

MINUTES
Public Health Council
State Health Plan Committee
July 12, 2007

Location: Beloit Area Community Health Center
74 Eclipse Center, Beloit, Wisconsin

Attending: Jan Seibert (phone), Mary Jo Baisch, JoAnn Weidmann, Peggy Hintzman, Marilyn Haynes-Brokopp, Leah Arndt, Richard Perry, Catherine Frey, Christopher Okunseri

Absent:
Carol Graham, Rachel Morgan, Gary Hollander, Patrick Remington, Pa Vang, Julie Willems Van Dijk, Bridget Booske

Staff Present:
Margaret Schmelzer

Guests Present:
Mark Powless, Amanda Regenold, Alice Thompson

Agenda Item	Action
<p>Review agenda and approve minutes from June 2007 meeting. Introductions Mr. Mark Powless, doctoral candidate, clinical psychology, was introduced by Dr. Arndt. He will attend meetings as time permits and will serve in her absence. Ms. Alice Thompson, graduate student, public health nutritionist and nurse, was introduced by Dr. Baisch. She will attend as time permits with Dr. Baisch.</p>	<p>Motion by Ms. Frey seconded by Dr. Baisch to approve minutes. Unanimous.</p> <p>Ms. Hintzman requested an agenda item concerning communication be added to today's discussion. Agreed.</p>
<p>Report from the Chair: Mr. Perry announced his resignation from the Committee and the Public Health Council primarily due to his efforts to expand primary health care services to low income individuals and families in the southern part of the state. The Committee expressed their deep gratitude for his leadership. Mr. Perry will remain on the Committee and the Council until his replacement is appointed.</p> <p>Dr. Baisch inquired about the critical need for a Council member to chair the Committee and to strengthen membership on the Committee with Council members. One role of the Chair and Vice Chair is to track actions of the Council through the minutes and the</p>	<p>ACTION: Motion by Baisch seconded by Haynes-Brokopp that the Council should: (1) make sure that the replacement for Mr. Perry is a Council member who understands public health and the state health plan, and (2) make certain that the SHPC and the PHC are diverse. Pass unanimously.</p>

Agenda Item	Action
<p>“recommendations grid.” This is also another reason why the Committee needs the Chair to be a member of the Council. Remaining Council members include Ms. Frey and Ms. Weidmann. Ms. Van Dijk resigned to take on the responsibilities of Chair of the Council’s Public Health Finance Committee.</p>	
<p>DPH Report: Ms. Schmelzer provided copies of the revised “Recommendations Grid.” The purpose of the grid is to provide a comprehensive list of policy recommendations to the Council and track action on the policy recommendations. Policy recommendations will be added to the grid over time. Ms. Schmelzer walked the Committee through the entire document. Ms. Schmelzer recommended the Committee determine if a priority-ranking schema needs to be developed by the Committee.</p>	
<p>Dr. Seibert’s Final Report: Dr. Seibert provided a brief overview of her written report. The Committee expressed its gratitude to Dr. Seibert for her report. The report was unanimously accepted with the following actions (see list under “action” column).</p>	<p>ACTION: Need to hold a future discussion in fall 2007, to populate the role categories suggested in the written report. Provisional volunteers and preferred roles include:</p> <ol style="list-style-type: none"> 1. Ms. Weidmann: subcommittee leadership; e-mails to partners; minutes and letter writing; meeting with public health system partners. 2. Dr. Hollander: writing policy, editing policy; presenting policy; meeting with public health system partners; e-mails to partners. 3. Dr. Okunseri: researching policy; presenting policy; meeting with public health system partners; subcommittee leadership. 4. Ms. Frey: subcommittee leadership. 5. Dr. Remington: editing policy; presenting policy. 6. Ms. Haynes-Brokopp: meeting with public health system partners; subcommittee leadership; presenting policy; writing policy. <p>ACTION: The goal will be to adjourn in three hours but the meeting will be officially scheduled for four hours. The Chairs will work hard to keep the agenda moving.</p> <p>ACTION: The Chair, Vice Chair, and Ms. Schmelzer will attend the Executive</p>

Agenda Item	Action
	<p>Committee Meetings to facilitate better coordination between the Council and the Committee.</p>
<p>External Processes: Ms. Marilyn Haynes-Brokopp gave an overview of processes with the expressed purpose of closing any gaps in internal and external processes so that evaluation presentations to the Committee are consistent. Ms. Schmelzer prepared internal and external narrative documents which served as core documents to prepare the “process algorithms.” The Committee was pleased with the report and processes and recommended that the following edits be made to the narrative report and “process algorithms”: (1) include a process to state the date and location, and (2) make certain that the original PowerPoint outline/narrative is reflected. Ms. Schmelzer will provide this format to Ms. Haynes-Brokopp.</p> <p>Mr. Perry requested that a visual packet and process be created without reinventing documents. This packet should include (1) pie chart reflecting the priorities to be reviewed for a given year, (2) pie chart describing the processes, (3) internal narrative and internal “process algorithm,” (4) external narrative and external “process algorithm, (5) list of recommended references (e.g., Mid-Course Review), (6) PowerPoint sample, and (7) a copy of the report format the Committee will use to forward policy recommendations to the Public Health Council.</p> <p>The Committee pondered a related issue: how to move away from the DHFS as the primary reporter and get public health system partners involved in the evaluation process. Does our current reporting process overly lean upon the DHFS? Could or should one of the partners give the report on behalf of the partners? On the other hand, the DPH/DHFS has to take primary responsibility, and serving as the primary presenter holds the DHFS</p>	<p>ACTION: Ms. Weidmann recommended the Committee consider the ABCDE priority ranking that the Emergency Preparedness Committee uses. She later recommended that we consider the key roles in the Seibert document as possible factors to rank recommendations on the grid.</p> <p>ACTION: Motion by Weidmann seconded by Seibert to accept the “Recommendations Grid,” keep the priority ranking language, and place this on the DPH website and send this out widely with the website. Passed unanimously.</p> <p>ACTION: Schedule a discussion during Fall, 2007, to discuss priority ranking options for policy recommendations.</p> <p>ACTION: Ms. Schmelzer offered to prepare a sample packet, share it Ms. Haynes-Brokopp and ask the reporters for Mental Health and High-Risk Sexual Behavior to use it for the September and October presentations.</p> <p>ACTION: Need to discuss this issue toward the end of the year and reach agreement how the Committee might revise its approach in 2008 and beyond.</p>

Agenda Item	Action
<p>accountable so the Committee can build upon work already in motion.</p>	
<p>Report Status: Alcohol, Substance Use and Addiction Report Ms. Schmelzer reported for Ms. Vang. If agreeable to the Committee, Margaret will work with Ms. Vang to complete this work. Will use the data presented in September 2006 – the month in which the report was given to the Committee. Ms. Schmelzer stressed the importance of the Committee reading the most recent report and forwarding edits to Ms. Vang. The Committee agreed that Ms. Vang should include infrastructure recommendations and agreed with Ms. Schmelzer that horizontal communications and capacity need to be built between both relevant Councils of the Governor, the Wisconsin Public Health Council and the State Council on Alcohol and Drug Abuse.</p> <p>Ms. Frey expressed concern that the Committee is not giving the Council practical ways to deal with these complex policy recommendations. Ms. Frey said: “the Council doesn’t have the capacity just like we don’t have the capacity.” What can we give the Council that allows them to act? They need a handful not a basketful of policy recommendations. We should strengthen the recommendations.</p>	
<p>Report Status: Access to Primary and Preventive Health Services Dr. Baisch will read the DHFS reports from Ms. Dopp and Dr. LeMay and forward recommendations to Ms. Morgan and Dr. Okunseri. Dr. Baisch said we’ve missed a major opportunity with the budget bills concerning access to care. How are we responding to these issues? We need a legislative update at regular meetings.</p>	
<p>Late Breaker: Communication Ms. Hintzman raised the recent report from the University of Wisconsin Population Health Institute entitled “Health of Wisconsin: Report Card – July 2007.” How does the Public Health Council respond to this? How</p>	<p>ACTION: Motion by Dr. Baisch, seconded by Ms. Haynes-Brokopp, that the State Health Plan Committee encourage the Public Health Council to take a strong role in advocating for public health issues. Unanimous.</p>

Agenda Item	Action
<p>can we bring our work into focus with the public? How do we use our champion role?</p> <p>The Council is responding to timely issues that include the proposed hospital tax, and the movement of WIC out of DHFS.</p>	<p>ACTION: Recommend that the PHC members raise this at the next PHC Executive Committee Meeting.</p>
<p>Adjourned at 1:15 pm.</p>	<p>Cancel August 2007 meeting. Next meeting scheduled for September 12, 2007</p>

Minutes recorded by:

Margaret Schmelzer
 Chief Staff to the Committee

- C: Ayaz Samadani, MD, Chair, Wisconsin Public Health Council
 Sheri Johnson, PhD, Administrator and State Health Officer, Division of Public Health
 Thomas Sieger, Deputy State Health Officer, Division of Public Health
 Patricia Guhleman, MS, Director, Bureau of Health Information and Policy
 Jane Conner, Staff, Wisconsin Public Health Council