

## **Charter**

### **WISCONSIN CHILD PSYCHIATRY CONSULTATION PROGRAM COMMUNITY ADVISORY COMMITTEE**

Date adopted: July 21, 2021

#### **NAME**

The name of this organization shall be the Wisconsin Child Psychiatry Consultation Program Community Advisory Committee, hereinafter referred to as the WI CPCP CAC.

#### **PURPOSE**

The WI CPCP CAC provides advice and counsel to the Wisconsin Child Psychiatry Consultation Program (WI CPCP) in support of its goals and activities and to ensure the program stays true to its mission and vision:

Mission: Improve mental health care access for children and adolescents in the State of Wisconsin

Vision: Provide pediatric mental health consultations, education, and resource support to primary care providers across the entire State of Wisconsin

#### **CAC GOALS AND OBJECTIVES**

1. Goals
  - a. Increase PCPs' capacity to support the mental health needs of children and families.
  - b. Increase the program's efficiencies to ensure sustainability.
  - c. Support excellence in the program's core competencies of
    - i. Mental health consultations
    - ii. PCP education and training
    - iii. Referral support
    - iv. Reporting
    - v. Marketing
    - vi. Community engagement
    - vii. Advocacy
2. Objectives
  - a. Provide input on programming and WI CPCP'S service to the needs of the communities in each region of Wisconsin.
  - b. Provide a source of mentor-leaders that acts to advise WI CPCP management in areas of programming, future developments and or improvements.
  - c. Increase community outreach, awareness, and utilization of WI CPCP.

#### **MEMBERSHIP**

1. Membership on the WICPCP CAC shall represent in a non-discriminating fashion the WI CPCP stakeholders.

2. The number of primary care provider members of the WI CPCP CAC shall be no less than five (5) and no more than seven (7).
3. The number of community stakeholder members of the WI CPCP CAC shall be no less than two (2) and no more than seven (7).
4. WI CPCP Leadership members shall be the WI DHS liaison, the Medical Director, and the Program Manager.
5. The Program Manager of the WI CPCP staff shall serve in an ex-officio capacity.
6. Appointment to the WI CPCP CAC shall be determined by the WI CPCP leadership.
7. Members shall serve on the WI CPCP CAC for three-year terms commencing July 1 of each year.
8. Vacancies in unexpired terms shall be filled by appointment made by the WI CPCP leadership and the person so appointed shall serve for two (2) years from the first meeting of their appointment.
9. A member who misses two (2) consecutive meetings shall be dropped from the WI CPCP CAC unless the WI CPCP leadership chose to do otherwise.

#### **MEETINGS**

1. The WI CPCP CAC shall meet two (2) times per year at a time determined by the WI CPCP CAC.
2. Notice of any change must be given to all members through email and cancelation/rescheduling of meetings through online calendar.
3. Minutes shall be made public by publishing on the WI CPCP website within two (2) months of the meeting.
4. Meetings are held on a virtual meeting platform, such as Zoom or WebEx.