Minutes
UW School of Medicine and Public Health (UW SMPH)
Oversight and Advisory Committee (OAC)
1:00PM – July 20, 2011 – 3330 HSCL

Members present in person: Pat Remington, Cindy Haq

Members Present by Phone: Doug Mormann, Greg Nycz, Susan Goelzer, Meg Gaines, Katherine Marks, Chris Holmes

Staff: Cathy Frey, Tonya Mathison, Mike Mirer, Ken Mount, Eileen Smith, Stephen Smith, Mary Jo Knobloch, Quinton Cotton

Invited Guests: Lorraine Lathen (LIHF Consultant, by phone)

1. Call meeting to order

Remington called the meeting to order at 1:07pm.

2. Decision on draft minutes of June 15, 2011

Gaines seconded a motion by Holmes to approve the draft minutes of June 15, 2011. The motion passed by unanimous vote.

3. Recap of June 15, 2011 OAC Meeting

Remington provided clarification on two questions raised during the June 15, 2011 meeting.

As follow-up to the discussion at the June meeting of the OAC regarding the acceptable uses of the 35 percent of the allocation as specified in the Insurance Commissioner’s Order, Remington informed the committee that the Order requires funds designated for “public health” to be spent on community-based projects, and that a process must be in place to assure that communities have reasonable access to those funds. The OAC’s original goal was to put 50 percent of OAC funds into the Community-Academic Partnership Fund, with a goal to reach two-thirds of dollars distributed to communities. Gaines said it was incumbent on the OAC to make as much funding as possible available for community-based activities. Remington requested a measure in the Annual Report noting how much funding was directly accessed by communities. Nycz said his understanding is that OAC has a stewardship responsibility to maximize the funds’ use for public health. Some of the education and research initiatives, supported by the 65 percent, provide important public health evidence and information for community-based projects. Remington said he felt that understanding was reflected in the 2010 Annual Report, which looks at all WPP public health funding.

Remington said there also had been consultations with legal counsel about liability coverage of OAC public members in their capacity as committee members. Eileen Smith said Article 8 of the OAC bylaws, entitled “Liability Coverage for Committee Members,” covers all OAC
members. Lisa Wilson, UW Madison Legal Council, has reviewed the OAC bylaws and confirmed the coverage of the public members. Smith said Wilson offered to speak to the committee, if OAC members requested it and would distribute the relevant bylaws sections.

4. Announcements

**Wisconsin United for Health Foundation, Inc.**

Smith reported that the Wisconsin United for Health Foundation (WUHF) board met in executive session on June 28 to discuss the status of negotiations regarding management fees charged by the UW Foundation. The WUHF board has communicated with the UW Foundation leadership, expressing concern that the issue had not been resolved. In response to the WHUF Board’s request for input from the public members, OAC members, Mormann and Nycz, wrote letters that were also shared with the Insurance Commissioner. Mormann said he spoke with Charles Henderson, WUHF attorney. Nycz reported that WUHF was appreciative of their letters. Nycz and Mormann said they also spoke with Joe Leann, WHUF board member. Remington said he was hopeful for a WUHF response to the OAC’s concerns.

**OAC 2011 Meeting Schedule**

Frey reminded members of the 2011 meeting schedule. Additionally, a follow-up conference call may be scheduled in July related to the Lifecourse Initiative for Healthy Families discussed later in the agenda. The OAC does not meet in August, and has a joint meeting scheduled with the PERC in October.

**Declaration of Conflict of Interest Policy and Questionnaire**

Smith asked the OAC members to review the Conflict of Interest policy and complete and return the questionnaire.

5. **Partnership Education and Research Committee Report**

Nycz reported on the July 11, 2011 PERC meeting. The PERC moved forward on two grant program cycles. The committee invited 15 of the 30 proposals received through the New Investigator Program to submit full applications due in September. Five applicants were invited for final interviews as part of the Collaborative Health Sciences Program. Up to three awards will be made by the PERC in September.

The PERC renewed funding for the UWSMPH Biobank through the end of the current five-year plan, $187,790 for 2 ½ years. The PERC had requested that the Biobank present a sustainable business plan that indicated PERC’s reduced support over a defined time period. The Biobank has built important connections with programs like the Survey of the Health of Wisconsin, which has significant storage needs for the biological samples it collects.

The PERC approved the 2010 WPP Annual Report.

The PERC also accepted an interim progress report on the Evaluation of *Cuidandome*, which examines the effectiveness of an OAC funded program. Remington added that the PI on the
grant, Ana Martinez-Donate, had been an academic partner on the initial grant which led to the PERC research proposal.

Nycz added that Norm Drinkwater, who led the NIP and CHSP reviews discussed earlier, said the reviewers ranked solely on scientific merit. Drinkwater commented that PERC’s role was to determine how well each proposal fits with the WPP goals and objectives.

6. **Financial report: OAC endowment value and cash balance**

Mount presented the financial projections through June 30, 2011. The projected endowment value is approximately $320M, or 13.75 percent above its original value, with a cash balance of $32M – a slight decrease in the value of the endowment since April.

Haq asked about the endowment’s exposure and risk if no debt ceiling deal is reached, and if there were proactive steps that could be taken to insulate the endowment. Mount said he would follow up with the foundation’s chief investment officer.

Mormann inquired on the accuracy of recapture fee projections in the monthly financial reports. Mount said the projections were very close to accurate. The 2010 Annual Report clarifies that the revenue shown is after the expense recapture and external fund manager fees are charged, which is approximately $2.8 million. The Foundation has not provided a dollar figure for investment manager charges, instead providing the fee in basis points. Mormann sought further clarification. Mount said the expense recapture fee is 1 percent, greater than the external managers’ fees. After discussion, it was decided that further clarification was needed to determine the actual fee for the external fund managers. Mormann said he would like to see this amount reported in future Annual Reports, even if those figures were estimates with footnotes. Mount said he would continue to work with the UW Foundation. Nycz asked about banking fees as well. Remington said it was important to pursue answers to OAC’s questions.

Mormann requested a monthly update on the endowment’s purchasing power in addition to the endowment value in comparison to the historical level. Remington agreed it would be important to track that over time. Mormann asked whether the $12M in the OAC spendable account would be sufficient to cover the expected number of grants for this year’s CAPF cycle, and if it would be possible to fund more than 10 development or four implementation grants. Mount said that could be explored once it became clear that all current commitments were met.

7. **Presentation and Decision on Wisconsin Partnership Program 2010 Annual Report and non-supplanting attestation**

Smith presented the 2010 Wisconsin Partnership Program Annual Report. Since the first draft was presented in June, changes requested by committee members had been incorporated. Committee members commented on the report.
In compliance with the Insurance Commissioner’s Order, the Grant Agreement and the 2009-2014 Five-Year Plan, Mormann moved approval of the 2010 Annual Report of the Wisconsin Partnership Program, prepared in collaboration with the UW School of Medicine and Public Health and the Wisconsin Partnership Program Education and Research Committee, covering expenditures through December 31, 2010, which includes the Oversight and Advisory Committee’s (OAC) decision-making process for support of community-based initiatives, the participation of OAC members in the review of medical education and research initiatives, the process for determination of non-supplanting, and an overview of the financial status of the funds. Further, the OAC gives authority to the Wisconsin Partnership Program staff to make editorial changes for purposes of clarification, style, grammar and accuracy before submission of this report to the UW System Board of Regents and the Wisconsin United for Health Foundation, Inc. Marks seconded the motion, which was unanimously approved.

Mount presented the Attestation of Non-Supplanting for OAC Initiatives. All OAC initiatives awarded or expending funds in 2010 were reviewed to determine whether the WPP had complied with the supplanting prohibition in the Insurance Commissioner’s Order, as specified in the criteria set forth in the addendum to the 2004-2009 Five-Year Plan. Mount said attested that no supplanting had occurred in 2010.

Mount gave an overview of the process and indicated that he had previously signed an attestation for the PERC. Mount and Dean Golden will sign an attestation on behalf of the SMPH. Darrell Bazzell, Vice Chancellor for Administration, will sign an attestation on behalf of UW-Madison. Mount then signed the attestation for OAC.

8. Lifecourse Initiative for Healthy Families

a. Steering Committee Report
Marks reported that LIHF Steering Committee is seeking nominations. The next Steering Committee meeting is scheduled for September 14, 2011. Marks said the Milwaukee Journal-Sentinel’s “Empty Cradles” series continues to bring public awareness of African American infant mortality disparities in Milwaukee.

The Evaluation workgroup continues to develop metrics for evaluating the LIHF initiative, including a revised logic model and detailed evaluation plan. The RFP workgroup is helping to develop a grant application for the implementation phase. Marks said the Steering Committee expected that the Mayor and the Health Commissioner of Milwaukee and the Milwaukee United Way will soon announce a special donation to support infant mortality efforts. The March of Dimes also has made a grant available to support the Centering Pregnancy Program.

b. Updates on Community Action Planning Grants
Lathen provided updates from each site.
- Kenosha LIHF collaborative members participated in an Undoing Racism conference in Flint, Michigan. On July 9, Kenosha held a community event to raise awareness about the project, recruit new members for the Collaborative, and seek feedback on
recommendations they are making in the community action plan. Kenosha has requested a no cost extension, and is working toward completion of the plan.

- Racine LIHF Collaborative members completed a draft community action plan, and held an event to present it to the community.
- The Beloit LIHF Collaborative is identifying a consultant to assist in drafting a community action plan. The group continues to conduct discussion groups and is incorporating feedback into the plan. The Collaborative also working closely with Beloit College.
- Milwaukee LIHF expects to complete its community action plan by July 31.

Lathen said the plans will serve as the blueprints moving forward, and expectations are that the plans will undergo a series of revisions before they are finalized. Collaborative members at all sites have media spokespersons training. All have had discussion with other successful programs, both in person and through teleconference. The Communications and Public Awareness workgroup has been involved in developing a marketing campaign.

Project coordinators from each site are seeking to define the role of the Collaboratives during transition to implementation. Four key areas have been identified:

- Leadership development
- Achieving community buy-in for the plans
- Leveraging funding beyond the WPP commitment
- Policy advocacy

c. **Timeline to transition**

Cotton provided a draft timeline for transition from the planning to implementation phase and noted key OAC decision dates.

d. **Discussion and decision on guidelines for continuation Planning Grant Funding Application**

In a follow-up to the May 2011 OAC discussion for continuation planning support, Cotton said the funding would be needed to ensure that the Collaboratives can complete their community action plans and begin working to achieve community buy-in for the plans. In accordance with WPP policy, Frey indicated that continuation funding must be a new grant application process. The OAC will be asked to review and approve a Request for Application (RFA) for continuation planning funding at a July conference call.

e. **Presentation of draft Request for Partnerships (RFP) for LIHF Community Grants**

Cotton said an RFP workgroup comprised of OAC members, WPP Staff, LIHF Steering Committee members, state public health officials, Center for Urban Population Health staff, and the Planning Council met since January 2011. Similar to the Community Academic Partnership Fund, two grant types will be available, implementation and development. The RFP also speaks to the connections between the LIHF Collaboratives and project grantees. The OAC will review and discuss this application at the September meeting.

Haq said the impact of the initiative is already apparent in Milwaukee, including the Journal-Sentinel series and comments by the Mayor. Nycz asked if there had been any interactions
with new Wisconsin Department of Health Services secretary Dennis Smith. Smith said that steering committee member Murray Katcher plays an important role in the initiative and would be able to keep the Secretary and his office informed. Discussions about an informational meeting with the Secretary, in conjunction with MCW, about the work of the two programs will take place in August. Lathen said that Patrice Onheiber of DHS is working to educate the secretary on the racial disparities in birth outcomes.

9. Population Health Service Fellowship Subcommittee report and recommendation

Haq reported on the recommendations of the Population Health Service Fellowship Subcommittee (comprised of Haq, Betty Chewining, Holmes, Mormann, Norm Drinkwater, and Nycz. In June, the committee voted unanimously to recommend that PERC consider accepting funding responsibility for the Fellowship Program. Haq said the subcommittee was very impressed with the outcomes of the program. Members saw the Fellowship Program as a high-priority program within the WPP’s mission, but one best placed with the PERC. Haq formally submitted the recommendation.

Remington asked for the OAC’s acceptance of the report. Haq moved that the recommendation, that PERC consider accepting funding responsibility for the Health Services Fellowship program, beginning July 1, 2012, be forwarded to the PERC. Gaines seconded. The motion was unanimously approved.

Clarification was provided by Remington that if PERC accepted the recommendation, funding for the program would come from the 65 percent. Smith said PERC likely would consider the recommendation at its October meeting.

10. Community Academic Partnership Fund

a. Quarterly report on active grants
   Steve Smith reported 12 no-cost extensions during this quarter. Two were approved by the full committee, with the rest approved administratively. Knobloch reported one project manager change, and a meeting with a project team from Aurora to discuss current project status, and a second request for a no-cost extension. Knobloch also reported working with Jim Welsh, from Jewish Family Services regarding the Collaborative AODA Service grant on a no-cost extension. Steve Smith reported that there were no spending problems or budget issues to report on active grants.

b. Discussion and decision on no cost extension request for Aurora Health Care – Reducing Youth Substance Abuse through Brief Motivational Interviewing in Schools.
   Knobloch reviewed and recommended a second no-cost extension for Reducing Youth Substance Abuse through Brief Motivational Interviewing in Schools. Haq moved the no-cost extension be granted. Nycz seconded. The motion was approved unanimously.

c. Review process for 2011 Notice of Intent/Letter of Interest and full applications.
Knobloch summarized the OAC approved review process for Community Academic Partnership Fund Notices of Intent. Prior to expert panel review, the applications received a WPP staff technical review. Nycz said he thought the review panel was very strong. Remington endorsed the process as well, noting it saved time for applicants unlikely to be funded and offered assistance to promising projects not yet ready. Gaines agreed the process was a good one, but noted there were promising applicants not invited to submit a proposal. She asked if there were a way to identify a category for good ideas or projects that need assistance to develop into successful applications. Knobloch noted this was important and would follow-up with promising program ideas. Remington said he thought creating a programmatic response to this idea would be a good step, and asked that it be added to a future agenda.

Remington proposed that the OAC take up the development and implementation proposals separately, and asked committee members to declare conflicts of interest.

Mormann reported conflicts on one implementation and one development grant #2083, “La Crosse Fruit & Vegetable Partnership” from the La Crosse County Health Department and #2117, “Cashton Community Wellness Program” from the Scenic Bluffs Community Health Center, where he serves on the board. Mormann did not participate in the discussion of the implementation proposals.

Nycz moved acceptance on the review committee’s recommendation to invite 10 implementation proposals to submit full applications. Holmes seconded. All voted in favor, with Mormann abstaining on the conflicts identified above.

Haq declared a conflict on development proposal #2239, “Community Investment in Health: Developing the Lindsay Heights Wellness Commons,” from the Walnut Way Corporation, where she serves on the Steering Committee.

Before the development grants were taken up, Haq noted that some proposals did not have academic partners listed. Knobloch indicated that listing an academic partner was not required at this stage, and that WPP staff will assist applicants in finding academic partners if their project moves to the full submission stage. Frey said that many applicants already have a partner in mind, but may not have negotiated roles and responsibilities with that partner and do not list them on the application.

Nycz moved approval of the recommended development grants and invitations be extended for full applications. Haq and Mormann did not participate in the discussion. Holmes seconded. All voted in favor, with Haq and Mormann abstaining on their conflicts identified above.

Haq then asked, in light of the recommendation for moving the Health Service Fellowship Program to PERC funds, whether the Healthy Wisconsin Leadership Institute also should be transferred. Remington said that he would bring the issue to the PERC’s chair. Smith said
the OAC should have a full discussion of this recommendation at an upcoming meeting. Remington directed that it be added to a future OAC agenda.

Mormann asked whether moving the Fellowship to PERC would free resources for the upcoming funding cycle. Smith said the financial projections will be updated for discussion at an upcoming meeting. Remington said the external review panel would be asked to submit a ranked list of programs so more grants could be funded if the resources were available.

Frey said staff would follow up about a conference call with the OAC to discuss and approve the LIHF Continuation Planning Request for Application request.

11. Adjourn – Next meeting September 21, 2011

Remington adjourned the meeting at 3:19pm.

Recorder, Michael Mirer
Secretary, Chris Holmes