

Date/Time: October 16, 2017 – 11:30 am to 3:00pm Location: DHS Rm. 751, 1 West Wilson Street

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Meeting Invitees: MINUTES

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

Meeting Purpose:

✓ To engage in dialogue to strengthen communication, understanding and collaborative partnership between DPH and LTHDs.

Meeting Facilitator: Chuck Warzecha Meeting Recorder: Cindy Virnig

Agenda:

| Topic: | Lead: | Notes/Follow-up: |
|---|----------------|---|
| 11:30 – 11:45 | | |
| Roll Call, Welcome & Introductions | Chuck Warzecha | |
| Minutes from Last Meeting: February 22, 2017 | | |
| | Chuck Warzecha | SLOT (LSDT) Charge review |
| 11:45 – 1:30 | | Reviewed background and current charge |
| Old Business | | No members were opposed to keeping SLOT meeting name. |
| SLOT (LSDT) Charge review | | Suggestions: |
| Communications | | Due to so many acronyms, provide more clarity of what SLOT is and |
| GovD | | does (charge, purpose statement, background piece), for new |



| | employees, etc. |
|----------------|---|
| | Develop description of SLOT processes. |
| | o How does SLOT support and feed into WALHDAB? |
| | Assure issues that are raised through WALHDAB boards are tied to |
| | what this SLOT group is doing/discussing. |
| | Make sure we are determining whether issues are operational or policy; what |
| | belongs in SLOT? |
| | Consider expanding membership? - Enhance Tribal and Academia |
| | representation in SLOT |
| | Currently, only state and LHD representation. |
| | Consensus = not to expand membership at this time, re-visit this |
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| | issue in the future |
| | Reviewed the 'various strategic or operational situations and problems' listed |
| | in the charge. Discussed each item and how it relates to SLOT. |
| | Decision to remove 'or' from that sentence, so it reads 'various |
| | strategic operational situations and problems' |
| | Revise "Performance management and QI efforts projects" |
| | Revise "Strategic planning-Operationalizing strategic and |
| | performance plans" |
| | SLOT Meeting Members/Invitees: |
| | Desire to have Tribal directors sanction Eric's attendance/role as |
| | liaison at these SLOT meetings |
| | Term limits for membership? |
| | None established at this time. |
| | 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) |
| | Roles and Expectations – meeting schedule to be worked out (need) |
| | consistent quarterly meeting schedule) |
| Chuck Warzecha | Communications |
| Shak Walzona | Reviewed DHS-DPH Leadership Communication Approaches spreadsheet |
| | (attached) |
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| | Suggestions: Add WALLIDAR FLL (For irrepresented Lieuth), PLLL oh Directors. |
| | o Add WALHDAB-EH (Environmental Health), PH Lab Directors, |
| | Preparedness Q & A, Topical Advisory Meeting, MCH Advisory Committee, |
| | Regional Office, GAC, and Wisconsin Tribal Health Directors Association to |
| | Approach column (as communication mechanisms) |
| | Add Data Collection to Purpose Columns |
| | Task for members: Identify five approaches that are most useful to you. |
| | Round Robin for members to list their five approaches. |
| | o Results: |
| | Email, SharePoint, Phone Calls, WALHDAB Regional, |
| | Webinars/eLearning, and GovD were selected the most. |
| | |



| | Donna Moore GovD • • | Conferences, Press Releases, PH Orientation, Social Media, Webcasts, and Workgroups were not selected at all. Ad-hoc Meeting, Contracting, External Website, SLOT, Surveys, and WALHDAB Executive were only selected a couple times. Reviewed approaches that were not selected at all or very few. Determined these approaches are still important, therefore none will be dropped. Plan QI project around GovD, using DPH Process Improvement template (attached) Challenges related to GovD: Isn't being used consistently for all communication Knowing what groups people are on, to avoid forwarding duplicated emails Knowing what you are looking for, or may be missing (what lists you are signed up for) Make sure people understand what GovD is, and what lists you can sign up for Key areas: consistency, how it used from program to program, challenge of knowing who in their organization is on what list. 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. Initial orientation for GovD use. Confusion with the term GovD Internal challenge: managing all the lists in a way that still allows for accessibility. Top five priorities: Consistent use of GovD Managing lists for HO awareness Knowing whether a message was missed Crientation materials for GovD Use of term GovD QI Project = Top two priorities: Corientation materials for GovD Begin developing materials for GovD orientation and implementation Managing lists for HO awareness (LHO's knowing if their staff members are receiving certain messages/topics) Begin developing materials for GovD orientation and implementation Managing lists for HO awareness Maty Munsey and Ellen Mouldenhauer will be part of QI group for this project. |
|-------------------|-----------------------|---|
| | | Proposed draft project of orientation materials ready for January SLOT meeting. |
| | | When orientation materials are completed, group will move onto awareness piece. |
| 1:30 - 1:45 BREAK | | |



| 1:45 – 2:45 New Business SLOT Schedule/Procedures Review of issues raised within DPH and from each WALHDAB | Chuck Warzecha Oskar Anderson | SLOT Schedule/Procedures • Schedule: Quarterly meetings on 2 nd Monday of the month (Jan., April, July, Oct.) ○ Next SLOT meeting will be January 8, 2018 • How far in advance to send call out for agenda topics? One month in advance. • Agenda to be sent out one week prior to meeting. • Meeting minutes will be sent out within two weeks after date of meeting. Begin to address issues based on time, or schedule them • Continue discussion of what should be put in place for access to vital records data if SPHERE goes away? ○ There is no software reason to end SPHERE although there is no support for it – no short-term plan to end SPHERE | | |
|---|---------------------------------|---|--|--|
| Region. Begin to address issues based on time or schedule them | | Recognize it is being used for many things; welcome hearing what it is being used for. Commitment to keep the birth record element running until other options are identified. Suggested to set up parallel to death records reports Suggestion: A write up from DPH would be helpful for LHO's to share with their regions. Follow up from DPH forthcoming. Expanding reports – Oskar will follow up on request for expanded reports (specifically the request for ranking of non-natural causes of death) | | |
| 2:45-2:55 PBG Advisory Committee (added agenda topic) | Angela Nimsgern Mimi Johnson | PBG Advisory Committee See attached Proposed Revised Process for PHHS Block Grant Objective Selection to solicit anticipated contract objectives early in year to be included in CDC funding application. Advisory committee met last Friday; support was unanimous for the timeline change. Prevention Advisory Committee includes two representatives from each WALHDAB region What tools do locals need to have their work plans ready when needed by CDC? LHOs to take proposal to their WALHDABs for feedback/questions More communication will go out via GovD in beginning of 2018 | | |
| 2:55 – 3:00 Recap/Action Items Next Meeting – Preliminary Topics Planned | Chuck/ ALL | Round Robin: Everyone feels good about where things are at with the SLOT meeting discussions and activities. Agenda item for next SLOT meeting: Preauthorization for Lead | | |