

**COUNTY OF MILWAUKEE  
MENTAL HEALTH BOARD**  
Inter-Office Communication

Date: April 28, 2023  
To: Governance Committee  
From: Ken Ginlack, Chairman  
Subject: Committee Scope of Work / Priority Areas  
File Type: Informational

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**BACKGROUND**

At the time of its formation as an Ad Hoc Committee of the Mental Health Board in February/March 2020, the Governance Committee defined its purpose and activities via a Committee Charter discussion. With closure of the hospital and PCS and the shift to a community-based partner network of services, the work of the Governance Committee is essential to ensure that the Mental Health Board is an effective governing body for BHS. In December 2022, the Mental Health Board voted to change this committee from an ad hoc status to a standing committee of the board with the following defined purpose added to the board bylaws:

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.

**DISCUSSION**

At this time, I would like to set the direction for the committee to examine the progress regarding each of our priority areas and to establish formal goals to further our work. It is a great time for us to continue to build our capacity as a committee and further support and elevate the work of the board.

## Governance Committee Functions / Scope of Work:

### **1. Act as a second tier to hear issues brought forth by the public at Board Public Hearings**

In 2023, public hearing items have been considered by the full board via written and verbal reports. This committee might explore how to best serve as a second tier for items raised at public hearings. Issue-based advocacy could be a topic for further discussion.

### **2. Serve an evaluative role regarding fulfillment of statutes and other regulatory laws impacting the Board**

Last year, the Office of Corporation Counsel appeared before the board to provide training on MHB Responsibilities and Liabilities. This training was to be based upon a memo highlighting the board's role and function as set forth in the state statutes. It was determined at the time that another session would be needed.

Last year, the board approved a policy regarding External Board Appointments to establish a formal step for MHB representation on the boards of Granite Hills and the Mental Health Emergency Center. Selected representatives provide reports to the full board on a regular basis. This committee might evaluate this process as a part of contractual obligations.

The Quality Committee made a recommendation of a Third Party Audit Readiness Program to the board that was approved last month. The goal of this program is to proactively identify any quality or compliance issues to ensure CMS audit readiness at all times. This committee might consider how to best support these efforts in connection with an External Quality Review Organization.

### **3. Assess MHB's function as a board**

In September 2018, the Mental Health Board convened with an external facilitator to evaluate board priorities and progress towards objectives. The next Board Retreat date is TBD. Board members have indicated a preferred in person, half day format. Identified priority areas of strategic planning and governance items. The following specific topics were requested via survey (fall 2022):

- How we assure members are engaged
- No Wrong Door
- Program performance
- Role of Mental Health Board going forward and how to be effective
- How to engage younger people in Board positions
- Am I contributing to the best of my ability in my role as a member of the Mental Health Board

Other items for consideration might include evaluation of committee structures and processes, long-range strategic planning, etc.

#### **4. Board Member self-evaluation of participation**

An output of the last board retreat was the opportunity for each board member to self-evaluate participation and identify areas for further training. A similar survey could be created to identify and address gaps. The timing is salient as there will be 5 of 13 board members with a tenure of less than one year of service (as of June 2023).

An additional step that could be taken would be for this committee to formally review attendance and other expectations from the Member Expectations policy.

#### **5. Nominating/vetting responsibilities of potential new members**

Board Members are appointed by the County Executive or County Board of Supervisors (or have ex officio status). Typically, the MHB Chairperson and BHS Administrator are consulted in the process. This committee might consider how to best support the recruitment and vetting of new board members.

#### **6. Onboarding and new member orientation**

This committee has provided input to a draft plan which is being finalized. A Budget Overview training has been created and each new board member has participated in the training (5 participants to date). New Member Expectations and Ethics policies were approved by the board last month. Member Expectations were read through during the board meeting to further highlight attendance, committee service, and other expectations. Board members will adhere to the County's Code of Ethics standards and procedures.

#### **7. Advocate for changes related to the Board's bylaws**

The most recent board bylaws review was completed in December 2022. It is recommended to modify the bylaws infrequently and only as needed as they are structural in content. In contrast, this committee may recommend the creation of new policies as needed.

#### **8. Pursue educational component opportunities for Board's self-development**

It had been previously determined that embedding a short board education training piece during regularly scheduled Mental Health Board meetings was an ideal format for topics to be addressed by the full board. The committee could consider this and other formats for ongoing board training (beyond new member

training pieces). If a quorum of board members is present, trainings would need to follow public meetings requirements.

## **ATTACHMENTS**

Mental Health Board Bylaws  
Office of Corporation Counsel Mental Health Board Responsibilities & Liabilities Memo

## **PREPARED BY**

Kate Flynn Post – Research Analyst

## **APPROVED BY**

Ken Ginlack – Chairperson, Governance Committee

## **REFERENCES**

2020-2023 Governance Meeting Minutes

cc:     Mental Health Board  
          MHB Community Stakeholder Advisory Council  
          Shakita LaGrant-McClain, Executive Director, DHHS  
          Michael Lappen, BHS Administrator  
          Jodi Mapp, Senior Executive Assistant/Board Liaison  
          Dairionne Washington, Committee Coordinator

## **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.

### **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.

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 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.





## OFFICE OF CORPORATION COUNSEL

*Client-Driven. Community-Focused.*

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JENNIFER O. HEMMER  
WILLIAM G. DAVIDSON  
Assistant Corporation Counsel

**DATE:** August 17, 2021

**TO:** Kathleen Eilers

**FROM:** Alan Polan

**SUBJECT:** Advisory Legal Memorandum: Clarification of the legal responsibilities and potential liabilities of governance

For the purpose of this memorandum, my understanding of the question being asked is to clarify the legal responsibilities and potential liabilities of board member of the Mental Health Board. Per my review of 51.41 Wis. Stats and the Mental Health Board bylaws, the following would be the list of legal responsibilities/legal duties of a Mental Health Board member:

1. Oversee the provision of mental health programs and services in Milwaukee County.
2. Allocate monies for mental health functions, programs, and services in Milwaukee County within the mental health budget
3. Make the final determination on mental health policy in Milwaukee County.
4. Replace the Milwaukee County board of supervisors in all mental health functions that are typically performed by a county board of supervisors.
5. Facilitate delivery of mental health services in an efficient and effective manner by making a commitment to all of the following:
  - a. Community-based, person-centered, recovery-oriented, mental health systems.
  - b. Maximizing comprehensive community-based services.
  - c. Prioritizing access to community-based services and reducing reliance on institutional and inpatient care.
  - d. 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.
  - e. Providing early intervention to minimize the length and depth of psychotic and other mental health episodes.
  - f. Diverting people experiencing mental illness from the corrections system when appropriate.
  - g. Maximizing use of mobile crisis units and crisis intervention training. (Article II-Object)
6. Attempt to achieve costs savings in the provision of mental health programs and services in Milwaukee County.
7. Cooperate and consult with the department on recommendations for and establishing policy for inpatient mental health treatment facilities and related programs in Milwaukee County.
8. The Board will assure the quality, safety and effectiveness of acute inpatient services in compliance with Joint Commission Standards and safety, quality and effectiveness of long-term inpatient services in compliance with State and Federal regulations

[DATE]  
[RECIPIENT]  
[CONFIDENTIAL DESIGNATION, if any]  
[Page 2 of ##]

As to any potential liabilities of a board member engaged in the above-stated legal responsibilities and as to my review of 893.80 Wis. Stats and relevant case law, there is immunity for acts carried out by government officials carrying out governmental policy. Accordingly, no suit could be brought against any the Board and its members who are engaging in quasi-legislative functions that fall under the previously stated list of legal responsibilities. If there are other responsibilities of the board that do not fall under the previously stated list that you want clarification as to potential liabilities as it may pertain to the Board and its Members please advise and we can discuss further.

Very truly yours.

/electronically signed by Alan M. Polan/  
Alan M. Polan  
Assistant Corporation Counsel



## Mental Health Board New Member Orientation Plan

Post-appointment, new Mental Health Board Members receive the following 30-minute orientation sessions (\*) to support their effectiveness as leaders. Sessions are scheduled on an individual member basis to allow adequate time for questions. The series includes 4 hours of total training time.

### Trainings To Be Completed Within 30 days

#### 1. Welcome Meeting with Chairperson

Training Topic	Learning Outcome
Initial Discussion	Mutual understanding of personal/professional background and connection to work of the MHB
Mental Health Board History	Knowledge of the history of the Mental Health Board since establishment in 2014
Mental Health Board Overview	Familiarity with the big picture of MHB functions, activities, and priorities

Resources:

- Mental Health Board Formation -- Act 203

#### 2. BHS Programs & Services Overview (\*60 Minutes)

Presenter: BHS Administrator / DHHS Executive Director

Training Topic	Learning Outcome
Behavioral Health Services Functions and Staff	Knowledge of the primary BHS service lines and corresponding organizational structure

History and Current State of Behavioral Health Services Operations	Understanding of the transformation of BHS service provision over time with emphasis upon current operations
Milwaukee County Commitment to Racial Equity	Familiarity with Milwaukee County's declaration of racism as a public health crisis and corresponding vision: By achieving racial equity, Milwaukee will be the healthiest county in Wisconsin.
No Wrong Door	Recognition of the No Wrong Door approach to improving access to services

Resources:

- TBD by Presenters

### 3. Mental Health Board Responsibilities & Liabilities

Presenter: Office of Corporation Counsel

Training Topic	Learning Outcome
Review Mental Health Board Responsibilities per Wis Stat §51.41	Working knowledge of layers of government, board functions, and responsibilities as mandated by state statutes
Milwaukee County Public Meetings and Public Records	Familiarity with open meeting requirements including governmental bodies, unintentional meetings, notice requirements, etc.
Requests for Legal Opinions	Familiarity of procedure for how and when to request a legal opinion
Legal Considerations in Service Delivery	Basic understanding of legal and ethical considerations pertaining to civil commitments

Resources:

- Office of Corporation Council Responsibilities & Liabilities Memo
- Civil Commitments in WI

### 4. Ethics Training

Presenter: Milwaukee County Ethics Board Executive Director

Training Topic	Learning Outcome
Review of Ethics Code	Familiarity with Milwaukee County Code of Ethics requirements for public officials and avenues to address questions

Procedure for Reporting Potential Violations	Understanding of responsibility to report fraud, waste and abuse
Statements of Economic Interest	Understanding of personal economic interests and completion of reporting requirement
Harassment Awareness	Knowledge of protected classes and responsibility to prevent and report harassment
Racial and Health Equity	Knowledge of the history of racial and health equity within Milwaukee County

Resources:

- [Ethics Introductory Training Module](#)
- [Harassment Awareness Module](#)
- [Building a Healthier Milwaukee Ep. 1](#)
- [Building a Healthier Milwaukee Ep. 2](#)
- [Building a Healthier Milwaukee Ep. 3](#)
- [Building a Healthier Milwaukee Ep. 4](#)
- Sample Statement of Economic Interest Form

Trainings To Be Completed Within 60 Days

**5. Financial Oversight**

Presenter: DHHS Fiscal Administrator

Training Topic	Learning Outcome
Behavioral Health Services Budget and Process	Knowledge of how the BHS budget is developed and approved including the role of the County Executive, Mental Health Board, and County Board of Supervisors
Quarterly Fiscal Information	Basic understanding of quarterly fiscal reporting procedure
Reserve Accounts and Fund Transfers	Basic understanding of the history and functions of reserve accounts and fund transfers
Contract Review Process	Working knowledge of the types of contracts and MHB review/approvals process

Resources:

- Budget Training Slide Deck

## 6. Board Officers & Committees

Presenter: Vice Chairperson and Research Analyst

Training Topic	Learning Outcome
Overview of Board Officers	Basic understanding of the board officer roles
Annual Elections Process	Recognition of the board process for board officer elections
Committees and Committee Chairs	Working knowledge of board committees and opportunities for service (appointments made by Chairperson)

Resources:

- MHB Bylaws
- Committee Descriptions

## 7. Board Member Expectations

Presenter: Governance Chairperson and Research Analyst

Training Topic	Learning Outcome
Overview of Member Expectations	Working knowledge of each of the Member Expectations established per policy

Resources:

- Member Expectations Policy

## 8. Meeting Procedures

Presenter: Board Liaison

Training Topic	Learning Outcome
Review Robert's Rules for Meetings	Basic understanding of how to make a motion, voting procedures, quorum requirements, etc.
Agenda Setting and Minutes	Familiarity with how to request an agenda item and review of meeting minutes process

Resources:

- TBD by Presenter

Status **Draft** PolicyStat ID **13597094**

Date Issued 1/18/2017

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

Service Areas Behavioral Health Services (BHS)

## Request for Analysis/Research

### Purpose:

This policy governs the process for Mental Health Board Members to submit requests for research and/or analysis.

### Scope:

Mental Health Board Members and Research Analyst.

### Policy:

Board Members may submit information, research, and analysis requests to the MHB Chairperson. Additionally, verbal requests may be made during public committee and board meetings for follow-up (items are noted within meeting minutes).

The Research Analyst position supports the work of the Mental Health Board by providing independent research and analysis. The Research Analyst position reports directly to the MHB Chairperson.

### Definitions:

N/A

### Procedure:

- A. **Board Member Request Submission:** Mental Health Board Members may submit requests

directly to the Mental Health Board Chairperson utilizing the approved request form. (See Attachment)

- B. **Chairperson Submission:** The Chairperson reviews the requests of Board Members and forward requests to the Research Analyst.
- C. **Research Analyst:** Upon receiving the request, the Research Analyst provides the Board Chairperson with an estimated time to complete. Research Analyst will track all requests by sponsor, description, and time to complete. Board Chairperson will receive notification of completion.

## References:

N/A

## Monitors:

N/A

## Attachments

[Request for Analysis or Research Form](#)

## Approval Signatures

### Step Description

### Approver

### Date

Matthew Fortman: Fiscal  
Administrator

Pending



<b>Milwaukee County Mental Health Board</b> <b>Request for Analysis or Research</b>	
<i>Instructions: Please complete this form and submit it by e-mail to the Mental Health Board Chair.</i>	
<b>Requestor Identifying Information</b>	
Name	
E-mail	
Phone Number	
<b>Request Information</b>	
Date Request Submitted	
Date Requested Information should be Returned by	
Please provide an e-mail address where the requested Information be sent to.	
Who should the Requested Information be sent to?	
Please describe your request for analysis or research in the box below.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>For DAS Use Only</b>  <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Date Request Received</div> <div style="border: 1px solid black; padding: 2px;">Description of Scope:</div> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Analyst</div> </div> </div>	

*Instructions: Please complete this form and submit it by e-mail to the Mental Health Board Chair.*

Name	
E-mail	
Phone Number	

Date Request Submitted
Date Requested Information should be Returned by
Please provide an e-mail address where the requested Information be sent to.
Who should the Requested Information be sent to?

For DAS Use Only

Date Request Received

Analyst

**Description of Scope:**

Status **Draft** PolicyStat ID **13594588**

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

Date Issued 1/22/2020

Last N/A

Approved

Date

Effective N/A

Last Revised N/A

Date

Next Review N/A

Owner **Matthew  
 Fortman: Fiscal  
 Administrator**

Policy Area **Fiscal**  
 Service Areas **Behavioral  
 Health  
 Services  
 (BHS)**

## MHB Budget Amendment Policy

### Purpose:

To establish an amendment process for the annual budget.

### Scope:

Milwaukee County Mental Health Board

### Policy:

As outlined in 51.41 (1s), a core responsibility of the Milwaukee County Mental Health Board is to "allocate moneys for mental health functions, programs, and services in Milwaukee County within the mental health budget" As such, the MCMHB needs a clearly outlined policy on how to alter the requested budget.

### Definitions:

MCMHB: Milwaukee County Mental Health Board

Requested Budget: budget developed by the BHS administration and submitted to the MCMHB

### Procedure:

Each year, BHS administration will submit a budget to the Mental Health Board by mid-June at a date determined based on that year's budget calendar released in the first quarter of that year. With the publication of the budget, there will be an attached amendment template that outlines how to submit an

amendment to the proposed budget.

Any member of the Mental Health Board or citizen of Milwaukee County may submit an amendment through this process. Amendments will be submitted to the Board's Research Analyst. All amendments will be compiled and scored by BHS staff based on the following criteria:

1. Financial feasibility
2. Amendment's fit with current continuum of care
3. Alignment with mission
4. Consistency with achieving statutory responsibilities

Amendments and scores will be submitted to the MCMHB Finance Committee and voted on at a meeting in late June. The Finance Committee members will consider the score, but their final vote is entirely independent. The scores are non-binding.

## References:

Wis. Stat. § 51.41(1s)

Wis. Stat. § 46.18(13)

## Monitors:

N/A

## Attachments

[Budget Amendment Template.xlsx](#)

## Approval Signatures

Step Description	Approver	Date
	Matthew Fortman: Fiscal Administrator	Pending

**AMENDMENT  
2024 REQUESTED BUDGET  
MILWAUKEE COUNTY  
BEHAVIORAL HEALTH SERVICES**



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

Submit completed amendment templates to [Kathleen.FlynnPost@milwaukeecountywi.gov](mailto:Kathleen.FlynnPost@milwaukeecountywi.gov)  
**Due by Monday, June 17<sup>th</sup> 2023**

**Amendment Title:**

**Sponsor(s):**

**Amend budget text as follows  
(optional):**

**On  
Page(s):**

**Amend budget appropriations as follows:**

Description	Revenue	Expense	Tax Levy
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Total</b>	-	-	-