



Public Health Issues Committee

Committee Charter

1. Purpose:

The purpose of the Public Health Issues Committee, as a subcommittee of the Governor's Public Health Council, is **to oversee and support the process for identifying, prioritizing, and acting on defined issues relating to public health in Wisconsin.**

The Public Health Council was created by 2003 Wisconsin Act 186 Wis. Stat. §15.197(13). The primary purpose of the Council is to inform and advise the Governor, the Wisconsin Department of Health Services, the Wisconsin State Legislature, and people of Wisconsin on prioritized public health issues important to the needs and wants of the public in a manner that is equitable, inclusive, and responsive to the diversity of the State. This work will include attention and advice on the progress implementing the state's public health plan and coordination of responses to public health emergencies.

2. Functions/Objectives:

The Public Health Issues Committee has four distinct, but related functions that are necessary to fulfill its purpose and charge as described above. These functions are further described with key elements below.

Function 1: Identify Issues

The issues that come before the Public Health Council for action consideration will be identified through two primary methods.

- The first is through the **Proactive Selection** of timely issues emerging through the State Health Implementation Plan (SHIP), the Public Health Emergency Preparedness (PHEP) work, and issues that are timely from a legislative perspective. Key Stakeholders that may be consulted to identify actionable issues for PHC consideration include:
 - WI Department of Health Services-Office of the Secretary, DHS/DPH Administrator/State Health Officer,
 - Public Health Council members (includes ex-officio members) and any DHS staff who support any part of the Council,
 - Wisconsin Association of Local Health Departments and Boards (WALHDAB), Wisconsin Public Health Association (WPHA), WPHA/WALHDAB Joint Public Affairs Committee, Wisconsin Hospital Association.
 - Other Public Health Council Committees (i.e., Public Health Emergency Preparedness Advisory Committee, JEDI Committee) through consultation with the PH Council liaison to said committees
 - DHS/DPH Chief Medical Officers
- The second is through **Ongoing Issue Submission** of emerging opportunities. The PHC will make an electronic Issues submission form available on the PHC website to accommodate emerging concerns that may not be prioritized through the Proactive Selection

process.

- Proposed Issues must:
 - Align to the Public Health Council’s purpose stated above
 - Align to federal, state, local, and/or legislative priorities (e.g., Healthy People 2030, WALHDAB, WPHA, WALHDAB/WPHA Joint Public Affairs, Community Health Assessments or Community Health Needs Assessments, etc.)
 - Impact the health of populations, including any populations that are vulnerable or disproportionately affected
 - Include desired action requested of the PHC (e.g., written resolution/recommendation, meetings with key individuals, press release, advocacy, etc.)
 - Align to the key criteria used for Issues prioritization (as defined under Function 2- Prioritize Issues)

- **Urgent/time sensitive Public Health Issues**

Should urgent, prioritized issues arise that require a more immediate response than the above methods allow, the Executive Committee will respond. Executive Committee actions may include, but are not limited to:

 - Taking action on behalf of the Public Health Council (e.g., resolution or communication from the Executive Committee)
 - Proposing a recommended action to the Public Health Council (e.g., resolution or communication from the Public Health Council)
 - Send the issue to the Issues Committee (to follow the same process as described above)

The Executive Committee will attempt to keep the full PHC informed of the issue and evolving actions and solicit input as time allows. A full debrief of these actions will be slated for the next PHC meeting following the action.

Function 2: Prioritize Issues

The Issues Committee will lead a process that prioritizes issues to determine which move forward to the Executive Committee and ultimately to the PHC for action consideration. Criteria for prioritization will include, but not be limited to, the following:

- The issue aligns with at least one of the following:
 - State Health Implementation Plan
 - Public Health Emergency Preparedness priorities
 - A priority at the federal or state level or in the legislature (e.g., budgetary or non-budgetary, urgent emerging issues such as pandemic, national Healthy People 2030, legislative council committees)?
 - An issue emerging from local and Tribal health departments and/or state associations such as WALHDAB, WPHA, WHA, etc...
- The issue significantly impacts the health of the public
- The issue is focused on systems level change and/or Public Health Transformation
- The issue disproportionately impacts marginalized or vulnerable populations
- The issue is one that is modifiable, and progress and impact are feasible
- The issue has passionate experts who are willing to help shape PHC recommendations/actions

Function 3: Presentation of Issues to the PHC for Action Consideration

Annually, the Issues Committee will present a slate of no less than 10 prioritized Issue options to the Executive Committee for discussion. Of these 10, no less than 6 will be selected and presented to the PHC for approval. Once approved by the PHC, the approved issues will be slated for PHC meeting presentations for the year.

Once approved, the Issues Committee will work with the PHC and DHS Staff to:

- Slate the issues for PHC meetings
- Identify subject experts that are willing to serve as credible, passionate champions for each issue and do the following by the date of the PHC meeting for which their issue is slated:
 - Develop the Issue Presentation following a standard template that includes:
 - Title
 - Title and People/Organizations bringing issue forward.
 - The Issue
 - Brief high-level summary of issue/problem trying to solve, why it is important
 - Background
 - Description of current state including relevant data, emerging trends, impact on health and wellbeing, impact on marginalized or vulnerable populations, evidence of effective solutions.
 - Assessment
 - Review and analysis of action options, including pros/cons of main options.
 - Recommendation/Desired Support from PHC
 - Prepare a 1-2 page written Position Paper
 - Following PHC presentation and discussion, work with subject experts to modify written Position Paper/documents to reflect changes recommended by the PHC.
 - Work with Executive Committee and DHS Staff to follow through on agreed upon actions which may include, but are not limited to:
 - Written communication to select audiences
 - Arrangement of meetings with key individuals/organizations/officials- engage MLT as appropriate
 - Press release to media outlets, social media, Public Health infrastructure, etc..
 - Other

Function 4: Evaluate Functions 1-3 annually and revise this charter as needed

3. Membership/Roles:

Public Health Issues Committee

The Public Health Issues Committee shall consist of no less than 5 and no more than 7 voting members. Terms for all members will be 2 years. Ideally, members would be appointed in a way that no more than half of the membership would change in any given year. At least 50% of members should also be members of the Public Health Council.

The Public Health Council Chair will, in consultation with the Chair Elect or Executive Committee, appoint the Public Health Issues Committee Chair. The Public Health Issues Committee Chair will, in consultation with the Council Chair or Chair Elect/Executive Committee, be responsible for recruiting and appointing 5+ additional members.

Committee roles must include the following:

- Committee Chair
 - The Committee Chair must be a member of the Public Health Council.
- Public Health Emergency Plan (PHEP) Advisory Committee Liaison
 - This individual may or may not be a Public Health Council member but should be identified by the PHEP Advisory Committee to be on the Public Health Issues Committee and bring priorities of the PHEP Advisory Committee to the Public Health Issues Committee; this should not be staff supporting the PHEP Advisory Committee.
- State Health Plan Liaison
 - This individual may or may not be a Public Health Council member but should be directly working with or on an advisory body relating to the state health plan; this should not be staff supporting the Public Health Council.
- Representative from WALHDAB or the Joint Public Affairs Committee.
- Legislative liaison??
- All members of the Issues Committee are to pursue their work with a focus on Health Equity.

Committee roles may include the following:

- Local level representatives from health departments/Tribal health centers and/or healthcare/hospitals.

Division Staff

Staff from the Division of Public Health (DPH) in the Office of Policy and Practice Alignment (OPPA) or the Office of Preparedness and Emergency Health Care (OPEHC) may participate in meetings and offer insights, but would **not be voting members**.

4. Responsibilities:

Responsibilities of Committee members include the following:

1. Effectively manage a process that solicits ideas/issues on an annual basis.
2. Utilize tools and templates provided/Prioritize using an agreed upon set of criteria.
3. Learn about the issue; where possible, include the voice of those not represented, but affected/impacted by the issue.
4. Present a slate of recommended issues for exploration to PH Council by deadline
5. Calendar the issues determined to move forward to PH Council.
6. Identify and support issue champions
7. Follow Open Meetings Law and record minutes of meetings.
8. In conjunction with the PH Council and available resources, assure match of resources to work assigned to the committee
9. See Actions related to Issues through to completion

In addition to responsibilities identified above and in section 5 below, this Committee exists at the discretion of the Public Health Council and must:

- a. Be in compliance with Wisconsin's Open Meetings Law.
- b. Support the Public Health Council's statutory requirements and defined purpose (reference 1. Purpose at the beginning of this charter).
- c. Maintain a record of its major decisions and other actions.
- d. Assure a quorum of at least half of the Committee members for votes on final decisions to be forwarded to the Public Health Council/Chair.
 - i. Decisions will be carried by a simple majority vote of the Committee quorum.

5. Meeting Schedule:

The general timeline for the functions of the Public Health Issues Committee on an annual basis includes (with cycle of 6 meetings per year):

- August-October - Determine 10 Issues
- November-December – Present Slate of Issues to Executive Committee/Finalize Slate
- February – Present Slate of Issues to PHC for Approval/Identify Issues Champions
- March-April – Finalize Issue Champions and Slate Issues for bimonthly PHC meeting agendas
- April-March – Support Issue Champions with meeting presentation preparation and follow up including work with Exec Committee to complete actions.

This committee should be available for ad hoc meetings, which may relate to any of the following:

- To review and apply the prioritization matrix to an issue of importance identified outside of the typical cycle as delegate by the Executive Committee;
- To meet with the Executive Committee and/or workgroups as requested to assure successful progress with public health issues and action. This may include meeting with workgroups or workgroup representatives to prepare for the recommendation to the Public Health Council.