



Public Health Council State Health Plan Committee

Committee Charter

1. Purpose and scope

The Public Health Council's (PHC) charge is to provide guidance to DHS, the Governor, state legislature, and the public on the progress of implementing the state's public health plan. As part of this charge, the Council is tasked with advising and monitoring the implementation of the State Health Plan (SHP) which includes a state health assessment (SHA) and state health improvement plan (SHIP) that is on a continuous 5-year cycle. The Public Health Accreditation Board requires the SHP to engage with stakeholders and partners across all its processes.

The purpose and scope of the Public Health Council State Health Plan (SHP) Committee, centered around advising on the development and implementation of the SHP, are outlined below.

- The State Health Plan Committee engages with the SHP processes in a detailed and thorough manner and serves as the initial advisory level for any action of the council related to its SHP charge. The structure and purpose are similar to the already existing Public Health Emergency Preparedness (PHEP) Committee which supports the council in meeting its charge related to public health emergency preparedness.
- The committee will receive regular communications and presentations from DHS staff on the SHP processes, activities, engagement, and progress and will advise the council on further action needed as it relates to its SHP charge. Additional action can then be taken at a secondary level – by the full council, the SHP Committee, or other committees.
- The SHP Committee will support and help collaborate with the JEDI and Issues Committee on recommended action to the full council as it relates to SHA/SHIP.
- The SHP Committee will recommend action on SHA/SHIP to both the full council and the Issues Committee where action and topical areas align. It will also support the Issues Committee in areas of alignment and overlap between the issues discussed and the priority areas in the current SHIP. The complete flow and relationship with the Issues and JEDI Committees in terms of action is collaboratively defined and detailed in the appropriate section of this charter.
- The SHP Committee will advise on orientation and training materials and presentations for the full council as needed; advise on strategic direction and process and serve as the initial level of input; monitor regularly and in more detail the progress on the plan, ensure and monitor SHA and SHIP processes and products/deliverables as it relates to equity and community input as required by state statute.

2. Functions/Objectives

The State Health Plan Committee has five distinct, but related functions, that are necessary to fulfill its

purpose and charge as described above. These functions are further described with key elements below. These functions pertain to the State Health Plan.

- Function 1: Serve as a primary level of advising related to the State Health Plan.
- Function 2: Recommend further / secondary level of action to the council as needed.
- Function 3: Advise on orientation, presentations, and training materials for the Public Health Council and committees.
- Function 4: Connecting the work of the PHC with other sectors, partners, and other councils.
- Function 5: Evaluate all existing functions annually.

3. Flow and relationship with existing committees

The SHP Committee is charged with a primary action and advising role as it pertains to DPH and the SHP while secondary action happens or is authorized at the full council. External recommendations like resolutions, workgroups, white papers, reports, etc. need to be authorized by executive committee and / or the full council.

- Issues Committee: The Issues Committee and the SHP Committee will collaborate on projects with common goals and overlapping topics. This includes but is not limited to technical support and data, connections to partners, connection, and collaboration around legislative action. OPPA staff attending both committees will ensure regular communications and identification of common issues and opportunities for collaboration.
- Justice, Equity, Diversity and Inclusion (JEDI) Committee: The JEDI Committee will provide input and insight into SHP Committee business and actions as it relates to equity and inclusion conversations as well as advise the SHP Committee as needed on ways to incorporate health equity in its processes and deliverables. The SHP Committee will provide updates to the JEDI Committee and keep the JEDI Committee informed about equity-related actions emerging from other state entities and partnerships, including other state councils.
- Executive Committee: The SHP Committee will provide regular updates to the Executive Committee and bring forward issues that need attention from the council for addition to meeting agendas.
- Full Council: The SHP Committee will provide regular updates to the full council as well as bring recommendations to the council related to the State Health Plan. It will also bring for a full council vote all SHP-related actions external to the council, DPH and SHP team advising (i.e., resolutions, reports, white papers, policy recommendations or similar action that warrants full council vote of approval).

4. Membership/Roles

Membership

- Membership of the committee will include seven to eight members representing a balance of people who represent the council, individuals outside of the council (i.e., local CHA/CHIP leaders, community, and CBO representatives, WPHA/WALHDAB structures, or other partner sectors).
- Approximately three of the seven to eight committee members will be members of the PHC.
- At least two of the seven to eight committee members will represent community-based organizations or community perspectives. This will ensure connection with community needs.
- At least two of the seven to eight committee members will represent local and/or Tribal health departments, with the goal to involve representation from one local health department and one tribal health department. This will ensure alignment and connection with local public health plans (i.e., CHAs, CHIPs, CHNAs).
- The committee will be chaired or co-chaired by a council member to ensure continuity with council activities.
- The committee will be staffed, and meeting scheduling will be facilitated, by SHA/SHIP staff in collaboration with the chair. The committee chair will work closely with the SHP lead and Public Health Council Coordinator to build meeting agendas.
- Term limit will follow council bylaws. Committee members and chair will have a 2-year term.
- Voting:
 - All committee members are voting members.
 - The committee will follow council rules on quorum.
- The committee and all its members will pursue its work of advising the State Health Plan with health equity and equitable health outcomes as the goal.
- The SHP Committee will remain in regular communication with JEDI, PHEP, and Issues Committee to ensure free flow of ideas and opportunities to joint recommendations and action as needed.

Division Staff

The SHP team and additional staff from the Office of Policy and Practice Alignment (OPPA) in the Division of Public Health (DPH) will participate in meetings, bring forward agenda items and presentations, offer insights and support actions, but would not be voting members.

- The SHP team, in coordination and collaboration with the Public Health Council Coordinator, will support and staff the SHP Committee.
- The SHP Team will help set agendas and respond to any requests from the committee members, including prepare presentations, data, etc.

5. Responsibilities

Responsibilities of Committee members include the following:

- Attend and actively participate in as many meetings as possible as the committee will aim to minimize any homework for members.
- Follow Open Meetings Law and record minutes of meetings.
- Request information from the SHP team and others as needed to fulfill its duties.
- Utilize tools and templates provided.
- Learn about the issues presented on the agenda; where possible, include the voice of those not represented, but affected/impacted by the issue.

- Bring forward recommendations to the committee or full council.
- Identify issue champions and partners to support action or participate in the SHP processes.
- In conjunction with the PH Council and available resources, assure match of resources to work assigned to the committee.

In addition to responsibilities identified above, this Committee exists at the discretion of the Public Health Council and must:

- Be in compliance with Wisconsin's Open Meetings Law.
- Support the Public Health Council's statutory requirements and defined purpose of advising and monitoring the SHP.
- Maintain a record of its major decisions and other actions.
- Assure a quorum of at least half of the Committee members for votes on final decisions to be forwarded to the Public Health Council/Chair.
 - Decisions will be carried by a simple majority vote of the Committee quorum.

Responsibilities of Committee chair(s) include the following:

- All responsibilities of committee members
- Plan meeting agendas in collaboration with state staff
- Lead and facilitate meetings
- Guide committee action and discussion

6. Meeting Schedule and Timeline:

- Committee meeting cadence: the committee will meet a minimum of 6 times per year or more often if needed and agreed upon.
- If workgroups are formed to meet the needs of the committee and the council, they will meet as is necessary and establish their own cadence.
- The committee will make an intentional effort to have primarily working meetings to minimize added homework for committee members.