



Wisconsin Department of Health Services, Division of Public Health  
**State Local Operations Team (SLOT) Meeting**

**Date/Time:** October 16, 2017 – 11:30 am to 3:00pm

**Location:** DHS Rm. 751, 1 West Wilson Street

→ [Join Skype Meeting](#) Trouble Joining? [Try Skype Web App](#) Phone: [\(608\) 316-9000](#) (Madison) English (United States) Conference ID: 5058922

**Meeting Invitees:**

**MINUTES**

X	Chuck Warzecha, Deputy Administrator		Chris Culotta, NE OPPA Regional Director	X	Carol Quest, WALHDAB SR Watertown Health Officer
X	Oskar Anderson, OHI Director	X	Dawn Mumaw, SE OPPA Regional Director	X	Ann Christianson, WALHDAB SER North Shore Health Officer
X	Mimi Johnson, OPPA Director	X	Christina Beach-Baumgartner, S OPPA Regional Dir		Linda Conlon, WALHDAB NR Oneida County Health Officer
X	Donna Moore, BOO Director	X	Angela Nimsgern, N OPPA Regional Director		Susan Kunferman, WALHDAB NR Wood County Health Officer
	Bill Oemichen, OPEHC Director	X	Tim Ringhand, W OPPA Regional Director	X	Ellen Mouldenhauer, WALHDAB WR Jackson County Health Officer
X	Jeff Phillips, BEOH Director		Janel Heinrich, Health Officer, Madison Dane Co.	X	Kathy Munsey, WALHDAB NER Green Lake Co. Health Officer
	Camille Rodriguez, BCHP Director	X	Eric Krawczyk, Oneida Nation Public Health Officer	X	Joan Theurer, WALHDAB Board, Marathon Co. Health Officer
	Stephanie Smiley, BCD Director	X	Darren Rausch, WALHDAB SER Greenfield Health Officer	X	Jessica Kessler, OPPA Grants Specialist
X	Debbie Ripp, Executive Staff Assistant	X	Gary Roth, Division of Enterprise Services Bureau of Information Technology Services	X	Cindy Virnig, OPPA Office Manager

**Context:** The context of this meeting is to continue to discuss communication efforts and how this impacts our operational efforts with LTHDs.

<b>Meeting Purpose:</b>	✓ To engage in dialogue to strengthen communication, understanding and collaborative partnership between DPH and LTHDs.
<b>Meeting Facilitator:</b> Chuck Warzecha	<b>Meeting Recorder:</b> Cindy Virnig

**Agenda:**

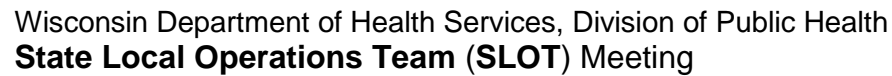
Topic:	Lead:	Notes/Follow-up:
<b>11:30 – 11:45</b> <b>Roll Call, Welcome &amp; Introductions</b> <b>Minutes from Last Meeting: <a href="#">February 22, 2017</a></b>	Chuck Warzecha	
<b>11:45 – 1:30</b> <b>Old Business</b> <ul style="list-style-type: none"> <li><b>SLOT (LSDT) Charge review</b></li> <li><b>Communications</b></li> <li><b>GovD</b></li> </ul>	Chuck Warzecha	<b>SLOT (LSDT) Charge review</b> <ul style="list-style-type: none"> <li>Reviewed background and current charge <ul style="list-style-type: none"> <li>No members were opposed to keeping SLOT meeting name.</li> <li>Suggestions: <ul style="list-style-type: none"> <li>Due to so many acronyms, provide more clarity of what SLOT is and does (charge, purpose statement, background piece), for new</li> </ul> </li> </ul> </li> </ul>



	Chuck Warzecha	<ul style="list-style-type: none"><li>employees, etc.</li><li>▪ Develop description of SLOT processes.</li><li>○ How does SLOT support and feed into WALHDAB?<ul style="list-style-type: none"><li>▪ Assure issues that are raised through WALHDAB boards are tied to what this SLOT group is doing/discussing.</li></ul></li><li>○ Make sure we are determining whether issues are operational or policy; what belongs in SLOT?</li><li>○ Consider expanding membership? - Enhance Tribal and Academia representation in SLOT<ul style="list-style-type: none"><li>▪ Currently, only state and LHD representation.</li><li>▪ Consensus = not to expand membership at this time, re-visit this issue in the future</li></ul></li><li>○ Reviewed the 'various strategic or operational situations and problems' listed in the charge. Discussed each item and how it relates to SLOT.<ul style="list-style-type: none"><li>▪ Decision to remove 'or' from that sentence, so it reads 'various strategic operational situations and problems'</li><li>▪ Revise "Performance management and QI efforts projects"</li><li>▪ Revise "<del>Strategic planning</del> Operationalizing strategic and performance plans"</li></ul></li><li>○ SLOT Meeting Members/Invitees:<ul style="list-style-type: none"><li>▪ Desire to have Tribal directors sanction Eric's attendance/role as liaison at these SLOT meetings</li><li>▪ Term limits for membership?<ul style="list-style-type: none"><li>• None established at this time.</li></ul></li></ul></li><li>○ Organizations or regions (WALHDAB) identify who will attend/represent at SLOT meetings. Does there need to be a statewide representative? (this question will be taken back to WALHDAB boards for discussion)</li><li>○ Roles and Expectations – meeting schedule to be worked out (need consistent quarterly meeting schedule)</li></ul> <p><b>Communications</b></p> <ul style="list-style-type: none"><li>• Reviewed <i>DHS-DPH Leadership Communication Approaches spreadsheet</i> (attached)</li><li>• Suggestions:<ul style="list-style-type: none"><li>○ Add WALHDAB-EH (Environmental Health), PH Lab Directors, Preparedness Q &amp; A, Topical Advisory Meeting, MCH Advisory Committee, Regional Office, GAC, and Wisconsin Tribal Health Directors Association to Approach column (as communication mechanisms)</li><li>○ Add <i>Data Collection</i> to Purpose Columns</li></ul></li><li>• Task for members: Identify five approaches that are most useful to you.<ul style="list-style-type: none"><li>○ Round Robin for members to list their five approaches.</li><li>○ Results:<ul style="list-style-type: none"><li>▪ Email, SharePoint, Phone Calls, WALHDAB Regional, Webinars/eLearning, and GovD were selected the most.</li></ul></li></ul></li></ul>
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	Donna Moore	<ul style="list-style-type: none"><li>▪ Conferences, Press Releases, PH Orientation, Social Media, Webcasts, and Workgroups were not selected at all.</li><li>▪ Ad-hoc Meeting, Contracting, External Website, SLOT, Surveys, and WALHDAB Executive were only selected a couple times.</li></ul> <ul style="list-style-type: none"><li>• Reviewed approaches that were not selected at all or very few. Determined these approaches are still important, therefore none will be dropped.</li></ul> <p><b>GovD</b></p> <ul style="list-style-type: none"><li>• Plan QI project around GovD, using <i>DPH Process Improvement</i> template (attached)</li><li>• Challenges related to GovD:<ul style="list-style-type: none"><li>○ Isn't being used consistently for all communication</li><li>○ Knowing what groups people are on, to avoid forwarding duplicated emails</li><li>○ Knowing what you are looking for, or may be missing (what lists you are signed up for)</li><li>○ Make sure people understand what GovD is, and what lists you can sign up for</li><li>○ Key areas: consistency, how it used from program to program, challenge of knowing who in their organization is on what list.</li><li>○ How do we know if a message is missed? Or knowing what to look for in the messages? Determining if you aren't on a list that you want to be included on.</li><li>○ Initial orientation for GovD use.</li><li>○ Confusion with the term GovD</li><li>○ Internal challenge: managing all the lists in a way that still allows for accessibility.</li></ul></li><li>• Top five priorities:<ol style="list-style-type: none"><li>1. Consistent use of GovD</li><li>2. Managing lists for HO awareness</li><li>3. Knowing whether a message was missed</li><li>4. Orientation materials for GovD</li><li>5. Use of term GovD</li></ol></li><li>• QI Project = Top two priorities:<ol style="list-style-type: none"><li>1. Orientation materials for GovD<ol style="list-style-type: none"><li>a. Begin developing materials for GovD orientation and implementation</li></ol></li><li>2. Managing lists for HO awareness (LHO's knowing if their staff members are receiving certain messages/topics)<ol style="list-style-type: none"><li>a. Message reception awareness</li></ol></li></ol></li><li>• Kathy Munsey and Ellen Mouldenhauer will be part of QI group for this project.<ul style="list-style-type: none"><li>○ Proposed draft project of orientation materials ready for January SLOT meeting.</li><li>○ When orientation materials are completed, group will move onto awareness piece.</li></ul></li></ul>
1:30 – 1:45	<b>BREAK</b>	

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