Minutes
UW School of Medicine and Public Health (SMPH)
Wisconsin Partnership Program
Oversight and Advisory Committee
March 18, 2015, 1-4 pm, Harting-Mullins Conference Room-4201 HSLC

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

WPP Staff: Quinton Cotton, Andrea Dearlove, Lisa Hildebrand, Tonya Mathison, Amanda Price, Kelly Thompson and Eileen Smith

Guests: Deborah Ehrenthal (LIHF Faculty Director, Department of Obstetrics and Gynecology) and Ron Cisler (Director, Center of Urban Population Health)

1. Call meeting to order

Remington called the meeting to order at 1:06 pm.

2. Announcements

   a. Annual Report

   Work has begun on the 2014 WPP Annual Report. OAC will receive a draft of the 2014 annual report in May.

   b. Audit Update

   The audit of the WPP by the Legislative Audit Bureau (LAB) is making progress. The audit report is expected to be released at the end of the summer.

   c. WUHF Meeting for WPP 2013 Annual Report – April 10th

   The Wisconsin United for Health Foundation (WUHF) will hold a meeting to review the WPP 2013 Annual Report on Friday April 10th, 1:30 pm, at the Best Western-Inn on the Park.

   d. Review OAC meeting schedule

   Members were notified of the additional meeting on June 10th.

   e. Appointment of Robert Lemanske

   Phil Farrell will be stepping down from OAC. Rob Lemanske, Professor of Pediatrics and Medicine, has been nominated to fill the remainder of Farrell’s term. The appointment will go to the Board of Regents for approval in April. Lemanske is a pediatric allergist and immunologist and a former member of PERC. Farrell is delighted that Lemanske will be joining the OAC and knows he will be an excellent addition to the committee.
f. Kelly Thompson, graduate project assistant joins WPP

Kelly Thompson, an MPH student, has joined the WPP as a graduate project assistant.

3. Decision on draft Minutes

a. January 21, 2015 OAC meeting

Taylor seconded a motion by Kunferman to approve the January 21st OAC minutes. The motion passed by unanimous vote.

4. Elect OAC Chair, Vice Chair and Secretary

Rick Moss assumed the chair for this action item. Haq made a motion to reelect Remington as chair, elect Taylor as vice chair and Kunferman as secretary, effective immediately. Farrell seconded the motion. No additional nominations were made and the motion was approved by unanimous vote. Following the vote Remington resumed the role of chair.

5. Monthly Reports:

a. Partnership Education and Research Committee

Moss provided an update on the major agenda items from the February PERC meeting. At this meeting, PERC approved the renewal application for the Survey of the Health of Wisconsin (SHOW). Also, PERC reviewed their grant award history and financial projections.

6. Strategic Planning Follow-up

a. Review roll-out process for Dissemination and Implementation Request for Partnerships

The intent of this new RfP is to support moderate-to-large scale, evidence-based, community-academic partnership initiatives having the greatest potential of achieving public health impact. The proposed award amount is $1,000,000 over 5 years with a re-evaluation at year 3. Further discussion on the RfP, technical assistance and the review process will occur at the April OAC meeting.

Following the presentation committee members provided feedback. The discussion focused on the following topics:

- Remington and Lemanske suggested being flexible with the award allocation and matching fund requirement depending on the initiative being proposed and the timeline and support needed to achieve aims. Remington emphasized that the intent of the funding allocation and matching fund requirement is to ensure that projects are sustainable. It is the responsibility of applicants to demonstrate the sustainability of their proposal to the reviewers.
- Regarding program evaluation: in addition to annual progress reports, the project teams will be required to present to OAC every 12-18 months. There may also be opportunities to leverage for additional evaluation and faculty evolvement through the Institute for Clinical and
Translational Research (ICTR) Dissemination Research Supplement. This will be discussed with ICTR leadership.

- Remington commented that it would be beneficial to receive feedback on the RfP from Deb Ehrenthal, LIHF Faculty Director, and Alex Adams, Principal Investigator for the Wisconsin Obesity Prevention Initiative.
- Taylor commented that the RfP needs to clearly define the requirement for an evidence-base for the project.
- OAC members will receive a copy of the draft RfP in April. It is anticipated that the RfP will be released in May or June.

7. Grant Reports
   a. Community Opportunity Grants

Cotton reported that forty-five notices of intent (NOI) were received for the Community Opportunity Grants Program. He summarized the regions, organization types and topics of the NOIs and presented the membership of the review committee. WPP staff is currently speaking to applicants about their project idea and the expectations of the RfP before they move on to the full application stage.

Discussion included questions/comments regarding:
   - The diversity of the review committee – which OAC staff is working to finalize.
   - Adding a clinician to the committee.

   b. Lifecourse Initiative for Healthy Families
      i. Beloit LIHF Collaborative and decision on Collaborative Implementation Grant Request for Applications
      ii. Review process for collaborative interim progress reports

Ehrenthal and Cisler updated the committee on the LIHF initiative by addressing expanded LIHF activities and future directions. Ehrenthal will return to the June OAC meeting with further information about the vision and future direction of LIHF. In addition, the presentation included the review process for LIHF collaboratives interim progress reports.

The presentation also included an update on the Beloit LIHF Collaborative. Ehrenthal and Cisler recommended that OAC seek a new convening agency in Beloit through the release of a Request for Applications (RfA). Their recommendation was based on four key factors. First, the collaborative is strong and committed to continuing their work. Second, the collaborative has been extremely proactive and responsive to technical assistance by the Regional Program Office. Third, there are viable options for a new convening agency. Finally, a transition plan can be put into place that will maintain the collaborative until a new agency is in place.

There was discussion about how frequently OAC needs updates from the LIHF initiative. Remington felt that connecting with Ehrenthal more frequently to hear updates and provide feedback would be a good idea. However, the committee would need to think about what the best way to do this would be. Ehrenthal responded that she is willing to participate in whatever way OAC decides would be best.

In addition, there was discussion about the recommendation for the Beloit LIHF collaborative. Remington asked if there were agencies in Beloit who would respond to the RfP. Ehrenthal responded positively. Cisler added that the Beloit Collaborative plans to meet with agencies before they submit an
application to ensure fit and readiness. Haq commented that she was encouraged that Beloit is interested in continuing their work and made a motion to release an RfA to find a new convening agency. Farrell seconded the motion and it passed by unanimous vote. Moss was not present for the vote.

8. Adjourn-Next meeting Wednesday April 15, 1-4 pm

Remington adjourned the meeting at 3:08 pm.

Recorder, Amanda Price
Secretary, Sue Kunferman