

## Minutes

### UW Medical School Oversight and Advisory Committee (OAC) 1:00 PM November 13, 2002 – Fluno Center

#### Members Present:

Margaret MacLeod Brahm	Douglas Mormann
Mary Lauby	Gregory Nycz
Patrick McBride	Patrick Remington
Nancy Miller-Korth	

#### Members Absent:

Phil Farrell  
Pat Kokotailo

#### Guests:

Pat Boyle	Mark Lefebvre
Paul DeLuca	Helen Madsen
John Dowling	Susan Skochelak

#### Staff:

Tracy Cabot  
Carla Eakins  
Eileen Smith

The meeting was called to order by Nancy Miller-Korth, vice chair, at 1:10 PM.

#### **1. Approval of Minutes of October 28, 2002 meeting**

Miller-Korth asked if there were any changes to the draft minutes. Remington pointed out that Pat Boyle's name had been omitted from the list of those attending the meeting. Nycz moved to approve the amended minutes. The motion was seconded by Mormann and passed by unanimous vote.

#### **2. Announcements**

Smith commented on the recent article in *The Milwaukee Journal Sentinel* regarding a possible sale of Cobalt stock. Lefebvre reported a renewed secondary offering is likely for a limited number of shares. The sale may occur by the end of the year.

Smith reminded committee members of the next two meetings (November 22 at 8:00 AM and December 11 at 1:30 PM, both at the Fluno Center).

Smith indicated that the BC/BS website is still in transition. She is continuing to work with the Medical School web team on this effort.

### **3. Presentations by staff from Administrative Legal Services**

#### **A. Application of the Public Records and Open Meetings Law to the OAC**

John Dowling, Senior University Legal Counsel, presented brief background information on the role of the Office of Administrative Legal Services. He referred to the handouts entitled “Guidelines for Responding to Public Records Requests” and “Guidelines for Complying with the Wisconsin Open Meetings Law.” He indicated that since the OAC was appointed by the Board of Regents, it is considered an official University Committee and subject to the Public Records and Open Meetings Laws, which is also in accordance with the Insurance Commissioner’s Order. He reviewed some common exemptions to the law (page 3 of the handout) and indicated that draft documents and personal notes are not considered public records.

A discussion followed Dowling’s presentation with several questions about record retention requirements; Dowling reported that a task force is currently being formed to develop policies on records retention at the University of Wisconsin. Smith inquired about confidentiality of records during the proposal review process before a final decision on an award is made. Madsen responded that during the review process proposals could remain confidential; however, when a final decision is made, proposals would be considered a public document unless they contained proprietary information.

Dowling reviewed the requirements of the Wisconsin Open Meetings Law. Pat Boyle asked for clarification on the number of committee members required to constitute a quorum. Smith responded that the OAC bylaws indicate that a majority of members must be present. Smith indicated that notices of OAC meetings are posted at the Medical Sciences Center and University Hospital & Clinics and will soon also be posted on the website. Dowling indicated that while the law requires that reasonable accommodations be provided for the public to attend meetings, it does not give visitors permission to participate in discussions unless the chair grants them permission to speak.

Dowling discussed grounds and procedures for holding a closed session. He indicated that OAC could go into closed session when reviewing competitive proposals, based on Section 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”

## **B. Discussion of guidelines for development of a conflict of interest policy for the OAC**

Helen Madsen, Associate Director, Office of Administrative Legal Services, discussed the importance of having a conflict of interest (COI) policy for the OAC. She stated that the purpose of such a policy is to provide standards for ethical conduct of committee members. She recommended that each committee member complete and sign an annual statement disclosing organizations with which they have a relationship (employment, service on boards of directors, etc.). She distributed a draft outline which could be used for development of a conflict of interest policy for the OAC. Smith will work the committee officers and Madsen to draft a COI for review and approval by the OAC.

## **4. Presentation: Overview of UW Medical School Educational Programs**

Dr. Susan Skochelak, Senior Associate Dean for Academic Affairs, highlighted the educational programs of the Medical School.

She discussed new directions in education including decentralization, community service learning, assessment with standardized patients, population health and evidence based medicine and culturally relevant skills. The trend is to move toward multidisciplinary and interdisciplinary education. She discussed some of the challenges with developing culturally relevant skills and indicated that it is an area which is being given considerable attention. She presented program goals of the Health Sciences Learning Center, which will be a state of the art instructional facility and will provide statewide educational links. She also discussed the status and components of the proposed MPH program, which is in the planning stages. An important component of the program will be distance education for students from many health professions.

Skochelak emphasized the importance of community-academic partnerships in Wisconsin, referring to the Area Health Education Centers (AHEC) model (“To improve access to health care in Wisconsin’s underserved communities through the development of community-based, culturally relevant, collaborative health professions education programs. The Wisconsin AHEC System accomplished this mission by fostering cooperation and collaboration among Wisconsin’s health professionals, educational institutions, and communities.”) She reviewed the Medical School’s goals and vision for partnerships, as well as new opportunities for partnering. She presented a list of Medical School Centers and Institutes which are currently in operation.

At the conclusion of Skochelak’s presentation, there was discussion about opportunities available for community partnerships as well as challenges to their achievement. Boyle suggested providing internships for medical students, which would be a significant learning experience for them. Mormann commented that agency personnel are often willing to train students but need guidance on successful mentoring. There was considerable discussion about the different cultures in community organizations and the University, which may

affect community organizations' ability to identify and access academic partners. In response to questions, DeLuca clarified the University's promotion and tenure guidelines with regard to outreach activities. Smith pointed out that the Insurance Commissioner's Order requires the Medical School and the OAC to facilitate community partnerships through development of a training program for community organizations.

There was also discussion about the OAC's role and responsibilities as described in the Insurance Commissioner's Order and the OAC's bylaws. It was suggested that members who have questions should forward them to Smith for response.

## **5. Timeline**

Smith briefly reviewed the timeline. She indicated that our timeline should be coordinated with MCW's because the WUHF Board wants to review the revised five year expenditure plans from each school simultaneously. It will be important to begin the discussion soon of the decision process that the OAC will employ for the population health initiatives as well as the process for commenting and advising on research and education initiatives to be included in the plan. DeLuca was asked to make a presentation to the OAC as soon as possible regarding the Medical School's process for identifying the priorities for education and research including the process for review of proposals. This will give the OAC an opportunity to comment and advise on the educational and research initiatives before drafting begins.

The meeting was adjourned at 4:38 PM.

Douglas Mormann  
Secretary