

**PUBLIC HEALTH COUNCIL
STATE HEALTH PLAN COMMITTEE
at the
Black Health Coalition
2801 W. Wisconsin Avenue, Milwaukee, Wisconsin
Tuesday, April 4, 2006
9:00 a.m. – 12:00 noon**

MINUTES

Members Present: Leah Arndt, Mary Jo Baisch, Michael Bell, Catherine Frey, Carol Graham, Peggy Hintzman, Gary Hollander, Mark Huber, Juli Kaufmann, Rachel Morgan, Christopher Okunseri, Richard Perry (Chair), Patrick Remington (by teleconference), Hector Torres, Pa Vang, JoAnn Weidmann (Vice Chair), Julie Willems Van Dyke (by teleconference).

Members Absent: None

Bureau of Health Information and Policy Staff: Kelli Jones, Jacqueline Moss, Margaret Schmelzer

Guest: Bridget Booske (by teleconference), David Kindig (by teleconference), Patricia McManus

Chairman Richard Perry called the meeting to order at 9:08 a.m. All members were introduced and a warm welcome was extended to new members of the State Health Plan Committee (SHPC). Check-in and check-out processes will now be a part of every meeting. Check-in for this meeting was led by Dr. Gary Hollander.

Committee Charge and History

The charge of the SHPC was reviewed. There was discussion to amend/revise/accept the Committee's charter and implement tools that will give it more substance and strength. Vice-Chair JoAnn Weidmann gave a brief history of legislative actions and statutes that led to the Governor's appointment of members that make up the Public Health Council. This Committee's charge is to report to the Public Health Council (PHC) on the status of implementation of Wisconsin's State Health Plan (*Healthiest Wisconsin 2010: A Partnership Plan to Improve the Health of the Public*) and to make recommendations to the PHC.

With the addition of new members, the SHPC is representative of diverse partnerships. Open meetings will add to the State's monitoring role. It was agreed that at least 10 minutes will be set aside during each meeting for the public's comments and insights.

Committee Meetings

The best time and dates for the SHPC to meet were identified. There will be eight more meetings this year, alternating between three-hour and five-hour meetings. The meeting in May will convene for five hours. The five-hour meetings will occur on Thursdays; the three-hour meetings will occur on Wednesdays. All meetings will be held in Milwaukee unless conditions warrant a change from time to time.

Committee Reports

Discussion about what is needed to reach the goals of *Healthiest Wisconsin 2010* and measuring progress of the PHC and its Committees resulted in the decision for quarterly reports to the Council. These deliverables will use the format approved for reports at the fall meeting of the SHPC. It is important that the Committee stays on task.

The staff reports at the May 2006 meeting will focus on two health priorities from *Healthiest Wisconsin 2010*: (1) Adequate and Appropriate Nutrition, and (2) Obesity, Overweight, and Lack of Physical Activity. As part of this, the SHPC will discuss the children's nutrition issue referred to the SHPC by Dr. Ayaz Samadani, Public Health Council Chair. Coordination of agency programs is needed so as to avoid duplication.

Committee Charter

Chair Perry made a motion to accept the Committee Charter; it was seconded by Carol Graham. This motion carried overwhelmingly.

Committee Ground Rules

The strategic planning subcommittee of the SHPC recommended a set of ground rules, which differ from the Charter and represent agreed-upon rules for how we will work together as a Committee. The rules were reviewed, discussed, and modified. They will be scheduled for approval at the May 2006 meeting. It was recommended that these ground rules be prepared (in a poster or handout) for use at every SHPC meeting.

Process for Recording and Approving Minutes

Questions about the process for routing draft minutes and their approval and eventual posting on the Council's Web site prompted staff to confer with the Bureau's editor. The process is as follows: Ms. Moss records the minutes and Ms. Schmelzer reviews and revises them for content. They are sent to the Bureau's editor, Pat Nametz, who copy edits. The draft minutes are sent to SHPC members before the next meeting, where they are adopted as written or adopted with modifications. After this, they are posted on the PHC Web site (<http://publichealthcouncil.dhfs.wi.gov/>).

Report on the Strategic Planning Subcommittee Meetings

Dr. Hollander gave an overview of the proposed model to evaluate progress on the state health plan priorities. An electronic copy of the model will be prepared for the May 2006 meeting where it will be tested out on the two nutrition priorities of the state health plan.

The SHPC strategic planning subcommittee, which met earlier in 2006, recommended that the SHPC lead a consensus-building process concerning the definition of “health disparity.” A definition was drafted. Kelli Jones, Minority Health Officer, will present a definition for discussion and approval at the May 11 meeting. The consensus-building needs to occur between the SHPC, DHFS, the UW Population Health Institute, and the planning team for the future Minority Health Advisory Committee.

Other Matters

Staff presentations will be scheduled for up to two hours including discussions and question-and-answer sessions. The information to be presented will be distributed to Committee members prior to the meeting for their review.

The Division of Public Health was awarded an invitational grant from the Robert Wood Johnson Foundation to produce a Public Health and Policy Horizons Conference. Sponsorship from the State Health Plan Committee is desired. The grant cycle ends in December 2006.

The Committee leadership will meet with Ms. Schmelzer and set a proposed calendar for 2006. The calendar will be posted on the State Health Plan Committee pages of the Public Health Council Web site.

All members participated in a check-out. The meeting was adjourned at 12:00 noon.

Minutes submitted by:
Jacqueline Moss