

**Wisconsin Department of Health Services
Long Term Care Advisory Council (LTCAC): Charter**

Updated August 2025

The Long Term Care Advisory Council (LTCAC) Charter is a formal document that establishes the purpose, structure, and rights of the LTCAC. Within this charter, each individual section is referred to as an "article," providing a clear breakdown of different aspects covered by the document.

Article I

Name

The name of this organization shall be the Secretary's Long Term Care Advisory Council (LTCAC), hereinafter referred to as the LTCAC.

Article II

Background and Purpose

The Wisconsin Long Term Care Advisory Council was first created through the 1999 Wisconsin Act 9 with the responsibility to report annually to the legislature and to the Governor on the status of Family Care and assist in developing broad policy issues related to long-term care services. Wisconsin Act 9 sunset the LTCAC as a legislative council as of July 21, 2001, but the LTCAC was reappointed a few months later as an advisory group to the Department on emerging issues in long-term care. The LTCAC has continued to provide guidance to the Secretary and make recommendations regarding long-term care policies, programs, and services. The LTCAC is dedicated to enhancing the health and general well-being of older people and adults of all ages with disabilities in Wisconsin. To promote a more open dialogue between Wisconsin citizens and their government, the LTCAC provides an opportunity at each meeting for the public to comment on agenda items and issues affecting older adults and people with disabilities.

Article III

Membership

Section 1: Composition and Terms

The LTCAC is comprised of 21 voting members, appointed as follows:

A. Each of the five organizations below appoints a member to the council:

- The Board on Aging & Long Term Care ([BOALTC](#))
- Disability Rights Wisconsin ([DRW](#))
- The Wisconsin Board for People with Developmental Disabilities ([BPDD](#))
- The Wisconsin Coalition of Independent Living Centers ([WCILC](#))
- Aging & Disability Professionals Association of Wisconsin ([ADPAW](#))

These appointed members shall remain LTCAC members with no term limits so long as they are members in good standing in the organization in which their appointment originated.

In the event an organization does not appoint a representative to the LTCAC, the Department shall seek alternatives that, within the Charter, ensure representation of older adults and disability groups.

B. The Secretary has the discretion to appoint the other 16 members of the council. These 16 members should include individuals from all of the following groups:

- Self-advocates or people with lived experience
- Caregivers and care partners (paid or unpaid)
- Providers (residential, homecare, co-op, employment)
- Public and private LTC program partners and contractors (Family Care, IRIS, Tribal Nations, and other publicly funded program partners)
- Experts (Counties, aging and disability experts, academia, healthcare)

Individuals appointed in this capacity shall serve 4-year terms. Self-advocates and people with lived experience can serve consecutive 4-year appointments without restriction. Caregivers and care partners, providers, public and private LTC program partners and contractors, and experts may serve two 4-year terms and then must take a 4-year break.

C. In addition to the 21 voting members, the Division of Medicaid Services (DMS) Assistant Administrator of Benefits and Service Delivery, and the Division of Public Health (DPH) Director, Bureau of Aging and Disability Resources, or their designees, shall serve as non-voting, ex-officio members of the LTCAC.



D. The Secretary shall appoint a Chairperson and Vice Chairperson, each of whom shall be one of the 21 voting members identified in Section 1.A and 1.B of this Charter. The Chairperson and Vice Chairperson shall serve in accordance with Article V of this Charter.

E. See LTCAC current membership here: <https://www.dhs.wisconsin.gov/wltcac/members.htm>

Section 2: Vacancies

A. Annually, the LTCAC will solicit applicants to serve on the council through the DHS Listserv and on the LTCAC website: <https://www.dhs.wisconsin.gov/wltcac/index.htm>

B. The DHS liaisons and the LTCAC Chairperson(s), shall submit to the Secretary, a list of candidates for all vacancies along with recommendations regarding appointment.

Section 3: Resignation and Removal

A. If, for any reason, a member of the LTCAC is unable to serve, the member shall submit an email or letter of resignation to the LTCAC Chairperson or DHS liaison. The letter does not need to specify the reason for resignation, but the letter shall include an effective date of resignation from the LTCAC. If the letter does not include effective date of resignation, the resignation will be effective as of the date the Secretary's Office receives the letter. The LTCAC requests that a copy of the letter also be sent to DHS staff members, the DMS Assistant Administrator of Benefits and Service Delivery and the DPH Director, Bureau of Aging and Disability Resources.

B. Any member missing two consecutive meetings without a valid reason or a leave of absence approved in advance by the Chairperson shall be contacted by the Chairperson, or designee appointed by the Chairperson, to determine their interest in continuing to serve on the LTCAC.

C. Any member who misses three meetings in one calendar year without excuse or valid reason, shall automatically resign from their position on the LTCAC.

D. Any LTCAC member may recommend to the Secretary that a member be removed. The member shall contact the DHS liaisons/ex-officio members and the LTCAC Chairperson to share concerns or provide a justification for removal. The Secretary has discretion to remove a member following a recommendation under this section.

E. LTCAC Chairperson(s) may grant a leave of absence to any member.



Article IV

Meetings

Section 1: Regular and Special Meetings

A. All members of the LTCAC are expected to regularly attend council meetings and to prepare for and actively participate in council discussions.

B. If a member cannot attend a meeting, the member should email or call the LTCAC Chairperson or DHS liaison, with an explanation as to why they are unable to attend the meeting.

C. If a member requires accommodations to fully participate in LTCAC meetings including, but not limited to, accessible meeting materials, an interpreter, personal care assistant (for in-person meetings), food allergies, or other reasonable accommodation requests, they must submit a timely request, no later than 48 hours before the meeting, to the LTCAC Chairperson or DHS liaison.

D. The LTCAC and DHS liaison(s), or their designee, will schedule a regular meeting of the LTCAC every other month for each calendar year. The LTCAC is responsible for providing advice regarding the provision of Long-Term Care (LTC) services in Wisconsin in accordance with the current charges of the LTCAC. The LTC system includes both publicly funded and privately funded services. At the end of each meeting, the LTCAC will propose agenda items for future meetings. If agenda items arise between meetings, members may contact the LTCAC Chairperson or the DHS liaison(s) to request discussion at a future meeting. The LTCAC Chairperson and the DHS liaison(s) will finalize the agenda and distribute it to members at least one week in advance of the meeting.

E. The LTCAC is responsible for providing advice to the Secretary regarding the LTCAC charges. The LTCAC's advice will be summarized into advisory documents for the Secretary. The Chairperson(s) and non-voting, ex-officio members will be responsible for meeting with the Secretary to provide the advisory document and deliver the Secretary's response, as necessary or in the method requested by the Secretary.

F. All bi-monthly meetings of the LTCAC shall comply with Wisconsin's Open Meetings Laws, Wis. Stat. §§ 19.81 to 19.88.

Section 2: Notice requirements specific to the LTCAC



A. Notice of meetings shall be posted in accordance with the Office of Legal Counsel's policies for posting, located at this link: <https://dhsworkweb.wisconsin.gov/forms/f01755a.pdf>

B. Separate notice of each LTCAC agenda shall be provided to each member at least 5 business days in advance of the scheduled meeting. Notification of meetings will be sent via email to the email address provided by the member and will be posted to the LTCAC's website. This shall be deemed adequate notice. If a member requires notification of meetings in another format, they shall request this accommodation from the LTCAC Chairperson.

C. In exceptional circumstances, meetings providing less than 24 hours' notice might be necessary. Such notices must be approved by the DHS Office of Legal Counsel. Requests to the Office of Legal Counsel for such meetings must be in accordance with Wis. Stat. § 19.84(3), identify justifications for why providing 24 hours' notice is impossible or impractical.

D. The notice shall be posted as a meeting agenda using form F-01775 located at this link: <https://dhsworkweb.wisconsin.gov/forms/f01755a.pdf>. The meeting agenda must provide sufficient detail to identify subject of discussion. If a subject or topic is not identified on the agenda, it may not be discussed.

E. Draft minutes of all meetings shall be provided to the members as soon as reasonably possible following the conclusion of each meeting. Draft minutes are posted to the DHS LTCAC's website within 30 days of the meeting. Draft Minutes will be updated as final after the LTCAC approves at the subsequent meeting.

F. Fifteen minutes shall be reserved at each meeting for public comment on agenda issues affecting older adults and people with disabilities. The agenda that is posted must include the public comment period as an agenda item. Before the LTCAC meeting, all members of the public will have all or some of the documents being discussed during the meeting available online at the Wisconsin public meetings website. To access it:

- Go to publicmeetings.wi.gov
- Find the link to the meeting by doing a "Text Search" for "Wisconsin Long Term Care."
- Click the blue "VIEW" box on the far-right side of the row.
- On the notice page for this meeting, all documents are available as PDFs under "Meeting documents"
- If the public would like to provide comment, they will be asked to raise their hand by pressing *9 on their phone or by clicking the icon in the bottom of the screen. Public comments will be limited to 3 minutes per person. If someone requires an



accommodation for additional time, they will be encouraged to indicate that prior to providing their comment. The public will be asked not to disclose any HIPAA protected information in the comments (i.e. names of family members, medical condition, medical providers). If time does not permit comments from every person who requests time to make a comment, they may be submitted in writing to joyce.vue@dhs.wisconsin.gov.

G. In the event the meeting needs to be canceled, notice shall be given as soon as possible before the time and date of the meeting.

Section 3: Reimbursement of Travel Expenses

A. Bi-monthly LTCAC meetings will be virtual and therefore will not require reimbursement for travel. In the event there are in-person meetings, LTCAC members who are not State employees may claim travel-related cost reimbursement for LTCAC sponsored meetings. All travel claims must be submitted on the State-provided travel voucher forms and will be reimbursed at State rates. Before any claim can be processed, the member must have a W-9 Taxpayer Identification Number Verification form on file. To assist members in receiving state rates at hotels, DHS staff will assist in making reservations and having costs direct billed if possible.

B. Reasonable travel expenses incurred by members shall be reimbursed for attending in-person LTCAC meetings, ad hoc gatherings as authorized by the DHS, based on the in-state travel rates for lodging, meals, and mileage as outlined in the state's travel guidelines.

C. Only travel expenses incurred while conducting official state business can be reimbursed. All travel reimbursements are subject to the state's travel guidelines rules, policies, and reimbursement rates.

Article V

Officers

Section 1: Officers

The officer of the LTCAC shall include a Chairperson. The Secretary may approve Co-Chairpersons.

Section 2: Tenure



Officers shall serve a term of four (4) calendar years and shall take office immediately at the next LTCAC meeting after their appointment. The tenure of officers may extend beyond four calendar years at the discretion of the Secretary and the willingness of the officers. Officers may be re-appointed to serve an additional successive term. After two consecutive 4-year terms, the Chairperson(s) need to take a 4-year break.

Section 3: Duties of Chairperson(s)

- A. The Chairperson(s) shall conduct meetings in accordance with Article IV, Meetings.
- B. The Chairperson(s) shall preside at all meetings of the LTCAC and can be a member of an approved ad hoc gathering.
- C. The Chairperson(s) shall be the official representative of the LTCAC but may delegate this responsibility when appropriate and necessary. An example of this is when the Chairperson is not able to attend a LTCAC meeting.
- D. The Chairperson(s) shall submit an annual report on the activities of the LTCAC to council members and to the Secretary in the method requested by the Secretary. Annual report will be completed by May 31st of each year to ensure delivery to the Secretary prior to the state fiscal year end of June 30th. Additionally, the Chairperson(s) will ensure meeting minutes and LTCAC records are maintained and are available to the public.
- E. The Chairperson(s) shall perform all duties incident to the office of the Chairperson including following up on all actions taken at meetings.
- F. If both the Chairpersons are absent from a council meeting, the Chairperson(s) shall assign another council member to preside over the meeting.
- G. Member resignations made in the absence of the Chairperson(s) shall be made to the DHS liaisons following the procedure as outlined in Article III, Membership, Section 3: Resignation and Removal.

Section 4: Resignation, Vacancies, and Removal of Officers

- A. An officer wishing to resign from the position they hold shall submit an email or letter of resignation to the Secretary and the DHS liaisons with an effective date of their resignation.



B. If the position of Chairperson becomes vacant for any reason, the Vice Chairperson shall assume the position of Chairperson until the Secretary appoints a Vice Chairperson or formally appoints the Vice Chairperson as the Chairperson.

C. If both officer positions become vacant for any reason, the vacancy shall be filled by an interim appointment made from the membership of the LTCAC until the Secretary appoints a new Chairperson or Vice Chairperson.

D. The Chairperson(s) who fails to fully and faithfully discharge the duties may be removed by the Secretary.

Article VI

Committees

Section 1: Ad-Hoc Gatherings

The LTCAC, through its Chairperson(s), may establish ad-hoc gatherings as deemed essential to fulfilling the LTCAC charges. Ad hoc gatherings are established for a very narrow purpose with no expectation of on-going meetings. These gatherings are meant to conduct review of LTCAC business between meetings and bring all the research and information gathered to the LTCAC for review.

Section 2: Ad-Hoc Gathering Membership

Ad-hoc gatherings may be composed of no more than five LTCAC members. Non-members may only be invited as presenters, as deemed appropriate by the LTCAC Chairperson(s).

Section 3: Duties

All ad-hoc gatherings shall conduct work as deemed by the Chairperson and will report to the LTCAC on all activities of the ad-hoc gathering to the full council for further discussion. Members of the ad hoc gathering will not communicate their work with LTCAC members prior to the full LTCAC meeting.



Article VII

Charges

Every two years the DHS Secretary issues charges for the LTCAC to provide advice and guidance to DHS on critical topics related to older adults, people with disabilities and long-term care services and supports. Members of the LTCAC provide advice and make recommendations to the DHS Secretary regarding long-term care policy, programs, and services. The current charges are listed in Appendix A.

Article VIII

Staff

The LTCAC will utilize DHS staff as appropriate.

Article IX

Amendments

This Charter may be amended, repealed or restated per the direction of the Secretary.



Appendix A Council Charges

Charge 1: Long Path

Recommend strategies and participants to develop a 10 to 30-year multi-sectorial plan on aging and disability (MPA-D) to strengthen a coordinated system of care and support services based on the following:

- Consumer choice and independent living
- Healthy aging
- Age and disability friendly systems
- Livable communities
- Social engagement and social determinants of health

Charge 2: Medicaid Long Term Care

Recommend ways to make Wisconsin's Medicaid long-term care programs better. Make sure everyone feels included and their voices are heard. The goal is to have an efficient system that gives everyone fair access, choices, and quality care.

Charge 3: Workforce

Develop recommendations to support, enhance, and grow Wisconsin's direct care workforce to meet the demand for both paid and unpaid quality long-term care services. Ensure that all individuals receive respectful, high-quality care where and how they choose and in a manner that is responsive to their cultural, linguistic, and communication needs.

On an annual basis, the Long Term Care Advisory Council (LTCAC) will make recommendations for the upcoming charges.