



Wisconsin Division of Public Health

PROGRAM/GROUP: Public Health Emergency Preparedness Advisory Committee

MEETING TITLE: Public Health Emergency Preparedness (PHEP) Advisory Committee (AC) Meeting

LOCATION: Zoom: <https://dhs.wisconsin.gov/public-health/PHEPAC/2025/02/11/1616095779> Meeting ID: 161 609 5779

DATE/ TIME: Tuesday, February 11, 2025 Time Reserved 10:00 a.m. – 11:30 a.m.

Context: (Purpose, Vision, Mission, Goal):

The purpose of Public Health Emergency Preparedness (PHEP) Advisory Committee is to provide policy, program, and resource allocation recommendations to the State of Wisconsin Public Health Emergency Preparedness Program to assure that Wisconsin is prepared to effectively and efficiently prevent, detect and report, investigate, control, and recover from public health emergencies.

Equity Questions

- Who is left out by this decision or policy?
- Who *should* benefit from this decision or policy? Who *benefits* from this decision or policy?
- What groups are burdened by potential inequities resulting from this decision or policy? Where are these groups located?
- What decisions or policies in other areas impact the effectiveness of this policy in achieving equity? Would this decision or policy impact other decisions or policies being made?
- Were those most impacted included in the decision making process? If not, why not?

Meeting Facilitator: Brittany Fry	Meeting Recorder: Amanda Hauser
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Agenda:

Time:	Topic:	Lead:	Notes/Follow-up:
10:00 am	Welcome <ul style="list-style-type: none"> • Roll call • Walk-on items • Approve minutes from 12/17/24 meeting 	Brittany Fry, <i>Chair</i>	Present: <i>Members:</i> Kurt Southworth, Gannon Gann, Drew Werner, Corey Straubhaar, Brittany Fry, Stephanie Borchardt, Jamie Weaver, Melissa Ellis, Tammi Boers, JP Heim, Ken Van Horn, Christine Westrich, AZ Snyder, Meshel Lange, Svea Erlandson, Alana Sterkel, Doug Gieryn, Betsey Nickel, Stephanie Borchardt, TY Zastava <i>Non-members:</i> Natalie Easterday, Aisha Dogbey, Amanda Hauser, Ramona Baldoni-Lake, Jaime Niedermeier Absent: Amanda Weiler Quorum present No walk-on items Approve minutes from 12/17/24 meeting



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			<ul style="list-style-type: none"> • Motion to approve – AZ Snyder, Jamie Weaver • Second – JP Heim, Ty Zastava • Motion carried
10:05 -10:10 (5 Minutes)	Public Comment	Brittany Fry, Chair	Public comment opportunity regarding Board agenda or special announcements: <ul style="list-style-type: none"> • No public comment
10:10 – 10:15 (5 Minutes)	DHS Updates	Ramona Baldoni-Lake, Health Emergency Preparedness (HEP) Section Manager, OPEHC	<ul style="list-style-type: none"> • DHS is monitoring for updates regarding actions of the federal government and the impact on public health. There is currently no insight into what is coming down the pipeline. NACHOO is a good resource to refer to. DHS continues to operate as normal which means fulfilling current grant requirements and continued planning for BP 2. There is structure set up to continue this work. DHS is waiting to hear from federal government and the project field officer on grant deliverables and any potential impacts. • Question on how funds for the 5-year grant period are obligated/drawn down and if funds could be drawn quicker – The draw down isn’t a lump sum. There are no answers currently on the ability to draw down or what impacts to budgets there are. • A State/territorial/local calls has been resumed. Brittany has the link for anyone who needs it. • The field project officer meetings are on hold but an questions can still be communicated as needed. • Question on CRI deliverables -- Traditionally the exercise has been an anthrax focus. However, the new NOFO is focused on all hazards planning and so DHS is picking the top 5 relevant issues. Anthrax information will continue to be maintained and updated. David will be sharing more information on CRIs and planning for exercises.
10:15 – 10:25 (10 Minutes)	PHC Updates	Aisha Dogbey, PHC Coordinator, DHS	<ul style="list-style-type: none"> • PHC had a meeting on Friday which focused on planning for the year ahead in trying to align PHC work with the budget cycle and in figuring out what actionable items there are. • PHC is waiting on the Governor’s state budget. • PHC is staying aware on the federal budget and the potential impacts it could have on state public health



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			<ul style="list-style-type: none">• PHC welcomed 5 new members and are operating with a full council
10:25-10:55 (30 Minutes)	PHEP AC Business	Brittany Fry, Chair	<p>Resolution – new tracker document</p> <ul style="list-style-type: none">• This document was developed based off a document that the PHEP advisory council used to track resolutions. It has been modified to describe the 7 resolutions areas, alignment with PHEP guidance, and follow up actions. This document will be shared with the group and will stay on the agenda to ensure it stays up to date.<ul style="list-style-type: none">○ Question on a place to house documents -- Jaime will create a spot in PCA portal for document storage by EOD tomorrow and will like it in the series meeting. There was a conversation on potentially using the PHC website because it is easier to access publicly, but the website can be difficult and time consuming to update.○ Jaimie will get people access to PCA portal who do not already have it. <p>PHEP AC Charter, Purpose includes “coordination of responses to public health emergencies”</p> <ul style="list-style-type: none">• What does this look like?<ul style="list-style-type: none">○ No comments.• Mechanisms to Action document<ul style="list-style-type: none">○ How do we actually come together as a group (e.g., triggers)?○ Recommended addition to provide context for the scope on who recommendations are submitted to. The recommendations will go through PHC who then will disperse the information out to its intended audience based on requests from this committee.○ Question on the use of the issues committee: It is the consensus of PHC that this committee is the SME on PHEP. Any information that goes through the executive counsel of PHC will be reviewed by a member of the issues committee who could make



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			<p>recommendations on if the information will need to go through them. It is widely understood that anything legislative will need to go through the issues committee. It is recommended that this information be written down and defined in the document to have set expectations.</p> <ul style="list-style-type: none"> ○ Urgent category: It was proposed that an individual can trigger a request for an urgent meeting by first having an individual meeting to get more information and then establish an urgent committee meeting – in which an established pre-set agenda is used. There is a time frame and quorum requirement with PHC with 24 hours being a minimum to get a meeting but 48 hours being more likely. Official actions cannot be taken without a quorum. Aisha will double check PHC information. There was a question as to what urgent matters would qualify for this in a scenario where other expedited procedures are not already in plan. It was recommended that context is potentially added to the document on how 48 hours (or final number) was chosen, if not taken out. ○ ACTION: Svea will put together a flow chart for both general recommendations and for urgent/special. JP motioned the approval. Name of the second motion was missed in the notes. All in favor, none opposed. ● PHC and PHEP AC would not directly coordinate response but has an advisory role <ul style="list-style-type: none"> ○ No comments.
<p>10:55-11:15 (20 Minutes)</p>	<p>PHEP AC Strategic Planning</p>	<p>Brittany Fry, Chair</p>	<p>Poll: in person vs virtual attendees. Expected 9 in person. The meeting will occur Monday March 17th and it will be a standalone strategic planning workshop (later in the meeting, the review of PH funding letter was added) The intended output of the meeting is to create a strategic plan for the committee with a visually appealing one pager that highlights key priorities and objectives. Details will be established in the</p>



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			<p>workshop. There was a question for the group if a detailed supplemental document should also be created to be able to include more narrative. Consensus was yes as long as the document remains succinct.</p> <p>There was a question for the group regarding if the strategic plan should 1) not have a timeline and operate off of priorities instead or 2) have an agreed upon timeline and scope. Consensus was reached to have an established timeline with a series of reviews & revisions built in. There was discussion about the timeline being the length of the PHEP cooperative agreement (every 4 years which would provide consistency across the 2-year terms for this committee), every 2 years, or every year.</p> <p>Note: a government shutdown would potentially occur starting that Monday. Svea intends to be at this meeting regardless.</p>
<p>11:15 – 11:25 (10 Minutes)</p>	<p>Update on PH preparedness funding</p>	<p><i>Brittany Fry, Chair</i></p>	<p>There will be a presentation in April on preparedness funding from partners (Paula Tran, Natalie Easterday, Jaime Michael) and a discussion will occur amongst the committee regarding long-term and short-term funding.</p> <p>The PH funding letter states the importance of preparedness funding and what it does.</p> <ul style="list-style-type: none">• Discussion on who the audience is for the letter: A resource for PHC, WALHDAB, Governor’s office, and legislature.• Discussion on timeline: There were differing viewpoints on getting the document approved and waiting to distribute it until needed as a means to not call attention to the use of funding unless necessary OR being proactive and distributing as soon as it is ready. More discussion is needed on this point.<ul style="list-style-type: none">○ Suggestion from state lab to re-frame as providing critical support for emerging threat work and maybe highlight our support of first responders.○ The document will be sent out to this committee for review and additional discussion will be held at the March strategic planning workshop.



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11:25 -11:30 am	Wrap-up and Adjourn	Brittany Fry, <i>Chair</i>	<p>Strategic Planning meeting will take place on Monday, March 17, 2025, 9:30 AM-2:30 PM</p> <p>Next meeting will take place on Tuesday, April 8, 2025, 10-11:30 AM</p> <p>Adjourn</p> <ul style="list-style-type: none"> • Motion to adjourn – Tammi Boers • Second – Svea Erlandson • Motion carried
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CMO: Chief Medical Officer

DPH: Division of Public Health

DHS: Department of Health Services

JEDI: Justice, Equity, Diversity, and Inclusion Committee

MLT: Medical Leadership Team

OPPA: Office of Policy and Practice Alignment

OPEHC: Office of Preparedness and Emergency Health Care

PHAB: Public Health Accreditation Board

PHC: Public Health Council

PHEP AC: Public Health Emergency Preparedness Advisory

SHP: State Health Plan

SHIP: State Health Improvement Plan

WPHA: Wisconsin Public Health Association

WALHDAB: Wisconsin Association of Local Health Departments and Boards

Notes: The Department of Health Services is an equal opportunity employer and service provider. If you need accommodations because of a disability or need an interpreter or translator, or if you need this material in another language or in an alternate format, you may request assistance to participate by contacting DHSPublicHealthCouncil@wisconsin.gov or Aisha Dogbey at 608-267-7707. You must make your request at least 7 days before the activity.