



# Wisconsin Division of Public Health

**PROGRAM/GROUP:** Public Health Council – Executive Committee

**MEETING TITLE:** PHC Executive Committee Meeting

**LOCATION:** 1-877-820-7831 / Participant Passcode: 767377# OR 1 West Wilson Street, Room 250-D, Madison, WI 53703

**DATE/ TIME:** Friday, April 20, 2018 9:00 – 11:00am

**Context: (Purpose, Vision, Mission, Goal):**

*The Public Health Council was created by 2003 Wisconsin Act 186 (Wis. Stat. §15.197[13]). By statute, the Council’s purpose is to advise the Department of Health Services, the Governor, the Legislature and the public on progress in implementing the state’s 10-year public health plan and coordination of responses to public health emergencies.*

**Meeting Facilitator:** Mary Dorn

**Meeting Recorder:** María M. Flores

**Council Members Present:**

Mr. Terry Brandenburg; Ms. Mary Dorn; Mr. William Keeton; Dr. Alan Schwartzstein

**Guests Present:**

Ms. Alicia Iannece, Graduate Nursing Student

**Department of Health Services (DHS) / Division of Public Health (DPH) Staff:**

María M. Flores	Minority Health Training Coordinator, Minority Health Program, Office of Policy & Practice Alignment
Sara Koliner	Policy Section Chief and State Health Plan Officer
Mimi Johnson	Director, Office of Policy & Practice Alignment
Margarita Northrop	Population Health Services Fellow, Office of Policy & Practice Alignment

**Agenda:**

Time:	Topic:	Lead:	Notes/Follow-up:
9:00 – 11:00am	Council Business: 1. Roll Call 2. Review and approve March 16, 2018 Executive Committee draft minutes 3. Review April 6, 2018	Mary Dorn	1. Roll Call completed 2. March 16, 2018 Executive Committee draft minutes: <ul style="list-style-type: none"> <li>• Bill Keeton moved to approve the minutes</li> <li>• Dr. Alan Schwartzstein seconded</li> <li>• Minutes approved; no changes.</li> </ul> 3. April 6, 2018 Council minutes: <ul style="list-style-type: none"> <li>• Terry Brandenburg moved to accept the minutes to send to the full Council for approval.</li> <li>• Mary Dorn seconded.</li> </ul>



# Wisconsin Division of Public Health

	<p>Council meeting draft minutes; approve to send to full Council.</p> <p>4. Set agenda for June 1, 2018 Council meeting</p>		<ul style="list-style-type: none"> <li>• Bill Keeton and Dr. Alan Schwartzstein abstained from voting.</li> </ul> <p>Discussion:</p> <p>A discussion ensued on the format of Council agendas.</p> <ul style="list-style-type: none"> <li>• Minute approval will be moved to the first item after the Welcoming.</li> <li>• “Open Forum” should be changed to “Public Comment” to better reflect the intent of this agenda item. Items that may be discussed should be noted. Staff will explore appropriate language to add.</li> <li>• Dr. Alan Schwartzstein made a motion to include a “public comment” section on Executive Committee agendas. <ul style="list-style-type: none"> <li>• There were two “ayes” and two “nays”</li> <li>• For the time being, there will be no public comment section on the Executive Committee agendas.</li> </ul> </li> <li>• Bill Keeton asked that a way to dialogue with visitors that will not violate Open Meetings law be explored.</li> <li>• Items should go on the agenda only when there is an update. The standing updates area should only contain DPH updates and Preparedness updates. If there are no Legislative updates, then this area should not list them as an agenda item.</li> <li>• With regard to the Minority Health Advisory Group, this area on the agenda should be considered for all groups with which the Council may have a relationship.</li> <li>• The current agenda style should be kept for June, and a template be made for future meetings to present to the members. Staff will provide a template as an agenda packet attachment for the June meeting</li> <li>• The term “Council Business” should be removed in future agendas.</li> <li>• A new section, “Member Sharing, “Member Announcements” or “Updates from PHC members” should be added before “Next Steps.” This is a space for members to make announcements about conferences, community happenings, etc., in a way that does not violate Open Meetings law.</li> <li>• Executive Committee members asked that all presentations align with the mission of the Council, and explain the tie into the state health plan. Additionally, all presentations should have clear visuals.</li> <li>• Terry Brandenburg, along with Dr. Gary Gilmore and other public health academic program managers across Wisconsin, are working with the WI Center for Public Health Education and Training to conduct focus groups around continuing education for the public health workforce. He is asking for one hour for his partners to conduct a key informant interview with Council members.</li> </ul> <p>4. Agenda for June 1, 2018 meeting:</p> <ol style="list-style-type: none"> <li>a. Updates to the Council: (45mins-hour)</li> </ol>
--	--	--	--



# Wisconsin Division of Public Health

			<p>Division of Public Health updates          Preparedness updates          Minority Health Advisory Group Liaison          (No DHS Legislative update)</p> <p>b. Council Business:          Review and Approve April 6, 2018 PHC minutes          Review of Agenda template/structure</p> <p>c. Key informant discussion about continuing education and the public health workforce</p> <p>d. <i>Healthy Wisconsin</i> updates</p> <p>e. <i>Healthy Wisconsin</i> Priority: Alcohol</p>
	Status on proposed updates and strategy for <i>Healthy Wisconsin</i> addendum	Mimi Johnson Sara Koler Maggie Northrop	<p>Maggie Northrop stated that the Priority Action Teams are asking for additional information from Council members:</p> <ul style="list-style-type: none"> <li>• What are they seeking from the Priority Action Team (PAT) briefings? (the work of the PATs, background on the importance of the priority, something else?)</li> <li>• How long should the PAT presentations/briefings take?</li> <li>• What do Council members want to hear more about? (PAT accomplishments, [retrospective past], planned work [future], obstacles, partnerships, ways the Council can assist the priority and the PAT).</li> </ul> <p>Guidance provided by Executive Committee members as it pertains to PAT presentations:</p> <ol style="list-style-type: none"> <li>1. Presenters should take as long as they need to relay the necessary information; a minimum of 30 minutes, but most presentations will probably take about an hour – 30-40 minutes for PAT to report on progress and about 10-15 minutes for discussion.</li> <li>2. Presentation should be high-view, not very granular and detailed; information should be pertinent to the Council’s mission and charge.</li> <li>3. Presentations should include information about the current status of the work of the PAT, progress, barriers and challenges, what can the Council do to support the PAT’s work (“asks” of the Council members).</li> </ol> <p>Mimi Johnson stated that the tool used in the WI-HIPP process for collecting feedback could be utilized to solicit feedback from Council members on the recommended revisions to the objectives and strategies of each <i>Healthy Wisconsin</i> priority area: red, yellow, green indicators for questions posed to the Council.</p>
	Adjourn		Terry Brandenburg moved to adjourn the meeting Bill Keeton seconded. The meeting was adjourned at 10:50am.