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

Committee members present: Jonn Durbin, Tanya Uden-Holman, Ken Sharp, Julie Schilling, Lisa Kapler, Jim Torner, Pam Duffy, Sheri Bowen

Via phone: Kaitlin Emrich,

Committee members absent: Mike Pentella, Jason Hockenberry, Kim Westerholm

Others Present: Joy Harris – Lead Staff PHEC
Karla Dorman – Support Staff

Approval of Minutes
A motion to approve the minutes of the October 18, 2012 meeting was made by Julie Schilling, seconded by Lisa Kapler. Minutes were approved unanimously.

Reports
a. Public Health Advisory Council (PHAC) meeting update.
   i. Joy Harris gave the update on the Advisory Council’s activities. The PHAC met on November 1, 2012.
   ii. The Advisory Council heard a report about the PHAC and PHEC representatives meeting with Dr. Miller-Meeks.
   iii. The Advisory Council decided that a small group of members will work together regularly to write up recommendations to give to Dr. Miller Meeks. This group will be aware of broad impact of the Affordable Care Act on public health practice and if any relevant action should be taken.
   iv. A new vice chair was elected. Kari Prescott accepted the position.
   v. The PHAC looked at the “organization chart” of the PHAC and PHEC in an effort to clarify the relationship between the two and their responsibilities. There will be more discussion on this at the February meeting.
   vi. The Advisory Council recognized the great job done by PHEC on the baseline survey. They began looking through it as a group to identify what they would like to learn more about.

b. PHAC/PHEC meeting with Dr. Miller-Meeks
   i. Donn Dierks, Amy Thoreson and Sheri Bowen met with Dr. Miller-Meeks on October 25 to talk about Modernization.
   ii. Ms. Bowen gave a report to the Committee about the meeting. Some of the points covered in the meeting were, update on PHAC and PHEC’s role according to law and clarification of QI recommendations. Dr. Miller-Meeks believes that the Iowa Public Health Standards are instrumental to QI and supports moving forward with implementation of them. They discussed how to best use the public health funds and the group provided her with the articles regarding the cost of accreditation that both the PHEC and PHAC have looked at.

c. NNPHI Open Forum
   i. Joy Harris reported on the NNPHI Open Forum that she and Dr. Miller-Meeks attended in North Carolina.
   ii. PHAB is continuing with accreditation and has finished 12 site visits. They plan to have at least one health department accredited by early 2013.
iii. They currently have 108 health departments in the accreditation process.
iv. PHAB is adding to their standards and plan to have the new version rolled out by July 1, 2014. They will continue accrediting based on version 1 until June 2014 and then will begin using the new version, version 2.

**New Business**

a. Structure PHAC/PHEC
   i. The PHEC looked at the proposed changes to the “organizational chart” for the PHAC and PHEC.
   ii. After review of the proposed structure, the PHEC has concerns about the proposed changes to the original organizational chart.
   iii. The committee came up with a list of questions for the PHAC about the chart which Joy will present to them at their January meeting. She will then have a conference call with the PHEC members to share the PHAC’s comments.
   iv. They feel the intent is to clarify the mission and responsibilities of each entity and the February meeting will be a good opportunity to work together to do so.

b. Local and State baseline follow-up
   i. The committee determined not to do the SWOT analysis.
   ii. The group followed-up with the local baseline report and discussed strategies for using the information and better ways to get to the information that we are seeking.

c. Planning for February 21 joint meeting
   i. PHEC members came up with several topics they would like to discuss at the joint meeting:
      a. Succession Planning
         i. Are we identifying new people?
         ii. How soon will the “pool” of willing participants we are currently using be exhausted?
         iii. Do term limits hurt continuity and succession planning?
      b. Conversation about what it means to step back from accreditation and move forward with QI and the IPH standards which Dr. Miller-Meeks supports. How do we as the PHAC and PHEC together advance each piece so they are in a better position to deliver services?
      c. Communication to locals about where we are now with accreditation and PHAB updates.

**Adjournment**
Chair person, Sheri Bowen adjourned the meeting at 2:00.

Next meeting: December 13, 2012 10:00 – 3:00 Lucas building, rooms 517/518