

## Minutes

### UW Medical School Oversight and Advisory Committee 12:00 noon December 22, 2005 – 4201 HSLC

Members Present:

Philip Farrell  
Meg Gaines  
Susan Goelzer  
Nancy Miller-Korth

Greg Nycz  
Douglas Mormann  
Pat Remington  
Sue Riesch

Staff:

Carla Eakins  
Cathy Frey  
Ken Mount

Eileen Smith  
Karla Thompson

#### 1. Call Meeting to Order

The meeting was called to order by Phil Farrell at 12:17 PM.

#### 2. Approval of Minutes of November 7, 2005 and November 22, 2005

Farrell asked if there were any changes to the draft minutes of the meetings held on November 7, 2005 and November 22, 2005. Since no changes were suggested, Mormann introduced a motion to approve all of the minutes as distributed. The motion was seconded by Remington and passed by unanimous vote.

#### 3. Announcements

Farrell introduced Juli Kaufmann, staff member of the MCW Consortium on Public and Community Health. Kaufman distributed copies of the Consortium's Annual Report entitled *Advancing a Healthier Wisconsin*.

Smith announced that the MCW Consortium has recommended rescheduling the joint meeting from January 19 to sometime later in the year. She reported that it has been suggested that a guest speaker be invited to the joint meeting. The OAC members decided that at this point it would be preferable to share information and identify areas of concern. Staff at UW and MCW will work on the agenda and report back to their respective committees.

#### 4. Nominating Subcommittee Report

Miller-Korth reported that the Nominating Subcommittee met on November 22 and called attention to the minutes which had been distributed. She announced that of the 11 nominations received, 6 nominees were selected for interviews, and all have agreed to be

interviewed. Miller-Korth reported that the subcommittee followed by the OAC's concurrence will select 3 nominees for presentation to the Board of Regents. Smith pointed out that the list of 3 will be presented to the Regents in ranked order. After a brief discussion, Remington introduced a motion to accept the minutes of the Nominating Subcommittee meeting as distributed. The motion was seconded by Mormann and passed by unanimous vote.

## **5. Financial Status Update**

### **Investment Update**

As requested at the November 22 meeting, Mount presented a brief overview of the investment of the UW Foundation endowment pool. He pointed out that the first year actually consisted of only nine months, and the absolute return for that period was 5.5%. He reported that for the first three quarters of this year, the return is 9.03%, which will increase the income projections by 3%, approximately an additional \$150,000 for the OAC's budget.

### **Expenditures to Date**

Mount briefly reviewed the summary of expenditures for both planning and implementation grants. He reported that CUPH will be starting to draw funds soon; they have been delayed by personnel and IRB issues. He pointed out that carryover of up to 25% of funds for an additional six months will be permitted; requests for carryover of greater than 25% will be reviewed extensively and reported to the OAC. A copy of the "Carry Forward Grant Funds Request Form – 2005" was distributed.

## **6. 2006 Administrative Budget**

Smith presented the proposed administrative budget for 2006 and reported that it had been reviewed and approved by MERC at their December 21 meeting. She pointed out that the increase in the proposed budget is due largely to the plan to add an additional staff person to provide more support for grants management and to enhance communication. Smith indicated that with the midpoint of the first 5-year plan approaching, planning for the evaluation process is crucial, as well as preparing for the first major financial and programmatic audit. She stressed that appointment of an additional staff member is essential to accomplish these goals as well. During a brief discussion, it was the consensus of the OAC members that the administrative expenses are quite low, representing about 3.5% of the total budget. A motion by Nycz to approve the administrative budget as proposed was seconded by Riesch and passed unanimously.

## **7. Medical Education and Research Committee (MERC)**

Nycz reported that at the MERC meeting on December 21, Dean Farrell presented the Strategic Initiative Allocation Proposals, including the increased budget for the MPH program, support for continued planning on the Wisconsin Academy for Rural Medicine (WARM), and the Wisconsin Comprehensive Cancer Control Program. Nycz indicated that correlation between the Strategic Allocation funding and the OAC's funding in terms of the purpose and objectives of the funded applications. He also reported that the Wisconsin Network for Health Research (WiNHR) was approved for one year of funding

and the Survey of the Health of Wisconsin (SHOW) was approved for three years of funding, although it was scaled back a bit. Nycz indicated that 10 New Investigator Awards were approved for funding. It was determined that the Clinical Trials Network needs more development before being ready to move ahead.

## **8. February Meeting Topics**

Smith requested that OAC members keep the January 19 date on their calendars temporarily until a determination can be made regarding the need for an OAC meeting on that date. Gaines suggested that at a future OAC meeting, it would be good to discuss some of the grant proposals which could not be funded but proposed great projects.

## **9. Discussion and approval of the Community-Academic Partnership Fund Collaboration Implementation and Planning Grant Awards**

Farrell announced the 10 planning grant proposals and 38 implementation grant proposals to be reviewed by the OAC, and reminded committee members that the reviews will be conducted in open session, with the option to adjourn to closed session to discuss trade secrets or proprietary information or matters related to personnel. He reported that two applicants claimed that their proposals contained trade secrets, but after consulting with University Legal Services, he believes both can be reviewed in open session.

The conflict of interest policy was distributed, and Farrell reminded OAC members of the importance of strict adherence to the policy. It was agreed that an OAC member would leave the room during discussion of a proposal in which he/she has a conflict of interest. OAC members then disclosed the following conflicts with grant proposals

- Pat Remington
  - #596, *Wisconsin Homegrown Lunch Creating Opportunities for Healthy Eating in Schools*
- Nancy Miller Korth
  - #619, *Honoring our Children*
- Doug Mormann
  - #582, *Chlamydia Awareness and Screening for Health (CASH) Project*
  - #546, *FIT-WIC Wisconsin*
- Greg Nycz
  - #620, *Engaging Wisconsin Communities for Substance Abuse Prevention*
  - #604, *Strong Rural Communities Initiative*
  - #619, *Honoring our Children*
  - #630, *Improving Chronic Disease Management via Home Health Monitoring Technology*
  - #566, *WARN Managed Care Initiative*

Mount announced that approximately \$4.5 million is available for allocation. Frey briefly presented an overview of the multi-step review process. She reviewed the purpose of the program which is to improve, protect and promote the health of the public by addressing the goals of *Healthiest Wisconsin 2010* and the mission, vision and guiding principles of *The Wisconsin Partnership Program*. Frey presented the 2005 funding goals which

include funding approximately 9 of the 71 implementation grant applications and approximately 10 of the 28 planning grant applications. The review process includes 1) technical review by OAC staff to ensure that the proposal meets the requirements of the RfP in budget, eligibility, supplanting, and completeness of application; 2) review and rating by three external reviewers who evaluate applications for alignment with program goals, project work plan, objectives and evaluation, capacity of the applicant, and strength of the partnership; and 3) review and rating by two OAC members who are asked to consider alignment with program goals, diversity in programs, geographic distribution, diversity among population groups and impact. Frey presented slides showing the grant applications distributed by organization type, service area, health priority and system priority.

Farrell announced that while guests are welcome to be present during the review discussion, they are not allowed to speak or ask questions.

### **Planning Grant Review**

The committee members reviewed the ranked list of planning grant applications based on combined ratings of outside reviewers and OAC members. Frey discussed the process for reviewing the 11 planning grant proposals. Nycz introduced a motion to approve the top 9 proposals for funding and defer discussion of the next two proposals until after the implementation grant decisions have been made. The motion was seconded by Miller-Korth and passed unanimously.

### **Implementation Grant Review**

The committee members received the ranked list of the top scoring implementation grant applications based on combined ratings of outside reviewers and OAC members. Frey discussed the process for reviewing the 38 implementation grant proposals categorized by State Health Plan Focus Area and asked that OAC members comment briefly on the proposals they reviewed and make recommendations for funding consideration. OAC members reviewed and discussed each of the grant proposals in detail and considered diversity in programs, geographic distribution along with capacity to achieve the goals and objectives of The Wisconsin Partnership Program in making final award decisions.

Miller-Korth introduced a motion that the committee adjourn into closed session pursuant to Sec. 19.85(1)(c) to discuss issues related to grant proposals that involve issues of University of Wisconsin employee performance evaluation. The motion was seconded by Riesch and passed by unanimous vote. Farrell excused all visitors but invited staff members to remain for the closed session. At the end of the closed session, Nycz introduced a motion to return to open session which was seconded by Miller-Korth and passed unanimously. Visitors were invited to return to the meeting.

The OAC reviewed and discussed the top ranking grant proposals by health and system priority area. Remington introduced a motion to approve the diversity in health priorities of the top-ranked proposals. The motion was seconded by Gaines and passed unanimously.

The geographic diversity of the top ranked proposals was reviewed and discussed. Nycz expressed concern that rural areas were not well represented.

Miller-Korth introduced a motion to delete proposal #573, *Beyond Lip Service II Integrating Oral Health into Public Health*, from the top-ranked list. The motion was seconded by Mormann and passed by unanimous vote.

Gaines introduced a motion to delete proposal #629, *Fit City Tosa*, from the top-ranked list. The motion was seconded by Riesch and passed by unanimous vote.

Nycz introduced a motion to add proposal #609, *Polk County Alcohol and Drug Outreach and Training (PolkADOT) Program*, to the top-ranked list. The motion was seconded by Gaines and passed by unanimous vote.

After further discussion, 12 proposals remained on the top-ranked list. Nycz restated that he has a conflict of interest on proposal #620, *Engaging Wisconsin Communities for Substance Abuse Prevention*. Remington introduced a motion to fund the top 11 proposals. The motion was seconded by Miller-Korth and passed by unanimous vote. Miller-Korth introduced a motion to fund proposal #620. The motion was seconded by Mormann and passed with 7 affirmative votes and 1 abstention (Nycz).

Remington introduced a motion to defer until a later meeting discussion of the four planning grant proposals which were approved but not funded. Goelzer seconded the motion and it passed unanimously.

## **11. Adjourn**

The meeting adjourned at 4:58 PM.

Carla Eakins  
Recorder

Douglas Mormann  
Secretary