

Minutes

University of Wisconsin Medical School Oversight and Advisory Committee Public Health Education and Training Subcommittee (PHET) 10:00AM April 27, 2005 – 4201 HSLC

Members Present: Barbara Duerst, Jan Klawitter, Moira Lafayette, George Mejicano, Douglas Mormann, Lora Taylor (by phone), Pa Vang

Members Absent: Patrick Remington

Staff Present: Cathy Frey, Tonya Paulson

Guests: Marion Ceraso, Peggy Ore

1. Call meeting to order

The meeting was called to order by Doug Mormann at 10:05AM. Mormann welcomed everyone and requested that members and guests introduce themselves. Frey distributed a revised agenda.

2. Approval of Minutes of February 23, 2005

Mormann asked if members had any changes to the draft minutes of February 23, 2005. Since no changes were suggested, Klawitter moved approval of the minutes. The motion was seconded by Duerst and passed by unanimous vote.

3. Nominations to the PHET Subcommittee

Mormann requested that members submit nominations to fill the vacant position on the Public Health Education and Training Subcommittee (PHET). Frey emphasized that the Oversight and Advisory Committee (OAC) left a vacant position on PHET to ensure a broad representation of members. She suggested this member be part of a community-organization and that PHET consider diversity when filling this position. Mejicano suggested asking the Wisconsin Public Health Association to submit nominees who have a background in public health education and training. Lafayette contacted the Department of Public Health & Human Services, but did not receive any nominations.

4. Update on State Health Plan Relating to the Public Health Workforce System Priorities

Lafayette gave a presentation on the Division of Public Health (DPH) public health workforce system priorities as they relate to the State Health Plan, *Healthiest Wisconsin 2010*. She reported that there had been a restructuring of DPH with an emphasis on key areas of responsibility related to the State Health Plan. Lafayette specifically discussed three major objectives: competency, diversity, and enumeration. In order to address the need for a sufficient and competent workforce, DPH formed the Public Health Education and Training Advisory Committee (EdTrAc). Lafayette explained that EdTrAc is an education coalition for healthcare

partners that focuses on developing, organizing, and coordinating training for a wide variety of public health professionals. It also acts as a forum for information sharing and resource leveraging. A major discussion has been emergency preparedness. Mejicano requested that Lafayette share minutes from the EdTrAc meetings with PHET.

Lafayette explained that DPH is analyzing ways it can work with partners to address four focus areas regarding diversity in the public health workforce: 1) awareness of careers in public health among youth, 2) recruitment and retention among technical colleges, universities and colleges, 3) entry into the public health workforce, and 4) retention and advancement of the public health workforce. DPH plans to ensure diversity in the public health workforce by educating policy makers and the public about the health workforce shortage, developing education requirements that integrate cultural competencies with partners, and developing interest and awareness in academia for career development. DPH is engaging partners to oversee these action steps.

With regard to the third objective, enumeration, Lafayette reported that DPH plans to establish a monitoring system to describe the current and future composition, distribution and trends of Wisconsin's public health system workforce. No action steps have been determined at this time. DPH is looking for system partners to oversee development of the public health workforce monitoring system. Mormann emphasized that many parties have an interest in this information. Mejicano suggested that it may be more efficient to monitor some aspects of the public health workforce regionally or even locally rather than at the state-level.

5. Update on PHET Education Initiatives

Wisconsin Public Health Leadership Institute (PHLI)

Ceraso and Ore gave a brief update on the (PHLI). They reported that in April the public health leadership institute faculty, staff and planning committee members focused on identifying and designing programs for the PHLI. Six components were identified: community health improvement teams, local and regional health policy forums, life-long learning networks, a mentoring program, summer short courses, and web-cast lectures and presentations. The components utilize a framework that combines core public health and leadership competencies. Ore requested feedback from PHET.

Ore clarified that it is very likely that the community health improvement teams will select their own public health topic areas. Klawitter requested that the PHLI share knowledge learned from successful teams. Ore confirmed that local projects will be shared with institute faculty and with other teams. In addition, project findings will be posted on the PHLI website. Mejicano was very supportive of the lifelong learning networks. He asked that the planning committee consider using distance technology for the summer short courses since it may be difficult for some to attend the courses on campus. He also suggested the committee remove the term summer. In addition, Mejicano recommended that the size of the community health improvement teams be flexible. Ceraso emphasized that teams must be large enough so that members represent different sectors of the community in order to have optimal change in the community.

After collecting feedback from the planning committee, Ceraso and Ore anticipate presenting an implementation budget at an upcoming OAC meeting. The planning year was funded by the OAC and the MCW Consortium, although on different funding cycles. The PHLI is expected to

be a joint project funded by the OAC and the MCW Consortium. Mormann recommended that the OAC and MCW Consortium fund the PHLI on simultaneous cycles. Frey suggested that PHET have a conference call in May to review the PHLI implementation proposal and make a recommendation to the OAC. Members agreed. Mejicano moved to accept the report in anticipation of receiving a final proposal which will be discussed during a conference call in May. The motion was seconded by Vang and passed by unanimous vote.

Population Health Practice Fellowship Program

Ceraso gave a brief update on the Population Health Practice Fellowship Program. There were 16 fellow applicants for the 2005-07 cycle. That number is expected to grow with minor programmatic revisions, including: posting information about the program on public health school and employment websites earlier in the year, increasing the level and quality of contacts with placement offices in public health schools, and developing a brochure. A screening committee rated the applications using a uniform scale adapted from a tool used by the CDC Prevention Fellowship Program. Eight candidates were interviewed by phone and four of them were offered fellowships. Three candidates accepted. Host agencies were recruited by letter and e-mail distributed by the Wisconsin Partnership Program. There were 17 agency applicants. A committee reviewed and rated the agency applications using a standard rating form. Nine of the agency applications were qualified and were forwarded to the fellows for their review and selection.

Ceraso reported that many of the agency applicants were not well-matched with the fellowship applicants. She asked that members consider three proposed options for improving the number and quality of agency applications: changing the timeline and actively recruiting agencies, conducting outreach training for agency applicants, and having fellows select a primary and secondary agency. Klawitter suggested collecting information on fellow-agency fit over time before making any significant changes. Mormann suggested that the agency application reflect the specific interests of the selected fellows. Duerst recommended that agencies be given more specific application guidelines in order to improve the quality of agency applications. Vang cautioned against selecting agencies without an application process, rather she suggested cultivating relationships with potential agency applicants, for example through training, so that agencies are educated about application requirements. Mejicano discouraged placing fellows in multiple organizations simultaneously because of the extra burden on the fellow. Mormann supported placing fellows in multiple agencies, maybe sequentially, so that smaller agencies have an opportunity to host fellows. Ceraso confirmed that each proposal, whether submitted by a single agency or by multiple agencies, will be reviewed on its merits. After further discussion, PHET recommended that fellow recruitment and selection take place earlier in the year so that agency applications can be developed based on the interests of the selected fellows as a way to improve the agency-fellow match. In addition, PHET suggested developing relationships with potential agency applicants through training or a similar mechanism which is available equally to all potential applicants.

6. Report of PHET Workgroup to Develop Continuing Education Programs through Statewide Regional Conferences on Public Health Topics

Mejicano reported that the goal of Continuing Education through Regional and Statewide Conferences on Public Health Topics is to assure broad based continuing education opportunities

for the Wisconsin public health workforce. It will be a competitive process sponsored by OAC to fund contracts to organizations in support of continuing education efforts through regional or statewide conferences. Mejicano requested feedback on several issues: grant size, resubmission, topic prioritization, geographic diversity, and approval of grant funding.

Grant size: Klawitter suggested offering a funding range since conference sizes may vary. Lafayette agreed, and emphasized that applicants prefer flexibility. Mejicano is concerned that most applicants will request the upper-limit.

Renewability: Lafayette inquired if there was any consideration given to funding applicants over multiple cycles or if funded organizations could be put into a less competitive application process made up of previously funded organizations. Vang and Mormann supported using a separate application process for previously funded applicants. Taylor recommended that organizations that successfully host conferences be encouraged to apply again. Duerst was concerned that smaller organizations with less grant writing experience may not be as competitive as their larger counterparts. Klawitter suggested that funded applicants be allowed to reapply the following year, but then those applicants would be ineligible for a certain time period thereafter.

Topic prioritization: Mormann advocated for a diverse approach covering the breadth of the State Health Plan. Mejicano confirmed that diversity in conference topic will be a goal.

Geographic diversity: Frey emphasized that it is important to distribute conferences throughout Wisconsin.

Approval of grant funding: Mormann confirmed that OAC will determine the overall funding for this and other PHET programs, but another entity may be asked to make the conference award decisions. In the proposal, PHET is identified as the entity responsible for reviewing applications.

7. Next meeting topics

Members agreed to have a conference call in May, possibly on May 25 beginning at 11:00am, to discuss the PHLI proposal and to develop recommendations for OAC. At the June 30 meeting, members will continue their discussion of the Population Health Practice Fellowship Program. In addition, the Continuing Education PHET Workgroup will provide an update on development of the Continuing Education through Regional and Statewide Conferences on Public Health Topics program.

8. Adjourn

Mormann adjourned the meeting at noon.

Tonya Paulson, recorder