



# 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#  
**DATE/ TIME:** Thursday, June 27, 2019 11:00 am– 1:00 pm

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

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| <i>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.</i> |  |
| <b>Meeting Facilitator:</b> Mary Dorn  | <b>Meeting Recorder:</b> Ruth Sullivan |

Members present: Ms. Mary Dorn, Mr. Bill Keeton, Mr. Terry Brandenburg, Dr. Alan Schwartzstein  
 Members absent:  
 Staff present: Ruth Sullivan, Maggie Northrop, Neil Ortmann

**Agenda:**

| Time:             | Topic:   | Lead:            | Notes/Follow-up:   |
|-------------------|--|------------------|--|
| 11:00am           | Roll Call  |                  |  |
| 11:00am – 12:50pm | Executive Committee Business:<br>1. Review and approve June 24 Executive Committee minutes<br>2. Discussion on Policy Committee measles statement<br>3. Decision on next steps for statement | Mary Dorn<br>ALL | 1. Mr. Terry Brandenburg moved to approve the June 24, 2019 minutes. <ul style="list-style-type: none"> <li>• Mr. Bill Keeton seconded</li> <li>• There was no discussion and the minutes were unanimously approved.</li> </ul> 2. The committee discussed the format of the Policy Committee measles statement document and use of citations. The PHC letterhead for statement is currently being used, but the committee decided it would be beneficial to have a memo template to use in the future. <ul style="list-style-type: none"> <li>• The committee requested to have staff create a template for PHC policy statements that can be used in the future rather than only having the letterhead to use.</li> <li>• Dr. Alan Schwartzstein moved to approve the request.</li> <li>• Mr. Brandenburg seconded.</li> <li>• All approved to request for staff to create a template for PHC policy statements</li> </ul> |



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|                |                     |           | <ul style="list-style-type: none"><li>• Mr. Keeton raised the need to make the measles statement “as digestible as possible for someone who spends as little time in our space.”</li><li>• The committee discussed minimizing citations and data and potentially creating an appendix or background information section for citations and data that must be included.</li><li>• The group discussed the contents and format of the statement along with the intended audience of the statement.</li><li>• Mr. Brandenburg motioned to approve the statement as redrafted to go to individuals as discussed.</li><li>• Mr. Keeton seconded.</li><li>• All approved.</li></ul> |
| 12:50 – 1:00pm | Wrap-up and Adjourn | Mary Dorn | Mr. Brandenburg motioned to adjourn.<br>Mr. Keeton seconded.   |

*Notes: The Department of Health Services is an equal opportunity employer and service provider. If you need accommodations because of a disability or need an interpreter or translator, or if you need this material in another language or in an alternate format, you may request assistance to participate by contacting Ruth Sullivan at 608.261.0650 or [DHSPublicHealthCouncil@wisconsin.gov](mailto:DHSPublicHealthCouncil@wisconsin.gov). You must make your request at least 7 days before the activity.*