Minutes
UW School of Medicine and Public Health (SMPH)
Wisconsin Partnership Program
Oversight and Advisory Committee
January 21, 2015, 1-4 pm, Harting-Mullins Conference Room-4201 HSLC

Members Present: Philip Farrell (phone), Cindy Haq, Sue Kunferman, Katherine Marks (phone), Greg Nycz, Pat Remington (chair), Ken Taylor and Barbara Zabawa

UW System Board of Regents Liaison: Tim Higgins (phone)

WPP Staff: Quinton Cotton, Andrea Dearlove, Jim Krueger, Tonya Mathison, Evan Newhouse, Amanda Price and Eileen Smith

1. Call meeting to order

Remington called the meeting to order at 1:05 pm.

2. Announcements

   a. Audit Update

Smith reported that the Legislative Audit Bureau has selected ten OAC grants to be audited, along with the Lifecourse Initiative for Healthy Families (LIHF). Smith and Cotton are meeting with the Legislative Audit Bureau to discuss LIHF. Since most of the selected grants are closed, Kunferman asked if grantees are required to retain records for a period of time after their project ends. Smith responded that the Memorandum of Understanding states that grantees are required to retain records for five years after the date of their final financial status report and during an audit. The selected grantees will be contacted by the WPP to notify them that their project has been selected for the audit and that LAB will be scheduling a meeting with them.

   b. WPP Staffing Update

Smith announced that an accounting student, Evan Newhouse, is working with the WPP. In addition, Jim Krueger, WPP accountant, has accepted a new position. Mark McClintock, SMPH fiscal, will assist with WPP accounting while a new accountant is recruited.

   c. SMPH Transformation Update

Remington informed the committee that the University of Wisconsin School of Medicine and Public Health Transformation Advisory Committee will be meeting this year, noting that every three years the school goes through a process of evaluating the status of the transformation. A copy of the updated Transformation Progress Report will be shared with the members when it is available.

   d. Other Announcements
Nycz updated the committee on his work to address the shortage of child psychiatrists in Wisconsin. He would like to find innovative ways to increase the number of medical students interested in child psychiatry.

3. Decision on draft Minutes
   
   a. December 17, 2014 OAC minutes

Zabawa seconded a motion by Kunferman to approve the December 17th OAC minutes. The motion passed by unanimous vote.

4. Monthly Reports:
   
   a. Partnership Education and Research Committee

Nycz updated the committee on the January 12th PERC meeting. PERC approved their portion of the 2015 WPP administrative budget as well as the 2015 Collaborative Health Sciences Program Request for Partnerships. In addition, PERC heard a 12 month progress report presentation from Christie Seibert for Transforming Medical Education 2.0: Healthcare System Improvement, Community Engagement and Advocacy. There was also brief discussion on the renewal application for Survey of the Health of Wisconsin (SHOW), which will be reviewed by the PERC Executive Committee followed by the full committee in February.

5. Update on the Beloit LIHF Collaborative

Earlier in the month, Smith and WPP staff met with the leadership of Community Health Systems and the project team for the Beloit LIHF Collaborative. As discussed at the December OAC meeting, Community Health Systems is in chapter 11 bankruptcy related to financial and management issues. Smith noted that Community Health Systems leadership communicated their intent to withdraw as the convening agency and submitted a notice of termination to the WPP, dated January 21, 2105. This notice was provided to the OAC members.

Ehrenthal and Cisler will put together a process to explore options for the future of Beloit LIHF to be shared at the next OAC meeting. Marks asked what the status of the collaborative will be while a decision is being made. Smith expects the project team will be kept together while Ehrenthal and Cisler prepare their recommendations for the committee. Marks also asked about the status of the implementation projects. Cotton responded that he is in the process of visiting all LIHF grants. Based on the progress reports he has reviewed, the projects are moving along according to their work plans. Nycz encouraged the committee to keep an open mind when considering how to move forward with Beloit pointing out that a different model may need to be used. Remington agreed that it is important to engage in a process to determine what the best option is moving forward.

6. Discussion and Decision on Community Opportunity Grants RFP

Cotton gave a presentation on the Community Opportunity Grants Program, including a review of program goals and objectives and eligibility requirements. The presentation also clarified pre-award technical assistance and the review process.
The discussion focused on the following topics:

- Marks inquired about why academic partners are optional. Cotton noted that the decision was based on feedback to the WPP and reflects an earlier decision of the committee. Remington pointed out that the language in the RfP allows academic partners. Marks and Farrell noted that building partnerships between the university and community organizations is an important aspect of the OAC’s work. Suggestions included:
  - Staff should ensure that applicants are aware of the opportunity to have an academic partner and the availability of help to find one. (Remington).
  - Make abstracts available to facilitate faculty connecting with community organizations already working on topics that align with their research interest (Nycz).
  - Fund a team of faculty members to evaluate projects and determine how to spread successful projects to other communities (Nycz).
  - Discuss with PERC the potential of providing funds for faculty who engage with projects through the Community Opportunity Grants Program (Remington).
  - Partnership with UWSMPH also occurs through technical assistance, specifically through the Healthy Wisconsin Leadership Institute (Cotton).

- Cotton presented information on technical assistance available to grantees followed by committee discussion.
  - Remington asked how grantees will request technical assistance in the post award period, if needed. Cotton explained that there will be a process for applicants to request technical assistance once an award is made.
  - Haq noted that it will be important to track technical assistance requests and how much time is allocated to these requests to monitor and inform resource allocation. Smith responded that since this is the first RfP for the Community Opportunity Grants Program, it will be a learning experience, and we will make changes as needed. Remington pointed out that feedback from recipients, the Healthy Wisconsin Leadership Institute, and staff will help determine changes needed.
  - Haq inquired about the RfP including language indicating that the OAC may want successful project teams to assist future grantees working on similar efforts. Cotton responded that WPP staff can communicate this to applicants and grantees. Having the Healthy Leadership Institute engaged would allow the WPP to draw on former community teams doing similar work as Community Opportunity Grant grantees. Remington explained that adding this type of technical assistance is appropriate since the RfP states that each grant will be negotiated with applicants.
  - Zabawa noted asked for more information on other eligible plans. Cotton noted that local plans developed through a comprehensive community wide assessment led by a governmental body or community agency would be acceptable. It is the responsibility of the applicant to demonstrate that their plan fits this definition. Kunferman also pointed out that some key priorities in communities might not be included in Community Health Improvement Plans or Community Health Needs Assessment Implementation Plans.

- Nycz pointed out that the committee will learn a lot with this first RfP and that this feedback will be used to refine future directions.

Nycz made a motion to approve the release of Community Opportunity Grants 2015 Request for Partnerships that was seconded by Kunferman. During discussion on the motion, members asked about the criteria and funding priorities that will be used to evaluate applications. Members were directed to the review criteria in the RfP. Cotton also clarified that OAC will need a separate discussion on criteria to
reflect the committee’s interests in addressing specific priorities. Remington added that the criteria listed in the RfP were sufficiently broad to allow for further definition. The motion passed by unanimous vote.

7. Strategic Planning Follow Up

a. Allocation of OAC Resources for Grant Approaches and Programs

Committee members completed an online survey as a follow up to the December strategic planning discussion. They were asked to indicate the appropriate percentage of investment of OAC resources for responsive, strategic, and capacity building approaches for grant-making. Mean percentages of funding allocations for each category were 46% for strategic, 35% for responsive, and 19% for capacity building. Nycz commented that allocating certain percentages of resources for each approach may not be the best way to maximize the impact of these investments; that it is important to know the opportunity set before making funding decisions; and that the opportunity set may change from year to year. Cotton added that having clearly defined grant approaches is very helpful to staff when responding to questions from community members about the interests and priorities of the Partnership Program. Remington clarified that the intent of the survey was to inform and guide the committee moving forward, and it does not define strict rules for spending. Overall, the survey points out that the members want future investments to improve capacity building and that strategic programs are a priority for the OAC.

There was further discussion regarding the timeline for determining the next strategic initiative and the timeline for future decisions on the current initiatives. Cotton explained that Deb Ehrenthal, Principal Investigator for the Lifecourse Initiative, will be presenting to the OAC an assessment of the initiative and presenting recommendations for the future priorities. In addition, the Obesity Prevention Initiative will come back to OAC with data from their two pilot communities. Remington suggested that a process is developed to think openly about what the next strategic initiative will be. Smith added that this process has already begun with the staff developing a position paper about convening and potential topics for a new initiative. Nycz suggested that the committee consider opportunities having the potential to make an impact that can be directly tied to the effort.

The second survey question asked what criteria should inform decisions regarding the allocation of resources. Responses included need, health impact, evidence-based, leverage, and measurable change.

The third survey question asked members to suggest speakers and topics for OAC meetings. Topic areas included presentation on convening and hearing from specific groups about their work (Department of Health Services, Survey of the Health of Wisconsin, What Works for Health database, Birthing Project USA). Staff will work on arranging speakers for future OAC meetings.

8. Adjourn-Next meeting Wednesday March 18, 1-4 pm

Remington adjourned the meeting at 3:20 pm.

Recorder, Amanda Price
Secretary, Ken Taylor