

# Department of Public Health and Human Services

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**Steve Bullock, Governor**

**Richard H. Opper, Director**

## **Public Health System Improvement Task Force Minutes January 27, 2016 1:30 p.m. – 2:30 p.m.**

### **Task Force Attendees:**

- **Joe Russell** (Flathead City-County Health Department — AMPHO Representative)
- **Janet Runnion** (Rocky Boy's Health Board — Tribal Health Department Representative)
- **Kristi Aklestad** (Toole County Health Department — Small County Representative)
- **Lora Wier** (MPHA Representative)
- **Melanie Reynolds** (Lewis and Clark Public Health — Large County Representative)
- **Megan Olson** (Prairie County Health Department — Frontier County Representative)
- **Todd Harwell** (DPHHS, PHSD — Ad Hoc Member)

### **DPHHS Attendees:**

- **Kerry Pride** (System Improvement Office, PHSD)
- **Terry Ray** (System Improvement Office, PHSD)
- **Tia Hunter** (System Improvement Office, PHSD)

### **Excused Task Force Members:**

- **Bonnie Lovelace** (DEQ — Ad Hoc Member)
- **Jean Curtiss** (County Commissioner — MACo/Local Boards of Health Representative)
- **Kathy Moore** (Lewis and Clark Public Health — MEHA)

### **Absent Task Force Members:**

- **Craig Molgaard** (University of Montana — Montana University System Representative)

## Review of Previous Meeting Minutes

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- No comments on previous minutes.

## Announcements

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- The 2016 Summer Institute courses have been selected. There will be a Public Health 101/ Public Health Law course. This course will give an overview of public health at the federal level, the state level, and the local or Tribal level. The law section will cover Montana Statutes and attorneys may give case presentations. The other selection is an All About Data/ Epidemiology 101 course. This course will be about the Public Health and Safety Division's (PHSD) secondary data sets and what these data sets can and cannot do. The course will also discuss national secondary data sources and the strengths and weaknesses of these sources. Additionally, there will be a section on community health assessment data collection and survey design.
  - The courses are 12 hours long.
  - Joan Miles conducted a local public health law course for Lewis and Clark Public Health. Joan is a good resource.
  - Due to PHAB standards, there have been some requests for data around zip codes and census tracts. Locals need data for neighborhoods and parts of cities. Can you address this in the data course?
- Ellen Leahy is gathering data on accreditation readiness. This survey will also give PHSD a statewide picture of local and Tribal health departments. The survey also asks for information about health department funding, FTEs, board of health function, data use, etc. This survey will go out Monday, February 1<sup>st</sup>.
- Kristi Aklestad is conducting a survey about workforce development and the workforce needs across Montana. The survey may combine questions from both the National Public Health Performance Standards survey and the Public Health Workforce Interests and Needs survey. The survey will give a picture of health departments' competencies, make-up, and needs.
  - Stakeholders will look at the survey and give input on what data should be collected, survey gaps, and survey strengths.
  - If possible, the system improvement office would like to gather workforce development plans from counties with completed workforce development plans.
  - Broader questions will be based on local needs.
  - Some questions will cover job satisfaction and why people are leaving public health.
  - NACCHO is collecting data for the National Health Survey. The data should be released in a couple of months. Can PHSD use that data?
  - Some national survey questions are the same as state survey questions.
- PHSD is working on a long range training calendar. There will be a five-year training schedule with core courses and competencies. The training cycle will help address turnover and provide career development opportunities. The results of the lead local survey and workforce development survey will help direct the training schedule. The task force will brainstorm at the April meeting.
- The Public Health System Support Unit is working on getting approval to spend some left over funds from the Montana Healthcare Foundation on a new mini-grant project. The MHCF funding will be combined with block grant funding to provide one-year \$5,000 mini-grants for system improvement activities. These activities include the following: completion of community health assessment, community health improvement plan, organizational strategic plan, quality improvement plan, and workforce development plan. The funding announcement is scheduled to be issued in February and the grant will hopefully be started in April.
- The public health management certificate will be replaced with an alternative program in 2017. PHSD had a difficult time filling the slots for the certificate in 2015. While the public health management

certificate is going well, the market may be saturated. The system improvement office is looking at several alternatives. The University of Montana has a public health certificate program, University of Washington has some leadership courses, and there are several other courses. There could also be a rotation of courses. The system improvement office is open to any ideas. The task force will discuss this further at the April meeting.

### **Task Force Charter**

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- Todd Harwell updated the Public Health System Improvement Task Force charter. A few changes were made to the charter.
- There was no discussion or recommended additions or changes.
- Todd Harwell moved that the Public Health System Improvement Task Force charter be approved and adopted. The motion was unanimously carried. Kathy Moore and Jean Curtiss voted aye by proxy.

### **Task Force Co-Chair**

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- The roles and responsibilities of the Public Health System Improvement Task Force co-chair are simple. The co-chair will review the meeting agenda prior to each meeting and identify any additional agenda items. The co-chair will also help facilitate meetings.
- The term is not listed in the charter and can be up to three years.
- Lora Wier was nominated as the Public Health System Improvement Task Force co-chair. The nomination was unanimously supported.

### **Preventive Health and Health Services Block Grant (PHHS) Update**

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- Program managers will be at the April meeting to present their funding proposals and answer questions.
- The final report will be sent out on Monday, February 1<sup>st</sup>.
- In April, Terry Ray will present the draft block grant proposal for the next round of funding.
- Some funding has been broken down in a new way. Some funding will go to support the new Public Health System Support Unit and activities like the mini-grant project. Strategic planning was funded by the previous block grant, but it has also been broken down in a new way. Funding will go to travel, Public Health System Improvement Task Force meetings, etc.
- Some good news and success stories have been written about the block grant funding. Terry will send the document out.

### **Discussion**

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- There has been interest in county and city financing. Finance may be a course for the Summer Institute.
  - The courses at Summer Institute are going to start at a basic level. Finance may be in a future course.
  - Joan Miles has a little experience in finance, but not enough to conduct a course for local health departments since each health department is different.
  - Please include IHS funding in a finance course.
  - A finance course should include the different levels of funding, including mills and funding streams.

- This could be included in an orientation for public health workers and then there could be a more sophisticated course.
- The Montana Public Health Association (MPHA) has heard similar feedback. They may be planning it for the fall MPHA conference.

### **Follow-up Items**

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1. Terry will email block grant funding success stories, the final block grant report, and a draft of the block grant submission.
2. Tia will email out details about the location of the April meeting.
3. Kerry will send out details of the Summer Institute courses, once the courses are outlined.
4. Task force members will think about an individual professional development course to replace the public health management certificate.
5. Task force members will think about topics and areas of interest for the five-year training schedule.
6. Task force members will review the workforce development survey, when a draft is completed.

**The next meeting will be April 27, 2016. The meeting will be in Great Falls, MT from 10:00 a.m. until 3:00 p.m. at the Hilton Garden Inn Great Falls with a working lunch. Lunch will be provided.**