Members Present: Phil Farrell (phone), Meg Gaines (phone), Susan Goelzer, David Kindig (phone), Lorraine Lathen (phone), Doug Mormann (phone)

Members Absent: Valerie Gilchrist, Greg Nycz

Staff: Tonya Mathison, Ken Mount, Eileen Smith, Shannon Sparks, Karla Thompson

1. Call meeting to order

Goelzer called the meeting to order at 1:10pm.

2. Announcements (10 min)

Revised OAC calendar 2009
A revised 2009 OAC meetings schedule was distributed. Wisconsin Partnership Program (WPP) staff will follow-up about scheduling a strategic planning retreat in March. Joint meetings of the OAC and the Medical Education and Research Committee (MERC) are scheduled in May and September.

OAC public member open nominations update
A call for nominations to fill the vacancy resulting from the expiration of June Martin Perry’s term resulted in five nominations. The Nominating Subcommittee chaired by Doug Mormann is meeting later today to select the finalists for interviews.

Update on OAC officer nominations
The Nominating Subcommittee on the election of officers chaired by David Kindig is scheduled to meet this afternoon to determine recommendations for the officer positions of chair, vice chair, and secretary.

Legislative Audit Bureau audit
Smith reported on the entrance conference with the Legislative Audit Bureau. The audit team will analyze the use and outcomes associated with the WPP funds including an assessment of the amounts awarded, expenditures, and accomplishments associated with each of the grant areas; a detailed review of a sample of grants; and a review of compliance with grant requirements and with state and federal law. Smith added that discussions with the UW Foundation’s auditor related to the financial audit are ongoing.

3. Approval of December 18, 2008 minutes

Approval of the draft December 18, 2008 minutes was deferred until February.
4. Approval of OAC Special Initiative Subcommittee minutes

Smith reported that a number of outstanding OAC Subcommittee minutes needing approval were sent to the appropriate Subcommittee members by email for review and approval. The approved minutes have been posted on the WPP website.


WPP staff developed a Policies and Procedures Manual which includes five major sections: Governance, Oversight and Advisory Committee, Medical Education and Research Committee, Administration and an Appendix. Smith asked members to review the manual, paying particular attention to the OAC section, and email feedback. Acceptance of the manual will be sought in February.

6. Medical Education and Research Committee (MERC) update

Smith provided an overview of the January 12, 2009 MERC meeting. Dean Robert Golden presented his recommendations for the reorganization of MERC, as indicated in the 2009-2014 Five-Year Plan. MERC’s discussion focused on developing a slate of candidates for the four elected positions – three SMPH faculty members and one academic staff person. It is anticipated that elections will be held in February or March, and that the reorganized MERC will commence in April.

In order to reduce expenditures by 20%, MERC asked the “focus area” grantees to submit a proposed budget starting April 1, 2009 at 80% of the value of the current award until the end date of the award. Following a presentation by Mount, MERC approved the implementation of 20% budget reductions proposed by the Health Innovations Program, the Regenerative Medicine Program, the Wisconsin Center for Infectious Disease, the Centralized UWCCC Biobank and the Wisconsin Network for Health Research. Further discussion of spending reductions will take place in February 2009.

In view of the budget reductions, Skochelak presented her thoughts on maintaining a balanced portfolio of education and research initiatives. She said that the impact of the budget reductions on education should be reviewed as the reapplications of the core grants are considered.

MERC appointed a subcommittee to review the preliminary applications for the Collaborative Health Sciences Program, which are due on January 23. The subcommittee will make a recommendation for consideration on which applicants to invite to submit full applications.
7. Discuss OAC Healthy Birth Outcomes Initiative

Steering Committee report
Lathen and Farrell provided an overview of the January 14, 2009 Healthy Birth Outcomes Initiative Steering Committee meeting. The agenda included an overview of the WPP, development of the Healthy Birth Outcomes initiative, and roles and responsibilities of the committee. The Steering Committee focused on raising the level of public awareness, knowledge and concern over Wisconsin’s high rate of African American infant mortality. The next Steering Committee meeting is scheduled on February 11 in Milwaukee.

Smith added that a revised position description for the Program Officer position is expected to be approved and released in February.

8. Consideration of options for OAC program budget reductions

Mount presented a financial status report on the WPP’s cash flow and budget planning projections. Since the value of the endowment has dropped below the floor, there are no funds available for distribution from the endowment and all expenditures must be covered by OAC’s remaining spendable funds. As of December 31, 2008, Mount estimated spendable funds for OAC of approximately $13.9 million. He indicated that a cash balance of $867,260 would result if there is no change in the current funding levels through 2009. Mount emphasized that the financial picture continues to be bleak and cautioned the OAC that it needs to ensure that it can meet its commitments beyond 2009. Mount presented the projected impact on the spendable funds after reducing current funding levels by 5%, 10%, 15% and 20%.

To ensure adequate funds through 2010 for existing commitments, including limited planning money for the Healthy Birth Outcomes Initiative, Mormann moved approval of an overall 15% reduction in current funding levels. Collaboration Implementation awards that began in 2008 will be subject to a 15% budget reduction for years 2 and 3 of their grant; Collaboration Implementation awards that began in 2007 will be subject to a 15% budget reduction for year 3 of their grant. Budget reductions will not be required for Collaboration Implementation awards that began in 2005 and 2006 or for Collaboration Development awards that began in 2005 through 2008. The Population Health Fellowship Program will be subject to a 15% budget reduction beginning April 1, 2009. And, the Healthy Wisconsin Leadership Institute will be subject to a 27% budget reduction beginning April 1, 2009 which brings UW’s funding commitment in alignment with MCW’s. Farrell seconded and the motion was unanimously approved. WPP staff will work with grantees to implement these reductions.
9. Community-Academic Partnership Fund

Grant and Financial Progress Reports
Thompson provided an overview of expenditures since the inception of the program. Sparks indicated that there are currently no delinquent reports and that close-out reports for all grants that closed prior to June 30, 2008 are available in the appendix of the Evaluation Report. There are currently no active no cost extension requests, although several requests are expected at the end of January. The requests will be reviewed on a case-by-case basis and brought to OAC for approval. WPP staff contacted two of the 2007 grantees due to a concern over lack of progress related to delays in receiving IRB approval, resulting in a delayed start-up of each grant. If IRB approval is not accomplished by March 31, 2009, the OAC must decide if the two grants should be rescinded.

Financial Reviews by Jefferson Wells
Thompson provided an overview of the first annual Community-Academic Partnership Fund grantee assessments. Jefferson Wells assessed the internal controls, policies, and procedures associated with specific operational areas of five grantee organizations. These assessments were used to determine the adequacy of each grantee’s internal controls and operating procedures as they pertain to the WPP grant. Individual reports to each organization included recommendations for improvement.

Jefferson Wells also observed practices and procedures that would be of benefit to other grantee organizations and provided several suggestions to the WPP for improvement, including:
- Creating a clearer definition of the term “non-supplanting”
- Clarifying that no expenses may be incurred and reimbursed from the WPP while an application is under review by IRB for human subjects compliance.
- Providing guidance to grantees regarding grant accounting best practices.

10. Adjourn – Next meeting February 18, 2009

Goelzer adjourned the meeting at 2:30pm.

Recorder, Tonya Mathison

Secretary, Lorraine Lathen