The regular meeting of the Public Health Evaluation Committee (PHEC) was held in rooms 517 and 518 in the Lucas building. The meeting began at 10:00.

**Committee members present:**
Jonn Durbin, Ken Sharp, Julie Schilling, Kaitlin Emrich, Bonnie Rubin

**Via phone:** Tanya Uden-Holman, Kim Westerholm, Pam Duffy

**Committee members absent:** Sheri Bowen, Lisa Kapler, Jason Hockenberry, Jim Torner

**Others Present:**
Joy Harris – Lead Staff PHEC
Karla Dorman – Support Staff
Martha Gelhaus – IDPH

**Welcome and Introductions**
Kaitlin Emrich welcomed Bonnie Rubin to the Evaluation Committee. Bonnie is replacing Dr. Pentella as the State Hygienic Laboratory representative on the committee. The group introduced themselves to Bonnie.

**Approval of Minutes**
A motion to approve the minutes of the December 13, 2012 meeting was made by Julie Schilling, seconded by Ken Sharp. Minutes were approved unanimously. A motion to approve the March 7, 2013 meeting was made by Ken Sharp, seconded by Jonn Durbin. Minutes were approved unanimously.

An agenda item, Election of Vice Chair, was added to New Business.

**Reports**
- Public Health Advisory Council (PHAC) meeting update.
  - There were not PHAC meeting updates, as the council has not met since the March 7 combined meeting.
  - Martha Gelhaus gave a synopsis of the PHAC’s accomplishments over the past year.

**Unfinished Business**
- Release of State Baseline Survey Report
  - Ms. Harris shared the State Governmental Public Health System Baseline Report Executive Summary.
  - The report will be shared with bureau chiefs next week and on May 1, Ken Sharp and Julie McMahon will send it, with a link to the full survey report, to their local and environmental public health contacts.

**New Business**
  - Communication Plan
    - Joy asked for ideas about which audiences we should be communicating with
    - Suggestions for audiences included:
      - Local partners
b. Other coalitions/regions
c. County Environmental Health offices
d. IDPH division directors and staff
e. Communication should be happening at all meetings with other agencies.

ii. Other ideas regarding communication included:
   a. Having talking points so the message is consistent.
   b. Partnering with other public health and environmental health groups to get information out.
   c. Share general information, such as how the Standards have been beneficial, how they are being used and what difference have they made.

iii. A recommendation was made for 1 member of PHAC and 1 member of PHEC, with Joy’s guidance, get together and work on the communication plan.

Work Plan Discussion
i. Ms. Harris led the group in a discussion regarding PHEC’s focus for 2013-2014. Tasks and a draft timeline were developed.

Election of Vice Chair
i. Chairperson Kaitlin Emrich asked for volunteers or nominations for Vice Chair.
ii. Julie Schilling nominated Kim Westerholm, with Bonnie Rubin seconding the nomination. The vote was unanimous for Kim Westerholm to serve as Vice Chair of the Public Health Evaluation Committee.

Adjournment
Tanya Uden-Holman motioned to adjourn, Jonn Durbin seconded the motion, motion carried.

Next meeting: June 20, 2013 10:00 – 3:00 Lucas building, rooms 517/518