

CITIZEN REVIEW PANEL SERVING OUTAGAMIE COUNTY

Operating Procedures (Revision Adopted May 4, 2016)

Membership

Members will constitute a broad background of community citizens representing the citizens of Outagamie County. Members will be residents of Outagamie County, employees with an agency/tribe within Outagamie County, or an employee of an agency under contract with Outagamie County Department of Health and Human Services. All members must have an interest in the protection of children. New members will attend a mandatory orientation by members of the panel.

Terms

Panel members will serve a term of three years, with the terms being staggered so that no more than approximately one-third of the panel membership will have terms ending in the same year. No term limits will be imposed.

Meetings

The panel will meet not less than four times per year. Workgroups will meet as necessary. In January, an Annual Meeting will be held to finalize the Annual Report and establish strategies for the next year.

Written notice of the place, date, time, and agenda of the regularly scheduled meetings will be sent to the panel members prior to the meeting.

Public notice must be given for all citizen review panel meetings as provided under s.19.84, stats., unless an exemption exists s.19.85, stats., applies. Notice of meetings will be sent to the Wisconsin State Journal, the Appleton Post Crescent, and the Outagamie County Clerk.

Member Responsibilities

Each person serves as a citizen member of the panel. Panel members may be employed by or be connected to different agencies, organizations and institutions.

Panel members shall make efforts to remain active on the panel for the duration of their appointments. If a panel member is unable to attend a scheduled meeting, notice is expected to be given to the Chair or Co-Chairs prior to the meeting.

Members of the panel shall abide by all confidentiality provisions and sign a Statement of Confidentiality.

Everyone is treated with dignity and respect in an effort to ensure discussions are free of sexual harassment and racial or cultural intolerance.

Members shall address problems, grievances, and the like with panel members or the panel chair as issues occur.

Panel members will actively participate in workgroup(s) of their interest as needed.

Officers

Chair/Co-Chairs

The Chair/Co-Chairs shall be elected by the majority of the panel and will serve a one-year term with no term limits imposed. The Chair/Co-Chairs are responsible for performing the following duties: preside over panel meetings, serve as the primary contact for the panel's staff, and oversee the coordination of the agenda. The co-chairs in conjunction will have the sole authority to make statements to the public and to the media or to authorize others to do so.

Recorder

A member of the Panel will be chosen by the Panel members and will be responsible for recording and preserving all minutes and actions of the Panel. The recorder will be responsible for dissemination of meeting minutes and agendas prior to the meeting to all panel members.

Treasurer

The treasurer will be chosen from the Panel members by Panel members and will be responsible for submitting expenses approved by the Panel to the fiscal agent for reimbursement. The treasurer will keep track of expenses and submit a report of expenses at each meeting.

Fiscal Agent

A fiscal agent shall be chosen by the members of the Panel to receive and hold funds, pay expenses and receive reimbursements on behalf of the Citizen Review Panel Serving Outagamie County.

Finances

The Co-Chairs along with the treasurer will develop an annual budget reflecting the strategies and priorities of the Panel. The budget will be presented to the Panel for adoption at the last meeting of the fiscal year. The fiscal year will be July 1 through June 30.

Voting

Robert's Rules of Order will be used to govern the panel meetings' voting process.

Those with agency or advocacy group affiliation vote as individuals and are not presumed to speak for their agencies.

A quorum will consist of a majority of members present and voting.

Decisions of the panels will be approved by a simple majority of members present and voting.

Access to Data

Reports and records may be disclosed to a citizen review panel as provided by Wi. Stat., 48.981 (7) (a) 15g. Each panel member will be required to sign a Confidentiality Agreement. The panel as a whole and the panel members individually will handle any and all data released to the panel with the integrity and confidentiality which meets or exceeds that of the agency providing the data.

Reimbursement

For panel members who are not employed and reimbursed by their agency, mileage and a stipend may be reimbursed. Mileage reimbursement may be provided at a rate not to exceed the current federal mileage reimbursement and the stipend will consist of \$15 per meeting. Other expenses may be approved with prior approval of the Co-Chairs.

Panel members shall submit requests for expense reimbursement to the treasurer in a timely fashion. Expenses will be limited to those related to participation in panel activities as outlined in the Operating Procedures. Expenses not expressly listed must have prior approval from the Co-Chairs.