The regular meeting of the Public Health Advisory Council (PHAC) met in room 19 at the Capital. Meeting began at 10:00.

**Council members present:**
Ron Eckoff, Frank Magsamen, Martha Gelhaus, Larry Barker, Ann Garvey, Robert Welander, Jeff Heland, Laura Beeck, Donn Dierks, Julie McMahon, Kari Prescott, Betty Mallen, Mary Mincer Hansen, Ruth Schemmel, Senator Swati Dandekar, Representative Ako Abdul-Samad,

**Council members absent:**
Chris Atchison, Jennifer Becker, Aimee Devereaux, Senator David Hartsuch, Representative Linda Miller, Justine Morton

**Others Attending:**
Rick Kelly for Chris Atchison
Reggie Hawkins with Representative Abdul-Samad
Joy Harris – Lead Staff PHAC
Erin Barkema – Lead Staff PHEC
Karla Dorman – Support

**Approval of Minutes**
Dr. Eckoff motioned to approve minutes of the September 30 meeting. Jeff Heland seconded the motion. The motion carried unanimously.

**Agenda Item – Reports**

a. PHAB Beta Test Training:
   i. Joy Harris reported on her meeting with the Public Health Accreditation Board (PHAB) regarding the Beta Test Process. The meeting was for the groups participating in the Beta Testing. She provided a handout with information about the process and steps involved. They plan on having “Think Tanks” to work on specific issues. Ken Sharp, IDPH’s Environmental Health Division Director will serve on the Environmental Health think tank. Test sites will be testing PHAB’s accreditation process, standards, measures, documentation materials (guides, documentation about what things mean) and tools. This should help us in developing our own methods. The Beta Testing will take 14 months and should wrap up at the end on 2010.

b. Formalize meeting schedule
ii. Motion made by Dr. Eckoff to meet on the first Thursday of odd numbered months, seconded by Mary Mincer Hansen. We will meet on the first Thursday of odd numbered months from 10:00 – 3:00 with locations to be determined.

**Agenda Item – New Business**

a. **Election of Officers**
   i. Dr. Eckoff nominated Larry Barker for Chair, seconded by Mary Mincer Hansen, nomination carried and Larry accepted the position. He will serve for a 1 year term ending in September 2010.
   ii. Martha Gelhaus nominated Betty Mallen for Vice Chair, seconded by Mary Mincer Hansen, nomination carried and Betty accepted the position. She will serve for a 2 year term.

b. **Purpose Statement of PHAC**
   i. The Public Health Advisory Council advises the department and makes policy recommendations to the director of the department concerning administration, implementation, and coordination of the Public Health Modernization Act and makes recommendations to the department regarding the governmental public health system; assuring the vision of Public Health Modernization that every Iowan has access to the same public health services no matter where they live.

c. **Prioritization of PHAC Activities**
   1. Accreditation: Identify the accrediting body; the process of accreditation; the timeline for accreditation.
   2. Metrics: Finish the metrics; look at the work the Metrics Implementation committee has done; align the Iowa Standards better with the PHAB Standards; look at consistency among the standards.
   3. Communication: Develop strategic plan identifying message, include benefit to audience, why it’s important, what’s in it for constituents; Stakeholders have already been identified. Current plan needs to be refined.
   4. Chart of Accounts: Continue the work on a uniform chart of accounts.

   i. Subcommittees will be formed to work in each of the priority areas and members from the advisory council and past implementation committees may be invited to participate in a subcommittee.
      - Martha Gelhaus and Larry Barker will co-chair the Accreditation subcommittee. Julie McMahon and Representative Abdul-Samad will also serve on the subcommittee. They will bring solid recommendations to the next meeting.
      - Ann Garvey and Jonn Durbin from the Evaluation Committee will co-chair the Metrics subcommittee. Other members on the subcommittee are Kari Prescott, Ron Eckoff, and Ruth Schemmel. They have a 6 month target to finish the metrics and bring results to the Council.
      - Mary Mincer Hansen and Betty Mallen will co-chair the Communication subcommittee. Additional members are Jeff Heland, Laura Beeck, Frank Magsamen, Robert Welander, and Donn Dierks.
      - Donn Dierks and Laura Beeck will serve as the Advisory Council leads to assure that work continues to develop a consistent chart of accounts.
ii. The council needs to review the Administrative Rules for the Modernization Act. Joy will provide a draft at our next meeting. We want suggestions by March so we can make changes and present our recommendation to the State Board of Health in April.

d. Future meeting agendas
   i. Next meeting will be held on January 7, 2010, 10:00 – 3:00, location to be determined.
   ii. Agenda items include:
       a. Update on MLC
       b. Update on PHAB Beta Test
       c. Updates on 4 priority areas
       d. Approval of Mission/Purpose statement
       e. Report on Evaluation Committee
       f. Learning moment
       g. Review chapters 136 & 137