



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: Monday, August 26, 2019 2:30 pm– 3:30 pm

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

<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>	
Meeting Facilitator: Mary Dorn	Meeting Recorder: Ruth Sullivan / Dominique Barthel

Agenda:

Time:	Topic:	Lead:	Notes/Follow-up:
2:30 pm	Roll Call		Present: Ms. Mary Dorn, Mr. Terry Brandenburg, Mr. Bill Keeton Excused: Dr. Alan Schwartzstein
2:30 pm – 3:20pm	Executive Committee Business: <ol style="list-style-type: none"> Review and approve June 27 Executive Committee minutes Review and approve August 2 Council meeting minutes for sending to full Council Discussion and feedback on template for policy statements November 1 Council meeting agenda setting 	Mary Dorn ALL	<ol style="list-style-type: none"> Mr. Bill Keeton moved to approve the June 27, 2019 Executive Committee minutes. <ul style="list-style-type: none"> Mr. Terry Brandenburg seconded. There was no discussion and the minutes were unanimously approved. Mr. Brandenburg moved to approve the August 2, 2019 Council meeting minutes for sending to the full Council. <ul style="list-style-type: none"> Mr. Keeton seconded. There was no discussion and the minutes were unanimously approved to move to the full Council for review. Ms. Maggie Northrop provided a summary of the research completed to create the policy statement template and described the sections on the template. The committee discussed the draft template provided by staff for policy statements. <ul style="list-style-type: none"> Mr. Brandenburg thanked the staff for their research and drafting. He confirmed that brevity is key in such documents. He said he thinks the template looks great. Ms. Mary Dorn said she agrees. It is very readable and digestible. The average person could read it quickly. The committee discussed next steps in the process. Mr. Keeton suggested forwarding the draft to the whole Council for transparency and to



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			<p>allow anyone to begin a draft statement on a topic of their interest.</p> <ul style="list-style-type: none"> • Mr. Brandenburg agreed that the whole Council should receive the draft. It is guidance rather than a requirement to follow. The Council may need white papers and more expansive documents in the future, but this should be the standard template for most policy statements. For routine business, it is a good guideline to follow. • Ms. Dorn suggested sharing only the policy template and not the cover letter templates. The cover letter is mostly applicable to the Executive Committee’s business. The template can go out to the full Council in an email with the next meeting materials for the 11/1/2019 meeting. <p>4. November 1 Council meeting agenda setting</p> <ul style="list-style-type: none"> • The committee agreed that the following should be included in the November 1 agenda. <ul style="list-style-type: none"> ○ Council business ○ Review 8/2/2019 minutes ○ Presentation and discussion of draft metrics for Council performance management created by staff from the 8/2/2019 discussion. ○ Introduction of the policy template. • Ms. Dorn asked the committee if they are interested in a high level <i>Healthy Wisconsin</i> priorities presentation from staff. • Ms. Northrop said she is willing to provide a presentation. The 2019 addendum is in the works, and she could provide a look at the focus on disparities and root causes. • Mr. Brandenburg stated that health equity seems to be a focus of DHS right now and is something the Council should be looking at. • Ms. Mimi Johnson confirmed health equity is a focus of DHS and will be in the coming years. It may be useful to have a training on health equity from outside trainers. This could serve as an organizational development opportunity and perspective builder as well as bring context to DHS budget initiatives. • The committee welcomed the idea of a health equity training. • Ms. Sullivan asked the group when they would like to begin scheduling 2020 meetings. • Ms. Dorn said she noticed general feelings from the Council that there is a need for more than four meetings per year, especially with an increase in membership. • The committee discussed three options for 2020 meetings: <ul style="list-style-type: none"> ○ 6 in person meetings ○ 4 in person meetings and 2 virtual meetings ○ 4 in person meetings only • The 2020 schedule will be further discussed at the November meeting with the options above presented to Council members.
3:20 pm – 3:30	Wrap-up and Adjourn	Mary Dorn	Mr. Brandenburg motioned to adjourn.



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pm			Mr. Keeton seconded. The meeting adjourned at 3:08 p.m.
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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. You must make your request at least 7 days before the activity.