The regular meeting of the Public Health Evaluation Committee (PHEC) met in room 116 at the Capital. Meeting began at 10:00 a.m.

**Council members present:**
Fran Sadden, Doug Beardsley, Jim Torner, Jason Hockenberry, Sheri Bowen, Julie Schilling, Mike Pentella, Lisa Kapler, Jonn Durbin, Wendy Ringgenberg, Terri Henkels, Tanya Uden-Holman

**Council members absent:**
Ken Sharp

**Others Attending:**
Mary Jones
Martha Gelhaus
Joy Harris – Lead Staff for the Public Health Advisory Council
Erin Barkema – Lead Staff for the PHEC
Karla Dorman – Support

**Approval of Minutes**
Dr. Ringgenberg motioned to approve minutes of the September 30 meeting. Dr. Kapler seconded the motion. The motion carried unanimously.

**Agenda Item – Reports**

a. **PHAB Beta Test Training:**
   i. Joy Harris reported on the Public Health Accreditation Board (PHAB) Beta Test training that she attended during the first week of November. The meeting, which included the 30 agencies participating as a Beta Test sites, focused in the Beta Test process. A handout was provided that included information about the process and steps involved. Ms. Harris reported that PHAB plans 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. Beta Test sites will be testing PHAB’s accreditation process, standards, measures, documentation materials (guides, documentation about what things mean) and tools. Participating as a Beta Test site should help Iowa in developing accreditation methods. The Beta Testing will take 14 months and should wrap up at the end on 2010.

b. **Public Health Advisory Council (PHAC) meeting update.**
   i. Joy Harris provided a handout and gave an overview of the PHAC’s November 12th meeting. Larry Barker will serve as Chair of the Council with Betty Mallen serving as Vice Chair. The PHAC was asked to think of activities that the evaluation committee could do to assist with the work do be completed by the Council. Overall, the group suggested six activities for the PHEC to consider when brainstorming ideas and making the PHEC priority list.

**Agenda Item – Old Business**

a. Questions from the orientation meeting
   i. No questions

b. **Formalize meeting schedule**
   ii. The decision was made to meet on the fourth Thursday of even number months from 10:00 – 3:00 with locations to be determined.
Agenda Item – New Business

a. Election of Officers
i. A motion nominating Dr. Kapler for Chair was made by Fran Sadden and Sherri Bowen, seconded by Dr. Uden-Holman, nomination carried and Dr. Kapler accepted the position. She will serve for a 1 year term ending in September 2010.

ii. Fran Sadden nominated Doug Beardsley for Vice Chair, seconded by Julie Schilling and Dr. Uden-Holman, nomination carried and Doug accepted the position. He will serve for a 2 year term.

b. Purpose Statement of PHEC
i. To evaluate Iowa’s governmental public health system and voluntary accreditation program to assess the impact on population health outcomes.

c. Prioritization of PHEC Activities
- Subcommittees were formed to work on the tasks outlined in the Modernization Act. Subcommittees include:
  - Evaluate the Public Health System – This committee will be chaired by Julie Schilling. Members include Fran Sadden, Doug Beardsley, Dr. Kapler, and Terri Henkels.
  - Evaluate Iowa’s Accreditation Program – The subcommittee will be chaired by Sherri Bowen. Members include Dr. Uden-Holman and Terri Henkels.
  - Evaluate the Iowa Public Health Standards – This subcommittee will be chaired by Dr. Pentella. Members include Jonn Durbin, Dr. Ringgenberg, Dr. Hockenberry and Dr. Torner. They will combine with the members of the Public Health Advisory Committee’s Metrics subcommittee.
  - Public Health Data – Dr. Hockenberry will chair this subcommittee. Jonn Durbin and Dr. Torner will also be on this committee.
  - Baseline Data – Iowa Public Health Standards – The subcommittee will be developed once the PHAC has approved a revised set of standards.
  - Improvements in Public Health – This subcommittee will begin work when the process for voluntary accreditation has begun.
- Committee members brainstormed possible activities to be completed within the next year. The activities decided upon include:
  - Determining a baseline profile of the governmental public health system by answering the question - What does governmental public health look like in Iowa?
  - Reviewing and evaluating the accreditation document;
  - Reviewing the work that has been done on metrics thus far and participating in work to finish the revision of the standards; and
  - Determining what data are needed to evaluate the governmental public health system.

d. Future meeting agendas
i. Next meeting will be held on February 11, 2010, 10:00 a.m. – 3:00 p.m., location to be determined.

ii. Standing agenda items include:
   a. Report on MLC
   b. Report on PHAB Beta Test
   c. Advisory Council update
   d. Subcommittee reports
   e. Learning moment

February meeting prep: Review accreditation document