Minutes

Wisconsin Partnership Program
Reducing Health Disparities in Birth Outcomes Steering Committee
Request for Proposal Workgroup
Wednesday, June 10, 2009
5:00 to 7:00 PM
YWCA of Greater Milwaukee
1915 N Dr Martin Luther King, Milwaukee, WI 53212

Members Present: C.C. Henderson, Tito Izard, Murray Katcher(phone), Marilyn Kilgore, Lorraine Lathen, Tina Mason, Katherine Marks

Staff: Eileen Smith, Cathy Frey

Guests: Trina Salm Ward, Cindy Johnson, Mary Jo Gerlach, Patrice Onheiber(phone), Patricia McManus, Evelyn O’Kelley, Ludeon Lockhart, Millie Jones(phone), Chris Holmes, Anne Harvieux

1. Welcome & review of agenda/ meeting materials

Lorraine Lathen welcomed the committee members and reviewed the agenda, materials and meeting outcomes.

2. Announcements and updates

None noted

3. Request for Proposal Workgroup – continued discussion and RFP development

Frey stated that the charge of the work group is to develop a Request for Proposal (RFP) to create a plan to apply the Life-course framework. She began the discussion with a review of the draft RFP and presented a funding flow framework. Members discussed the framework and the role of the lead agency in the capacity development phase and suggested that a more descriptive term would be convening agency.

Members discussed each RFP section and made the following suggestions:

- Change the guiding principles to reflect the new and promising approach the Life-course model offers – not business as usual, enhance the crucial and inclusive role that communities and affected family members must play in this effort, emphasize accountability of partners to work collaboratively.
- Change the outcome section (p. 4) of the planning phase to develop a collaborative or coalition and develop an action plan and timeline.
- Move location section (p. 4) to Eligible Applicants section (p. 7).
- State that the target population should not be limited to specific zip codes.
• Clarify the role of the local applicants in engaging funding partners.
• Add Government entities to Eligible applicants.

Frey will revise the RFP based on the discussion and develop a second draft to present at the next steering committee meeting.

3. **Adjourn** Lathen then adjourned the meeting at 7:30 pm.

4. Recorder, Cathy Frey