



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

Date: July 26, 2012

Time: 1:00-3:00 pm EDT

**Meeting Minutes – DRAFT**

**Members Present:** C. William Keck (Chair), Chris Atchison, Jack DeBoy, Diane Downing, Vince Francisco, Gary Gilmore, Carolyn Harvey, Janet Heinrich, Larry Jones, Lisa Lang, Amy Lee, Hugh Tilson

**Other Participants Present:** Mary Amundson, Karlene Baddy, Ned Baker, Bob Blackburn, Wendy Braund, Emily Burke, Vera Cardinale, Yvette Diallo, Elinor Greene, Norma Hatot, Kathy Miner, Quita Mullan, An Nguyen, Robin Pendley, Eva Perlman, Cindy Phillips, Janet Place, Radley Remo, Irene Sandvold, Lisa Sedlar, Nancy Winterbauer

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

Agenda Item	Discussion	Action
<b>Welcome and Overview of Agenda</b>	The meeting began with a welcome by Council on Linkages Chair C. William Keck, MD, MPH. Roll call was conducted.  Dr. Keck reviewed the agenda for the meeting.	
<b>Introduction of New Council Representative</b>	Dr. Keck welcomed and introduced a new Council representative: Carolyn Harvey, PhD, for the National Environmental Health Association.  Dr. Keck informed Council members that Aleta Hong has resigned as the Council's Project Assistant.	
<b>NALBOH Recruiting for Chief Executive Officer</b>	Ned Baker, Interim CEO for the National Association of Local Boards of Health (NALBOH), informed the Council of NALBOH's search for a new CEO. Bob Blackburn, NALBOH President-Elect, described the recruitment process, including application information and deadlines, and skills desired in the CEO.	
<b>Approval of Minutes from January 27, 2012 Meeting</b>	Dr. Keck asked for any changes to the minutes of the January 27, 2012 Council meeting. Gary Gilmore, MPH, PhD, MCHES moved to approve the minutes as written. Vince Francisco, PhD seconded the motion.	Minutes of the January 27, 2012 Council meeting were approved as written.
<b>Status of Council Funding</b> ➤ CDC ➤ HRSA	Council Director Ron Bialek, MPP reported on the status of Council funding on behalf of the Centers for Disease Control and Prevention (CDC). CDC has approved continued funding through May 31, 2013 for Council activities including the Core Competencies for Public Health Professionals (Core Competencies) and	

	<p>the Academic Health Department (AHD) Learning Community.</p> <p>Janet Heinrich, DrPH, RN reported on the status of Council funding on behalf of the Health Resources and Services Administration (HRSA). The base year of the contract that provides Council funding runs through the end of September 2012, and HRSA is planning for the next option year. HRSA funding is focused on the Public Health Training Impact (PHTI) initiative, the AHD Learning Community, and the Public Health Workforce Development Inventory. HRSA is also exploring becoming a TRAIN affiliate.</p>	
<p><b>Conference Calls with Council Member Organizations</b></p>	<p>Dr. Keck reported on the conference calls held over the spring/summer with Council member organizations to discuss the work of the Council and how it can best serve its members. Meeting individually with member organizations was identified during the Council's strategic planning as a way to increase member engagement. Council leadership and staff have met with all member organizations except the Association of Schools of Public Health, but are working to schedule that call.</p> <p>Calls have helped open communication channels and enhance connections. Member organizations are supportive of the Council and its direction. The Council was encouraged to continue its collaborative efforts and consider how changes in the public health field may impact the workforce. Council staff are preparing and distributing to member organizations lists of follow-up items from the calls, as well as draft content for the Council website related to member organizations' efforts to promote Council initiatives. The Council thanks all who participated for their engagement and feedback.</p>	<p>Council staff will distribute follow-up materials from the calls. Council member organizations will review content for accuracy and currency and address items identified.</p>
<p><b>Status of Council Activities</b></p> <ul style="list-style-type: none"> <li>➤ Academic Health Department Learning Community Report</li> <li>➤ Core Competencies Workgroup Report</li> <li>➤ Training Impact Task Force Report</li> </ul>	<p>AHD Learning Community Chair Dr. Keck reported on activities of the Learning Community. The Learning Community has over 160 members and is working to identify AHDs, collect AHD partnership agreements, and reach out to expand membership. The AHD Workgroup, which guided early development of the Learning Community, was dissolved in May 2012, and the Learning Community will guide its own development moving forward. The Learning Community will be considering its future direction as membership grows and will continue to hold meetings, including an in-person meeting on October 30<sup>th</sup> at the American Public Health Association (APHA) Annual Meeting.</p>	

	<p>Core Competencies Workgroup Co-Chair Janet Place, MPH reported on Workgroup activities. Tools are being developed to help practitioners use the Core Competencies. Tools include competency assessments, job descriptions that incorporate the Core Competencies, and resources for prioritizing competency needs. Comments are being accepted on drafts of two tools—"e.g.s" to clarify competencies and examples demonstrating attainment of competence—through July 31<sup>st</sup>. Tools, including the drafts, can be accessed on the Council website. Diane Downing, RN, PhD, Core Competencies Workgroup Co-Chair, encouraged Council members and others to consider sharing work related to the Core Competencies through the Council website.</p> <p>Training Impact Task Force Chair Wendy Braund, MD, MPH, MEd reported on the PHTI initiative. The Training Impact Task Force has held five meetings to draft a tool containing strategies and methods for improving and measuring the impact of training. Drafts of the tool have been available on the Council website throughout the development process, and the Council and the wider public health community have been invited to provide comments. A final draft of the tool will be available for Task Force review by the end of July. Once approved by the Task Force, the tool will be presented to the Council for approval. A collection of supporting literature will be available by the end of August. Products are expected to be finalized by the fall, and the Task Force will hold a wrap-up meeting.</p>	
<p><b>Public Health Workforce Development Inventory Initiative</b></p>	<p>Mr. Bialek informed Council members about planning for the Public Health Workforce Development Inventory initiative. The Workforce Development Inventory will provide information about public health workforce development plans and activities that can help identify needs and gaps and serve as an environmental scan for workforce strategic planning activities. This initiative was requested by HRSA and is not meant to duplicate other efforts, but to dig deeper into workforce development specifics.</p> <p>Council staff are currently collecting strategic plans from Council member organizations and will be asking for workforce-specific plans as well. Information for the inventory will primarily be collected through conference call discussions with Council member organizations, which are expected to begin in August. Information collected will be entered into a database for analysis and future updating and will be made available to Council member organizations for</p>	<p>By August 17<sup>th</sup>, Council members will provide Council staff with names and contact information for people within Council member organizations to interview about workforce development activities. Council staff will schedule calls with the contacts</p>

	use when planning workforce development efforts.	identified by member organizations.
<b>Discussion on Enhancing Communication</b>	Council Project Manager Kathleen Amos, MLIS provided an update on Council communication methods and how the impact of these methods is measured. Current communication methods include the Council website, online news articles, blog posts, the <i>Council on Linkages Update</i> newsletter, participation in conferences, and Twitter. Impact can be measured through website page views, comments, newsletter subscribers and Twitter followers, and tracking of links. Council members were asked for feedback on these strategies and 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.	
<b>Council Sessions at APHA Annual Meeting</b>	Ms. Amos informed Council members about Council sessions scheduled for the 2012 annual meetings of APHA and the Society for Public Health Education (SOPHE). Five sessions are planned for the APHA Annual Meeting, including presentations on Core Competencies tools and the PHTI initiative on October 29 <sup>th</sup> and an AHD Learning Community meeting on October 30 <sup>th</sup> . Two October 29 <sup>th</sup> workshops on workforce development plans will also feature Council products. The Core Competencies will be highlighted in a presentation on TRAIN during the SOPHE Annual Meeting on October 27 <sup>th</sup> . The Public Health Foundation (PHF) exhibit booths at both of these meetings will offer Council materials.	
<b>Journal of Public Health Management and Practice Special Issue on Academic Health Departments</b>	Dr. Keck informed Council members that the <i>Journal of Public Health Management and Practice (JPHMP)</i> is planning a special issue on AHDs for publication in November/December 2013. A call for abstracts has been issued; abstracts are due to Lloyd Novick, <i>JPHMP</i> editor, by September 30, 2012. <i>JPHMP</i> is seeking articles highlighting relationships between academic and public health practice organizations to help build knowledge about the nature of AHDs. Council members were encouraged to submit abstracts and to share the announcement with colleagues.	
<b>Other Business</b>	Hugh Tilson, MD, DrPH spoke about the August 2012 launch of Public Health Works, a training program focused around <i>The Community Guide</i> . The Council was involved in work that led to the creation of <i>The Community Guide</i> . Registration for Public Health Works will be through TRAIN,	Council staff will send information about Public Health Works to Council members.

	<p>and the August webcast will focus on immunizations. Council members were invited to provide suggestions for future topics.</p> <p>Dr. Keck announced that the Council will be recruiting for a new Project Assistant. The position announcement will be available on PHF's website shortly.</p> <p>Mr. Bialek noted the number of Workgroup/Task Force members and other interested parties on the call and thanked Workgroup/Task Force members for their ongoing work between Council meetings.</p>	
<b>Next Steps</b>	<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>