

West Central Wisconsin – Care Management Collaborative

Governing Board and Process

July 11, 2006

The **Governing Board** is the policy-making and budget approving body of the WCW-CMC. The Governing Board is comprised of:

- Human Services Directors from each participating county
- Long term Support Supervisors/Managers from each participating county
- Two Representatives from Community Health Partnership
- Two Representatives from Group Health Cooperative, Inc.
- One Representative from TMG, Inc.

The Governing Board recognizes the participation of resource members who have been identified by the Governing Board as providing expertise, facilitation, or other necessary services to the Collaborative. The Local Project Manager reports to and serves as a resource member to the Governing Board, but is not a member of the Governing Board.

Additional individuals, at the invitation of Governing Board members, may attend and have speaking privileges at Governing Board meetings. Each meeting will begin with an opportunity for public comments.

The goal of the Collaborative is to make decisions by consensus. Yet, we recognize that at times decisions will require a formal vote of the Governing Board. A simple majority vote will suffice. Matters that will always require a formal vote will include:

- Election of Chairperson
- Budget development and approval
- Employment and/or contracting decisions
- Policy Adoption
- Recommendations in need of authorization from Steering Committee and/or Subcommittees
- Final plan and components of the plan as they are developed
- Consideration of additional partners to the Collaborative
- Any other action as deemed necessary by the Chair or requested by a governing board member

In these circumstances, each participating organization/county will have one vote at Governing Board meetings. Each organization/county will determine who will cast the vote on its behalf. Voting privileges may be delegated to other staff persons within partner agencies as necessary.

Minutes of each Governing Board meeting will be recorded. The Local Project Manager will serve as the official recorder for Governing Board meetings. Formal votes and other actions will be recorded in the minutes of the Governing Board.

The Governing Board will select a Chairperson whose role will be to facilitate meetings of the Governing Board, establish agendas, and determine actions needing a formal vote of the Governing Board. The Chairperson will be a member of the Governing Board, and will be elected by a majority of the Governing Board at the first meeting of each calendar year. The

Chairperson of the Steering Committee will serve as Vice-Chairperson of the Governing Board, and will assume the duties of the Chairperson in the absence of the elected Chair.

A **Steering Committee** of the WCW-CMC is established to:

- Provide the direction for developing and implementing the work plan
- Develop detail of Collaborative work plan for Governing Board approval
- To review and prepare recommendations to the Governing Board
- Prepare budget recommendations and monitor budget.
- Authorize expenditures within budget parameters approved by Governing Board
- Recruit and supervise Local Project Manager
- Take action as necessary to manage the day-to-day operations of the WCW-CMC

The Steering Committee is comprised of:

- One Representative from Community Health Partnership
- One Representative from Group Health Cooperative
- Chairperson of the Governing Board
- Four representatives from county partners
- One Representative from TMG, Inc.

The county partners at the first meeting of each calendar year will elect county representatives to the Steering Committee. There will be no more than one representative to the Steering Committee from any individual county.

The Steering Committee will select a Chairperson whose role will be to facilitate meetings of the Steering Committee, establish agendas, and facilitate reports and recommendations to the Governing Board.

Subcommittees

Subcommittees of the Governing Board will be convened as determined by the Governing Board. The work of each subcommittee is guided by the priorities of the Collaborative work plan. Subcommittees will coordinate their work and recommendations with the Steering Committee, but will report to the Governing Board. Subcommittees may be of varying size and membership to fulfill their mission. Members of subcommittees should be reflective of the community whom we serve, and should have strong consumer participation.

Standing Subcommittees

- Governance and Data Analysis - Committee of the Whole
- Consumer Communications
- Aging and Disabilities Resource Centers
- Developmental Disabilities