

Public Health Council

Executive Committee

Friday, June 26, 2015
1 West Wilson, Room 250-D
9:00 – 10:30a.m.

Executive Committee: Bill Keeton, Dr. Darlene Weis, Dr. Gary Gilmore
Excused: Mary Dorn
Div. of Public Health Staff: Tasha Jenkins, Kim Whitmore, María M. Flores, Jing Wu

Minutes Review and Approval

Review and approve May 22, 2015 Executive Committee minutes:

- Dr. Gary Gilmore moved to approve the minutes, with the changes mentioned below.
- Dr. Darlene Weis seconded the motion.
- May 22, 2015 minutes were approved.

Dr. Gilmore outlined the edits that needed to be made:

Page 1	Insert the proper name of the Mutual Associations.
Page 2	There should be follow-up on Kristen Grimes being invited to become a member of the Council's Public Policy Committee. Bill Keeton would then join the WPHA-WALHDAB Joint PA committee.
Page 3	Fourth bullet. Indicate that the "What Is Public Health" overview is a series of PowerPoint slidesets.
Page 4	The reference to draft letter from Chair. Indicate if there has been any movement, or if something was drafted.

Acronym Placeholder

This was a request from the Executive Committee. A list of commonly used acronyms will be placed in the Council's Resource site. Committee members may also add acronyms to the list.

Commissions and Boards Roster and Engagement

[AHEC CHIP Intern](#) Jing Wu created a draft agenda and draft letter for a "Council of Councils" meeting to bring together these entities to coordinate work around HW2020. It would be hosted by the PHC with Bill Keeton as emcee. This is one of the projects Jing will work on during her time here, and she indicated that she is able to continue support after her internship terminates.

- Jing is creating a crosswalk on how these Councils and Boards align with HW2020, how we can all work together.

- Dr. Gary Gilmore stated that he fully supports the idea and it should move ahead as expeditiously as possible. Dr. Darlene Weis also agreed it was a good idea.
- Jing will coordinate with Bill Keeton. The invitations from the Council should come from him as Chair, possibly from the Council Mailbox.

Rules of Order

Substantive changes should also include:

1. Section 1.04(5) *Membership – Removal* needs to contain a formal process about raising the issue of removal. It should contain a statement, to be run past the Office of Legal Counsel, stating:

“If any member of the Council has a concern related to another Council member, the concern should be brought to the Chair or Chair-Elect in writing. Should a Council member wish to commence removal process, written notification must be given to the Chair detailing allegations for cause. Should Chair receive such a letter, and choose not to act . . .” (what would be the recourse?).
2. Section 1.05 *Officers and Duties*. Should “Interim Officers” be addressed? We need to make certain we are following our own policies and procedures, and also a process that keeps us on course with our own policies and procedures.
 - Tasha Jenkins suggested removing eligibility criteria in §1.05(2).
 - Dr. Gary Gilmore was not convinced that the one year minimum should be removed.
 - Dr. Darlene Weis stated that what happened to the Council in 2014 with the large turnover may never happen again. It was very unusual that it happened. We should keep the present language.
3. Most of §1.07 especially §1.07(2) will be made into a separate document for the Nominations Committee.
4. Section 1.09(2) *Record of the Proceedings of the Council – Minutes*. When the Council began, and throughout the years, the Council Secretary did sign the minutes. We should reengage the secretary on this a final set of eyes on the minutes is ideal.

Mid-Course Review Follow-up

Kim Whitmore stated that this was not discussed at the June 5 Council meeting, but it is an ongoing item to be continued. One item to discuss at the next Council meeting is what stakeholder groups do they want to engage in the Forces of Change Assessment.

Staffing changes (Kim Whitmore):

- [Tasha Jenkins](#) will serve as primary liaison to the Council.
- [Ashley Kraybill](#) is a new UW Population Health Fellow who will coordinate partner engagement. [Traici Brockman](#), Primary Care Program Director, will be her

preceptor. Recommendations from State Health Plan meetings will be brought forth to Ashley.

June 5 follow-ups will be sent as soon as possible, formally delineated and sharing who is responsible for what.

- Bill Keeton will work on gathering information on “positive” budget items; will send draft communication through the Executive Committee before it goes out.
- María M. Flores will send all Council members the Division’s Hepatitis C resources.
- The Policy Committee will receive the information on the Department’s policy on social media
- The State Health Plan Committee would like to write a letter of support regarding financial support for Community Commons.

Dr. Gilmore stated that Kim Whitmore initiated a summary on action items that captured what they need to discuss at end of each Council meeting. They need to build this into their thinking and doing so they can be reminded of steps to take. This should be a standing agenda item.

New Public Website

- There will be a new URL forthcoming.
- María M. Flores will make a list of deletions for the Executive Committee to review.