Minutes
UW School of Medicine and Public Health (UW SMPH)
Oversight and Advisory Committee (OAC)
9:00AM – July 28, 2011 – 2158 HSLC

Members Present on phone: Meg Gaines, Chris Holmes, Katherine Marks, Doug Mormann, Greg Nycz, Pat Remington

Staff: Quinton Cotton (phone), Cathy Frey, Mary Jo Knobloch, Mike Mirer, Eileen Smith,

Invited Guests: Lorraine Lathen (phone), Phil Farrell (LIHF Steering Committee, Co-Chair)

1. Call meeting to order

Remington called the meeting to order at 9:04am.

2. Announcements

Declaration of Conflict of Interest Policy and Questionnaire
Eileen Smith said that the OAC Conflict of Interest Policy and Questionnaire had been distributed to OAC members.

Insurance Commissioner’s Order
Eileen Smith said the Insurance Commissioner’s Order had been distributed to OAC members, and called the committee’s attention to the language on Page 26 regarding the Community-based projects.

OAC Bylaws reference to Article 8, Liability Coverage for Committee Members
Eileen Smith said the section of the OAC bylaws regarding liability coverage for members had been distributed to OAC Members.

3. Discussion and decision on guidelines for Lifecourse Initiative for Healthy Families Continuation Planning Grants Funding Request for Application

Frey said that at the May meeting, the OAC discussed a need for flexibility to ensure a successful conclusion to the Lifecourse Initiative planning phase, not only by extending the time allotted for developing community action plans, but also extending funding. New awards require a formal application process, and a Request for Application was developed for continuation planning funding. The document defines the scope of activities to be covered by these awards. On July 27, the LIHF Core team of Lathen, Cotton, Frey, Eileen Smith, Farrell, and Marks met in Kenosha to finalize the RFA.

Farrell said the focus of the RFA was defining the role of the collaboratives during the transition period. He said it is important to both have a good review process in place, and to tighten the roles of the collaborative. Marks concurred with Farrell’s assessment. She said it was
important to communicate to the collaboratives that continuation funding is available so that the community action plans are high quality and the collaboratives are prepared for the implementation phase. The RFA makes clear that WPP resources were used for finishing the community action plan and conducting community education efforts.

Lathen described the allowable uses of the funds. Continuation funds may be used to complete the community action plans, and gain community support for that plan. They also may be used to strengthen and enhance the governance structure of each collaborative. The RFA also directs collaboratives to work with WPP staff and consultants and participate in project workgroups. It also funds participation in WPP-sponsored education and public awareness efforts, such as the social marketing campaign around the Pregnancy Risk Assessment Monitoring Survey (PRAMS), which is being designed to increase participation from African-American women.

Cotton described the timeline. Pending OAC approval, the RFA would be released to the collaborative on August 1, with proposals due on September 1. Following a staff review, the OAC would be asked to vote on the proposals at its September 21 meeting. Grants would run for three-to-six months, from October 1, 2011 through March 31, 2012. During that period, priority tasks will be completion of the final community action plan and strengthening the collaborative’s governance structure. After December 31, 2011, expectations are that activities involving capacity building will take place. No-cost extensions beyond March 31, 2012 are not available. Lathen and Cotton will work with the sites, as this should be a negotiated process.

Nycz said the language on Pages 3 and 4 appeared consistent with the cooperative agreement language the OAC wanted to work toward. He saw the need to continue activities so there was no loss of energy between planning and implementation phases. He asked if communities feel that this funding allows for a smooth transition. Lathen said communities welcomed the additional time and funding. She said that the structure of the RFA allows the communities to get a sense of closure to the planning phase and the beginning of implementation. Sites were concerned that the planning phase would end and there would be a long delay prior to the implementation phase. This allows for continuation of planning which is very much needed.

Frey said the groups will present at the September or November OAC meetings when members will have the opportunity to ask questions of grantees.

Clarification was provided that RFA funds would begin in communities after any existing no-cost extensions had expired.

Mormann moved that RFA be approved. Gaines seconded the motion. All voted in favor.

Nycz asked whether the LIHF group had been in touch with Charlanne FitzGerald, who has been working on birth outcomes in the American Indian community, including on the OAC grant “Honoring our Children.” Frey said the group has an agreement with Paul Moberg’s evaluation group. Nancy Eberle, who works closely with FitzGerald, is involved.
4. **Adjourn – Next meeting September 21, 2011**

Remington adjourned the meeting at 9:33am.

Recorder, Michael Mirer  
Secretary, Chris Holmes