

# Public Health Council

## *Executive Committee*

Friday September 19, 2014  
1 West Wilson, Room 250-D  
9:00 – 11:00a.m.

*Executive Committee:* Bill Keeton, Faye Dodge, Dr. Gary Gilmore  
*Div. of Public Health Staff:* Karen McKeown, Chuck Warzecha, Kim Whitmore, María M. Flores

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The meeting was called to order by Bill Keeton at 9:03 a.m.  
The next Public Health Council meeting is October 10 at the Wisconsin Medical Society.

Decision made for Agenda to go out.

- Karen McKeown and Chuck Warzecha cannot attend the meeting; they are attending the State-wide WALHDAB meeting in Wausau.

### REVIEW OF DRAFT MINUTES

- Kim Whitmore stated that reason for providing these minutes was to give the Executive Committee an opportunity to review what occurred at the last full Council meeting, give input, and make any substantial changes prior to the draft minutes being circulated to the full Council.
- Discussion ensued over the length and format of the minutes – should they be kept in this format or would the Executive Committee prefer bullet points?
  - *The Committee agreed that minutes should be kept in this format.*
- Dr. Gary Gilmore recommended that when the draft minutes are circulated to the full Council, staff should ask members to review any remarks they made, and to notify staff if there are any changes prior to the meeting. This way, a near complete set of minutes is approved at the full Council meeting.

### MEETING FOLLOWUP

Thoughts:

- Bill Keeton was impressed with the Council members' dedicated to action.
- Kim Whitmore stated that the Council is moving forward – with new energy, diverse skills, and a desire to take the Council to next level with new members and new staff. The statute is vague, it needs to be operationalized - should it be staff or Council should be council. Either conversation around the issue or perhaps executive committee review and bring their discussion to full Council.

- Dr. Gary Gilmore stated that Council responsibility must stay as strategic as possible – the Council should not get caught up in an array of operational details. This issue can be raised at the next meeting. Members need to know that Council is “strategic at heart”. He suggests that committees will continue to meet as people become more committed. Existing committees should be kept as is and take committee recommendations and updates to the full Council. Bring committees’ roles and functions to the October meeting.
- Bill Keeton stated that the Council needs to foster an approach of being strategic . . . less toward operations, more toward strategy. The Executive Committee needs to reemphasize committee structure and roles to the full Council.
- Kim Whitmore stated that the Executive Committee needs to look at committees and functions – right now there is only one functioning committee, the Executive Committee. There needs to be Council engagement in committees.
- Bill Keeton asked how the Executive Committee can frame a conversation with groups to begin conversation regarding committees. Committees in general, even new ones.
- Dr. Gary Gilmore recommends bringing examples of what may be possible to Council by the Chair, referencing priorities that were referenced in the January meeting. Give examples, align committees with Council priorities. It should be the obligation of the Executive Committee, at closing of Council meetings, to wrap-up the meetings and establish next steps. Perhaps a 5-minute review/call to action by the Chair at end of the meetings. Members should have a sense of “what can I do”. *HW2020* takes a commitment by not only the Council, but by all partners across the state.
  - *The agenda will include this at the end of the agenda*
- Faye Dodge stated that even though she has been on the Council for a few years and being from a small community, it has been hard to figure out the role of the Council and *HW2020*.
- Kim Whitmore asked if it would be appropriate for her and Bill Keeton to connect and put together a rough draft of the charge moving forward to be brought to the Council as a starting point to guide discussion. A reason for this is to harness members’ energy and commitment.
- Karen McKeown stated that Kim Whitmore is working on the *HW2020* Midcourse review. Kim would like feedback in terms of focus areas; perhaps there are a few that the Council can focus on in the next few years and take action on those.
- Dr. Gary Gilmore agreed with this course of action – to narrow the focus groups to a manageable number to review and deliberate.
- Kim Whitmore prefers a two-way dialogue about the Midcourse review, not just a stamp of approval. This might be a good test case to see how the Council serves an advisory function.
- Bill Keeton stated that anything the Council can do to help foster ownership over *HW2020* would be good. Karen McKeown stated that the Council could even help with messaging or figure out the message.

- Dr. Gary Gilmore stated that we need to keep in mind *how to be more effective*. Are we making a difference? As we go forth, we need to establish metrics and have updates; perhaps the evaluation form should include this.
- Bill Keeton recommended SMART (Specific, Measurable, Achievable, Realistic, and Time-phased) objective setting: actions should have an impact, make them time sensitive. When it comes to measuring Council activity—what should we be concerned with? An example of this would be funding levels throughout Wisconsin. Should there be conversation if a situation would arise; would it be appropriate for the Council to have a role? We should develop examples to frame the discussion.
- Karen McKeown stated that if the Council wants to advocate, staff cannot be involved other than providing facts. If a letter were to be drafted, the Council will need to draft it (staff cannot). The Division and its staff do not have an agenda with the Council – the Council needs to be an external voice to support activities. There is also new language in CDC funding on advocacy and how funds can and cannot be used.
- Dr. Gary Gilmore has never seen staff pushing ideas and agendas onto the Council; rather, they make the Council aware of important issues.
  - *This should be an agenda item, members would benefit in knowing this information.*

## NEXT STEPS:

- A Council meeting debriefing will take place on **Thursday October 23, 9-11:00am**.
- Executive Committee debriefing meetings will take place 1-2 weeks after full Council meetings
- Bill Keeton stated that the agenda for the October 23 Executive Committee will be similar to this Executive Committee agenda; use the same “Follow-Up” items.

### *Agenda for October 10*

- Discussion around purpose and strategy
  - *Bill Keeton and Kim Whitmore will discuss the “charge” of the Council*
- Clarify role of staff with respect to lobbying activities
- Review the structure of committees; what they support
- Review of Midcourse review plan: Council conversation / deliberations; recommendations from members. A request was made for Kim to share with members a handout of the plan, or group a few days prior to the meeting; or, just place on the agenda as much information as possible, or umbrella items.
- Because of the Departmental process Kim can share the previous plan that was approved thru EIA, possibly
- Dr. Gary Gilmore asked that the following standing agenda items continue: Legislative Updates, and the Division Administrator’s Report.
  - Karen McKeown will not attend the October 10 meeting; but perhaps Tasha Jenkins will be able to share the update.
- Preparedness should be included only if there is anything to share.

- Bill Keeton stated that the DHS 2015-17 Biennial budget request was submitted; perhaps Alex Ignatowski can provide an overview of this, and focus in on Public Health, the GPR and segregated revenue. What are the resources called for in the request as it relates to the work that is done?
- Karen McKeown summed up the budget request as a cost-to-continue. She will have the Bureau of Operations Director or the Budget and Policy Analyst Supervisor take a look at what is helpful to the Council. She will share this with Bill prior to the October 10 meeting.
- Faye Dodge stated that it is difficult to serve an advisory role if the Council doesn't know what resources are available.
- Bill Keeton stated that the budget request fits in with "what is the Council and what do we do?"

*Future Executive Committee Meetings:*

- Going forward there will be two (2) between meetings: the first will be a debrief/follow-up meeting within 2 weeks of the full Council meeting; the second approximately 3 -4 weeks prior to the Council meeting.
- Each meeting will be a 2-hour block of time

Faye Dodge made motion to adjourn, Dr. Gary Gilmore second.

Meeting adjourned at 10:16 a.m.