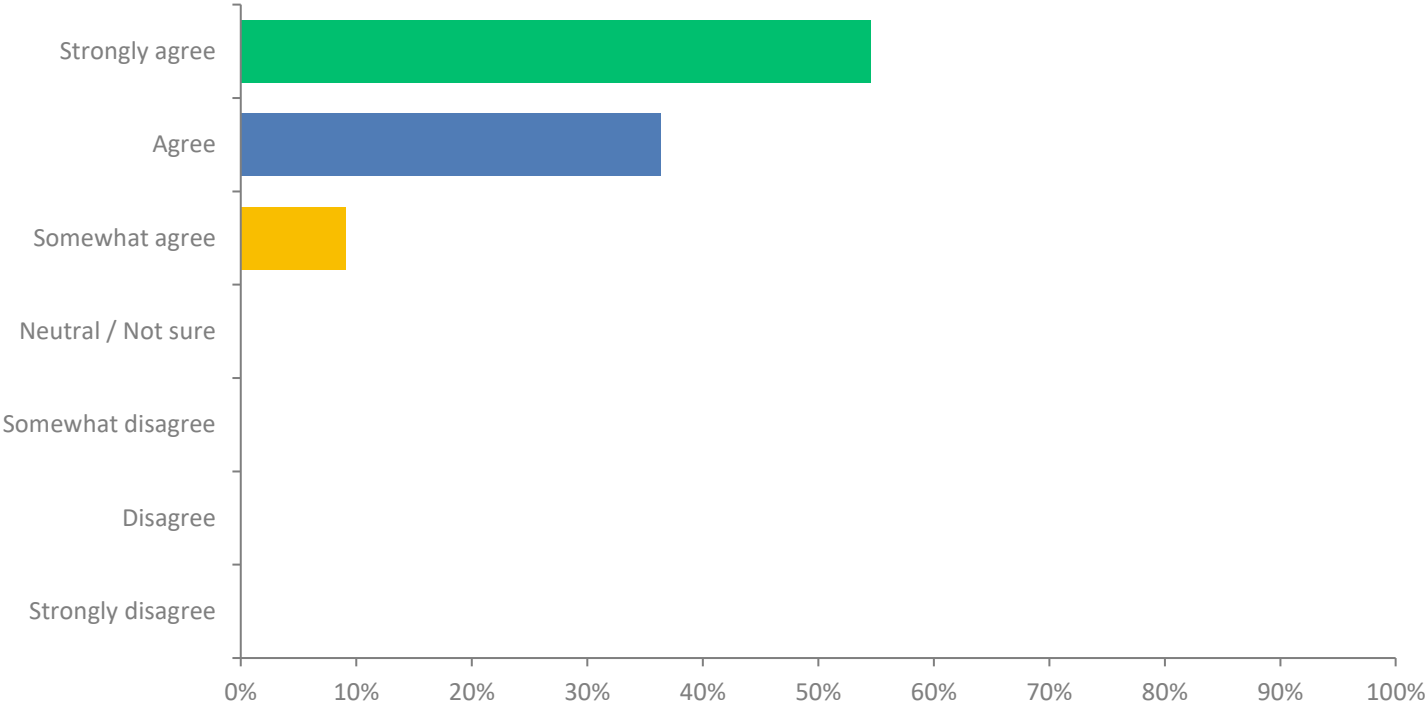
Q24: The MCMHB is supported by Milwaukee County executive administration.

Comments: 4

- I don't have time to write a book. Executive administration flip flops on its policies between the Milwaukee County Board of Supervisors when they made decisions vs. when the MHB makes decisions in parallel areas and don't play by the rules. I feel like we are the children that we don't want to be seen or heard from in a dysfunctional family, made to look pretty on the outside and shown in publications but let's not really talk to them. And at times, I really believe that they County Executive cares a great deal about the experiences of individuals on the board and the experiences that we bring to the board.
- I am optimistic that this is trending in this direction. There still seems to be a sense of power and control over the MHB, or a sense that MHB does not get the same kind of legitimacy as the county board. Our county executive is amazing and goes out of his way to acknowledge the MHB and all of its hard work for Milwaukee county residents.
- I wish I knew that.
- Executive Admin is fairly supportive, but they have been caught in serious financial challenges which impacts us.

Q25: The MCMHB is supported by Milwaukee County BHS administrative staff.

Answered: 11 Skipped: 0



Q25: The MCMHB is supported by Milwaukee County BHS administrative staff.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	54.55%	6
Agree	36.36%	4
Somewhat agree	9.09%	1
Neutral / Not sure	0%	0
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

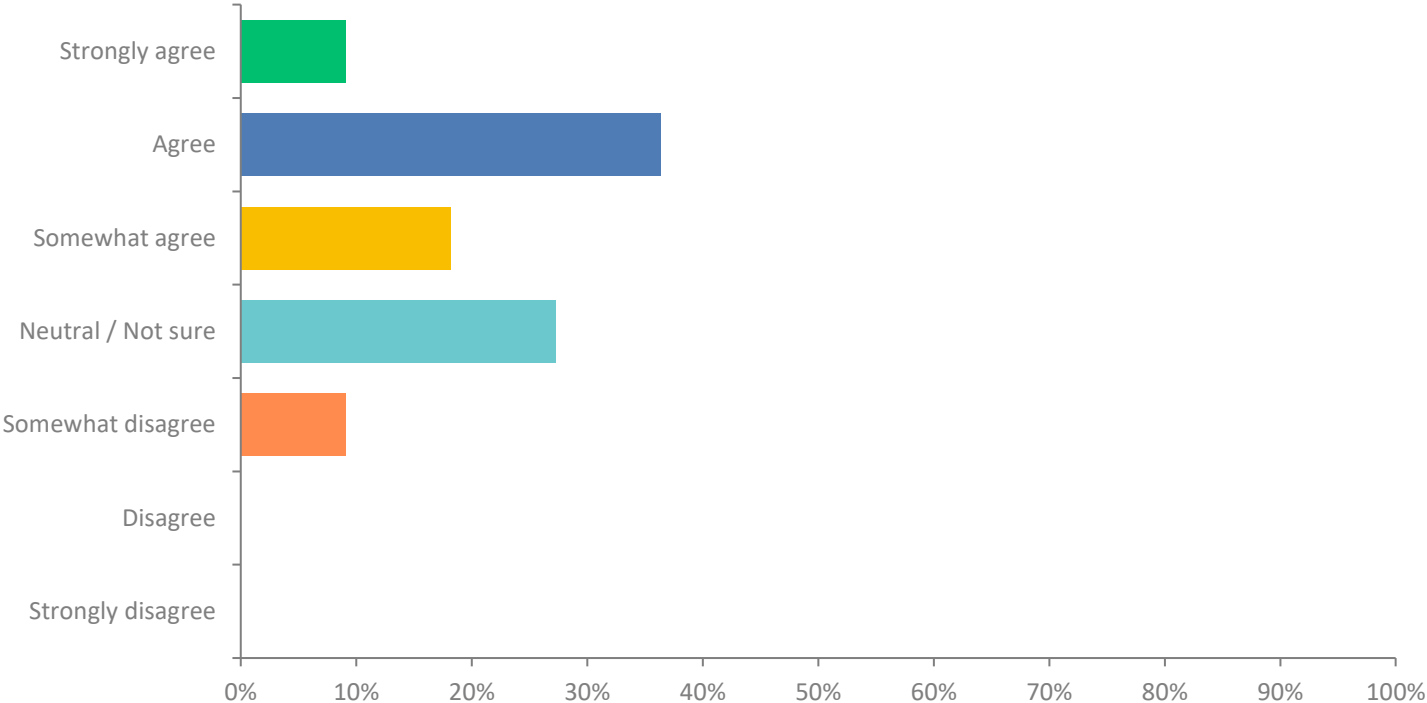
Q25: The MCMHB is supported by Milwaukee County BHS administrative staff.

Comments: 3

- I think that the administrator of BHS at most times has been extremely supportive with the best interests of the MHB but at important times when push comes to shove, he has swayed to the pressures from the administration of MKE County. As far as the administrative staff, they have done an excellent job with the MHB, gone above and beyond, and we could not have done it without them. There are individuals that have done exemplary work and have not been recognized in their job classifications and pay.
- I see evidence of support by the BHS administrative staff each time we meet, and at each board meeting. Most of the times the staff responds to requests from the MHB.
- I am impressed with the commitment, skills, and flexibility of BHS staff.

Q26: The MCMHB exercises oversight of Milwaukee County administrative staff responsible for Milwaukee County behavioral health programs.

Answered: 11 Skipped: 0



Q26: The MCMHB exercises oversight of Milwaukee County administrative staff responsible for Milwaukee County behavioral health programs.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	36.36%	4
Somewhat agree	18.18%	2
Neutral / Not sure	27.27%	3
Somewhat disagree	9.09%	1
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

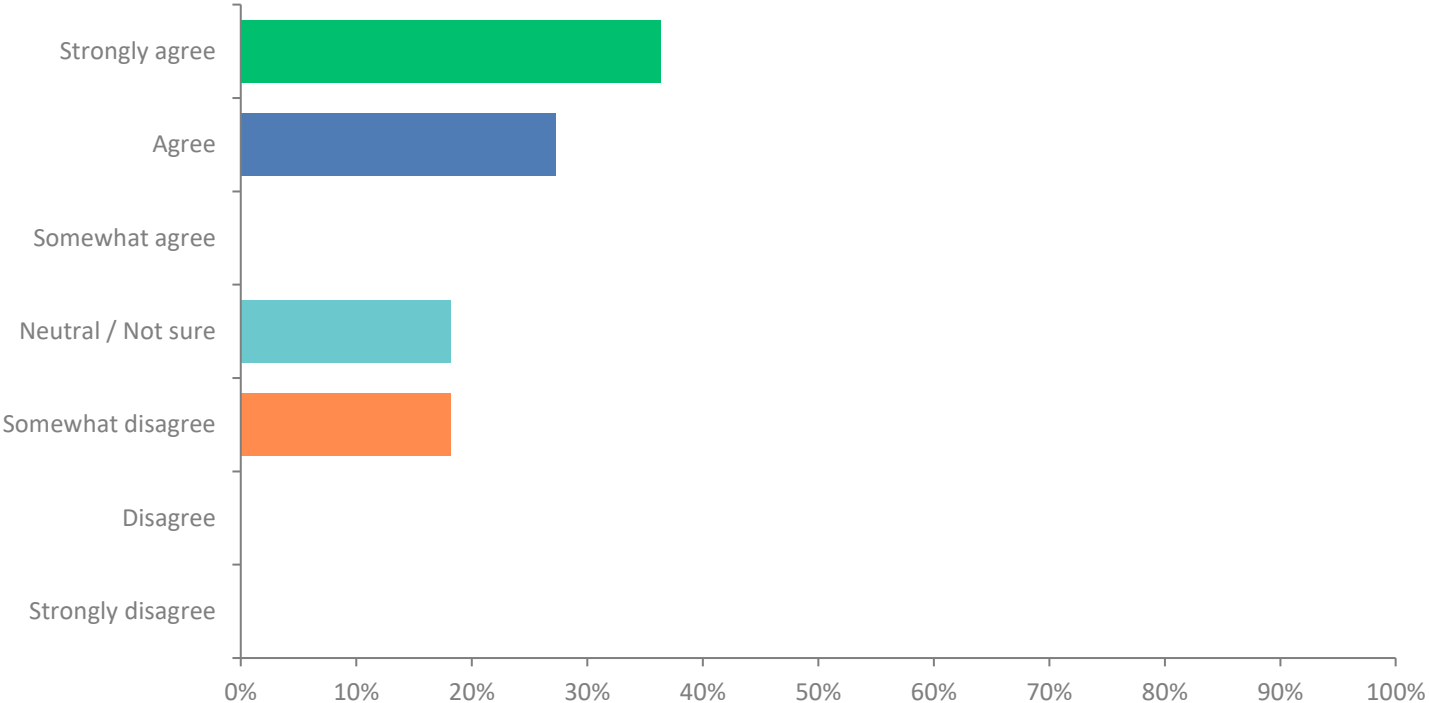
Q26: The MCMHB exercises oversight of Milwaukee County administrative staff responsible for Milwaukee County behavioral health programs.

Comments: 3

- Based on the wording of this question, in some areas, we do have oversight of administrative staff, and, in other areas, we don't. It's not clearly defined.
- MHB does to oversee the staff, though it aims to pay attention to issues like fairness to staff and assuring they are cared for.
- I think we are engaged with them; I don't think we have "oversight" of individuals.

Q27: The MCMHB has a partnership relationship with the Milwaukee County executive administration in the delivery of mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0



Q27: The MCMHB has a partnership relationship with the Milwaukee County executive administration in the delivery of mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	36.36%	4
Agree	27.27%	3
Somewhat agree	0%	0
Neutral / Not sure	18.18%	2
Somewhat disagree	18.18%	2
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

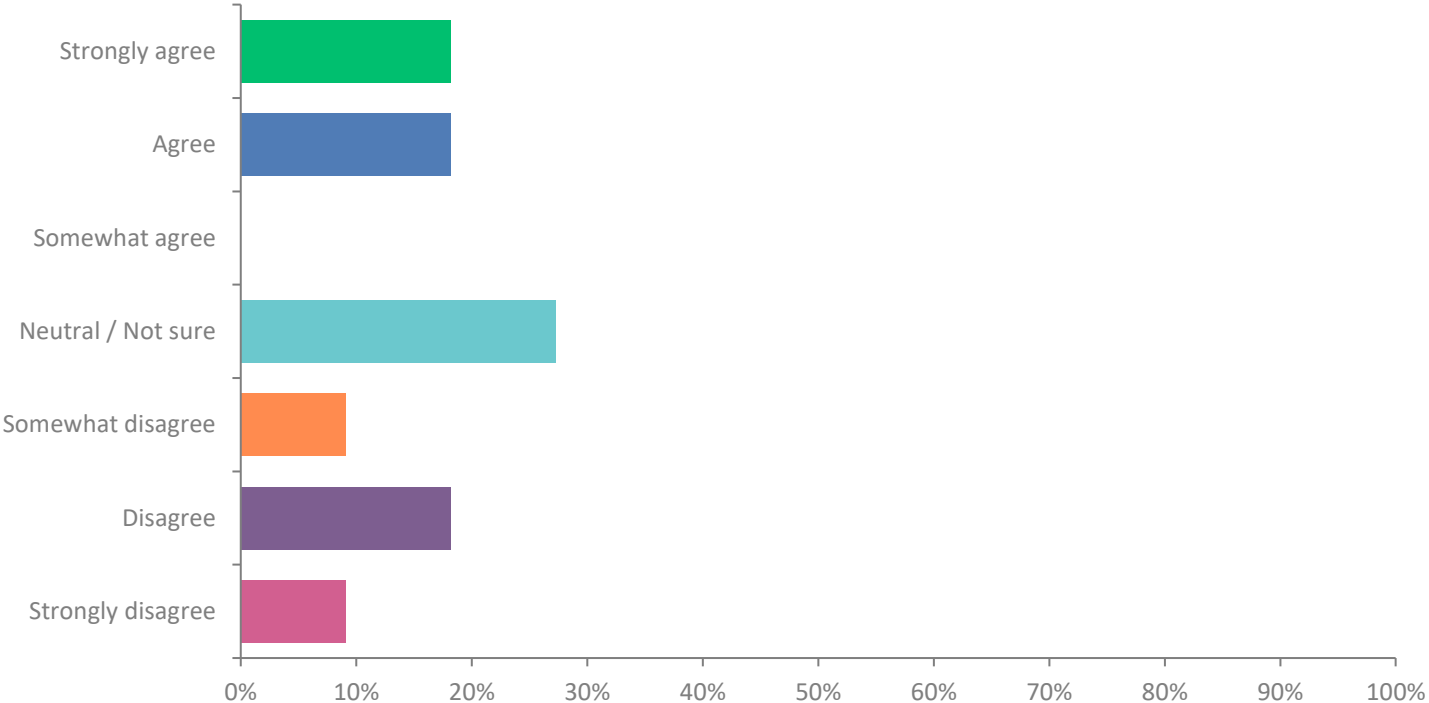
Q27: The MCMHB has a partnership relationship with the Milwaukee County executive administration in the delivery of mental health functions, programs, and services in Milwaukee County.

Comments: 3

- I don't think that the administration is always straight and having the been interests of the MHB in mind. That is exhibited by the cost-of-living wage issue and how that was handled. We are not treated professionally at an equal level by executive administrative staff regardless as to whether we are elected or not, we manage \$260M budget for mental health programs and services for MKE County and have not been given the same respect. Certain Mental Health Board members have pressed the County Executive's Office to include Mental Health Board members at events sponsored by the County Executive or otherwise.
- Trending in the right direction, with residue of mistrust and feeling micromanaged from time to time. time to time.
- I don't experience this as a "partnership" relationship. I would imagine that some MCMHB members do.

Q28: The MCMHB has a productive relationship with the Milwaukee County Board of Supervisors in the administration of mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0



Q28: The MCMHB has a productive relationship with the Milwaukee County Board of Supervisors in the administration of mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	18.18%	2
Somewhat agree	0%	0
Neutral / Not sure	27.27%	3
Somewhat disagree	9.09%	1
Disagree	18.18%	2
Strongly disagree	9.09%	1
TOTAL		11

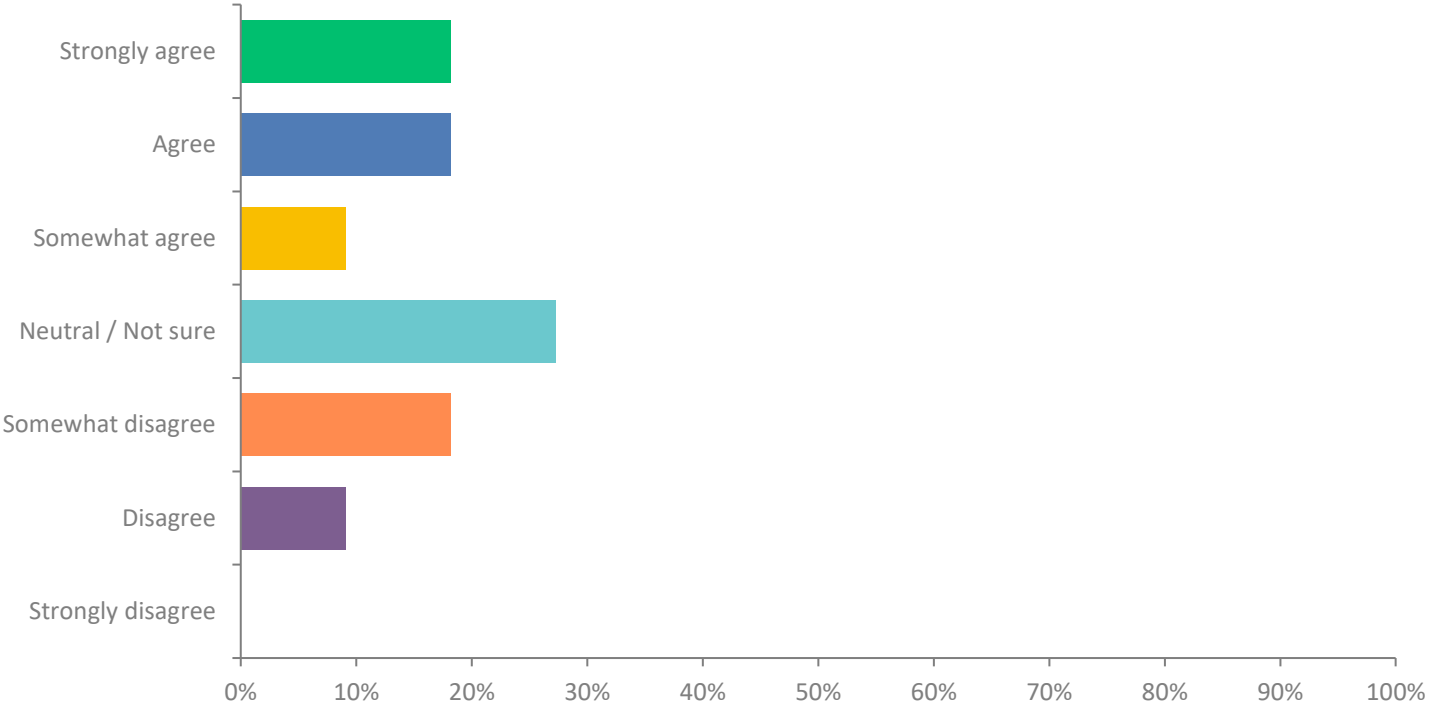
Q28: The MCMHB has a productive relationship with the Milwaukee County Board of Supervisors in the administration of mental health functions, programs, and services in Milwaukee County.

Comments: 4

- The MHB at this time has no relationship with the Milwaukee County Board of Supervisors.
- I have not found the MCBOS particularly supportive. I perceive that collaboration is done begrudgingly.
- I assume so. We have come a long way since the days when mental health policy was managed by a county supervisor!
- The relationship was antagonistic when the MHB was created, and I feel is no longer antagonistic, but we are totally separate silos. I think there is opportunity here.

Q29: The MCMHB has a productive relationship with the Milwaukee County Combined Community Services Board in the administration of mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0



Q29: The MCMHB has a productive relationship with the Milwaukee County Combined Community Services Board in the administration of mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	18.18%	2
Somewhat agree	9.09%	1
Neutral / Not sure	27.27%	3
Somewhat disagree	18.18%	2
Disagree	9.09%	1
Strongly disagree	0.00%	0
TOTAL		11

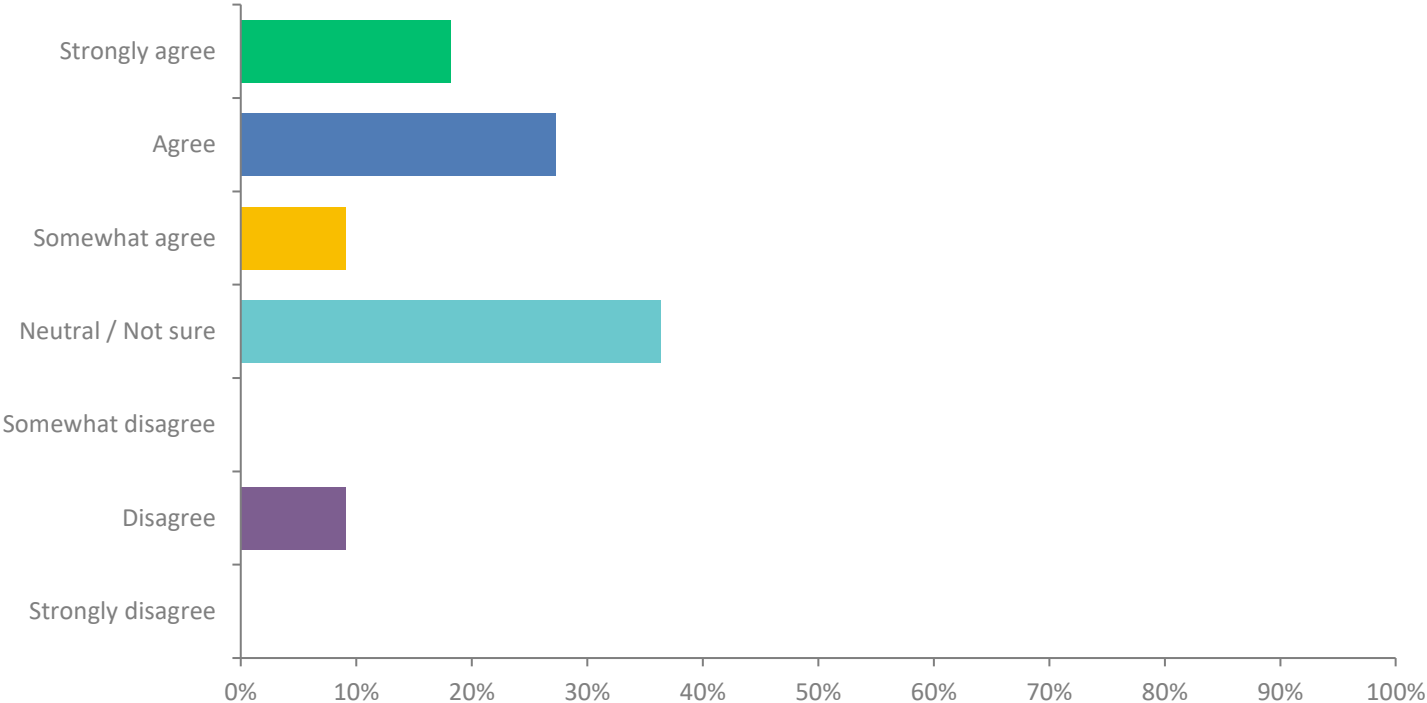
Q29: The MCMHB has a productive relationship with the Milwaukee County Combined Community Services Board in the administration of mental health functions, programs, and services in Milwaukee County.

Comments: 3

- We do have input from the current chairperson of the Combined Community Service Board.
- I know very little about the relationship between the MHB and the MCCCBSB.
- I have no relationship with CCSB. What is the relationship supposed to be about?

Q30: The Milwaukee County executive administration is receptive of recommendations by the MCMHB for mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0



Q30: The Milwaukee County executive administration is receptive of recommendations by the MCMHB for mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	27.27%	3
Somewhat agree	9.09%	1
Neutral / Not sure	36.36%	4
Somewhat disagree	0%	0
Disagree	9.09%	1
Strongly disagree	0%	0
TOTAL		11

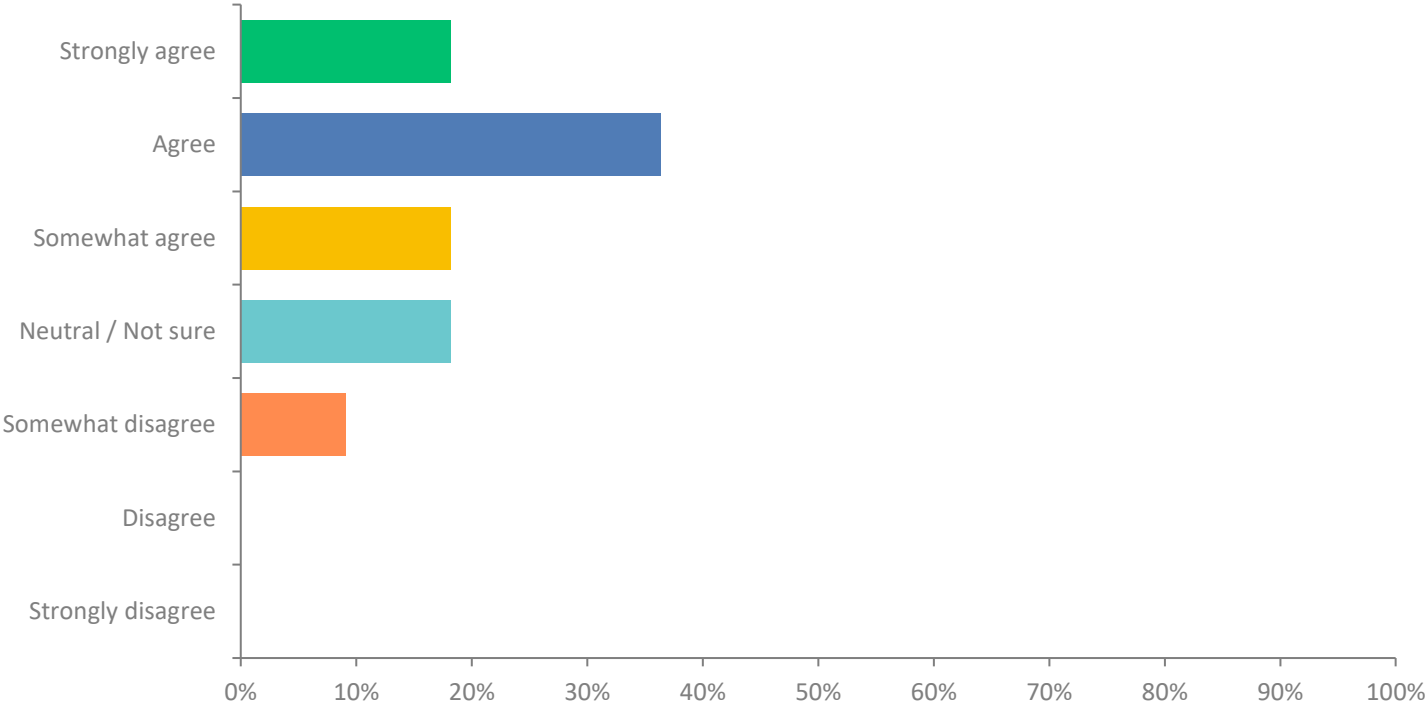
Q30: The Milwaukee County executive administration is receptive of recommendations by the MCMHB for mental health functions, programs, and services in Milwaukee County.

Comments: 2

- The executive administration is not supportive of many recommendations by the Mental Health Board for mental health functions, programs and services in Milwaukee County.
- I feel strongly that the county executive is receptive though I am unsure of his staff.

Q31: MCMHB recommendations regarding the mental health budget, the community aids, and the tax levy amounts are considered by the Milwaukee County executive administration.

Answered: 11 Skipped: 0



Q31: MCMHB recommendations regarding the mental health budget, the community aids, and the tax levy amounts are considered by the Milwaukee County executive administration.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	36.36%	4
Somewhat agree	18.18%	2
Neutral / Not sure	18.18%	2
Somewhat disagree	9.09%	1
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

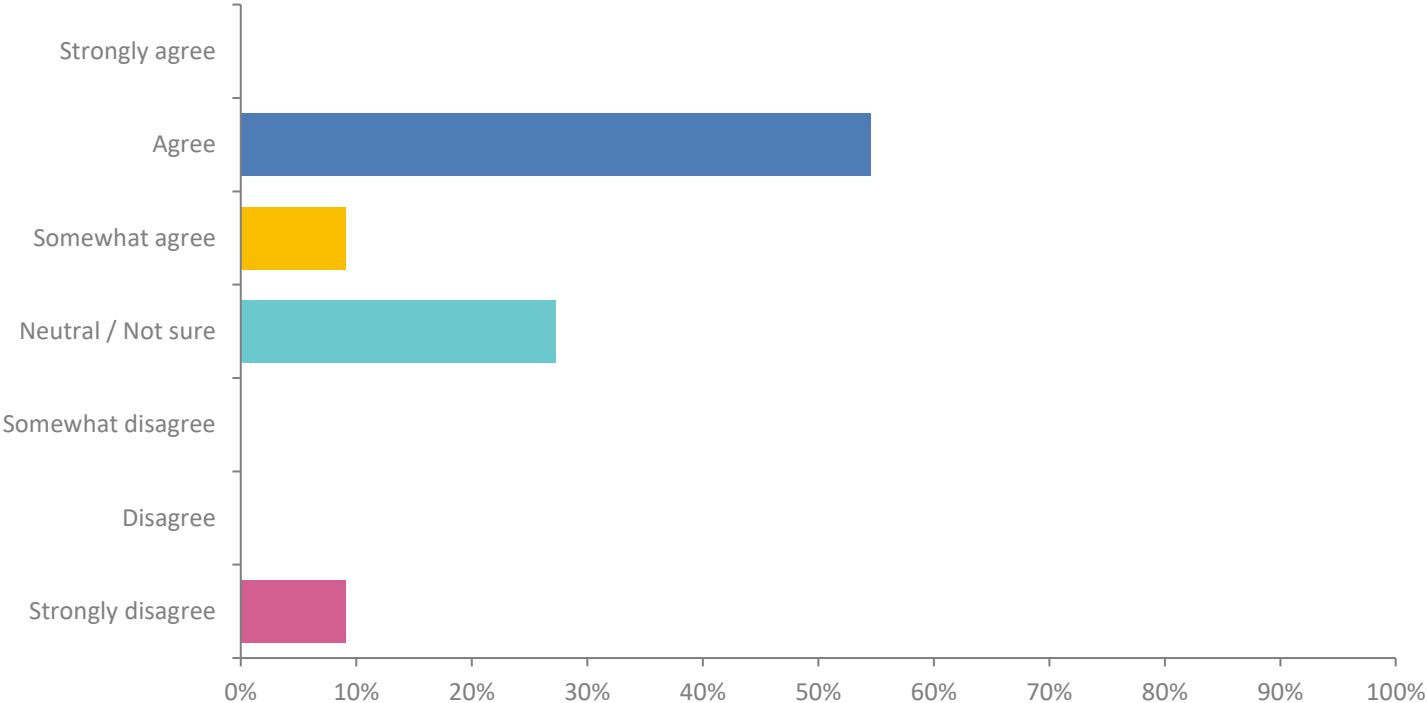
Q31: MCMHB recommendations regarding the mental health budget, the community aids, and the tax levy amounts are considered by the Milwaukee County executive administration.

Comments: 3

- These are considered and scrutinized each year during the budget process and the tax levy amount is assigned for the budget process.
- At the end of the day, I do not have the sense that recommendations are truly considered, at least in how the budget, community aids, and the tax levy are constructed.
- I assume so.

Q32: The MCMHB receives all of the information requested to fulfill its duties of overseeing mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0



Q32: The MCMHB receives all of the information requested to fulfill its duties of overseeing mental health functions, programs, and services in Milwaukee County.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	0%	0
Agree	54.55%	6
Somewhat agree	9.09%	1
Neutral / Not sure	27.27%	3
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	9.09%	1
TOTAL		11

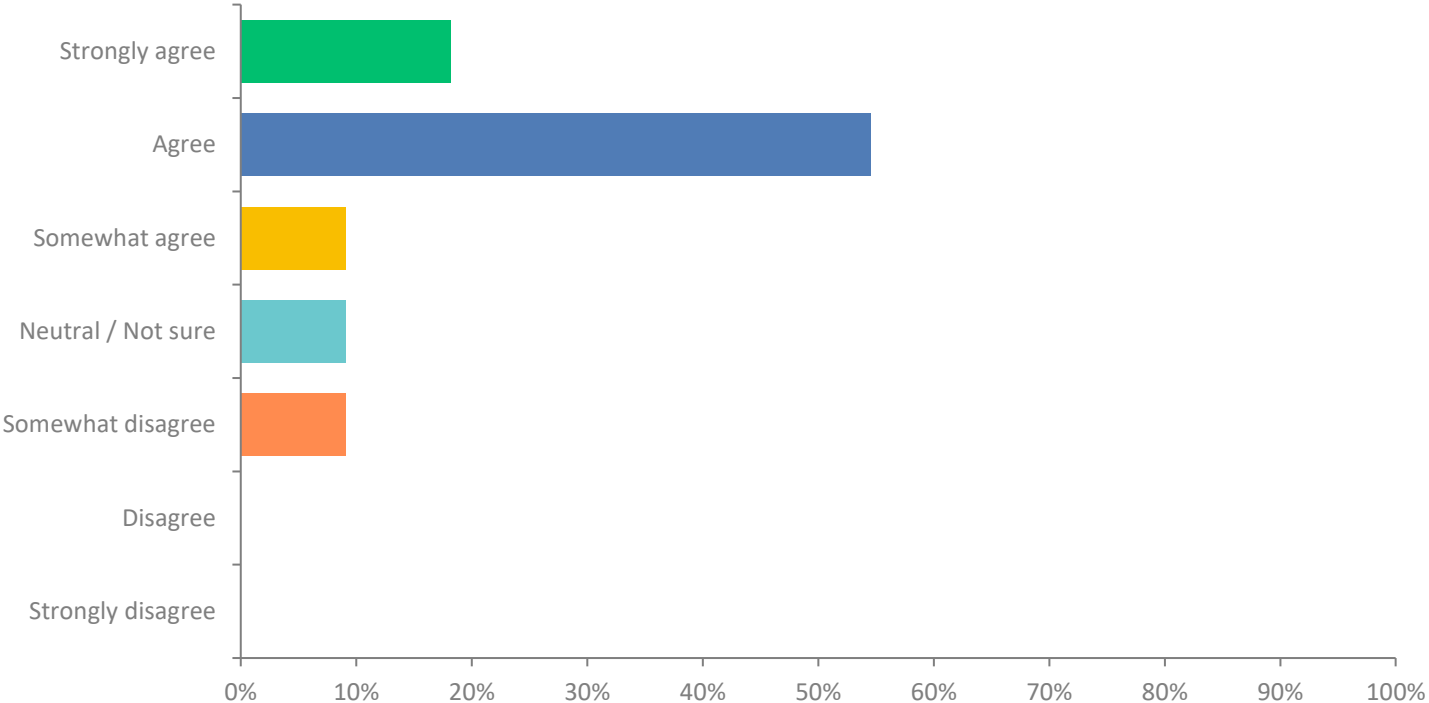
Q32: The MCMHB receives all of the information requested to fulfill its duties of overseeing mental health functions, programs, and services in Milwaukee County.

Comments: 3

- The MHB has never received all of the information requested. Often times, we are given bits and pieces of information or possibly skewed information.
- Not always; we ask and then sometimes we get the information we seek while at other times we do not.
- I assume so.

Q33: The MCMHB meets frequently enough to fulfill its responsibilities.

Answered: 11 Skipped: 0



Q33: The MCMHB meets frequently enough to fulfill its responsibilities.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	18.18%	2
Agree	54.55%	6
Somewhat agree	9.09%	1
Neutral / Not sure	9.09%	1
Somewhat disagree	9.09%	1
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

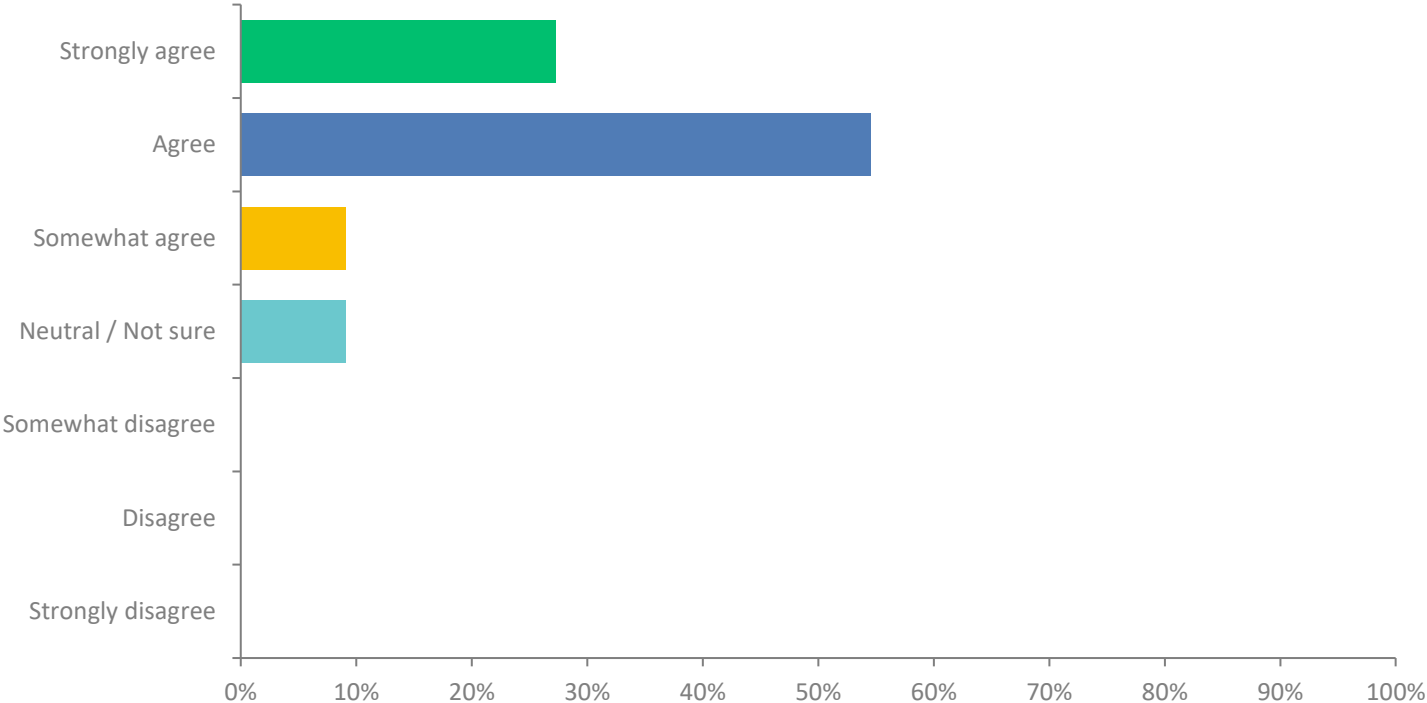
Q33: The MCMHB meets frequently enough to fulfill its responsibilities.

Comments: 3

- I feel that the MHB meets as frequently as it needs to but there is nowhere on the agenda for dialogue between board members including consideration of new business.
- This is a hard one. We are all so busy but our oversight is great and we simply do not meet frequently enough to truly gel as a board.
- It meets often enough to meet its current responsibilities.

Q34: The MCMHB is well organized in its committee and subcommittee structures.

Answered: 11 Skipped: 0



Q34: The MCMHB is well organized in its committee and subcommittee structures.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	27.27%	3
Agree	54.55%	6
Somewhat agree	9.09%	1
Neutral / Not sure	9.09%	1
Somewhat disagree	0%	0
Disagree	0%	0
Strongly disagree	0%	0
TOTAL		11

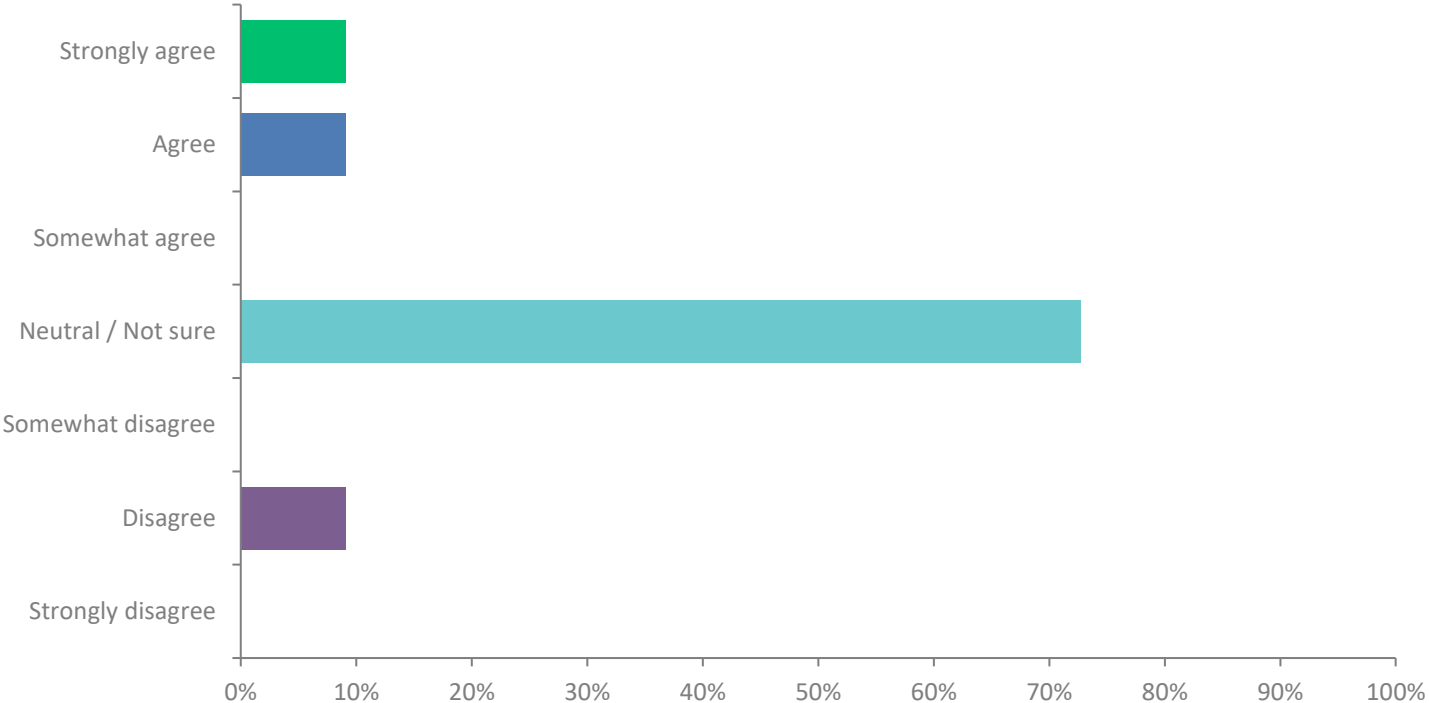
Q34: The MCMHB is well organized in its committee and subcommittee structures.

Comments: 3

- The organized committee and subcommittees have been working well for the MHB and as we moved along over the years, some have been added and removed.
- We do pretty good, despite the challenges of attrition and turn-over.
- There is a wide range in the effectiveness of the committees.

Q35: The MCMHB Bylaws have no immediate need for updating.

Answered: 11 Skipped: 0



Q35: The MCMHB Bylaws have no immediate need for updating.

Answered: 11 Skipped: 0

ANSWER CHOICES	RESPONSES	
Strongly agree	9.09%	1
Agree	9.09%	1
Somewhat agree	0%	0
Neutral / Not sure	72.73%	8
Somewhat disagree	0%	0
Disagree	9.09%	1
Strongly disagree	0%	0
TOTAL		11

Q35: The MCMHB Bylaws have no immediate need for updating.

Comments: 3

- Even though the bylaws were updated in December 2022, they should be reviewed and checked over to see if anything has changed and should be updated.
- We need to review periodically and assure that board members at large understand and feel they have a voice.
- I would like to hear the opinions of MCMHB members who have paid more attention to this than I have.

Q36: Do you have any additional comments about the MCMHB role and functions for follow-up by the Governance Committee?

Comments: 3

- All Board members should know the very basic operations of the friendly version of Roberts Rules of Order. I believe that if we are offering in person meetings for board meetings that it is an expectation for members of the board and the virtual option is for the public. I understand that we have board members that travel but when we signed-up to be a member of the board that is a commitment to make it to board meetings. If board members are going to attend board meetings virtually, I think that it's important that they should have cameras on so that members of the public can see them for their participation for the duration of the meeting. I'd like to know when we are going to follow the criteria for board attendance at board meetings and hold people accountable. I think that the MHB should follow Act 122 which is being written about how payments can be made to recovery coaches across all Medicaid programs vs. how peer specialists can only be paid thru CCS.
- It is hoped that discussion at the retreat will yield much fruit for the governance committee to consider.
- I recommend that the Governance Committee: 1. Require each committee to establish clarity of purpose, specific annual goals, and a description of chairperson and committee member responsibilities. 2. Have the Governance Committee present the credentials of officer candidates and committee chairperson candidates to the entire board one meeting BEFORE the election so that all board members will be able to make informed choices via their vote.



MILWAUKEE COUNTY
**DEPARTMENT OF
HEALTH & HUMAN
SERVICES**

Date Issued 5/15/2023

Last N/A

Approved

Date

Effective N/A

Last Revised N/A

Date

Next Review N/A

Owner Kathleen Flynn

Post: Mental

Health Board

Research Analyst

Policy Area Mental Health

Board

Mental Health Board Member Expectations

Approved by Mental Health Board on April 27, 2023

Purpose:

This purpose of this policy is to set forth expectations for board service for each individual serving on the Mental Health Board.

Scope:

All Mental Health Board Members.

Policy:

1. MENTAL HEALTH BOARD RESPONSIBILITIES

MHB members shall understand and encourage the successful implementation of the BHS mission, vision, and values as follows:

Mission

Behavioral Health Services, through early assessment and intervention, promotes hope for individuals and their families through innovative recovery programs in behavioral health, wellness, recovery, research and education.

Vision

Behavioral Health Services, through fostering strategic community partnerships, will become an integrated behavioral health system providing a dynamic, and comprehensive array of services, including community based, emergency, and acute services, to meet the behavioral health care needs of individuals and families.

Values

BHS services shall embrace the following values-based practices:

- Person-Centered
- Culturally Intelligent
- Trauma-Informed
- Stage Matched Recovery Planning
- Systems and Services Integration
- Recovery-Oriented
- Accessible
- Welcoming
- Co-occurring Capable

Mental Health Board responsibilities are outlined within *Wis Stat §51.41(1s)* as follows:

The Milwaukee County mental health board shall do all of the following:

- (a) Oversee the provision of mental health programs and services in Milwaukee County.
- (b) Allocate moneys for mental health functions, programs, and services in Milwaukee County within the mental health budget as defined in sub. (4) (a) 2.
- (c) Make the final determination on mental health policy in Milwaukee County.
- (d) Replace the Milwaukee County board of supervisors in all mental health functions that are typically performed by a county board of supervisors.
- (e) Facilitate delivery of mental health services in an efficient and effective manner by making a commitment to all of the following:
 1. Community-based, person-centered, recovery-oriented, mental health systems.
 2. Maximizing comprehensive community-based services.
 3. Prioritizing access to community-based services and reducing reliance on institutional and inpatient care.
 4. Protecting the personal liberty of individuals experiencing mental illness so that they may be treated in the least restrictive environment to the greatest extent possible.
 5. Providing early intervention to minimize the length and depth of psychotic and other

mental health episodes.

6. Diverting people experiencing mental illness from the corrections system when appropriate.

7. Maximizing use of mobile crisis units and crisis intervention training.

(f) Attempt to achieve costs savings in the provision of mental health programs and services in Milwaukee County.

(g) Cooperate and consult with the department on recommendations for and establishing policy for inpatient mental health treatment facilities and related programs in Milwaukee County.

2. BOARD MEMBER SERVICE EXPECTATIONS

MHB members shall strive to meet the following expectations for board service:

Meetings and Events

- Make attendance at all meetings of the board a high priority. The expectation is for board members to attend **every** MHB meeting unless excused by the Chair. Attendance is tracked and monitored to ensure that meeting quorums are met to conduct business. The Chair will notify the nominating authority of unexcused absences. **Board members who fail to attend meetings regularly may be subject to removal by the nominating authority.**
- Be prepared to participate in board strategic discussions and action votes by reviewing meeting agendas and supporting materials in advance.
- Actively raise issues and make recommendations during discussions of agenda items.
- Have a basic understanding of meeting format and procedures to participate effectively (Robert's Rules, etc.)
- Attend any virtual meetings on screen to allow the public to easily identify which board member is speaking.

Communication

- Communicate honestly.
- Act with compassion and respect in all interactions.
- Observe established lines of communication by directing requests for information, assistance, and board action to the Board Chairperson. The Board Chairperson sets the agenda for meetings.

Committee Service

- Each board member is expected to serve on one or more committees to contribute to the work of the board.

Informed Approach

- Be cognizant of the unique stewardship function of the Mental Health Board (and its corresponding responsibilities as outlined in *Wis Stat §51.41(1s) above*) on behalf of

Milwaukee County residents.

- Understand BHS programs and services and their value to the community.
- Be familiar with the strategic priorities of Milwaukee County government and DHHS.
- Understand the legal issues which impact the delivery of services (Chapter 51, etc.).
- Perform board work with competence and maintain competency through continuing education to address knowledge gaps.
- Monitor behavioral health industry trends/issues and bring salient items forward for board consideration.

Financial Oversight

- Have a basic ability to read and understand financial statements including quarterly reports, contracts, annual budget.
- Review financial statements and contract proposals prior to meeting discussion to be prepared for board action.
- Pro-actively request an explanation of terms that are not understood or believed to be unusual, incorrect, or outside of unacceptable ranges.

Legal and Ethical Standards

- Uphold County, State and Federal laws as well as discipline-specific ethical codes of conduct.
- Respect the rights of all persons seeking mental health services.
- Make a commitment to understanding the link between race, government, and health in order to foster racial and health equity.
- Maintain confidentiality within the limits of the law.
- Provide the same quality level of service for all.
- Report fraud, waste, abuse, or neglect.
- Never allow personal interests to impact conduct, judgment, or decisions.
- Never allow the interests of third-parties or family, friends, or other personal relationships to influence conduct, judgment, or decisions.

Policies and Procedures

- Be familiar with MHB and BHS policies and procedures to support active governance of Behavioral Health Services.
- Understand and support the leadership role of BHS Medical Staff.
- Recognize MHB role in high level oversight of employee-related matters.
- Understand the role of the MHB in executive performance review.

Regulatory

- Understand at a high level the federal and state requirements which govern the delivery of services.
- Be aware of any current compliance issues.

Cohesive Governance

- Cooperate with and respect the opinions of fellow board members. Avoid bringing personal agendas, biases, or prejudices into board discussions.
- Support the actions of the board even when holding a differing viewpoint.
- Represent the MHB and BHS in a positive and supportive manner at all times and in all places.
- Refrain from involvement in administrative issues except to set policies and monitor results. Understand the difference between governance and management.

References:

Wisconsin State Statutes Chapter 51.41

Mental Health Board Bylaws

Milwaukee County Code of Ordinances Chapter 9

Monitors:

Board meeting attendance will be monitored by Board Chairperson.

General complaints pertaining to a lack of fulfillment of board member responsibilities may be made to the Board Chairperson and/or Governance Committee.

Complaints pertaining to potential ethics violations should follow the Mental Health Board Code of Ethics Policy on file (Policystat #11644136).

Board members are subject to removal for cause and for engaging in any activity that disqualifies an individual from board membership pursuant to Wis Stat §51.41(1d)(i).

Approval Signatures

Step Description	Approver	Date
Mental Health Board	Michael Lappen: BHD Administrator	5/15/2023
	Michael Lappen: BHD Administrator	5/15/2023
	Kathleen Flynn Post: Mental Health Board Research Analyst	5/11/2023



OFFICE OF CORPORATION COUNSEL

Client-Driven. Community-Focused.

MARGARET C. DAUN
Corporation Counsel

PAUL D. KUGLITSCH
ANNE B. KEARNEY
Deputy Corporation Counsel

ALAN M. POLAN
KATHRYN M. WEST
DALE R. NIKOLAY
SCOTT F. BROWN
TEDIA K. GAMIÑO
DAVID N. FARWELL
LISA M. PROCACCIO
NELSON W. PHILLIPS III
MELINDA S. LAWRENCE
KEITH L. REESE-KELLEY
Assistant Corporation Counsel

DATE: May 14, 2019

TO: Milwaukee County Board of Supervisors
Milwaukee County Clerk
Interested Stakeholders

FROM: Margaret Daun, Corporation Counsel
Anne Berleman Kearney, Deputy Corporation Counsel
Paul Kuglitsch, Deputy Corporation Counsel

SUBJECT: FAQs on Wisconsin's Law on Open Meetings of Governmental Bodies, Sample Notices, and Hypotheticals

The following is intended to provide guidance and recommendations regarding Wisconsin's Law on Open Meetings of Governmental Bodies, Wis. Stat. §§ 19.81-19.88. Over time, the Milwaukee County Office of Corporation Counsel (the "OCC") has provided voluminous opinions on the open meetings law and, as such, please note that if a prior opinion conflicts with this guidance, this guidance controls.

Of course, not all questions or potential circumstances can be anticipated and addressed. Attachment A to this opinion is the Attorney General's most recent March 2018 guidance on Wisconsin's open meetings law. It is supplementary to and should be read in conformity with this guidance.

Ultimately, individual participants¹ in convened groups are responsible for compliance with the open meetings law. If a meeting is improperly convened in violation of the open meetings law and challenged, the court may award to the prevailing party "actual and necessary costs of prosecution, including reasonable attorney fees." Wis. Stat. § 19.97(4). In addition, any member participant who "knowingly attends a meeting" in violation of the open meetings law may be subject to individual liability. Wis. Stat. § 19.96 (not less than \$25 nor more than \$300 for each such violation).

¹ The term "participants," "members," etc. are used interchangeably unless the context connotes a specific meaning. Also, "group," "body," "committee" and the like are used interchangeably throughout unless the context connotes a specific meaning.

In State ex rel. Hodge v. Town of Turtle Lake, 180 Wis. 2d 62, 80, 508 N.W.2d 603, 609-10 (1993), the Wisconsin Supreme Court held that when members of a body seek the advice of counsel and, based on that advice, unknowingly violate the open meetings law, “their actions do not warrant the penalty under sec. 19.96, Stats.” In addition, a member of a body is not liable under Wis. Stat. § 19.96 when the member in attendance at a meeting held in violation of the open meetings law voted to prevent the violation from occurring. For example, if a member does not believe that the body should go into closed session, the member may state his or her reasons and vote against convening in closed session.

However, even in circumstances in which a court determines individual members cannot be personally liable for a knowing violation of the open meetings law, a court may later find that the County violated the open meetings law, and the County will be responsible for the plaintiff’s attorney fees.

Therefore, importantly, as explained above, the OCC’s guidance is not definitive because if an unnoticed meeting is challenged, an item’s closed session status is challenged, or a discussion of a noticed agenda item expands and is later challenged as discussing an unnoticed item, *even when the OCC has opined that such course of action complies with the open meetings law*, a court could conclude otherwise. In other words, the OCC’s opinions and guidance can create no “safe harbor” for *the County* with respect participants in meetings and/or chairs of meetings.

Related and finally, the OCC does not take a position regarding what level of risk is acceptable for its clients where there is no definitive bright line rule of law mandating a certain approach. Put differently, where the law is unclear or silent, different approaches to the open meetings law create different levels of risk exposure for participants. It is the responsibility of the participants to decide how to proceed and correspondingly, to decide what risk exposure, if any, is acceptable. The recommendations listed below in ***bolded italics***, if followed, represent the least risky approach to open meetings law compliance.

If there is doubt as to the applicability of the open meetings law, convened groups should err on the side of caution and notice the meeting or consult with the OCC. Exhibit 1 attached hereto lists various standard and nonstandard notice types (i.e., those used for trainings, social events, or other chance/unexpected gatherings), and provides additional practical guidance on noticing and running meetings in compliance with the open meetings law.

1. What is the purpose of Wisconsin’s Open Meetings Law?

The presumption should be made in favor of an open meeting: “[T]he public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.” Wis. Stat. § 19.81(1).

To satisfy this policy, “all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.” Wis. Stat. § 19.81(2).

2. When does the Wisconsin’s Open Meetings Law apply?

To determine whether the Open Meetings Law applies, ask these questions (each of these questions is discussed in greater detail below):

- (a) Is the purpose to engage in “governmental body business,” *see infra* §§ 3-4?
- (b) Is there a “meeting,” *see infra* § 5?
- (c) Can the group “determine ... [a] course of action”? (i.e., is there a quorum or negative quorum, *see infra* § 10, present?)
- (d) Has there been a “convening” of members, *see infra* §§ 6-9?
- (e) Will the members be communicating with each other to exercise authority vested in the “governmental body”?

If all these questions are answered “yes,” then this is an open meeting where public notice is required. In this case, no meeting should occur unless proper public notice (the requirements of proper notice are discussed below) has been provided.

If the answers to some of these questions are unknown or “maybe,” and/or the answers to the balance of the questions are “yes,” then it is recommended that a public notice be considered (see Exhibit 1).

3. What is a “governmental body”?

A “governmental body” is a “state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule, or order.” Wis. Stat. § 19.82(1). According to the Attorney General, a governmental body is a multi-member group that act together as a unit to perform some common purpose.

Importantly, a “governmental body” may include subunits of a larger state or local public body, such as a committee, an advisory board, or a citizen’s advisory committee. The entity need not have final authority. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655, 659 (1979).

A “governmental body” does *not* include a government department with a single member. *See Plourde ex rel. State v. Habegger*, 2006 WI App 147, ¶ 13, 294 Wis. 2d 746, 752, 720 N.W.2d 130, 133.

To determine whether a convened group is a “governmental body” under the open meetings law, ask the following questions, which **all must be answered in the affirmative for the open meetings law to apply**:

- (a) Is the convened group composed of a defined membership or a defined number of members? *See State ex rel. Krueger v. Appleton Area Sch. Dist. Bd. of Educ.*, 2017 WI 70, ¶ 24, 376 Wis. 2d 239, 258, 898 N.W.2d 35, 44; *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 102, 398 N.W.2d 154, 165 (1987). (When the membership is defined, then it is more likely that the open meetings law applies. Note that this does not require that specific individual members be named. Another test for this is to ask whether there is a knowable number of this group that then permits the group to take action, i.e., a fixed number of members establishes a known quorum.)
- (b) Is the group convened under a constitution, statute, ordinance, rule, or order? (When the answer is yes, it is more likely that this is a “governmental body” to which the open meetings law applies. Note that an “order” can include a clear and specific directive from the County Executive and/or potentially a department head, under limited circumstances – see other questions. Whether an Administrative Manual of Operating Procedure (“AMOP”) creating a group to implement or review a particular question constitutes an “order” that triggers the open meetings law depends upon the other facts and circumstances of the particular AMOP.)
- (c) Does the convened group have certain “collective action” powers delegated to it or defined in a constitution, statute, ordinance, or rule? *See Wis. Stat. § 19.82(1); Krueger*, 2017 WI 70, ¶ 26. The group must be vested with identifiable powers and duties. (When the group can act without seeking further approval or authority from a parent body or other official, it is more likely that the open meetings law applies. When a rule or order exists authorizing/directing the convening group to take action or specifically granting the group certain powers, then it is more likely that the open meetings law applies. If, however, the entity must report to another official or body and has no specific duty to act or powers or authorities of its own, then it is less likely that the group is subject to the open meetings law. Note that being tasked to make specific recommendations about a certain topic may constitute “taking action” or “power or authority” as described above.)

For example,

- if the County Board enacts an ordinance, resolution, or a budget that explicitly directs the creation of a group with a defined membership to make recommendations regarding

a particular policy issue, that group's meetings are likely to be found by a court to be subject to the open meetings laws (i.e., the Domes Task Force).

- if the County Board directs the administration in a resolution to provide a report on a particular operational and/or public policy issue, but does not describe how the administration should do so, and the County Executive assigns this task to a specific group of administrative staff, and the group meets numerous times, and decides to include the Comptroller (or the office's designee) and/or the OCC (or the office's designee) and/or others (even members of the public), that group's meetings are not likely to be found by a court to be subject to the open meetings laws, absent more.
- if the County Board requests a report from a cross-sectional group of departments and elected officials regarding an operational or public policy issue, but does not define how to do so, and the departments convene a group to discuss and prepare the requested report, that group's meetings are not likely to be found by a court to be subject to open meetings law. *See* Wis. Att'y Gen. Corr. to Tykla, (June 8, 2005) (citing Wis. Att'y Ge. Corr. #980714031 to Godlewski (Sept. 24, 1998) ("open meetings law not applicable to loosely constituted group of citizens and local officials established by a mayor to consider issues related to dam closure because no rule or order defined the group's membership and no provision existed for the group to exercise collective power"))).
- if a County Board committee, during a committee meeting, orally directs the administration to provide a report and recommendations regarding a particular policy issue, and suggests a few departments that should be involved, but does not formalize that into a resolution with the requisite specifics as noted herein (i.e., membership), that group's meetings are not likely to be found by a court to be subject to the open meetings laws.
- if interested County departments form a workgroup to establish policies and procedures for operationalizing County policies or to address a particular policy issue and the workgroup meets every week, that group's meetings are not likely to be found by a court to be subject to the open meetings laws.

To be clear about the lack of clarity, caselaw and guidance and correspondence from the Attorney General's Office varies greatly in interpretation of these factors. There is, practically speaking, a totality of the circumstances approach and court rulings frequently turn based upon the unique facts of a given situation.

The OCC recommends that if there is doubt as to the applicability of the open meetings law, convened groups should err on the side of caution and notice the meeting or consult with the OCC.

4. What constitutes “business” of the governmental body?

Government business includes “formal or informal action,” which may consist of discussion, decision, or information gathering within the realm of authority of the “governmental body.” Wis. Stat. § 19.83(1).

The OCC recommends that anything involving County operations, policies, practices, procedures, personnel, budgeting, etc. that would reasonably be considered by an ordinary person to involve County government is “business” that would be subject to the open meetings law if the other factors are satisfied.

5. What constitutes a “meeting”?

A “meeting” occurs if there are sufficient members present to determine the course of action for a “governmental body” (i.e., a quorum or negative quorum, *see infra* § 10).

One-half or more of the members of a governmental body being present is presumed to be a “meeting.” Wis. Stat. § 19.82(2).

When a quorum of the County Board or a committee is gathered to discuss County business, proper notice is required, and no meeting should be convened without it. For instance, one-half or more of the members of a committee should not ride in the same vehicle because then a meeting is convened. Caucusing is not permitted in Milwaukee County.

In addition, the OCC recommends that gatherings of one-half or more of the members of the County Board or a Board committee for purposes other than to conduct County business be avoided. If unavoidable, then a public notice is recommended (see Exhibit 1).

6. When is there a “convening” of a meeting?

A meeting occurs with the “convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.” Wis. Stat. § 19.82(2).

A court will determine that a meeting has been “convened” if members are gathered and their purpose is to engage in governmental business (i.e., they communicate with each other to exercise the authority of the governmental body). *Newspapers, Inc.* 135 Wis. 2d at 102-103. *See also infra* § 7 (discussing “convening” remotely via teleconference, etc.). ***Therefore, a convening of a meeting can occur even if a meeting is not formally gavelled open. See Exhibit 1*** (providing additional practical guidance on noticing and running meetings in compliance with the open meetings law, including guidance on when formal gaveling is recommended).

A social gathering/training or a chance gathering is not a “convening” of a meeting. Wis. Stat. § 19.82(2).

The OCC respectfully advises that social events, trainings, and chance/unexpected gatherings (see below) where numerous members of a “governmental body” may be in attendance should be avoided. If such gatherings occur, members of a governmental body should not talk about the business of the governmental body.

*If a social gathering, training or chance/unexpected gathering might occur where a quorum (or negative quorum of the County Board, see *infra* § 10) will be present, the OCC recommends that notice be provided (see sample notices at end of memorandum).*

To avoid these issues entirely, the OCC strongly advises that careful preplanning should be undertaken to avoid any possibility that a quorum (or negative quorum) of the County Board or a County committee might be present at any social gathering, training or chance/unexpected gathering, including any type of “town hall” (discussed in greater detail below).

In Exhibit 1, the OCC provides guidance on noticing and running meetings, particularly social events, trainings, and other chance/unexpected gatherings.

*Related but separately, never email an invitation to the entire County Board (particularly using County email addresses), regardless of the purpose of the underlying event, because this creates a strong presumption that there is a County business-related meeting subject to the open meetings law. See also *infra* § 8.*

7. Can remote participation (via teleconferencing, videoconferencing, “Skyping,” or similar) “convene” a meeting?

Yes, “convening” a meeting is not limited to a gathering of all participants in one place. A telephone conference call is a “convening” of members, as is video conferencing (via Skype or similar). Of course, whether the rules of the convening body permit or prohibit such remote participation is a separate question which this memorandum does not address.

The OCC recommends that if teleconferencing or videoconferencing are permitted by the rules of a governmental body for a meeting subject to the open meetings law, care must be taken so that the public can monitor the exchanges in the meeting (such as through speakers and/or video screens in the room).

8. Is an email exchange a “convening” of a meeting?

Maybe; to avoid the convening of a meeting, any information shared with a group that could potentially come under the gambit of the open meetings law should be limited to a one-way delivery of information. No exchanges of information or questions should occur. For example, the circulation of a memorandum among members, like written correspondence, is not a “convening” covered by the open meetings law. However, if the members engage in questions among themselves via email related to that memorandum, a public meeting has been convened.

Disparate exchanges of information spread out over time, (not part of the same email chain), are not likely to be considered by a court to be subject to the open meetings law.

As alluded to above, an email exchange is a “convening” of a meeting where it resembles an in-person discussion rather than written correspondence. This occurs, for instance, where there are numerous email communications exchanged among all or a quorum of members of a “governmental body.”

In determining whether the email exchange is a “convening” of a meeting, ask the following questions:

- (a) Is the email exchange about actions within the authority of the “governmental body”?
- (b) Do the participants in the email exchange constitute a quorum or negative quorum?
- (c) Is this a matter typically discussed and addressed in an open meeting, followed by a motion and/or vote?

The OCC advises that if the answers to these questions are yes, the email communication should not be undertaken, and if it does occur, any individual involved in the communication should immediately advise all participants that the communication must cease, and its subject matter and content brought forward in full as soon as practicable at a properly noticed open meeting.

To transmit information related to County business to a group of people that could constitute a quorum of a governmental body, the OCC recommends that the recipients be listed in the “BCC” (blind copy) line and expressly advised not to communicate with the group nor to respond to the email.

To ease email-related open meetings compliance, the OCC recommends that these rules of thumb be followed:

- Never send an email to the entire County Board or to all members of a Board committee;
- Never “reply all” to an email sent to the entire Board or an entire committee; and
- Avoid forwarding emails to fellow Supervisors/engaging in “chain” email communications.

9. What is a walking quorum?

A walking quorum exists when groups of less than a quorum of a “governmental body” meet separately, potentially over the course of hours or days, and agree to “act and vote uniformly” in sufficient numbers to affect an action of the governmental body. *See Newspapers, Inc.*, 135 Wis. 2d at 92.

The OCC recommends that walking quorums be avoided, including inadvertent walking quorums that can occur via email communications, see supra § 8.

10. What is a negative quorum?

A negative quorum occurs when there are sufficient members present for a “governmental body” to have the potential for determining not just a governmental body’s course of action – but also whether the governmental body undertakes any action at all. *See Newspapers, Inc.*, 135 Wis. 2d at 103.

One-half or more constitutes a negative quorum if a simple majority is needed to adopt a motion; one-third or more constitutes a negative quorum if a supermajority is needed to adopt a motion.

The OCC recommends that negative quorums be avoided. Six Supervisors constitute a negative quorum of the County Board and therefore, Supervisors should take steps to avoid gathering together in groups of six or more without the use of one of the below-listed notices. No negative quorum can exist for Board committees because there are no minority rule referrals under applicable County parliamentary procedures. Therefore, Supervisors should take care to avoid gathering together in groups of three or more members for all committees other than Finance & Audit or as four or more members of the Finance & Audit committee without the use of one of the below-listed notices.

11. Is a “town hall” meeting a “meeting” subject to Wisconsin’s Open Meetings Law?

A town hall meeting is a meeting subject to the open meetings law only if a quorum (or negative quorum) of the County Board or a County committee are present (assuming that the town hall will be addressing County business) because, as noted above, government business includes “formal or informal action,” which may consist of discussion, decision, or ***information gathering*** within the realm of authority of the “governmental body.” Wis. Stat. § 19.83(1).

The OCC recommends that town hall meetings where a quorum or negative quorum of the County Board or a County committee might attend be avoided. If unavoidable, then the OCC recommends the use of a “unexpected/chance gathering” notice described in greater

detail below (sample provided). Since no action is being taken by the “governmental body” at a town hall meeting, the public meeting notice should state that the “governmental body” members may attend to gather information, not convene, not to exercise authority, and not to take action.

Please note that only the chairperson of the governmental body may direct the County Clerk to post an “unexpected/chance gathering” notice (or any other meeting notice). When no such “unexpected/chance gathering” notice has been posted, the OCC advises that to reduce the risk of an inadvertent open meetings violation at a “town hall” (or similar) meeting, Supervisors should leave the gathering if more than one Supervisor is in attendance.

For example, if Supervisor Doe attends a “town hall” type of meeting, and two other members of the Parks Committee to which Supervisor Doe belongs are in attendance at said meeting (Supervisors White and Gray), and an “unexpected/chance gathering” notice was not posted for the Parks Committee, Supervisor Doe (or Supervisor White or Gray) should immediately leave the gathering. However, if only Supervisor Posanski is in attendance in addition to Supervisor Doe, and he and Supervisor Doe do not share any committee assignments, then they both arguably could remain at the “town hall.” Notwithstanding the foregoing, at no time should six or more Supervisors be present at any such “town hall” meeting together since that number constitutes a negative quorum of the County Board. *See supra* § 10.

This is complex. Given this complexity, the OCC respectfully emphasizes that when no “unexpected/chance gathering” notice has been posted for a “town hall”-type meeting, Supervisors may wish to simply use the rule of thumb that only one Supervisor can be present at any time at such a meeting.

12. What constitutes proper public notice?

Every meeting of a governmental body must be “preceded by public notice,” under Wis. Stat. § 19.83(1).

Notice must be provided at least 24 hours in advance of the beginning of the “meeting” unless there is “good cause” as to why at least 24 hours of notice is “impossible or impracticable.” Wis. Stat. § 19.84(3).

There must be separate public notice of each meeting. Wis. Stat. § 19.84(4).

The public notice must reasonably inform the public of the “time, date, place and subject matter of the meeting.” Wis. Stat. § 19.84(2).

The notice must be put in a place where it is likely to be seen by the general public. For standard notices, the OCC respectfully suggests that these be posted on the Milwaukee County

Legislative Information Center (“CLIC”), instead of the County Board’s webpage, since CLIC is the tool the public uses to access and view legislation, agendas, live broadcasts of meetings, and archived video footage. It would be the reasonable expectation of the public that meeting notices would also be posted to CLIC. For the nonstandard notices listed below (i.e., social gathering, training, unexpected/chance gathering notices), the OCC respectfully suggests that these also be posted on CLIC, under a newly-created, separate dropdown option to avoid confusion, since these are not formal legislative meetings and no legislative actions will be undertaken.

As for informing the public of the subject matter of the meeting, the description should be reasonably specific under the circumstances, and should consider the degree of public interest in the subject matter. *See State ex rel. Buswell v. Tomah Area Sch. Dist.*, 2007 WI 71, ¶ 3, 301 Wis. 2d 178, 187-88, 732 N.W.2d 804, 809; *State ex rel. Badke v. Village Bd. of Village of Greendale*, 173 Wis. 2d 553, 573-74, 494 N.W.2d 408, 415 (1993).

Importantly, the open meetings law does not expressly require that the notice indicate whether a meeting will be purely deliberative or if action will be taken. Furthermore, adequate notice need not include information about whether a vote on a subject will occur, so long as the subject matter of the vote is adequately specified. ***The critical test is that the information in the notice must be sufficient to alert the public to the importance of the meeting, so that they can make an informed decision whether to attend.*** Therefore, under the particular factual circumstances of the case, if the notice reasonably alerts the public to the importance of the meeting, regardless of whether the notice indicates if a vote on an action item will be taken, it is sufficient.

Members of the “governmental body” are “free to discuss any aspect of the noticed subject matter, as well as issues that are reasonably related to it.” *Buswell*, 2007 WI 71, ¶ 34. A meeting cannot address topics unrelated to the notice. *Id.*

As noted above, the test is whether the notice is sufficiently specific to allow the public to judge the importance of the meeting to determine whether they wish to attend. This is a matter of judgment and reasonable people can disagree. ***Therefore, the OCC urges governmental bodies to err on the side of caution and when in doubt, to constrain discussion to the specific topics listed on notices.*** It is a helpful rule of thumb that the greater the public interest in a given topic, the more precise the notice should be.

If a County Board committee is trying to determine if an informational item can be turned into an action item, the OCC recommends that it is appropriate to do so only when (a) the informational item specifically indicated the precise subject matter of the proposed action item; and (b) there is a proper motion from a member of the committee to take action (it is irrelevant whether a member of the committee was responsible for the drafting of the proposed resolution). See Milwaukee County Ordinance (“MCO”) § 1.13(d)(1). If there is

any doubt, the OCC recommends that the committee err on the side of caution and permit an action item to be brought in the next legislative cycle.

13. What matters should be discussed in “open session”?

The presumption is that every meeting of a governmental body should be “held in open session.” Wis. Stat. § 19.83(1).

All business of “any kind, formal or informal,” must be “initiated, deliberated upon, and acted upon in “open session” unless one of the exemptions set forth in Wis. Stat. § 19.85(1) applies to permit a “closed session” discussion (or vote – see additional detail immediately below). See Wis. Stat. § 19.83(1).

A “governmental body” may set aside a portion of an “open session” meeting for a public comment period, but this is not required. Wis. Stat. §§ 19.83(2), 19.84(2).

The “governmental body” must take and preserve a record of all the motions and roll-call votes taken during its meetings, which may involve the taking of minutes or video or tape recording. Wis. Stat. § 19.88(3). See also Exhibit 1.

14. What matters are appropriate for discussion in “closed session”?

Exemptions permitting “closed session” include the “governmental body” hearing or taking part in (1) judicial or quasi-judicial proceedings; (2) dismissal, discipline, or licensing issues; (3) performance or other employment issues; (4) deliberating on or the purchasing of public properties, the investing of public funds, or other specified public business where competitive or bargaining reasons require it; (5) unemployment; (6) workers’ compensation; (7) burial site; (8) supervision, parole, or crime detection or prevention; (9) financial, medical, social or personal information involved; (10) conferring with legal counsel with respect to litigation strategy where attorney is legal counsel for the “governmental body” and legal counsel is giving advice about a strategy related to current or likely litigation; and (11) written advice for election commission or ethics commission or board. Wis. Stat. § 19.85(1).

No final ratification or approval of collective bargaining agreement can occur in closed session. Wis. Stat. § 19.85(3).

A closed session requires a motion to convene into closed session, which must then prevail in a majority roll call vote and it must be recorded in the minutes. Wis. Stat. § 19.85(1). Importantly, the vote to go into closed session *must be taken via roll call*. *Id.*

The OCC recommends that the vicechair of the committee should make the motion to go into closed session, including reading aloud the specific statutory subsection that is the basis for the closed session. *See id.*; MCO 1.13(d)(7).

If the “governmental body” knows that there will be a closed session, it needs to so state in the meeting notice. Wis. Stat. § 19.84(2).

Under Wis. Stat. § 19.85(1), the “governmental body” is required to state the specific nature of the business requiring the closed session exemption such that the reason can be understood by the public.

The OCC recommends that closed session be used only where necessary and expressly permitted by exemption. The OCC also recommends that closed session notices specifically list all potentially applicable exemptions permitting the use of closed session (when in doubt, the OCC recommends including potential exemptions because risk increases if a needed exemption is omitted). Wis. Stat. § 19.81(2).

15. Can a vote be taken in closed session?

Yes, when one of the specific exemptions noted above applies and an “open session” vote could jeopardize the purpose for convening in “closed session.”

Stated simply, a vote should not be taken in “closed session” unless an exemption applies and the exemption supports voting in “closed session.” A vote may be taken in “closed session” where the reason for the “closed session” would be compromised if the vote were taken in “open session.”

For example, the OCC recommends that where the investment of public moneys could potentially impact market prices for the relevant securities and/or potentially compromise the advantages of the transaction to the public entity, a closed session vote is likely appropriate.

In addition, the OCC also recommends that a closed session vote may be appropriate to confer settlement negotiation authority to legal counsel up to a certain limit or within certain parameters.

After the rationale for the closed session vote has expired, the OCC recommends that the vote be made part of the record in open session or otherwise ratified. Please note that ratification involves a new vote to affirm or reject the prior vote, whereas the former option involves a committee chairperson making a record of the prior closed session vote, with the aid of legislative staff, in open session.

In the above examples, the closed session votes could be made part of the legislative record or ratified in open session after the investment had been completed and likewise, after the settlement negotiation is completed.

16. How does a “governmental body” convene back into “open session”?

The “governmental body” convenes back into “open session” by motion and by majority vote in a roll call vote, which is recorded in the minutes.

TIPS FOR COMMITTEE CHAIRS

- Keep discussion reasonably limited to the agenda item.
- It is permissible for an informational item to become an action item if so moved by a member of the committee, but if the topic is of keen public interest, consider delaying the action item to the next cycle or a special meeting.
- If an item is highly contentious, a chairperson may:
 - suggest that committee members constrain comments to the specific motion pending (i.e., if the motion is to hold the item to the call of the chair or to refer it to the OCC, then debate should be about those procedural motions, and should not be about on the underlying merits);
 - suggest that committee members keep their comments to a given timeframe and remind the member when that timeframe has been reached;
 - enforce time limits for public comments and invite members of the public to supplement the record with written comments;
 - rigorously enforce decorum (i.e., no public outbursts and no interactions either on or off the record between members of the public and committee members), intercede in the case of *ad hominem* attacks or members of the public trying to engage committee members or County employees in “cross examination-styled” question-and-answer exchanges on the record; and
 - adjourn the meeting to maintain decorum and to ensure the safety of members of the public and/or County elected officials/staff if necessary (consider asking members of the Milwaukee County Sheriff’s Office to be present).
- Do not engage in substantive discussions during agenda setting meetings.
- As to closed session:
 - The Vice Chair should make the motion to go into closed session, reading into the record the statutory subsection(s) that permit the use of closed session;
 - A roll call vote must be taken in open session before convening into closed session; and
 - A committee may conclude its proceedings in closed session, but if doing so, the Chair or Vice Chair should make clear the committee’s intention to do so in open session before going into closed session.

EXHIBIT 1 – NOTICE TYPES AND GUIDANCE ON CONDUCTING MEETINGS

1. **STANDARD MEETING NOTICE** – This notice is used in the ordinary course for a typical County Board, committee, task force, or other public meeting where County business will be addressed, over which the governmental body has jurisdiction. This notice requires the posting of a formal agenda at least 24 hours in advance of the meeting, the formal convening of the meeting (quorum required), the taking of attendance, and (typically), the creation of a record of the meeting (minutes or other recording). Public notice of a governmental body’s meeting must reasonably apprise members of the public of the subject matter of a meeting under the circumstances. Wis. Stat. § 19.84(2); *Buswell*, 2007 WI 71.

Guidance on conducting County Board meetings with “standard notice:”

- Notice of the meeting and its agenda must be publicly made at least 24 hours in advance.
- Regular meetings of the County Board must begin at 9:30 a.m. unless otherwise designated. MCO § 1.01(b).
- This meeting is formally convened by the Chairperson gaveling the meeting to order.
- The County Clerk must take roll call marking supervisors “present,” “absent,” or “excused.” MCO § 1.03(b).
- The County Clerk must record roll call votes. MCO § 1.03(b).

Guidance on conducting County committee meetings with “standard notice:”

- Notice of the meeting and its agenda must be publicly made at least 24 hours in advance.
- Regular committee meetings must be begin on the days and hours designated in the notice. MCO § 1.13(a)(1).
- This meeting is formally convened by the Chairperson gaveling the meeting to order.
- The committee coordinator (from the Clerk’s office) must (*see* MCO § 1.13):
 - Maintain and publicly post appropriate files related to the committee meeting;
 - Create and keep a complete record of all committee meetings;
 - Keep a record of committee member attendance;
 - Keep a record of appearances by the members of the public wishing to take a particular position on a topic (including nonspeaking “appearances”); and
 - Keep a record of votes and final actions.
- All votes must be by roll call.
- All action items must be in writing.
- Minority rules do not apply.
- It is not legally required that a committee receive oral testimony from the public. If such testimony is permitted, the committee chairperson should:
 - Tell all speakers that they have [##] minutes each.

- Ensure that all speakers are given a strictly enforced time limit.
- Rigorously maintain decorum.
- Disallow questions and answers between and among the public, committee members, and/or County employees.

Guidance on conducting “special” (i.e., out of the regular legislative cycle) County committee meetings:

- The special meeting must be requested in writing by a majority of the committee.
- Notice shall be publicly made at least 24-hours in advance where practicable, unless such notice is for good cause impracticable and, in that case, notice shall not be less than 2 hours.

2. **NOTICE OF POTENTIAL NONMEMBER ATTENDANCE AT A STANDARD MEETING** – This notice is included currently on all County Board committee agendas to avoid any legal risks when Supervisors who are *not* members of the committee that is formally meeting and noticing their meeting *might attend* and might unintentionally and without foresight constitute a quorum of the County Board or a committee but will not act as the County Board or as any committee.

PLEASE TAKE NOTICE that Members of the Milwaukee County Board of Supervisors (County Board) who are not members of the Committee may attend this meeting to participate or to gather information. Therefore, notice is hereby given that this meeting may constitute a meeting of the County Board of Supervisors and/or one or more of the Board’s other committees, commissions or task forces, although no action will be taken at the meeting by the County Board or any of its other committees, commissions or task forces.

This notice is currently used for all committee meetings. There is no additional attendance taken of the unforeseen attendees, and no additional meeting is convened beyond the actual, formally-noticed underlying meeting. The formally-noticed underlying County Board committee meetings are recorded and agendas posted. Supervisors providing testimony or observing committee meetings where they are not a member are strongly advised to avoid being in the committee room at the same time any other non-committee member Supervisor is present. This has never been challenged and it is now a standard practice.

The OCC opines that this has low risk when used as described.

3. **NONSTANDARD GATHERINGS/MEETINGS**

- a. **NOTICE FOR TOWN HALLS, LISTENING SESSIONS, ETC.** – This notice may be used for official County events where information gathering, listening sessions, constituent feedback, etc. occurs, but where the events are not formally convened

public meetings of the County Board, County committees, commissions, or task forces, where numerous Supervisors might attend and might unintentionally and without foresight constitute a quorum of the County Board or a committee, but will not act as the County Board or as any committee. Examples of these sorts of events include the 2018 Fall budget town hall convened by the County Executive, the current Fair Share community meetings, as well as information gathering outings coordinated by various Supervisors over the past year.

PLEASE TAKE NOTICE that Members of the Milwaukee County Board of Supervisors (County Board) may attend this event to gather information. Therefore, notice is hereby given that this meeting may constitute a meeting of the County Board of Supervisors and/or one or more of the Board's other committees, commissions or task forces, although no action will be taken at the meeting by the County Board or any of its other committees, commissions or task forces.

As to the relative risk of violating the open meetings law, the only way to eliminate risk entirely for these sorts of information gathering events, is for Supervisors to *not* attend unless they are hosting the gathering.

Importantly, in no circumstances related to events like those described herein should Supervisors carpool or share, coordinate, or otherwise travel together to such events. *See Wis. Att'y Gen. Corr. to Musolf (July 13, 2007); Wis. Att'y Gen. Corr. to Rappert (Apr. 8, 1993);*

If Supervisors wish to attend, the OCC recommends that the following steps will maximally reduce risk of open meetings violations. The OCC further opines that if Supervisors plan to attend these sorts of informational gathering sessions or listening sessions, there is a high risk of an open meetings violation without using these recommendations.

- use of this type of notice;
- to work carefully with their colleagues to avoid the creation of a committee or Board quorum;
- if attending and no such notice has been posted, to immediately leave the gathering if two or more other Supervisors are present with whom they sit on the same committee;
- Supervisors should not talk with one another about County business or the subject matter being addressed at the meeting; and
- no more than six Supervisors can be in attendance at one time regardless of whether the notice is given.

Notwithstanding the foregoing, Supervisor participation in these types of gatherings, even if these recommendations are implemented, still creates risk. The only way to eliminate risk entirely is to avoid participation by any Supervisor in any gathering or event or committee meeting unless the Supervisor is a formal member of the committee, commission, or task force and that meeting is formally noticed (or if the Supervisor is the host of the information gathering session and no other Supervisors are in attendance).

Guidance on conducting town halls/listening sessions:

- No agendas are required.
- Attendance is not required to be taken unless requested by the chairperson. If the chairperson of the body that attendance be taken, the chairperson should so notify the Clerk in writing. If so, the chairperson shall begin the meeting at the appointed time provided in the notice, and the Clerk shall take and keep a record of attendance.
- No action or informational items may be introduced.
- No votes may be taken on any item.
- No minutes are required unless requested by the chairperson. If so requested, the Chairperson shall notify the clerk in writing. The minutes shall indicate the date and time of the meeting, its location, its topic, and attendance, but shall then state no more than as follows, as applicable:
 - “Information presented by [Supervisor Jones/County Executive/ Department of Administrative Services/etc.] regarding _____.”
 - “Information received from the public regarding _____.”

- b. **NOTICE FOR SOCIAL EVENTS** – This notice may be used where a social gathering will occur, attendees are likely to include numerous County Board Supervisors, but no County business will be discussed.

PLEASE TAKE NOTICE that members of the Milwaukee County Board of Supervisors may attend this social gathering. Therefore, notice is hereby given that this social gathering or portions of the social gathering, may constitute a meeting of the County Board of Supervisors and/or a meeting of one or more of the Board’s other committees, commissions or task forces. However, these entities will not be convened, will not exercise their respective authority, and no action will be taken by the County Board or any of its other committees, commissions, or task forces.

This notice is used regularly. There is no agenda, no attendance, and no formal convening of a meeting. This has never been challenged and it is now a standard practice. The OCC opines that this sort of gathering with this type of notice has virtually zero risk, so long as no County business is discussed. Examples of these sorts

of events include the County Board annual budget dinner and the County Board golf outing.

Guidance on conducting social events:

- No formalities are required.

- c. **NOTICE FOR TRAININGS** – On an ongoing basis, a variety of ad hoc meetings may occur that clearly require notice of some kind, where numerous Supervisors are nearly certain to be in attendance (i.e., new Supervisor training, etc.).

PLEASE TAKE NOTICE that members of the County Board of Supervisors may attend the following public meeting. Therefore, notice is hereby given that the following public meeting may also constitute a meeting of the County Board and/or one of its committees, and must be noticed as such, although no action will be taken by the County Board or any of its other committees, commissions, or task forces. A quorum of the County Board and/or its committees may be present.

Guidance on conducting trainings:

- No formalities are required.

REVISED

Milwaukee County Mental Health Board
Current Member Terms
(as of 3/1/2024)

6

	Seat	Nominating Authority	Member Name	Term(s)	Board Officers
1.	Psychiatrist/Psychologist - Children	County Board	Amy Ridley Meyers	08/03/2022 (A) 07/10/2023 (R) 07/10/2027 (TE)	
2.	Psychiatrist/Psychologist - Adult	County Board	Maria Perez	05/01/2014 (A) 06/20/2019 (R) 05/01/2020 (R) 05/01/2024 (TE)	
3.	Consumer Experience	County Board	Shirley Drake	10/26/2020 (A) 10/26/2024(TE)	Secretary
4.	Psychiatric Mental Health Advanced Practice Nurse	County Board	Kathleen Eilers	03/01/2018 (A) 03/01/2021 (R) 03/01/2025 (TE)	Vice Chair
5.	Finance / Administration Expertise	County Executive	Richard Canter	08/21/2023 (A) 10/26/2027 (TE)	
6.	Health Care Provider – Substance Abuse	County Executive	Kenneth Ginlack	02/24/2022 (A) 02/24/2026 (TE)	
7.	Legal Expertise	County Executive	Katharine Bottoni	04/26/2023 (A) 11/28/2024 (TE)	
8.	Community-Based Mental Health Service Provider	County Board	Rachel Forman	07/21/2016 (A) 05/01/2018 (R) 05/01/2022 (R) 05/01/2026 (TE)	
9.	Consumer/Family Member Representing Community-Based Mental Health Service Providers	County Executive	LaNelle Ramey	07/21/2022 (A) 08/31/2026 (TE)	

(A) Appointment

(R) Re-appointment

(TE) Term Expiration

10.	County Community Programs Board Chairperson (or designee)	Ex-Officio	Dennise Lavrenz	09/01/2021 (A)	
11.	Mental Health Task Force Chairperson (or designee)	Ex-Officio	Mary Neubauer	05/01/2014 (A)	Chair
12.	Medical College of WI Health Care Provider (non-voting)	County Executive	Jon Lehrmann	05/01/2014 (A) 05/01/2018 (R) 05/01/2021 (R) 05/01/2025 (TE)	
13.	UW-Madison Health Care Provider (non-voting)	County Executive	Vacant		

(A) Appointment

(R) Re-appointment

(TE) Term Expiration

BYLAWS OF THE MILWAUKEE COUNTY MENTAL HEALTH BOARD**ARTICLE I.****NAME**

The name of this board shall be the Milwaukee County Mental Health Board.

ARTICLE II.**OBJECT**

The object of this board is to fulfill the duties placed on it by Wisconsin Statutes with a commitment to all of the following: Community-based, person-centered, recovery-oriented, mental health systems; Maximizing comprehensive community-based services; Prioritizing access to community-based services and reducing reliance on institutional and inpatient care; Protecting the personal liberty of individuals experiencing mental illness so that they may be treated in the least restrictive environment to the greatest extent possible; Providing early intervention to minimize the length and depth of psychotic and other mental health episodes; Diverting people experiencing mental illness from the corrections system when appropriate; Maximizing use of mobile crisis units and crisis intervention training; and Attempting to achieve cost savings in the provision of mental health programs and services in Milwaukee County. In addition, the board will monitor the quality, safety, and effectiveness of all contracted services.

ARTICLE III.**MEMBERS**

The members of this board shall be appointed to and removed from office under the express authority of Wisconsin State Statute 51.41(1d)(i)1 and 2, as applicable. Member terms are for 4 consecutive years, with a maximum tenure of 2, 4-year consecutive terms for voting members unless the voting member serves 3 consecutive terms totaling less than 10 years pursuant to Wisconsin Statute 51.4(1d)(d)6. A voting member who has served 2 consecutive 4-year terms or 3 consecutive terms totaling less than 10 years is again eligible to be suggested for nomination as a voting member after the individual has not served on the board for 12 months.

Members shall be subject to the Code of Ethics for Public Officials and Employees and the Code of Ethics for Local Government Officials as stated in Wisconsin Statutes, Chapter 19, as applicable. Effective January 1, 2015, this board declares all members shall be subject to the provisions of Wisconsin Statutes 19.59(3)(a) & (e), and 19.59(5) requiring submission of statement of economic interests, disclosure of conflicts, and authority for the soliciting of advisory opinions, public and private, on ethics matters.

Members who fail to attend meetings regularly may be subject to removal by the nominating authority.

ARTICLE IV.**OFFICERS**

From among its voting members, at the first regular meeting of the board in each calendar year, the board shall elect by majority vote a chair, a vice-chair, and a secretary. The chair shall

preside at the meetings of the board. The vice-chair shall preside in the absence of the chair. The secretary shall keep an accurate account of actions of the board and may employ the assistance of staff of the Behavioral Health Division ("BHD") to assist in notetaking and transcription. The term of office for each officer shall expire upon election of a successor. Election shall be at the first regular meeting of the board in each calendar year.

Members must meet the following minimum service requirements to be eligible for board officer roles:

- 1) Chair: X year(s) of board service with at least X year(s) as a committee chair.
- 2) Vice-Chair: X year(s) of board service with at least X year(s) as a committee chair.
- 3) Secretary: X year(s) of board service.

In the event of the vacancy of the member elected as chair or incapacity to discharge the office of chair as determined by a 2/3 vote of the board, the vice-chair shall assume the office of chair and serve in that role for the balance of the term for that office.

In the event of the vacancy of the members elected as vice-chair or secretary or incapacity to discharge the office of vice-chair or secretary as determined by a 2/3 vote of the board, the chair shall appoint a voting member to serve in that office for the balance of the term for that office.

ARTICLE V. MEETINGS

Regular meetings of the board are those which are called by the chair. The Milwaukee County mental health board shall meet 6 times each year and may meet at other times on the call of the chairperson or a majority of the board's members. Special meetings are those which are called for by the chair or a majority of the voting members of the board. Special meetings may take action only on items which are expressly noted in the petition of the voting members calling for the meeting. In the matter of regular and special meetings, the chair shall prepare an agenda for the meeting in consultation with the BHD administrator and staff and provide for distribution to the members and public in accordance with Wisconsin statutes.

Meetings of the board shall be conducted in accordance with Wisconsin Open Meetings Law.

ARTICLE VI. QUORUM & VOTING

A quorum of the board shall be a majority of the voting members appointed to the board. A majority of those members present and voting shall be sufficient to adopt or approve actions, unless a different number is expressly required by statute or these by-laws. The method of voting shall be determined by the chair. Voting members may abstain from any vote, and the chair shall include a call for any members to abstain during the conduct of voting.

ARTICLE VII. COMMITTEES

There is created an Executive Committee of the board consisting of the chair, vice-chair, and secretary of the board, and the Chairpersons of the Finance, Governance, and Quality Committees as voting members. The immediate past chair of the board serves in a non-voting chair-emeritus position if board term of service has not expired. The Executive Committee shall exercise the power of the board between meetings of the board, but such action by the Executive Committee is provisional only and expires at the next meeting of the board, at which time, however, the board may choose to ratify the action of the Executive Committee and may, if the board desires, make the action retroactive to the time of the Executive Committee action. Ratification by the board is subject to any limitation placed on said powers by statute or these by-laws. The chair of the board shall chair the Executive Committee and the secretary shall provide for written minutes to be prepared.

There is created a Finance Committee appointed by the Chairperson. The Committee shall consist of five (5) members who have exposure to the areas of budgets and finance. The purpose of the Committee is to review quarterly financial statements and the divisional budget to make sure resources are spent in accordance with budget targets and the mission of the Division. The Finance Committee shall report on the results of their analysis and any recommendations to the full board. The Committee shall meet quarterly but may meet more often during budget preparation time.

There is created a Governance Committee appointed by the Chairperson. The Committee shall consist of five (5) members for the purpose of assessment of overall board function including evaluation of the fulfillment of board legal and ethical issues; board member recruitment; new member orientation; and board self-development activities to ensure effective board governance practices in support of the mission of BHD. The Governance Committee shall report on the results of their analysis and any recommendations to the full board. The Committee shall meet six (6) times per year.

There is created a Quality Committee appointed by the Chairperson. The Committee shall consist of five (5) members for the purpose of assessing or measuring quality of care and Implementation of any necessary changes to maintain or improve the quality of care rendered by BHD and its contractors. The Quality Committee shall report on the results of their analysis and any recommendations to the full board. The Committee shall meet 4 (four) times per year.

The board may create ad-hoc committees to prepare recommendations on matters for the board's consideration. Ad-hoc committees will be charged with specific issues or tasks to address and confine their work to those issues or tasks and shall be discharged upon the final report of the committee to the board. The board chair shall appoint an odd number of voting members of the board to the ad-hoc committee and name the chair and secretary for the committee. Non-voting members of the board may be appointed as non-voting members of the committee. The committee chair shall be responsible for convening and operating the committee as well as delivering the report of the committee to the board. The committee

secretary shall prepare minutes of the committee's action and prepare the report of the committee as approved for the board's consideration. No action of an ad-hoc committee shall become the action of the board without an affirmative vote of the board.

ARTICLE VIII.

DECLARATIONS OF POLICY

All declarations of policy adopted by the board shall be codified in these by-laws and derive their function and power from and remain subservient to the authority of Wisconsin Statutes and the by-laws of this organization.

1) EMPLOYEE RELATIONS

It is the policy of the board that employment within BHD be subject to administrative procedures developed by the administration, which comply with federal and state laws, including Wisconsin's statutory Civil Service system, and that BHD recruit, employ, and retain high-quality professionals delivering quality service for the clients of the county. The administration of BHD is charged with creating a safe and accountable workplace.

2) PROCUREMENT

It is the policy of the board that all procurement operations be conducted through an administrative procedure developed by the administration which shall conform to the American Bar Association's Model Procurement Code (2000).

ARTICLE IX.

PARLIAMENTARY AUTHORITY

The board may adopt procedural rules to govern the conduct of its meetings and committees. Any procedural rule so adopted may be suspended or modified at any time by a majority vote of the board. The rules contained in the current edition of Robert's Rules of Order shall govern the board meetings where the board's procedural rules, these bylaws or the statutes of the State of Wisconsin do not apply or provide guidance. Committee meetings shall be governed by an informal process wherein committee members shall report findings or recommendations to the board for its consideration.

ARTICLE X.

AMENDMENT OF BYLAWS

An amendment to these bylaws may be adopted by a majority vote at any regular meeting of the board providing the amendment has been submitted in writing seven (7) calendar days prior to the next regular meeting.

Status **Active** PolicyStat ID **10695220**



MILWAUKEE COUNTY
**DEPARTMENT OF
HEALTH & HUMAN
SERVICES**

Date Issued 11/9/2021

Last 11/9/2021

Approved

Date

Effective 11/9/2021

Last Revised 11/9/2021

Date

Next Review 11/8/2024

Owner Kathleen Flynn

Post: Mental

Health Board

Research Analyst

Policy Area Mental Health
Board

Mental Health Board Policy on External Board Appointments

Purpose:

The purpose of this policy is to ensure that MHB appointments to other Boards is done in accordance with its statutory and regulatory requirements and in accord with our mission.

Scope:

Mental Health Board and external Advisory Boards / Task Forces requiring MHB representation.

Policy:

- A. The Mental Health Board has the overall responsibility for the safety and quality of care, treatment, and services provided by BHD.
- B. The Mental Health Board identifies those responsible for the planning, management, and operational activities of the Behavioral Health Division.
- C. The Mental Health Board may nominate representatives to participate in advisory leadership groups which are aligned with the mission of the MHB.
- D. The Mental Health Board representatives to other Boards will provide ongoing reports to the full Governing Body MHB or relevant committee in a timely manner.

Definitions:

N/A

Procedure:

1. Nominations for such external Board positions and/or Task Force memberships may come from the requesting agency, the Office of the County Executive, Board members or BHD administration.
2. Nominations will be reviewed by the Governance Committee to be sure that those nominated are representative of those we serve and share the values of person centered, recovery-oriented services.
3. After the slate of nominees is approved by the County Executive, if needed, and the Governance Committee, the slate will be presented to the full MHB for approval which will not be unreasonably withheld.
4. Appointed representative(s) will hold the responsibility to report pertinent facts from the outside group to the appropriate committee or to the whole MHB Board in a timely manner.

References:

N/A

Monitors:

MHB will solicit reports from appointed representatives as needed.

Approval Signatures

Step Description	Approver	Date
Mental Health Board	Michael Lappen: BHD Administrator	11/9/2021
	Michael Lappen: BHD Administrator	11/8/2021
	Kathleen Flynn Post: Mental Health Board Research Analyst	11/5/2021