



Council on Linkages Between Academia and Public Health Practice Conference Call Meeting

Date: January 27, 2012

Time: 1:00-2:30 pm EST

**Meeting Minutes - DRAFT**

**Members Present:** C. William Keck (Chair), Chris Atchison, Jack DeBoy, Terry Dwelle, Vince Francisco, Gary Gilmore, John Gwinn, Julia Heany, Jan Heinrich, Greg Holzman, Denise Koo, Amy Lee, Jeanne Matthews, Louis Rowitz, Lillian Smith, Hugh Tilson

**Other Participants Present:** Karlene Baddy, Wendy Braund, Sheila Chandler, Joan Ellison, Elinor Greene, Alex Hart, Norma Hatot, David Knapp, Cynthia Lamberth, Cynthia Phillips, Janet Place, Irene Sandvold, Tanya Uden-Holman

**Staff Present:** Ron Bialek, Kathleen Amos, Aleta Hong

Agenda Item	Discussion	Action
<p><b>Welcome and Overview of Agenda</b></p>	<p>The meeting began with a welcome by Council on Linkages Chair C. William Keck, MD, MPH. Roll call was conducted.</p> <p>Dr. Keck introduced Irene Sandvold, DrPH, MPH, MSN, RN, who works in the Health Resources and Services Administration's (HRSA) Bureau of Health Professions and is the Public Health Foundation's (PHF) Project Officer (which includes funding for the Council).</p> <p>Dr. Keck reviewed the agenda for the meeting.</p>	
<p><b>Introduction of New Council Members</b></p>	<p>Dr. Keck welcomed and introduced three new Council representatives: Lillian Smith, PhD, MPH, CHES for the Association of Schools of Public Health; Gregory Holzman, MD, MPH for the Centers for Disease Control and Prevention; and Janet Heinrich, DrPH, RN for HRSA.</p> <p>Dr. Keck introduced Aleta Hong as the Council's new Project Assistant at PHF.</p>	
<p><b>Approval of Minutes from July 28, 2011 Meeting</b></p>	<p>Dr. Keck asked for any changes to the minutes of the July 28, 2011 Council meeting. Vince Francisco, PhD moved to approve the minutes as written. Gary Gilmore, PhD, MPH, MCHES seconded the motion.</p>	<p>Minutes of the July 28, 2011 Council meeting were approved as written.</p>
<p><b>Council Constitution and Bylaws</b></p>	<p>Dr. Keck proposed revising the Council Constitution and Bylaws to reflect changes made to the mission statement during strategic planning and to add the two new member organizations, the Association of Public Health Laboratories and the National Public Health Leadership Development Network, to the membership list. Dr. Gilmore moved to accept the proposed changes. Dr.</p>	<p>The changes to the Council Constitution and Bylaws were approved as written.</p>

	<p>Francisco seconded the motion.</p>	
<p><b>Status of Council Activities</b></p>	<p>Academic Health Department (AHD) Learning Community Chair Dr. Keck reported on the status of the Learning Community. The Learning Community has 104 members; has held four meetings, including an in-person meeting during the 2011 American Public Health Association Annual Meeting; and is working to identify AHDs and create resources to support AHDs. The next Learning Community meeting will likely be held in the spring.</p> <p>Dr. Keck reported on the status of tool development for the Competencies to Practice Toolkit being created to facilitate use of the Core Competencies for Public Health Professionals (Core Competencies). The Toolkit will include competency assessments, examples to clarify competencies (e.g.s), a cultural competency tool, job descriptions, and quality improvement tools. Tools will be posted on the Council website as they become available.</p> <p>Council Director Ron Bialek, MPP reported on the status of the Recruitment and Retention initiative. A final report is being written for the Public Health Workers Survey conducted in 2010. When available, the draft report will be posted online for comments. The report will be finalized by the Pipeline Workgroup and sent to the Council for approval.</p> <p>Mr. Bialek reported on the status of the Public Health Training Impact (PHTI) initiative. Guided by the Training Impact Task Force, a group of 11 experts in training and evaluation chaired by Wendy Braund, MD, MPH, MEd, the PHTI initiative seeks to identify methods and tools to improve and measure the impact of training. Final products are expected by fall 2012 and will include a document containing strategies and methods for enhancing and evaluating the impact of training and a selective review of literature related to training and evaluation.</p>	
<p><b>Current Actions and Future Commitments of Council Member Organizations</b></p>	<p>Representatives from Council member organizations reported on the work their organizations are doing to promote and utilize Council initiatives and products, particularly the Core Competencies and the AHD Learning Community.</p>	<p>Council staff will compile the information gathered during the reports and send it to Council representatives for review. The final product will be posted on the Council website.</p>

<p><b>Discussion on Enhancing Communication</b></p>	<p>Council Project Manager Kathleen Amos, MLIS asked for Council member organization input on communication methods they have found effective within their organizations, how they measure their communications impact, and how they can help the Council communicate.</p>	<p>Council staff will provide a report on the Council's current communications strategies, as well as communications questions for feedback from Council member organizations. A follow-up discussion on communications will be held at the next Council meeting.</p>
<p><b>Other Business</b></p>	<p>Dr. Keck announced that he and Mr. Bialek will be conducting conference call meetings with Council member organizations' CEOs/Executive Directors, representatives, and staff contacts to discuss the Council and its future directions. They aim to conduct these meetings in March 2012.</p>	<p>Council staff will contact Council member organizations to schedule conference call meetings.</p>
<p><b>Next Steps</b></p>	<p>Dr. Keck informed the Council that its next meeting has not yet been scheduled, but that Council staff will be in contact to do so.</p>	<p>Council staff will schedule the next Council meeting.</p>