



INSTITUTE FOR WISCONSIN'S HEALTH INC.

WPHPBRN Steering Committee (SC) Meeting Minutes **Thursday, June 24, 2010, 12 noon – 1:30 p.m.**

SC Members attending: Terry Brandenburg (Chair), Ron Cisler, Lieske Giese, Pat Guhleman, Mary Jo Knobloch, Muriel Nagle, Elise Papke, Julie Willems Van Dijk, Susan Zahner

Guests: Senay Goitom, UW Project Assistant and Mary Jo Baisch, PhD, RN, UW-Milwaukee

SC Members unable to attend: Eric Gass, Kate Konkle, Cheryl Maurana, Paul Smith, Faye Tetzloff, Nancy Young

1. Project Deliverable – Creating a PHSSR Agenda for Wisconsin (Susan)

Susan reported that IRB has already reviewed the survey and accompanying documents and has asked for minor changes. Final approval of IRB exemption is expected within one week. She is working with Senay Goitom, project assistant, to format the survey in Qaultrics, the online survey tool being used. The survey will go out sometime after July 4th holiday.

ACTION ITEM: A decision was made to send the survey to the 11 local health departments involved in our network as a way to pilot the questions.

2. Project Deliverable - LHD financing project (Susan)

Susan has been working with Senay Goitom, project assistant, to develop survey questions for the financing project. She has sent the first draft to Dr. Andrew Reschovsky for review and feedback. The next step is to send the draft survey to the four local health departments for feedback (those health departments who volunteered to participate in the financing project). Susan will also send the survey to the SC for comments. After finalized, the survey will be submitted to IRB. Susan is in the process of developing a work plan for data gathering and data analysis.

3. Network Project Selection Criteria (Terry, Susan)

ACTION ITEM: A decision was made to approve the selection criteria with two wording changes. The SC discussed changing wording to indicate the criteria as guidelines and that not all criteria need to be met to approve a project. Also, wording of #6 will be

changed to reflect community and collaborative involvement. Mary Jo will make these changes and disseminate the updated version. The SC agreed this document may be revised and/or updated at any time, if necessary.

4. Quick Strike Funds (Terry)

Mary Jo Baisch, PhD, RN, presented a Quick Strike proposal and fielded questions related urgency of need, community health outcomes, the Wheel of Intervention, individual vs. population health outcomes, etc. Budget was discussed to include an item for network management. The title of the project is - Analysis of Public Health Problems and Interventions Collected in an Automated Community Health Information System: A Longitudinal Study of Population Level Health.

ACTION ITEM: A decision was made to accept the proposal and submit to Glen Mays/National Coordinating Center. Mary Jo Knobloch will confirm submission requirements/format etc. with the National Coordinating Center/Glen Mays. Terry will inform Mary Jo Baisch of next steps.

5. Announcements (Terry)

Pat Guhleman discussed the State Health Plan roll out and agreed to send the link to the SC. Julie Willems Van Dijk mentioned a proposal sent to WPP related to investment in best practices, and identifying strengths and gaps. She also mentioned possible opportunities in the evaluation of the CHIP process. Susan Zahner reminded the group of the \$150,000 available to Round II networks in the fall and suggested the SC be ready to submit a project in the fall. Lieske Giese mentioned the UW and DPH Public Health Training Center Grant as another opportunity for network involvement.

ACTION ITEM: A decision was made to keep this type of “announcement” item on each agenda.

6. Project Deliverable - Developing a Formal Process to Identify Potential Projects and Researchers (Susan)

Another deliverable is identifying projects and researchers in the field of PHSSR in Wisconsin. The SC decided to keep the search broad and open-ended due to the limited number of researchers in this field at this time.

ACTION ITEM: A decision was made to form a SC subgroup to explore this deliverable and develop a plan prior to our next meeting. The subgroup consists of Mary Jo Knobloch, Pat Guhleman, and Muriel Nagle.

7. Next Meeting/Continued Monthly Meetings (Terry)

The SC agreed to continue with monthly telephone meetings at least for the next two months (July and August 2010).