Public Health Council

Executive Committee

Thursday January 15, 2015
1 West Wilson, Room 243-C
9:00 – 11:00a.m.

Executive Committee: Bill Keeton, Dr. Gary Gilmore
Absent: Faye Dodge
Div. of Public Health Staff: Kim Whitmore, María M. Flores

Review of December 5, 2014 Draft Minutes
Regarding the notation in the middle of page 6, where the green high-lighted section states: “Emergency Preparedness (most recent information from 2009)”. María M. Flores explained that after a thorough search, the most recent information she found from the Emergency Preparedness committee was from 2009.

- Dr. Gary Gilmore suggested making contact with Bevan Baker to see if he has anything on file after 2009 from this committee.
- He stated that there were a few attempts to restructure the committee, more recently, there were important deliberation and coordination with other entities - Homeland Security, for example.

November 21 Executive Committee Minutes
Amendments: Discussed by Dr. Gary Gilmore; he will follow-up with María M. Flores.

Gary Gilmore made a motion to approve minutes as amended.
Bill Keeton seconded.
Minutes approved as amended.

HW2020 Baseline and Health Disparities Report Resolution
- The discussion regarding this at the next Council meeting should not take much time. Dr. Gary Gilmore felt that the discussion was already very thorough regarding the resolution.
- Once officers are voted in at the next Council meeting, this document can be finalized and sent to the different entities.
- After this Executive Committee meeting, Kim Whitmore found that Wis. Stats. §250.20(2)(e) provides that the Department shall “Disseminate information on the status of the health of economically disadvantaged minority group members in this state”.


Bill Keeton asked for thoughts on the best strategy of adopting this and moving forward. The “Six Questions” document will be available at the meeting for inclusion in the binders. Dr. Gary Gilmore asked that Bill Keeton make a brief statement to bring to their attention that it should be used as a guide and revisited in the future.

- Dr. Gary Gilmore stated that there needs to be a process in place. We need to bring to the full Council the idea that since we have elections coming up, we should have this in place. As we come into the next stage of new or continuing leadership, we need this positioned as a document with perhaps a tickler system that we use with it to further review it as we go forward. Individuals need to go thru a few key deliberations. Recommends that it be in place and that we consider it and go through a few meetings and perhaps bring it up later for reconsideration.

**Review of Revised Committee Descriptions**

- Dr. Gary Gilmore felt that the revisions captured the discussion. He feels Council members are ready to jump in. The descriptions captured the sense and spirit, and feels that with the new year, we need to move ahead on this.
- Bill Keeton agreed with keeping the second suggested comment under “State Health Plan Committee”: “the State Health Plan Committee will be responsible for monitoring the progress of the state health plan”.
- Kim Whitmore recommended that the second suggestion in the bullet points below the descriptions be made into an introduction.
- Dr. Gary Gilmore stated that we need to work with the notion that they are also a deliberative body. The suggestion was made to add to the second suggestion – “Committees will deliberate on matters of importance to the Council and make recommendations to the full Council.”
- Bill Keeton suggested that under “Executive Committee”, take out “stay the same”
- María M. Flores will make this into a semi-final document.

**Review of the Rules of Order**

Kim Whitmore suggested that the Rules of Order be reviewed due to the changes in committee structure and the adopting of the decision-making guidelines. Bill Keeton stated that they should be reviewed once the Council has adopted the committee structure.

*Next Executive Committee meeting: staff will make suggestions regarding the Rules of Order.*

**Council Liaison to the Wisconsin Minority Health Leadership Council**

- Bill Keeton was not able to connect with the WI Minority Health Leadership Council (MHLC) in December regarding the Disparities Resolution. He will connect at their March 12 meeting; María M. Flores will discuss this with him.
- Kim Whitmore asked what would the Council consider: an ad-hoc committee, or a person as a liaison to the MHLC?
• Dr. Gary Gilmore stated that it may be helpful initially to have a PHC member regularly attend the MHLC quarterly meetings. That person would receive agenda packets like MHLC members, and report to the Public Health Council as a standing agenda item. As the need arises, perhaps an ad-hoc committee could be established; however, he is concerned with too many Council committees.

• Kim Whitmore stated that staff will inquire with the three people to indicated interest to see who is available.

Letter from Chair
Bill Keeton stated that he received good information from Tasha Jenkins and Karen McKeown as to what the focus would be, but the Council should have a Chair in place to send the letter. Other thoughts: the SIM grant may provide some funding to the State Health Plan; perhaps the letter could include the director of SIM project.

HW2020 Staff Retreat
Kim Whitmore stated that she and the staff, María M. Flores and Bejack Lor (new staff from the Primary Care Office), had a retreat on December 30 around State Health Plan goals. There will be another retreat early in the year to discuss 2015 goals and timelines; and she will also seek ideas from the Division of Public Health Leadership retreat.

• She shared with the Executive Committee results of the retreat. Would presenting this to the full Council and having a session like this be meaningful?
  o Bill Keeton stated that it seems like this would be an ideal presentation and work to do for the new State Health Plan Committee. The items that are in red and starred are “quick hits”.

Kim Whitmore stated that the SIM grant activity may slow HW2020 work down a little. Should we move ahead or put this on hold?

Dr. Gary Gilmore stated that it does make sense that these ideas go through the State Health Plan Committee; he encourages going forth with these efforts. He sensed a spirit of enthusiasm in the document, and it is great for Council volunteers to become engaged and continue the momentum. Updates provided by that Committee’s Chair to the Executive Committee would be helpful. We need to think broadly about the type of individual who would support the State Health Plan – maybe someone in training or someone who has recently graduated, like a health educator. We need to think carefully and plan ahead for the 2030 state health plan. This speaks volumes to the need for an identified leader. He has been a part of the three Healthiest Wisconsin statewide plans and the National Council on Linkages Between Academia and Public Health Practice (continuing Council member) which regularly updates the public health competencies for practitioners, and it takes a good deal of lead time, consistency, and collaboration in order to reflect actual health needs, capacity, and proposed next steps. The Council could look at private foundation resources. We must be highly creative within the boundaries in which we all work, and at looking at new capacity. The State Health Plan Committee can be an incubator for these plans.
Kim Whitmore gave an update on the Data Pilot:

- There are 13 local/Tribal health department pilot groups in Community Commons.
- An application was submitted to the Partnership grant for a two-year pilot.
- There is a possibility for the state health plan framework to be incorporated into this. If we can make it automated, the work could be more easily accomplished.

Dr. Gary Gilmore asked for a brief update on the data pilot at the February Council meeting. Council members have been asking for this for a while; it can be labeled as an “emerging area of capacity building”. This is the type of effort the Council needs to know about early on, and could be a first step in bringing emerging projects to the Council.

Kim Whitmore asked if it would be appropriate to ask if a Council member would want to be on the workgroup for the data assessment pilot? Wisconsin would build its own hub; what Wisconsin data would we want to put into a Wisconsin hub? Each jurisdiction has their own hublet where they enter their own data, and there are extremely powerful mapping tools.

Calendar

There will be two Executive Committee meetings between meetings:

- a follow-up meeting two weeks following a meeting
- an agenda-planning meeting three weeks prior to a meeting
- it was decided in a previous Executive Committee meeting that all Executive Committee meetings will last two hours each.

María M. Flores circulated a draft calendars for the Executive Committee. This will be shared with Council members.

February 6, 2015 Council Agenda

- SIM grant update
- Decision making guidelines
- Committee discussion
- Disparities resolution
- Data conversation
- HW2020 Staff Retreat
- Elections – Dr. Gilmore made a few points about this:
  - The Nominating Committee is to prepare a slate of candidates. If there is only one person per slate, the ballot comes forward with a single name. Committee members ask if there are any nominations from the floor. It is up to the body to determine this; one approach is that if an individual from the floor is aligning with a given position, if voted upon, they need to take the place of one of the two. Another approach is to have the third member written in on the slate and have the Council make a decision. Council members should be prepared for this. The 11th edition of Robert’s Rules of Order should be checked. The Nominations Chair is the lead on this.
- Typically voting is done via a balloting process.
- It is important to give each nominee time to say a few words. It may be a good idea for nominees to prepare a few remarks for the Council.
- Each person votes and folds the ballot, collection by members of the nomination committee. As they are neutral, they tally ballots and share information in writing with Interim chair to report back to the Council.
- The meeting facilitation continues with the current Chair, new Chair takes over at the next Council meeting.
- Elections and committee decisions will come before lunch.
- Make sure we have a place on the agenda for the Health Equity liaison
- Bill Keeton stated that the February agenda should be structured to have committee membership information at the beginning of meeting. They can then spend the morning considering their role on a committee while listening to updates. The self-nominations can be made prior to lunch, and members may sit with their committees during lunch. A committee assignment will be to create a one-page worksheet regarding the role of their committee.
- Guests could include: Alex Ignatowski, Jenny Ullsvik, Nancy Young, Craig Steele, someone like Kevin Moore, or someone from the Budget office or Department of Administration.
- The Nancy Young discussion should be more than just a report; there needs to be time for thoughts and reaction.
- Include time to discuss the retreat.
- The word “reports” should be changed on the agendas to “updates”. Members should be aware that they may provide feedback on updates.
- Accompanying materials – if Bill Keeton would give a short communication – we heard you, come ready to actively engage. Highlight opportunities for true engagement in this meeting.
- The Resource website demo will take place at the first meeting of each sub-committee; it will be a ½ hour agenda item.
- Administrator’s report. Apprise Karen of the more action-oriented approach to this meeting.