

Public Health Council

Executive Committee

Friday November 21, 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: Kim Whitmore, María M. Flores

Council Decision Making Guidelines

- Faye Dodge feels the Guidelines need to be reviewed with the whole Council.
- Kim Whitmore suggested the guidelines be sent to the whole Council with a request for changes. *This will be placed on the December 5 agenda.*
- Bill Keeton stated that out of the critical piece of the guidelines – the six questions— questions 2-3 are big ones that the Council can quickly move forward. Question 4 can be streamlined a little more. There is information we can get to move strategic priorities forward.
- Kim Whitmore has a crosswalk of priorities she can share with the group.
- Bill Keeton stated that the Executive Committee should be mindful that the current members do not have a responsibility to be beholden to what happened previously. They should start to take ownership of this – we should get this out soon. The Agenda for December 5 should include time to spend on strategic priorities and the crosswalk; perhaps get someone from the Governor’s office or someone to talk about their priorities. There may be a health person in the Governor’s office; there used to be such a policy position last session, he will check. It might be Kitty Rhoades or Kevin Moore. Staff will extend an invitation to this person for a presentation and opportunity for discussion and feedback.
- Dr. Gary Gilmore stated that we should not rush into these because we will be holding on to these for a while. The Council needs to have input into what the priorities are. This allows further input from Council members. We should hear from the various vantage points, including perspectives related to priorities from the Governor’s office. The Council should consider various perspectives of key priorities.
- Kim Whitmore stated that it was discussed at the last Executive Committee meeting that a poster would be made of the six questions. María M. Flores will print out the six questions on tabloid size paper.
- Kim Whitmore asked if the full Council should have a discussion on the Strategic Rankings. Or should the Council go through the same process as in January 2013?
- Dr. Gary Gilmore stated that the Council should use the priority rankings as input to inform the Council’s priorities, so informed decisions can be made by the new Council.

They need to also understand the process that was used. The 2013 rankings should be presented as an information source.

- Kim Whitmore asked if there was a process document used to identify priorities.
- Dr. Gilmore stated that there were notes taken by Kevin Wymore regarding the process. Dr. Gilmore also gave those participating in the process a planning matrix prior to the meeting so they came prepared to discuss. If notes are not found, Dr. Gilmore can write up a paragraph. Results from the process were brought to the full Council. This new iteration of the Council may take what is presented and reformulate it, or accept it, or go through a similar process.
- Faye Dodge suggested that the Strategic Rankings document needs to be shared with Council members ahead of time to review and move forward.

The Strategic Rankings will be sent to entire Council.

Disparities Resolution

Bill Keeton drafted the resolution based on the Council's conversation and concern.

- Dr. Gary Gilmore stated that it was well-framed. He would like to add to the third line, under "bold vision" - "bold and attainable vision"
- Under the "therefore" portion: do these provide the connection points that we must have for a disparities resolution? When we talk about disparities, it brings to mind some examples that we may be aware of, but we need to have a definition of disparities for the action - to add to the clarity of intent.

The definition of disparities from HW2020 will be added.

- The format will be modeled after previous resolutions.
- Bill Keeton would like the following statement added: "be it finally resolved that this resolution be disseminated to Governor Scott Walker, Secretary of Health Services Kitty Rhoades, Deputy Secretary Kevin Moore, Division of Public Health Administrator Karen McKeown, the Wisconsin state legislature, other Gubernatorial-level Councils in DHS, the MHLC, etc.". This is to encourage state government to act upon the resolution. The draft form will go to the full Council for review and a vote.

Dr. Gary Gilmore moved to accept the amended disparities resolution for full council review and consideration

Faye Dodge seconded the motion.

Letter from Chair Regarding HW2020 Resources

- Bill Keeton does not yet have a draft, although he did contact Tasha Jenkins, Bureau Director for the Office of Policy and Practice Alignment. He can use that communication to inform his letter to the Administrator.

- Dr. Gary Gilmore recommends a draft be sent to the Executive Committee requesting any edits. This is to give them a chance that they are doing a full 360 review of priority communications.
- Bill Keeton will start working on the letter, and will circulate a draft to Faye Dodge and Dr. Gilmore.
- Dr. Gilmore would like a couple of sentences regarding his understanding of purpose. He also stated that we need to consider the return on investment. Whenever we have discussions and communications we need to keep in the back of our minds and discuss any small glimpses of cost benefit and cost effectiveness that are available. It has to be part of the conversation. Executive Committee members should read the IOM report from September 2014: [Closing the Loop: Why We Need to Invest—and Reinvest—in Prevention](#)

Council Issues

Review and approve last two Executive Committee minutes:

- Bill Keeton – no corrections
- Dr. Gary Gilmore: moved to approve both sets of minutes. Faye Dodge seconded.
 - Dr. Gary Gilmore will follow up with María M. Flores on stylistic changes.
Followed up on 11-21-2014.

Meeting locations:

- Bill Keeton stated that there has been discussion about moving the meetings around the state; he has no real strong feeling one way or another. He would not want to do anything that would require expending of resources. Resources should go toward the state health plan.
- Faye Dodge agreed. Dr. Gary Gilmore stated that one value of having meetings in Madison is having staff and guests more easily able to attend meetings. Additionally, the Council should also be open to any future invitations; for example, Marshfield Clinic extended an invitation to host a meeting several years ago. He strongly recommends that Council meetings remain in Madison; however, there are positive perspectives on both sides of the discussion.
- Kim Whitmore stated that remote participation is always available. Magda Peck from the UWM Zilber School of Public Health is interested in the Council. María M. Flores is tracking meeting expenses to look at true expense of Council. Faye Dodge agreed this would be good to know as Council members don't know what it costs to have a meeting in Madison.

Recording of meetings:

- Dr. Gary Gilmore stated that meeting should be recorded for sake of consistency, if our capacity allows us to record. We should state the meetings will be a matter of record. This also harkens back to transparency in all we do.

- Faye Dodge stated that she found recorded meetings to be helpful because she has used the recording for missed meetings and to refresh her memory of past meetings.

Committee Structure:

- Bill Keeton stated that the Nominating Committee structure would stay the same as in the past.
- Dr. Gary Gilmore emphasized that the Nominating Committee members need to understand that those who serve on the committee may not be nominated for office.
- Kim Whitmore stated that the charge for the State Health Plan Committee is the same as the Council’s responsibility, but it should be refined a bit. One suggestion would be to add a charge like direct input into the development and monitoring of the progress of the state health plan.
- Dr. Gary Gilmore stated that he would add a modifying term so that it doesn’t appear as if ONE committee is responsible for that series of steps. He would add “deliberate and draft input for further consideration by the Council”.
- Bill Keeton asked if there was ability for the State Health Plan Committee to have as part of its charge developing a report to report back to the Council at large.
- Kim Whitmore stated that perhaps the charge is providing input into the process. The Committee will be responsible for providing input into the planning, developing, monitoring and reporting of progress to the Wisconsin public for the State Health Plan.
- Nominations committee: leadership positions. The Nominating Committee will be responsible for the recruitment of qualified nominees to be presented to the full Council for consideration for leadership positions.
- Dr. Gary Gilmore stated that the same consideration needs to be added to the other committees. There needs to be a final statement for each of the other two committees. He also recommended striking the verb “executing” from the Public Health Policy and Public Engagement Committee.
- Kim Whitmore perhaps a call could be put out to partner agencies about having their people on Committees. Dr. Gary Gilmore stated that we need to be careful about any general calls going out, because then there are expectations.
- Bill Keeton stated that once the committee structure is approved, each Committee’s chair can work on recruitment. The appointment of a Chair for each committee can be an agenda item for a future meeting. He is the *Interim* Chair and does not want to overstep his bounds.
- Dr. Gary Gilmore the direction of the Committee needs to be approved at a meeting, but appointing chairs at the same time may not be the prudent way to go. We want to get this moving ahead. There may be a need for some careful consideration, and we need space to do that.
- Bill Keeton stated that when the committee structure is approved by the Council, a call should be put out that by the beginning of February these individuals may want to identify themselves. We should have people start expressing interest and put a time frame on it.

- Kim Whitmore stated that we can do a call following the meeting, and have people submit their names.
- Dr. Gary Gilmore stated that appointments need to occur in an official context, like an official experience. It could be a slate brought by the Executive Committee to the Council for ratification.
- Bill Keeton stated that we need to assure the Council that this will happen in a timely fashion.
- Kim Whitmore stated that there already is a Nominating Committee and staff will send out an e-mail for them to select a time to meet.

Dr. Gary Gilmore made a motion to recommend the proposed committee structure go to the full Council.

Faye Dodge seconded.

Evaluation Results

- Faye Dodge has a sense that new members feel the Council is moving in the right direction and feeling more comfortable with Council meetings.
- Dr. Gary Gilmore stated that the evaluation results are invaluable information. There should have some dedicated time aligned with it in the meetings; and remind members at the beginning of the meetings about the forms. People should be encouraged to provide feedback.
- Staff will have results at the first Executive Committee meetings after the full Council meetings.

Rules of Order

This item will be tabled.

Council Resource Site

A demonstration will take place at a full Council meeting.

Agenda for December 5 Council Meeting

- Disparities Resolution.
- Report to full Council that invitation has been extended for full February meeting (Bill Keeton to report at beginning of meeting).
- Committee structure.
- Health Equity check-in short update.
- SharePoint Site.
- 2015 Meeting Schedule.
- Any critical Ebola updates, perhaps a written update from Jenny Ullsvik.
- María M Flores will send Word documents to Dr. Gary Gilmore for the two Executive Committee meetings that were approved so he can do track changes. There was one

edit about SMART goal setting. He explained that SMART is typically used for objectives, and perhaps the word “goals” can be changed to “objectives”.

- Perhaps a report of GPR expenses to distribute, or a PPT slide, or spreadsheet. Or perhaps get Donna Moore to return for a briefer.

Dr. Gary Gilmore motion to adjourn at 11:10am.

Faye Dodge seconded