

**INCOME MAINTENANCE ADVISORY COMMITTEE (IMAC)  
MEMBERSHIP PROCESS-FINAL, JANUARY 2007**

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**BACKGROUND**

The Department of Health and Family Services, Division of Health Care Financing employs qualified staff to plan, implement, and evaluate program policies and procedures and to carry out statewide Income Maintenance (IM) programs. IM programs are defined in the IM Appendix to the State and County Contract Covering Social Services and Community Programs as the FoodShare Program, Medicaid/BadgerCare Program, Family Care Program, Caretaker Supplement Program, and the Funeral and Cemetery Aids Program.

The Income Maintenance Advisory Committee (IMAC) was convened in the 1980's to examine issues and develop options and specific actions necessary to make meaningful progress in achieving statewide quality IM programs. Under the current IM Appendix, the IMAC is described as "A body of local representatives selected under the Department's Policies and Procedures to provide input and advice to the Department on matters relating to IM programs and this contract."

Recommendations submitted to IMAC are intended to provide local agency input into potential programmatic, procedural or policy issues to be considered by the state. Although the state has final decision-making authority, the recommendations of IMAC will be considered.

**IMAC MEMBERSHIP**

Co-Chairs

The Committee shall be co-chaired by one state representative from DHFS who is to be the Bureau Director for the Bureau of Eligibility Management within the Division of Health Care Financing. The Deputy Bureau Director for the Bureau of Eligibility Management shall be the vice-chair.

The Committee shall also be co-chaired by one local agency representative who shall be appointed by the Wisconsin County Human Services Association(WCHSA). WCHSA shall also appoint one member as vice-chair. The Co-chair and vice chair shall serve as long as approved by WCHSA.

Local Agency Representation

WCHSA shall determine which local agencies will have official representatives as members of IMAC. The Director of each agency determined to have representation by WCHSA shall nominate one representative from the agency.

In addition to the local agency Co-chair, official IMAC members shall be chosen by WCHSA. WCHSA shall attempt to have one agency from each of the five DHFS regions in the state represented. In addition, there shall be at least one Milwaukee representative, one tribe representative, and one WSSA representative. Representation shall be chosen to assure a mix of agencies of various sizes.

Members shall participate in the IMAC meeting at least once every six months, either in-person or via conference call. If a member is not able to participate, he/she may send a designee. Only official local agency members of IMAC (or, if absent, their designee) may vote on items brought to the IMAC committee.

State Representation

The State will not appoint official members to the IMAC. The State will be responsible for Co-chairing the IMAC and subcommittees and assuring that appropriate state staff attends the IMAC to provide information about the agenda topics.

### Other Public Input

The IMAC meetings are open public meetings. The agendas for each meeting shall include a public input period.

### **MEMBER RESPONSIBILITIES**

All members are responsible for assessing program needs or identifying concerns that are to be addressed by the committee.

### Local Representatives

WCHSA shall assign each local representative to represent all agencies in their region. Each local agency member of IMAC is responsible to:

- ✓ Communicate issues discussed at the IMAC, including issues brought forth by IMAC subcommittees to the IM agencies in their region;
- ✓ Be the primary contact for input to the IMAC for all agencies in their region, and bring issues to the IMAC on behalf of those agencies; and
- ✓ Ensure that the agenda for Regional Meetings include IMAC updates.

### State

Although the state does not have official membership apart from the Co-chair, the state is responsible for staffing the committee and bringing new initiatives and other relevant issues to the committee for input.

### Co-Chairs

- ✓ The Co-Chairs are responsible for jointly establishing the agenda for each IMAC meeting.
- ✓ The State Co-Chair is responsible for ensuring that minutes from the meeting are published.
- ✓ The State Co-Chair is responsible for ensuring that the IMAC website is updated.
- ✓ The Local Agency Co-Chair is responsible each year for providing the DHFS Co-Chair with an updated list of members.

### **MEETINGS**

The Income Maintenance Advisory Committee will meet once per month or as needed. Meetings are regularly scheduled on the third Thursday of each month.

### **IMAC SUBCOMMITTEES**

To assist with its overall responsibilities and to address specific issues, the IMAC has established subcommittees. Subcommittees are determined each year jointly by the state and local agency representatives. The IMAC coordinates assignments and determines follow-up initiatives assigned to subcommittees.

Each subcommittee is co-chaired by a local agency representative and a DHFS representative. The co-chairs of the subcommittee are responsible for keeping membership current and appropriate. Area Coordinators for IM shall have the opportunity to appoint one representative to each subcommittee. Subcommittee membership can include other public associations and interest groups.

The subcommittees should present policy options, pros/cons, and subcommittee recommendations to the IMAC.

Co-chairs of the subcommittees are responsible to submit electronic versions of the subcommittee's agendas and minutes to the person appointed by the DHFS IMAC Co-chair for publication on the IMAC website.