



WPHPBRN Steering Committee (SC) Meeting Minutes
Monday, May 24, 2010
12 noon – 1 p.m.

Steering Committee Members Attending: Terry Brandenburg, Ron Cisler, Eric Gass, Pat Guhleman, Mary Jo Knobloch, Muriel Nagle, Elise Papke, Paul Smith, Faye Tetzloff, Julie Willems Van Dijk, Nancy Young, Susan Zahner

1. Welcome (Terry Brandenburg, Chair)

2. Project Deliverable – Developing a Research Agenda (Mary Jo and Pat) - Mary Jo provided a recap of SC discussions and decisions made previously regarding the research agenda survey. The group discussed both draft surveys with the following recommendations:

- Use a hybrid survey including sections of both draft surveys – using both closed and open ended questions
- Reword the introduction section to reflect background of the WPHPBRN and our link to the national agenda and RWJ
- Don't assume LHDs are ready to engage in research
- Use the national priority list as a place to start and a way to help guide the reader
- Keep the inventory questions – as it is a deliverable also
- IRB approval needed (apply for exemption)
- Send survey out to SC with a deadline for feedback

3. Project Deliverable – LHD Financing project (Susan) - Susan recently submitted grant proposals and was successful in obtaining ICTR funds to obtain a health policy project assistant and expert consultation time with Dr. Andrew Reschovsky (experienced in methodologies related to LHD financing and trend analysis). Another ICTR proposal is currently under review with notification in July. This ICTR proposal will provide support for LHD participating in the financing project and additional support for dissemination and communication of PBRN activities.

4. Network Project Selection Criteria (Susan) – Susan provided a one page draft document of selection criteria our network can use when projects are presented for future funding. SC members received this document prior to the meeting. A suggestion was made to form a sub-group to work on refining this document and sending it out for feedback. Some members thought the document could be used as is – with minor wording adjustments. The sub-group will email suggestions to Mary Jo and the document will be sent to all SC members for feedback.

5. Quick Strike Funds (Terry, Mary Jo, Susan) – Mary Jo and Susan provided a recap of details known about applying for Quick Strike Funds. Key points – (1) the project needs to be completed with some results by the end of October 2010, and (2) project funds are meant for an emerging need – something that has to be done now. We only need a one page description or abstract to submit to Glen Mays at this point. Three ideas have surfaced (1) Pat’s project related to the 2020 Health Plan, (2) the evaluation plan related to the QI project, and (3) a workforce development survey related to public health staff research competencies.

Descriptions of possible projects should be sent to Mary Jo in a one page format/abstract style. Projects should have a PI named.

6. Next Meeting – A meeting wizard will be sent soon to determine date/time of next meeting. We will continue to meet monthly at this point.

7. Other – Terry mentioned the NACCHO meeting coming up and the added “research track” available this year.