

WISCONSIN DEPARTMENT *of* HEALTH SERVICES

**Health Equity, Diversity, and  
Inclusion Council (HEDI)**



*Last Update: Summer 2021*



# Table of Contents

<b>Charges of the Health Equity, Diversity, and Inclusion Council (HEDI) .....</b>	<b>3</b>
<b>Bylaws of the Health Equity, Diversity, and Inclusion Council (HEDI) .....</b>	<b>4</b>
<b>Article I – Purpose .....</b>	<b>4</b>
<b>Article II – General Structure .....</b>	<b>5</b>
Section I. General Structure .....	5
<b>Article III – Meeting Processes .....</b>	<b>5</b>
Section I. General Processes .....	5
Section II. Meeting Frequency/Schedule & Quorum .....	6
Section III. Voting Processes .....	6
Section IV. Workgroups and Subunits.....	6
<b>Section V. Annual Report &amp; Annual Meeting .....</b>	<b>7</b>
<b>Section VI. Amendments to Bylaws and Charges .....</b>	<b>7</b>
<b>Article IV – Committee Member Positions and Responsibilities .....</b>	<b>8</b>
Section I. Chair .....	8
Section II. Co-Chair .....	8
Section III. Members .....	9
Section IV. Administrative Staff .....	10
Section V. Processes if Responsibilities are Not Fulfilled by Members .....	11
<b>Appendix .....</b>	<b>12</b>
External Stakeholder Application .....	12
External Stakeholder Application Rejection.....	13
External Stakeholder Application Acceptance .....	13
Mission, Vision, and Values .....	14





## Charges of HEDI

### Charges of the Health Equity, Diversity, and Inclusion Council (HEDI)

**Charge 1:** Oversee implementation of the Wisconsin Department of Health Services (DHS) Equity and Inclusion (E&I) Plan, including:

- The review of comprehensive workforce analysis to establish goals / strategy / techniques to build an infrastructure and culture at DHS committed to equity and inclusion.
- Analysis and Improvement of DHS leadership diversity.

**Charge 2:** Meet requirements of affirmative action under Chapter 230 of the Wisconsin Statutes:

- As required under s. 230.06 (1) (j), Stats., advise the DHS Secretary and Bureau of Human Resources (BHR) concerning programs designed to ensure equal opportunity to all employees, applicants for employment and clients of the agency.

**Charge 3:** Request and vote to select (and revise as needed) up to three recommended budget proposals from non-Council members for submission to the Office of the Secretary (OS) for consideration in the DHS budget

- E.g., voting on a recommended budget proposal to increase division-led training for DHS staff on health equity goals
- Budget proposals that are cross-divisional in nature and / or further the DHS Equity Pillar are encouraged

**Charge 4:** Request and vote to select (and revise as needed) up to three items related to diversity, equity and inclusion per year for the HEDI to analyze / review in order to provide formal and direct recommendations or materials to the department.

**Charge 5:** Support education and training on diversity, equity and inclusion by:

- A. Identifying trainings for the department's executive management and all staff related to racial and health equity.
- B. Recommending trainings and resources for external stakeholders, such as healthcare providers, pertaining to diversity, equity, and inclusion in alignment with the OS's goals.

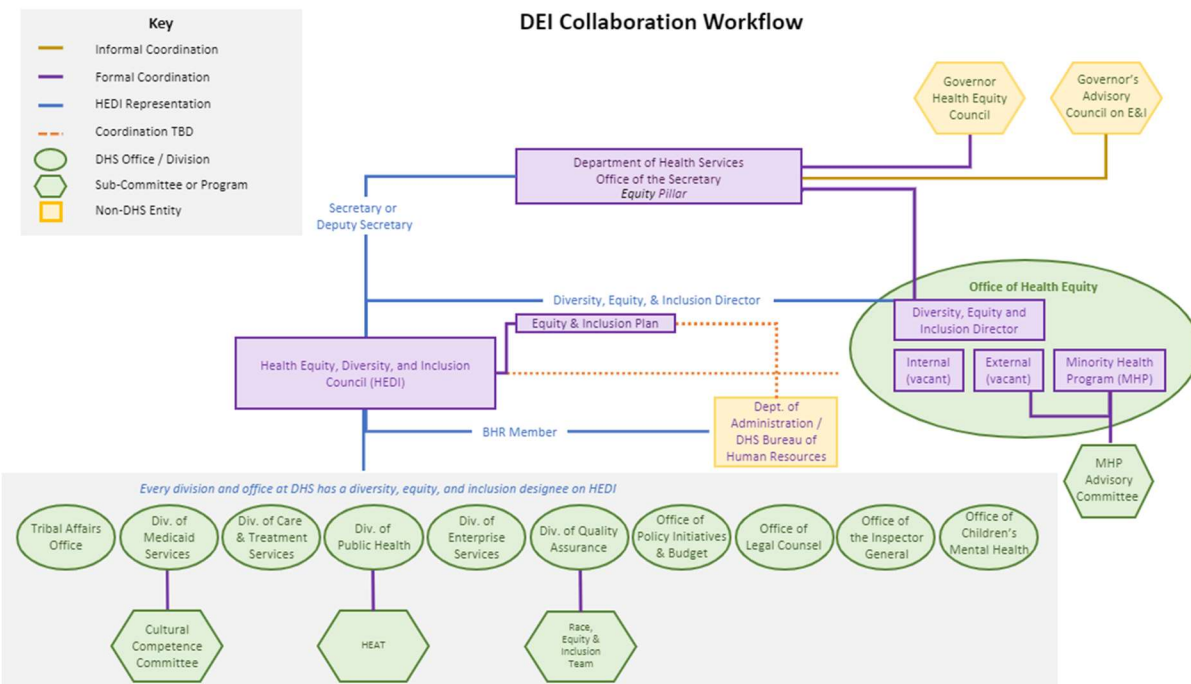


# Bylaws of HEDI

## Bylaws of the Health Equity, Diversity, and Inclusion Council (HEDI)

### Article I – Purpose

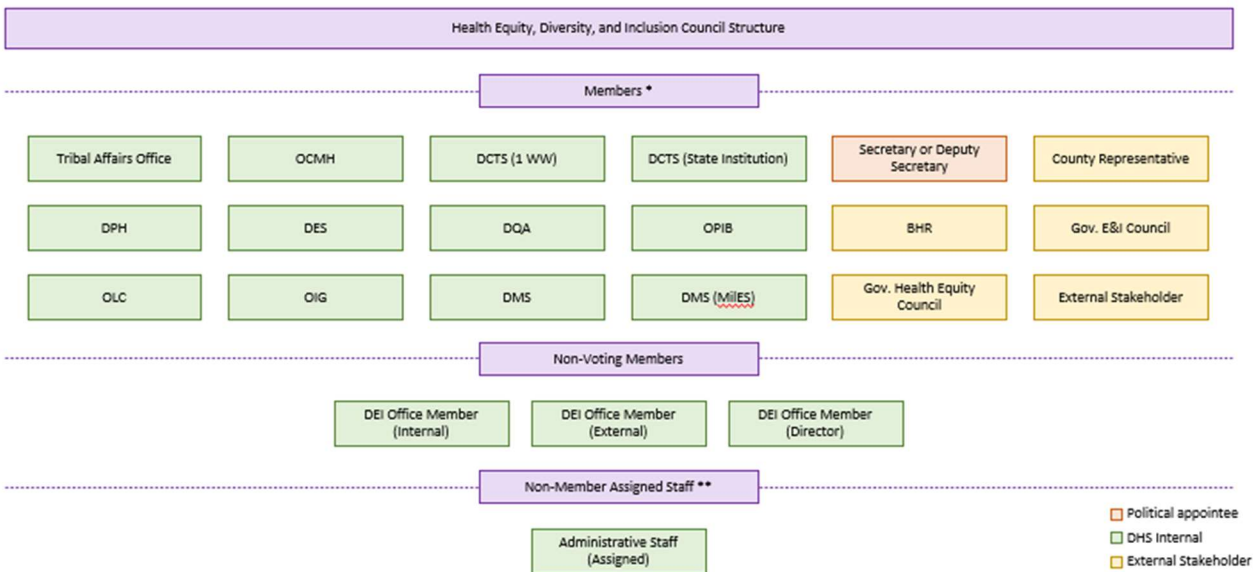
The Health Equity, Diversity, and Inclusion Council (“HEDI” or “Council”) will serve as an independent entity, separate from divisions, offices, and the OS, designed to provide analysis, insights, and recommendations to DHS on specific internal and external matters regarding diversity, equity, and inclusion. HEDI will conduct its work in line with the Charges outlined, including supporting DHS in meeting the requirements of affirmative action under Chapter 230 of the Wisconsin Statutes.



## Article II – General Structure

### Section I. General Structure

- The Health Equity, Diversity, and Inclusion Council will have 18 voting members , three non-voting members, and one non-member administrative staff as outlined in the below visual:



- \* One of the 12 DHS internal voting members will serve as the Chair as provided in Art. IV, s. I, and one of the 12 DHS internal voting members will serve as Co-Chair as provided in Ari. IV, s. II.
- \*\* Non-member administrative staff will be assigned as provided in Art. IV, s. IV

## Article III – Meeting Processes

### Section I. General Processes

- Meetings will be subject to state open meetings requirements found in ss. [19.81 to 19.98, Stats.](#), including all of the following:
  - o All meeting notices must be posted at least 24 hours before the meeting, and sent to DHS staff for review at least 72 hours before the meeting.<sup>1</sup>
  - o The meeting notice must identify the time, date, and subject matter of the meeting.
  - o Meetings shall be presided over by the Chair or Co-Chair in accordance with the posted notice and agenda, and any business not included in the agenda shall not be discussed at the meeting.
  - o Any period of public comment, if desired by the Council, must be included in the meeting notice.
  - o All meetings shall be accessible and open to the public.
- Meeting minutes will be taken by the Administrative Staff and distributed in a timely fashion after the meeting. Please see [Article IV Section IV](#) for a complete list of Administrative Staff responsibilities. Meeting notes will be approved by vote in accordance with [Article III, Section III](#).

<sup>1</sup> Meeting notices must also be provided in accordance with DHS content and form requirements provided in [F-01755](#) and [F-01755A](#).



## Section II. Meeting Frequency/Schedule & Quorum

- HEDI will meet monthly or every other month depending on the cadence of the work, with no fewer than six meetings per year. The Chair and Co-Chair will determine the frequency of meetings in order to adequately address the charges. For example, the Chair and Co-Chair may choose to focus on a few specific charges in each meeting in order to complete the work required. It is recommended that meetings be scheduled at the start of the year for the full year to provide adequate notice of meeting dates to all members. Members will review the meeting schedule at the annual meeting ([Article III Section V](#)) and will vote to approve the meeting schedule.
- Quorum: Meetings must meet quorum, which is defined as a simple majority.
  - o If positions are currently empty (e.g., external stakeholder members), they will not be counted when calculating quorum
  - o Non-voting members will not be counted when calculating quorum

## Section III. Voting Processes

- Voting Overview
  - o Voting will require a simple majority, except when recommending modifications to the bylaws or charges, which will require a 2/3 majority. See [Section VI](#) for additional detail
- Voting Process
  - o In order to vote, a quorum must be present at the meeting ([Article III Section II](#)). If members are absent or positions are empty, they will not count in calculating the majority when voting
  - o Any vote must occur during a properly noticed meeting and be preceded by a motion and a second from a voting member of the Council. As permitted in s. 19.88 (2), Stats., any voting member may request a roll call vote.
  - o As provided in s. 19.88 (1), Stats., secret ballots are prohibited, except for the election of officers of a body.
  - o External Stakeholders shall not vote on budget proposals ([Charge 3](#))
- Conflict of Interest: Individuals should recuse themselves from voting on any efforts that would directly lead to personal financial gain, or financial gain of a direct family member or child (e.g., with respect to budget proposals). Any other potential conflicts of interest should be proactively raised to the Chair and Co-Chair for review.

## Section IV. Workgroups and Subunits

- Work may be required outside of HEDI meetings in order to meet its charges of. In order to adequately prepare for meetings:
  - o Action Items should be clearly assigned and denoted at the end of each meeting
  - o Depending on the Action Item, individual members or workgroups of no more than 3 members may consult with staff or leadership from their respective division or office, non-members, or subject matter experts.



In addition, the Health Equity, Diversity, and Inclusion Council may choose to create formally constituted subunits which need to adhere to open meeting requirements. If HEDI wishes to establish subunits that report directly and solely to the Council:

- The Chair or Co-Chair must consult with the Office of Legal Counsel (OLC) prior to establishing a subunit to identify and confirm any open meetings law requirements. The OLC must be given at least 48 hours to respond to any inquiries.
  - The subunit shall be established by an approved motion of HEDI setting forth the powers, duties and responsibilities of such subunit.
  - The scope of work of any HEDI subunit must be clearly defined, and they will be expected to vote to bring their work product(s) to the Council for final review and consideration once the subunit has reviewed the work product(s) and believe the work is ready for HEDI review.
  - Once the subunit completes the scope of work assigned to it by HEDI, the subunit shall disband.
- Note that divisions / offices may have their own independent workgroups related to diversity, equity, and inclusion work on which HEDI members may serve.

#### Section V. Annual Report & Annual Meeting

- HEDI will create an annual report regarding its progress and continuing needs on each charge. The report will be completed by June 15th each year and will be delivered to the OS, the Office of Health Equity, and the Division Administrators, and it will be published on the DHS website.
- Following the development of this report, HEDI will hold an annual meeting in July or August to review the report and present a proposed meeting cadence for the coming year.

#### Section VI. Amendments to Bylaws and Charges

- Amendment to Bylaws
  - No changes can be proposed and voted on in the same meeting as the OLC should review proposed changes before bringing the bylaws to a vote
  - Changes must be voted on and receive a 2/3 majority
  - The Administrative Staff will be responsible for updating the bylaws to reflect the changes and follow open meetings requirements to share out the updated bylaws
- Amendment to Charges
  - The Chair and Co-Chair can determine whether the changes can be proposed and voted on within the same meeting, or whether the charges should be voted on in a future meeting to give additional time for discussion or review
  - Changes must be voted on and receive a 2/3 majority
  - The Administrative Staff will be responsible for updating the charges to reflect the changes and follow open meetings requirements to share out the updated charges





## Article IV – Committee Member Positions and Responsibilities

### Section I. Chair

- Term Length: The Chair will serve a three-year term to align with the E&I Plan. The Chair cannot serve in this capacity for more than two consecutive three-year terms.
- Eligibility: External Stakeholders and the Secretary will not be eligible for the Chair or Co-Chair Position. The Chair and Co-Chair have to be current members to serve.
- Selection:
  - o The first Chair will be nominated by the advisory body formation workgroup and submitted to the OS for approval.
  - o At least two months before the expiration of the Chair's term, a new Chair will be selected by nomination and vote of the Council. The Council will vote to select the Chair at a HEDI meeting.
- Responsibilities of the Chair
  - o Provide leadership
  - o Coordinate the agenda for HEDI meetings
  - o Adhere to requirements of open meeting requirements and the requirements of a Governmental Advisory Body
  - o Call and conduct HEDI meetings, facilitate group discussion and dynamics, maintain focus on agenda topics, propose resolutions, and provide feedback
  - o At various times, the Chair may request other department employees to serve on workgroups to offer expertise and guidance on behalf of HEDI
  - o Delegate various responsibilities to members but retain overall responsibility.
  - o Assist with subcommittee / workgroup activities
  - o Serve as the HEDI representative and attend department wide meetings or delegate attendance to another committee member
  - o Maintain a Plan of Work to ensure that the Charges of HEDI are met on an annual basis
  - o Submit the annual report, per the bylaw requirements

### Section II. Co-Chair

- Term Length: The Co-Chair will serve a three-year term to align with the E&I Plan. The Co-Chair cannot serve in this capacity for more than two consecutive three-year terms.
- Eligibility: External Stakeholders and the Secretary will not be eligible for the Co-Chair Position. Chair and Co-Chair have to be current members at the time of selection
- Selection:
  - o The first Co-Chair will be nominated by the advisory body formation workgroup and submitted to the OS for approval.
  - o At least two months before the expiration of the Co-Chair's term, a new Co-Chair will be selected by nomination and vote of the Council. The Council will vote to select the Co-Chair at a HEDI meeting.





- Responsibilities of the Co-Chair
  - In the absence of the Chair, conduct Committee meetings and carry out the other duties of the Chair.
  - Assist, as requested, with all duties of the Chair.
  - Monitor member attendance status and performance of ongoing responsibilities and report any concerns to the Chair.
  - Work with any members who step down to back-fill positions; ensure that open membership positions are filled in a timely manner. Monitor annual membership discussions with divisions / offices to make sure those conversations take place.
  - Support the Chair in ensuring that the Charges of HEDI are met on an annual basis; flag any concerns about not meeting the charges.
  - Review the HEDI onboarding handbook annually and update as needed. Note that the Council can determine the onboarding process they wish to use, but must maintain a handbook, detailing history of development, bylaws, E&I Plan, charges, and guidance on HEDI, to support onboarding.

### Section III. Members

- Term Length:
  - For Internal Members: There are no set terms or term limits. Members are encouraged to stay in communication with their divisions / offices, so they are not operating in a silo. Members and their Division Administration should stay in conversation to ensure the appropriate individual is serving as the division / office representative.
  - For External Stakeholders: External Positions would be up for review every three years; the Chair and Co-Chair can bring positions for review sooner than that if external stakeholders are not seen to be serving their intended purpose (e.g., See [Section V](#) for Processes if Responsibilities are Not Fulfilled)
- Selection for Internal Members:
  - Division / Office: each office and division within DHS will have one representative on HEDI, apart from:
    - DCTS and DMS, which will have two representatives on the Council
    - Office of Health Equity, whose staff will serve as non-voting members
  - The Division Administration will select a representative to represent the office / division. It is recommended that members should be involved in DEI work at an office / division level. HEDI will provide guidance and be available for consultation if an office / division does not have a formal DEI-focused individual and therefore needs support in selecting the individual. Each division / office should confirm their member(s) for the upcoming year by June 15th so that all members for the upcoming year are present at the Annual Meeting in July or August.



- Secretary: the DHS Secretary or Deputy Secretary will be a standing member from the Secretary's Office; the Secretary will determine whether the Secretary or Deputy Secretary will be a standing member
- Selection for External Stakeholders:
  - HEDI will have a standard application process for the two general external stakeholder members. Members can share application with external stakeholders who may be interested in applying for a position and DHS members will vote to determine who is accepted
  - Members from BHR and the Governor's Councils will be requested by the Chair
- Responsibilities of the Members:
  - Attend all scheduled Committee meetings. If a member is unable to attend a meeting, they are expected to notify the Chair and Co-Chair with adequate advanced notice. If member attendance drops below 80% of annual meetings then the member will be required to have a conversation with the Chair and / or Co-Chair and about their ability to fulfill the responsibilities of membership. The Chair and Co-Chair can consult with the Division Administrator on whether a replacement is needed and may establish their own requirements for attendance.
  - Provide service by performing assigned tasks, participating in ad-hoc subcommittee activities as deemed necessary, serving as a voting member, and being a responsible participant in discussions.
  - Serve as an active liaison between their office / division and HEDI, actively using their role to champion and move forward equity-related work.
  - Understand and act in accordance with the requirements of a Governmental Advisory Body (e.g., open meeting requirements).
  - Place a request to the appropriate Division Administrator and Chair / Co-Chair to be released from committee responsibilities if no longer able to fulfill responsibilities.
  - Anyone who intends to step down from HEDI should notify the Chair and Co-Chair and their Division Administration at least one month in advance of leaving their position

#### Section IV. Administrative Staff

- Selection: One or more Administrative Staff will be selected to support HEDI (e.g., from the Office of Health Equity)
- Responsibilities
  - Attend meetings as a non-member
  - Take, produce, distribute, and post minutes
  - Schedule meetings and distribute meeting notices to adhere with open meeting requirements
  - Distribute meeting agenda and any relevant meeting materials in advance of the meeting
  - Assist with onboarding members (e.g., sharing the onboarding handbook, which will include by-laws, E&I Plan, charges, and guidance on HEDI, to support onboarding)
  - Manage HEDI Mailbox, triaging emails as they come in, as well as drafting and sending communications out as needed
  - Managing public comment mechanisms (e.g., HEDI Mailbox) and compile comments for review at each meeting



- Keep website up to date with respect to HEDI (e.g., posting annual reports to the website)

#### Section V. Processes if Responsibilities are Not Fulfilled by Members

- For Concerns related to the Chair / Co-Chair: Concerns can be submitted to the Director of the Office of Health Equity; concerns should be added for discussion to the next scheduled meeting and members can vote on removal of individuals. Concerns will remain anonymous
- For Concerns related to Other Members: Concerns can be submitted to the Chair / Co-Chair for review





## Appendix

### Appendix

#### External Stakeholder Application

##### Overview

The Department of Health Services established the Health Equity, Diversity, and Inclusion Council in 2021 in order to provide analysis, recommendations, and accountability to Department of Health Services (DHS) on specific internal and external matters regarding diversity, equity, and inclusion. The Council consists of 18 voting members, six of which are drawn from outside of the Department of Health Services. Additional information on the work of HEDI can be found **[here – website link]**.

If you wish to apply to serve as member of this council, please complete the below application and submit the application to **[email address]** by **[date]** for consideration. If you have further questions about HEDI or need additional information, please contact **[mailbox]**.

Name:

Organization:

Position Title:

Email:

Phone:

In a few sentences, please describe why you are interested in serving as a representative on the Health Equity, Diversity, and Inclusion Council (HEDI).

HEDI is looking to develop analysis and recommendations related to **[insert topic areas]**. In 1-2 paragraphs, please describe any relevant experience that you have related to of the above topics and how you anticipate this experience would translate to the work of HEDI.

In a few sentences, please describe the level of interaction that you have with the Department of Health Services in your day to day work or volunteer work in Wisconsin.

Can you ensure that you can allocate the necessary time to this role? Please note that the anticipated time commitment will include attending 6-12 annual meetings (1-2 hours / meeting) and 5-10 hours / month for work outside of meetings and external members will be expected to commit to serving on HEDI for no less than one year.



### External Stakeholder Application Rejection

Thank you for taking the time to apply to serve as a member of the Health Equity, Diversity, and Inclusion Council at the Department of Health Services. We received a large volume of applications and unfortunately, at this time, are not able to offer you a membership position on the council. We will keep your application on file and will reach out if your expertise is needed at a future time.

We recognize the importance of including individuals outside of DHS on the Council and encourage you to attend our meetings, which will be open to the public, and to consider applying for a membership position in future years.

Thank you again for your time and your commitment to furthering diversity, equity, and inclusion throughout Wisconsin.

### External Stakeholder Application Acceptance

Thank you for taking the time to apply to serve as a member of the Health Equity, Diversity, and Inclusion Council at the Department of Health Services. After reviewing your application, we are incredibly excited to offer you a membership position on the Council for **[enter term dates]**.

If you wish to serve as a member, please read through the below agreement and the **attached bylaws** and return a signed copy of this agreement via email to **[enter email address]** by **[enter date]**.

My below signature reflects that:

- I have read the HEDI bylaws in full
- I understand the roles and responsibilities of the HEDI members (Article IV, Section III) and will be able to fulfill the responsibilities of a member
- I understand that as a non-DHS member I will not be allowed to vote on budget proposals and will raise any potential conflicts of interest to the Chair and Co-Chair, per Article III Section III
- I can allocate the necessary time to this role. Please note that the anticipated time commitment will include attending 6-12 annual meetings (1-2 hours / meeting) and 5-10 hours / month for work outside of meetings. External members will be expected to serve on HEDI for no less than one year and for up to three years.
- I understand that external membership positions will be up for review every three years and that the Chair and Co-Chair can bring positions for review sooner than that if external stakeholders are not seen to be serving their intended purpose
- I hereby agree to serve as a member of HEDI

Name:

Signature:

Date:



## Mission, Vision, and Values

**VISION:** DHS, where equity and justice are embedded as the cornerstone of our work to serve all communities, allowing each Wisconsinite to live their best life.

**MISSION:** To protect and promote the health and safety of all Wisconsinites, DHS commits to identifying, dismantling, and improving institutional structures that inflict and ignore racism, discrimination, and trauma among marginalized communities and centering our work around our core values.

### VALUES:

#### Recognize

- Acknowledge racial and social injustice
- Understand how systemic barriers/root causes create health disparities
- Own DHS's complicity and role in this broken system
- Celebrate diversity and promote representation

#### Respect

- Honor cultural traditions
- Empower all voices
- Give authority to the voices of our partners and those with lived experience, and share power with them
- Foster diversity, equity, inclusion, and safety

#### Respond

- Promote cultural humility and linguistically responsive services
- Support transformation to address health disparities
- Reimagine and redesign – use focused approaches to restore health to marginalized communities that are the target of racist and discriminatory policies and practices
- Celebrate, elevate, and share successes

