Minutes
UW School of Medicine and Public Health (SMPH)
Wisconsin Partnership Program
Oversight and Advisory Committee (OAC)
January 20, 2016, 1-4:00PM, Harting-Mullins Board Room, Room 4201

Members Present: Greg Nycz, Pat Remington (Chair), Barbara Zabawa (phone), Ken Taylor, Rick Moss, Katherine Marks (phone), Rob Lemanske, and Cindy Haq (phone).

WPP Staff: Eileen Smith, Tonya Mathison, Quinton Cotton, Kelly Klingensmith, Andrea Dearlove, Nathan Watson, Mike Lauth, Kate Westaby, and Ken Mount.

UW-Madison Chancellor’s Liaison: Paul DeLuca

Guests: Kevin Wymore and Emma Wolfe.

1. Call meeting to order
Remington called the meeting to order at 1:03.

2. Announcements
   a. Welcome Anne Pankratz, University Relations Specialist
      Smith briefly introduced Anne Pankratz the Wisconsin Partnership Program’s new University Relations Specialist.
   
   b. February OAC meeting, strategic discussion on health equity
      Both committees will have a strategic discussion regarding health equity at their February meetings.
      i. September 7, 2016 WPP Health Equity Conference
         The Wisconsin Partnership Program will host a health equity conference on September 7, 2016 at Union South.
   
   c. Lifecourse Initiative for Healthy Families
      The LIHF initiative will be assessed and a midcourse correction will be made based on this assessment. Taylor suggested utilizing the lessons learned from the health equity discussion to guide the correction.
   
      Greg Nycz wrote an op ed in the Milwaukee Journal Sentinel on the activities and successes of the Partnership Program. It received positive feedback from a number of individuals.

3. Decision on draft minutes
The draft December 16 minutes were unanimously approved following a motion by Marks and seconded by Taylor. The vote was unanimous.

4. Partnership Education and Research Committee
Moss updated the committee on the January Partnership Education and Research Committee meeting. The PERC approved the WPP 2016 Leadership and Administrative budget. It also updated its conflict of interest policy which states that PERC members cannot apply as a Principal Investigator, Co-Principal Investigator, or Collaborator for PERC funding for the Collaborative Health Sciences, New Investigator Program, or Opportunity Grants Program. Taylor asked whether the OAC’s conflict of interest policy would undergo similar revision. Smith stated that the OAC conflict of interest policy would be examined by WPP staff. The committee also approved the Request for Proposals for the 2016 Collaborative Health
Sciences Program. Bruce Klein presented his final report for the grant, “Wisconsin Center for Infectious Diseases” (WisCID). This grant is a tremendously successful example of leveraging WPP funds.

5. Presentation of and decision on Wisconsin Partnership Program 2016 leadership and administrative budget
Smith presented the 2016 administrative budget to the committee. The total budget in 2016 is 1.1 million dollars which is slightly higher than the 2015 budget. The increase is mostly due to a 1% increase in fringe benefits, new database for grants management, conference on health equity, and moving the University Relations Specialist from UW Health Marketing and Public Affairs management to the WPP team under the supervision of the Director. Smith responded to questions on the budget-to-actual expenses on salary and fringe benefits in 2015 and to a request for more information on personnel funding.

Nycz motioned to approve the OAC’s portion (35 percent) ($389,121) of the administrative budget. The motion was unanimously approved following a second by Haq.

6. Review 2016 Community Impact and Opportunity Grant Program Request for Partnerships
Dearlove updated the OAC regarding proposed changes to the 2016 Community Impact Grant Request for Partnerships. The changes included: a revised and longer application timeline, requirement to explicitly address health equity, inclusion of health equity in review criteria, and more information requested regarding data used to make case for need and for evaluation. Cotton updated the OAC regarding proposed changes to the 2016 Community Opportunity Grant Request for Partnerships. The changes included: additional pre-award webcast on evaluation and policy, systems and environmental change strategies, required letter of support from author of local plan, competitive notice of intent, explicitly ask applicants to describe how proposal addresses issues of health equity, and refine proposal review criteria. The committee discussed the proposed changes. No action was required for this meeting; staff requested committee members to provide feedback and edits before the next meeting. The RFPs will be voted on at the February meeting.

7. Strategic discussion topic: OAC financial projections
Mount presented the financial projections for OAC through 2019. The projections included the following grant categories: Community Academic Partnership Fund Development, Community Academic Partnership Fund Implementation, Community Impact, Community Opportunity, Education, Obesity, LIHF, and administrative expenses. To focus the discussion on OAC’s overall portfolio, the projections were developed with a number of assumptions about each grant category as well as the following: (1) administrative expenses remain constant, (2) spend rates set based on duration of the particular award, and (3) stock market returns will be constant over each of the next 4 years, including the 1% UW Foundation fee. From 2016-2019 the OAC is projected to spend down the cash distributions to bring the amount closer to the 1.5 year target in accordance with the WPP general principles for endowment growth and distributions. Mount stated that after intentionally spending down the cash balance there will be a transition to a more “level” budget.

Mount also presented a graph showing OAC’s projected commitments broken down by grant category through 2019. Nycz stated that through 2019, approximately 57 percent of the funds are committed to ongoing projects and 43 percent to competitive grants. Remington noted that the balance of the OAC’s portfolio is something important to consider going forward. This was not an action item.
8. **Adjourn**

Remington adjourned the meeting at 2:55.

Next meeting Wednesday February 17, 1-4pm, Harting-Mullins Boardroom, 4201 HSLC.

Recorder: Nathan Watson
Secretary: Sue Kunferman