

**Minutes**  
**Wisconsin Public Health Council**  
**Ad Hoc State Health Plan Quality Improvement Committee (SHPQI)**  
**April 19, 2012**

**Location:** Teleconference. In-person participation held at 1 West Wilson Street, Room 118, Madison, Wisconsin.

**Attending:** Gretchen Sampson, Terri Kramolis

**Absent:** Charles Post

**Staff:** Pat Guhleman, Margaret Schmelzer, Kristine Freundlich, Mary Pesik, Janice Liebhart

<b>Agenda Item and Discussion</b>	<b>Decisions, Actions, Recommendations</b>
<p><b>Convene meeting, review agenda and meeting objectives.</b></p> <p>Ms. Schmelzer convened the meeting at 7:30 a.m.</p> <p>Ms. Schmelzer welcomed all members and participants. No changes were made to the agenda. Meeting objectives were reviewed with no changes. Motion by Ms. Kramolis and second by Ms. Sampson to approve the March 15, 2012 minutes. Unanimous.</p>	<p>March 15, 2012 minutes approved.</p> <p>Ms. Kramolis will brief the PHC Executive Committee on May 18, 2012.</p>
<p><b>Discuss and approve outline, developed by program experts, for presenting priority focus areas to PHC.</b></p> <p>Ms. Pesik oriented the Committee to the proposed layout of the June 1, 2012 presentation. Ms. Kramolis and Ms. Sampson were supportive of both the approach and the content. Key points of the discussion follow:</p> <ul style="list-style-type: none"> <li>➤ Committee members support a two-hour focus on the topics and Ms. Kramolis will communicate how much the Committee values the time and deliberations of the PHC.</li> <li>➤ The committee agreed with the proposed outline though suggested adding some considerations on barriers and opposing voices.</li> <li>➤ In keeping with the recently approved Committee</li> </ul>	<p>Outline approved.</p> <p>Ms. Kramolis to communicate the importance of time and deliberations to the Executive Committee.</p> <p>Agreed that the Committee is pivotal to setting the stage for the formal progress reviews scheduled for June</p>

Agenda Item and Discussion	Decisions, Actions, Recommendations
<p>charge, it was agreed that the Committee has a leadership role in setting the stage and facilitating dialogue and deliberations during the progress reviews. It is important to hear from and nurture the voices of the Committee and the PHC.</p> <p>➤ The Committee will identify and propose some possible roles / actions for the PHC on the topic to set the stage for both formal presentations that may include the following:</p> <ul style="list-style-type: none"> <li>○ Revisit the Committee’s charge with the Executive Committee and PHC as it pertains to the mutual, collaborative, and interactive roles of the Committee and PHC. Agreed that the progress reviews should bring out their respective voices.</li> <li>○ Kickoff with a report on the “state of the state’s health” with a focus on poverty, education, disparities and other determinants that intersect with the focus areas under review.</li> <li>○ Restate the importance for the Council to align its recommendations to evidence-based policies being advanced by the program and local, statewide, and national partners.</li> <li>○ Review the HW2020 Partnership Model and identifying opportunities to advance “health in all policies.” Here the audience of PHC actions would be the 18 sectors in the HW2020 Partnership Model.</li> <li>○ Suggest actions the PHC can take to support joint community health improvement plans being undertaken by hospitals and local health departments. It is notable that physical activity, nutrition, and chronic disease are frequently selected as local priorities in these plans.</li> </ul>	<p>and October 2012.</p>
<p><b>Determine the leadership role of the SHPQI Committee during the upcoming progress reviews of HW2020 focus areas.</b></p> <p>All agreed it would be desirable for the Committee to exert a leadership role in setting the stage and suggesting policy alignments to assure solid review processes and meaningful policy and program recommendations from the</p>	<p>Ms. Guhleman will prepare a background paper on quality improvement in furtherance of Committee discussions to</p>

Agenda Item and Discussion	Decisions, Actions, Recommendations
<p>PHC. Approaches and corresponding content to achieve this might include:</p>	<p>identify roles of the Committee and the Council.</p>
<p><b>Discuss potential roles for SHPQI with the infrastructure grant and identify future agenda items for the Committee.</b></p> <p>Ms. Freundlich kicked off the discussion by framing several discussion questions to shape future roles of the Committee in quality improvement and performance management. Key discussion points follow:</p> <ul style="list-style-type: none"> <li>➤ The Committee currently lacks capacity to serve as an advisory body to the quality improvement grant.</li> <li>➤ Links to HW2020 related focus areas include: practice-based research; quality improvement and capacity; and identifying ways to blend quality improvement and research opportunities.</li> <li>➤ Identify opportunities for the Committee to update the PHC on quality improvement as it directly relates to two infrastructure focus areas (1) public health research and evaluation, and (2) public health capacity and quality.</li> <li>➤ Identify opportunities that a PHC strategic plan may present to inform the roles of the SHPQI in the areas of quality improvement and performance management. <ul style="list-style-type: none"> <li>○ The group briefly noted / discussed that the PHC currently lacks a strategic plan.</li> </ul> </li> </ul> <p>A brief position paper to explore resource capacity, prepared by Ms. Guhleman, would add value in framing the quality improvement role and opportunities of the Council including what can reasonably be expected from the Council. Content of this paper would describe oversight of the grant warrants and what needs to be done. It may include a review of the infrastructure grant to explore the development of a process evaluation tool.</p> <p>Next steps: The Committee and staff agreed that time should be set aside at a future meeting to deepen the knowledge of Committee members in quality improvement and performance management. A first step would be to review the infrastructure grant. Future opportunities might include developing a process evaluation tool.</p>	<p>Discussion paper stimulated future opportunities for the Committee.</p> <p>Schedule meeting time to review quality improvement and performance management.</p> <p>Ms. Schmelzer will schedule a future opportunity to discuss potentials for a standing external advisory partnership team for HW2020.</p>

<b>Agenda Item and Discussion</b>	<b>Decisions, Actions, Recommendations</b>
<p>Concerning future agenda items, Ms. Schmelzer asked the Committee to consider how it can provide additional support to the roll-out and implementation of HW2020. Ms. Schmelzer expressed the need for discussions concerning whether an external advisory team to HW2020 is needed.</p> <p>➤ Issues were raised regarding capacity / resource limitations to having another body, and possible conflict with the roles of the Council. Ms. Guhleman recommended this issue be scheduled for a future meeting and asked Ms. Schmelzer to help shape the discussion points. Furthermore, Ms. Schmelzer should articulate the justification for why another body is essential before asking for further dialogue.</p>	
<p><b>Adjournment:</b> The meeting was adjourned at 9:00 a.m.</p>	<p><b>Next meeting:</b> May 24, 2012</p>

Meeting notes taken by:  
Margaret Schmelzer and Kristine Freundlich

- C: Gary Gilmore, Chair, Wisconsin Public Health Council  
 Karen McKeown, Administrator, Division of Public Health  
 Patricia Guhleman, Director, Office of Policy and Practice Alignment  
 Bureau of Community Health Promotion:  
 Susan Uttech, Director  
 Mary Pesik, Program Coordinator, Nutrition/Physical Activity Program  
 Janice Liebhart, Epidemiologist, Nutrition/Physical Activity Program