

Preventive Health and Health Services (PHHS) Block Grant Advisory Committee

Meeting Minutes

Date: September 18, 2008

Time: 10 AM to 4 PM

Location: DOH CenterPoint Offices

Attendees: Maxine Hayes, Danielle Kenneweg, Elaine Engle, Peter Browning, Julie Petersen (representing Larry Clark), Tim Moody, Daisye Orr & Penny Hetzel

The meeting was chaired by: Maxine Hayes

The meeting was facilitated by: Danielle Kenneweg

Welcome & Introductions

Maxine welcomed participants and asked all to participate in a round robin of introductions.

Review of minutes

Minutes from 2007 meetings were reviewed.

Call for any new items to be added to agenda

No new agenda items were added.

Status reports

Office of Health Promotion

- OHP Director Danielle (Danny) Kenneweg gave an update on funding sources for the Office of Health Promotion (OHP) which includes: general fund state, DOH offices and programs (due to staff involvement in projects) and federal sources (Coordinated School Health and Preventive Health and Health Services Block Grant).
- Currently the office is staffed by a director, an administrative assistant, a coordinated school health manager, two graphic designers, three senior-level health educators and an entry-level health educator. One opening for a senior-level health educator was closed due to the hiring freeze.
- Due to new staff in OHP, significant time and effort has been dedicated to developing core functions and reviewing current work loads.

PHHS Block Grant funding, Center for Disease Control and Prevention (CDC)

- The PHHS Block Grant for 2009 has been zeroed out in the President's proposed budget. Both the Senate and House have restored it in their proposals. PHHS Block Grant coordinators have been told to prepare a FY09 application with level funding.
- The CDC continues to encourage states to direct their PHHS Block Grant funds to activities at the local level. Currently, 66% of our funding goes out to local health jurisdictions, tribes and community organizations.

- The computer software currently used for submitting PHHS Block Grant applications and reports will be replaced by an online system. Webinar training is planned for state PHHS Block Grant coordinators and their staff. This new software will not affect how local health jurisdictions or tribes submit reports or applications.

Community Grants for Local Health Jurisdictions and Tribes

- The PHHS Block Grant is currently funding eight local health jurisdictions and one tribe to promote policies to decrease chronic disease in their communities by improving nutrition and physical activity. These grants are for \$46,000 to \$50,000 a year for up to three years.
- Daisye Orr in OHP who is managing these community grants provided a summary handout of the activities each community is working on, the amount of funding they are receiving and the amount of staff time dedicated to the project. Each grantee recently submitted a mid-year report and Daisye shared that while they are all at different places in terms of capacity and implementation, each community is making progress.

Success Stories

- OHP hired Desautel Hege to write 12 success stories about the use of PHBG funding in communities. A summary handout was shared with everyone.
- There was general agreement that DOH send out copies of the success stories to the administrators of featured local health departments and to the chairs of the local board of health.

Recommendations from advisory group in May 2007

- The group reviewed advisory group recommendations from May of 2007 and how OHP is implementing these recommendations. The scoring criteria for the 2008-2010 applications was also reviewed.

Funding future community activities

- Several local health jurisdictions did not spend their total PHHS Block Grant allocation in 2007 for unknown reasons. This means that OHP has some additional dollars to spend in the current fiscal year. Several options are being considered:
 - Funding one (maybe two) more communities for policy and environmental change work.
 - More technical assistance work with funded and unfunded communities
 - Helping counties/LHJ's with assessment work
- Advisory group members suggested that a hybrid of activities be funded with the additional dollars. They made the following recommendations:
 - Assessment is needed for all public health work and it is highly encouraged.
 - There is need to help LHJ's improve their readiness for applying for future funding.
 - Look at the 5930 plans – they may provide guidance on how to best help LHJ's.
 - In the current economic environment, it is crucial to help LHJ's build capacity for sustainability. Work on policy and environmental change is crucial and state expertise is needed to build skills at the local level.
 - LHJ's are always in need for help with evaluation.

- It would be wise to use LHJ's who are experienced as mentors for those who are less ready for policy and environmental change work. They can provide guidance based upon lessons learned.
 - If funding is given to another community, give priority to a high need county that applied but was not funded in the current funding cycle. Give them additional technical assistance to make their reapplication successful. Next, provide assistance to those that didn't apply.
- Several options for training and technical assistance were discussed. It was suggested that OHP consider tagging training onto the Joint Conference for Health.

Advisory committee

- There are requirements in the Federal law about composition of this Advisory Group. Danny reviewed those requirements and matched them to our current membership. There was discussion about expanded membership and the following recommendations were made.
 - Invite the Office Director for Community Wellness and Prevention at DOH
 - Include representation from a smaller community with a high need.
 - Consider including an epidemiologist at the regional level.
 - Re-engage David Fleming, Public Health – Seattle & King County and Rick Porso, Tacoma Pierce.
 - Seek a replacement for Carol McNeil, Island County Health Department, who recently retired.
 - Consider another mid-size LHJ representative – possibly Clark County
- Operating procedures (terms of office, roles & responsibilities, etc)
 - Danny asked for input on operating procedures. The group reached consensus that we should maintain the current processes. They suggested that OHP post minutes of the advisory meeting to their website.

Application for PHHS Block Grant funding for next fiscal year

- An executive summary of the proposed PHHS block grant application for FY09 was distributed. Danny reviewed the highlights with the group. Details will be refined as the application is entered into the new software when it becomes available. The Advisory Group approved the proposal.
- The grant application cannot be submitted until after the public hearing. Danny and Penny plan to schedule the hearing for sometime in November.

Other

- Elaine expressed the need to strategize about how to raise awareness of the importance of OHP in DOH. This also involves the issue of finding dedicated funding for OHP so that it is not completely reliant upon the PHHS block grant.
- Julie shared an update on CHEF's participation in the work of the Children's Alliance. She will send out an email with some background and information. She also offered assistance with creating profiles for educating decision-makers about successful use of public funding.
- Due to the underspending by several local health jurisdictions in 2007, Daisye asked for input on how to prevent this from happening in the future. It was suggested that

reminder emails about how much money has been spent and how much is left in the current contract is helpful.

Next Meeting

Date: December 17, 2008

Time: 10:00 AM to 11:00 AM

Location: Conference Call

Action items

1. Success stories will be shared with all group members when they are complete.
2. Julie and Danny will meet to discuss options for using the success stories with decision-makers.
3. OHP staff will work within the agency to send copies of the success stories to each featured LHJ.
4. OHP staff will pursue funding another community with PHBG dollars based upon advisory group recommendations.
5. OHP staff will pursue options for training and technical assistance opportunities for unfunded communities based upon the advisory group recommendations.
6. Danny will make personal phone calls to David Fleming and Rick Porso to re-engage them with this advisory group.
7. Danny will expand the membership of the advisory group based upon recommendations of current members.
8. OHP staff will post finalized meeting minutes to the office's website.
9. OHP staff will pursue options for tracking timely spending of PHBG dollars by the funded communities.
10. Penny will schedule a conference call for mid-December
11. An in-person meeting will be scheduled for the first 6 months of 2009.