

Minutes

UW School of Medicine and Public Health (SMPH) Oversight and Advisory Committee 1:00 PM, May 16, 2007 – 4201 HSLC

Members Present: Philip Farrell, Meg Gaines, Susan Goelzer, Lorraine Lathen, June Martin Perry, Douglas Mormann, Gregory Nycz, Susan Riesch

Members Absent: Michael Fleming

Guest: Pat Boyle

Staff: Cathy Frey, Ken Mount, Tonya Paulson, Eileen Smith, Karla Thompson

1. Call meeting to order

Goelzer called the meeting to order at 1:30pm.

2. Approval of April 18, 2007 Minutes

Farrell moved approval of the April 18, 2007 minutes. Mormann seconded the motion and it passed by unanimous vote.

3. Announcements

Goelzer announced that the joint meeting with the Medical College of Wisconsin (MCW) Consortium has been postponed.

Goelzer emphasized several changes made following OAC's strategic planning session to improve the flow of information and communication between OAC and the Medical Education and Research Committee (MERC):

- Goelzer recently joined the MERC Executive Subcommittee
- Starting in October, two joint OAC/MERC meetings will be held each year
- Paul Deluca will provide quarterly reports to OAC on MERC's activities
- MERC Brown Bag luncheons will be held prior to the OAC meetings

Farrell recommended incorporating the MERC presentations into OAC's regular agenda. Gaines added that a standard set of questions should be developed which could be sent to each presenter in advance. Mormann recommended that MERC minutes be distributed as a part of OAC's monthly meeting materials.

Goelzer reported that MERC recently formed a subcommittee to develop a conflict of interest policy. She suggested that OAC have representation on the subcommittee, and asked for nominations. Goelzer and Mormann volunteered to serve. The committee will begin by reviewing the information in Dick Reynolds' report, as well as the UW policy.

Smith announced that the August OAC meeting has been cancelled.

4. 2006 Annual Report to the Board of Regents

Smith announced that the 2006 Annual Report was recently unanimously approved by the UW System Board of Regents following a presentation by Dean Golden and a question and answer session. The report will be delivered to the Wisconsin United for Health Foundation, Inc. (WUHF) at the end of May and it will simultaneously be posted on the Wisconsin Partnership Program (WPP) website for public comment.

WUHF is expected to review the report on June 18. The meeting will begin with a presentation by Insurance Commissioner Dilweg with his advice and comment on WUHF's future status. This will be followed by review of the 2006 Annual Report. After an audit committee meeting, WUHF will discuss the Insurance commissioner's presentation. Smith urged members to attend this important meeting.

5. Medical Education and Research Committee

Nycz gave an overview of the May MERC meeting. 24 nominations were submitted for the two faculty positions on MERC that expire in June – one faculty at large, and one faculty with population health experience. The ballot will be released at the end of May and elected members will join MERC in July. Current focus leaders will be re-appointed through the end of the current Five-Year Plan.

DeLuca asked the Executive Subcommittee to begin the process of strategic planning for uses of the cash reserves, and will bring recommendations to MERC for discussion. A strategic planning retreat will be scheduled.

MERC unanimously approved no-cost extensions for four programs, Regenerative Medicine Program, Human Proteomics Program, Survey of the Health of Wisconsin (SHOW), and Wisconsin Network for Health Research (WiNHR). Howard Bailey responded to questions regarding WiNHR's policies for selecting projects. He reported that WiNHR has an Executive Committee with policies and procedures for selecting trials.

Following discussion regarding informatics needs of MERC grantees, MERC asked that a formal proposal for a central system be brought to MERC for consideration.

6. Special Initiative Subcommittee

Gaines reported that the Special Initiative Subcommittee met recently to discuss the process for implementation of a special funding initiative. The Subcommittee focused on:

- Discussing the content and timeline for the white paper
- Reviewing the job description/RfP for public health research consultant
- Reviewing university policies and procedures for hiring consultants
- Identifying potential consultant organizations or individuals

On May 9, an announcement was posted on the WPP website and sent to the program's email list. Proposals are due on June 1 and will be reviewed by the Subcommittee, which will make a recommendation to OAC in June. Gaines noted that preliminary responses to the announcement have been encouraging.

7. Community-Academic Partnership Fund (CAPF)

Grant Financial and Progress Reports

Frey and Thompson distributed a binder with several progress and financial reports on OAC grant activities. They reported on grant progress, grant final closeout, summary of expenditures inception-to-date, no-cost extension requests, and re-budgeting and work plan changes. Progress reports on the 2004 and 2005 planning and implementation grants were provided. In the future, Frey will provide an assessment of the impact and sustainability of closed grants. Gaines requested that OAC discuss how to get applicants to focus on outcome measurement. Martin Perry recommended clarifying the requirement in the Request for Partnerships (RfP) and providing training to applicants. Nycz focused on ensuring that outcomes have a meaningful impact and are sustainable. Outcome measurement will be discussed at a future meeting.

Thompson provided an overview of expenditures since inception of the program. She noted that a policy change has been made in anticipation of Dick Reynold's report. Staff will continue to review financial status reports at least quarterly, but annual carry forward requests will not be required. Rather, grantees will have to submit requests for no cost extensions at the end of the grant period, if needed. No cost extensions of greater than 25% of the budget or lasting longer than six months will be brought to OAC's attention.

Thompson reported that five grantees submitted no cost extensions as detailed below. After discussing each, Mormann moved approval. Lathen seconded and the motion passed by unanimous vote.

Planning Grants

Enhancing the Role of Consumers as Informed Partners in the Health Care System

Organization: Wisconsin Hospital Association, Inc.

Carry Forward Amount: \$21,978

Hispanic Health Patient Navigation Collaboration Planning Project

Organization: CAP Services, Inc.

Carry Forward Amount: \$12,905

Assessing Lifestyle Behaviors and Beliefs in Underserved Adults

Organization: Dodge Jefferson Healthier Community Partnership

Carry Forward Amount: \$14,558

Implementation Grants

Multi-Level Information Systems and Health Promotion Interventions for Milwaukee's School Children

Organization: Center for Urban Population Health

Carry Forward Amount: \$83,898

Tribal-Academic Partnership for American Indian Health

Organization: Great Lakes Inter-Tribal Council

Carry Forward Amount: \$45,131

Thompson presented a year-two budget change report from the Wisconsin Federation of Cooperatives for *Coop Care*. Following discussion of the request, Mormann moved approval. Gaines seconded and the motion passed by unanimous vote.

Gaines suggested that a subcommittee of the OAC review future no cost extensions and budget changes. Smith recommended the establishment of an Executive Subcommittee. Staff will draft a charge for review and approval by OAC.

Public and External Reviewer Survey Results

Frey compiled the results of the public survey on the CAPF. The survey was posted on the WPP website and was emailed to an extensive email list. Frey distributed a comparison of the responses in 2005, 2006, and 2007, and highlighted the results of the survey questions with specific attention to the areas for improvement and how that could be accomplished over the coming year. Several changes were made to this year's RfP in response to the survey results.

2007 Community outreach and training

There will be six statewide information sessions on the CAPF in May and June. The sessions will include an introduction to the CAPF, general information on the RfP, including a description of the changes in 2007 as well as the guidelines and review process, and Q&A. In addition, a full-day grant writing training will be held in July for those who submit notices of intent.

Other CAPF topics

Frey noted that the 13-implementation grants funded in 2004 will conclude within the next year. During the strategic planning retreat, OAC recommended developing a new competitive grant category to support continuation funding for successful programs using the cash reserves. Frey reviewed a tentative timetable for the RfP and the grant review process that will be developed for review and approval by OAC in June.

Next Meeting June 20, 2007

The next meeting is on June 20, 2007.

8. Adjourn

Goelzer adjourned the meeting at 3:45pm.

Recorder, Tonya Paulson

Secretary, Lorraine Lathen