

## MEMO

**TO:** Milwaukee County Combined Services Board Members

**FROM:** Pat Linnane, Chair

**DATE:** January 10, 2017

**RE:** Proposed 2018 Meeting Schedule for CCSB

**Background:** The CCSB has been meeting monthly from 9:30-11:30am for an undetermined period of time. While the monthly schedule meets some needs of the board, it poses some challenges that may, in fact, interfere with achieving the goals set by the group. Monthly meetings create a challenge for attendance, for staff to adequately prepare for and advance business in between meetings, and for the board to make progress on identified initiatives. With the start of a new year, it seems a good opportunity to weigh the pros and cons of alternatives.

**Description:** Item 2 on January's agenda addresses changes in meeting times and meeting intervals for calendar year 2018. Under Item 2 of the agenda, I would like the Board to consider one or more motions to establish four meeting requirements for the year:

1. A bi-monthly calendar of meetings beginning in January, 2018. The 2018 meeting months will then be January, March, May, July, September, and November.

*Rationale: Our 2018 workplan will include among other things:*

- *By-laws development;*
- *Consumer input and ongoing consumer engagement;*
- *Independent and collaborative approaches to threats to the service system;*
- *and Board member recruitment*

*In order to make progress on our workplan, we need more time between meetings to prepare and produce reports, correspondence, and communications, as well as more time to coordinate calendars with presenters and collaborators.*

2. Meetings would be held on the second Wednesday of each month. *Rationale: This is when we have traditionally met and it seems to work for the current board.*
3. Meetings will begin at 10:00 am and end no later than noon. *Rationale: 9:30 can be too early for some of our members to prepare for their day as well as secure transportation.*
4. At least two of the six meetings will be held in the community *Rationale: Engaging the community more directly and raising our profile in the community are goals that the Board has endorsed during our strategic planning exercises.*

**Recommendation:** The Board can vote to support these propositions in whole or in part or not at all or with amendments.