

Department of Human Services

117 East Fifth Street
P.O. Box 100
Washburn, WI 54891-0100



DEPARTMENT ADVISORY COMMITTEES

ROLES AND RESPONSIBILITIES

1. Attend orientation session with Program Manager.
2. Become knowledgeable about human service programs.
3. Attend all Advisory Committee meetings or seek an excused absence prior to the meeting, to ensure there will be a quorum to conduct business.
4. Promote an understanding of the human services needs of residents of Bayfield County.
5. Act as an advocate and champion of human services programs.
6. Facilitate and establish ties/linkages to the community.
7. Promote consumer input in the community and in human services planning.
8. Serve as a role model to the community by supporting people with human services needs in their transition to their greatest level of independence.
9. Develop long and short-term strategies that assure a community partnership commitment to human services consumers.
10. Meet with staff to discuss Department program needs, concerns, and issues.
11. Refer potential and present consumers to staff to discuss Department services and/or consumer's needs, concerns and issues.
12. Review and provide input regarding Department policies, state plans and budgets as requested or required by statute, rule, regulation or contract.
13. Provide input to the Human Services Board related to any of the committee's assigned roles and responsibilities.
14. Perform any additional roles and responsibilities as appropriate or directed by statute, rule, regulations, or contract.
15. Adhere to the County's ethics and boundaries, including but not limited to maintaining the confidentiality of the information provided about both clients and staff.

EXPECTATIONS

1. The Aging and Disability Services and Family Services Sections each have an Advisory Committee that will meet some program requirements. Some programs require a separate advisory or oversight committee that is governed by statute, rule, regulation or contract that the committee cannot meet. These programs will have a separate advisory or oversight committee (e.g. Children's Community Options Program (CCOP) Advisory Committee).
2. Advisory Committee members will be appointed by the Human Services Board, unless another appointment mechanism is required by statute, rule, regulation or contract.
3. Advisory Committee members may receive per diem or travel payments per County Board directives.
4. Advisory Committee members will submit all required paperwork in a timely manner.
5. Advisory Committees will be scheduled to meet at a minimum bi-annually or as required by statute, rule, regulation, or contract.
6. Minutes will be taken at all Advisory Committee meetings and will be made available to anyone who requests them.
7. The membership of the Advisory Committee will be developed to provide suitable input to benefit the assigned program areas and to meet statute, regulatory, rule and contract requirements.
8. The number of Advisory Committee members is generally five to nine members. However, composition may differ based on need, statute, rule, regulation, or contract.
9. Advisory Committee members are advised that the membership of any committee may be changed at any time to reflect the Department's and/or consumer's needs or due to changes in statute, rule, regulation or contract.
10. Term limits for Advisory Committee members may be established by the Human Services Board or directed by statute, rule, regulation or contract.

THANK YOU: The Human Services Board acknowledges and appreciates Advisory Committee members for their willingness to serve and their commitment to Bayfield County residents.