



# Long Term Care Advisory Council Charter

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# Purpose



- Formal document that establishes the purpose, structure, and rights of the Council.
- Update the current Charter to better:
  - define the objectives, membership, decision-making processes, meeting schedules, and
  - define the roles/responsibilities of a council, and
  - ensuring clarity, alignment with Secretary charges, and effective operation.

# Process



- Researched and reviewed other Wisconsin boards and councils Charters.
- Researched and reviewed relevant Wisconsin state law provisions.
- Reviewed past decision making.
- Decision made to create a new Charter modeling after the Governor's Committee for People with Disabilities bi-laws.

# Composition



- Members of the Council include long-term care advocates, self-advocates or people with lived experience, caregivers, providers, partners and contractors and experts.
- DMS and DPH serve as non-voting, ex-officio members.
- Not more than 21 voting members
  - One from each of the 5 organizations (BOALTC; DRW; BPDD, WCILC; ADPAW)
  - 16 self-advocates, people with lived experience, caregivers, providers, partners and contractors, and experts who represent older adults and all disabilities.

# Term of Service



- Serve at the pleasure of the DHS Secretary.
- The five identified organizations will recommend a member from their organization to hold a seat on the council without term limits.
- The 16 appointed Individuals will be appointed for 4-year terms.

# Meetings



- Members expected to regularly attend every other month council meetings.
- The LTCAC is responsible for providing advice regarding the provision of Long-Term Care services in Wisconsin in accordance with the current charges of the Council.
- At the end of each meeting, the Council will propose agenda items for future meetings.
- Minutes of all meetings shall be provided to the members as soon as reasonably possible following the conclusion of each meeting.
- All bi-monthly meetings of the LTCAC shall be governed by the appropriate provisions of Chapter 19 of the Wisconsin Statutes and Wisconsin's Open Meetings Law.

# Officers



- The officers of the LTCAC shall include a Chairperson or Vice-Chairperson.
- Officers shall serve a term of four (4) calendar years and shall take office immediately at the next LTCAC meeting after their appointment.
- Charter includes the officer duties and responsibilities.

# Committees



- The LTCAC, through its chairperson(s), may establish ad-hoc gatherings as deemed essential to fulfilling the LTCAC charges.
- All ad-hoc gatherings shall regularly report to the LTCAC on all activities of the ad-hoc gathering to the full council for approval and further discussion.



# 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 on the website.