**Systems and Innovations Committee Agenda**

December 17th, 2018 2 to 3:30 pm

PSOB room 915

Members present: Florence Pourtal-Stevens, Muriel DeLaVergne-Brown, Jessica Dale, Tanya (Jackson County), Mike (Jefferson County)

Guests: Danna Drum, Karen Slothower, Ashley Thristrup, Luci Longoria,

State Public Health Lead: Sara Beaudrault

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| **Agenda Item** | **Detail** | |  |  |  |
| Welcome, Introductions (as needed) and roll call | Quorum is 50% +1 of committee membership  Quorum was not reached. | |  |  |  |
| Review of minutes | Review and approve minutes from August and October and November meetings  Not reviewed or approved due to lack of quorum. | |  |  |  |
| **Public Health Division Agenda Items** | | | | | |
| Fiscal reporting and audit issues | Discuss potential fiscal reporting changes for WIC due to federal audit findings.  The Department of Agriculture management reviewed our fiscal monitoring and tracking of sub-recipients and sub-contractors. We have not been reviewing general ledger entry. They found we needed to do this to assure charges were allowable under the conditions of the grants. Our current practice of every other year review is not sufficient. We have another review this summer and will need to prove that we have addressed this finding. Sue Woodbury will present a revision to the WIC program element stating the general ledger of expenditure and revenue for the quarter will need to be submitted along with a quarterly report validating those expenditures and revenues. We are currently working on the requirement for expenditure testing. This will start with your third quarter submission. | |  | Danna Drum and Karen Slothower |  |
| **Work plan Agenda Item –** | | | | | |
| Duplicate Expenditure Reporting | Review supplemental fiscal reporting requirements for some program elements. **(17:55)**  Program Element 46 Reproductive Health: Submit your usual quarterly report.  PE Ryan White supplemental report: The funding must be tied to specific client services. The quarterly report does not provide that information.  School-based Health Centers: Revenue dollars from the prior year must be reported through a separate process. Legislature needs to see additional funding streams.  PE 27 Prescription Drug Overdose: This one is complex. There is a separate form in addition to the quarterly form. There are multiple funding streams, some of which have no quarter end dates. Additionally, there are carry-over dollars. We need to account for which funding stream is used at which time to close out the federal grant. We are working to incorporate this additional form request into the quarterly report.  PE 51and 52 Modernization: The supplemental expenditure report is not necessary. The revenue and expenditure report is sufficient although the supplemental report provides valuable information. We ask that the supplemental report be continued through the end of the biennium.  Can we incorporate the additional reports into the quarterly reports for Ryan White and School-based Health Centers? No, Ryan White is client specific and School-based Health is reported yearly through a different process and for a different purpose.  How can we make the review process less disruptive? We are losing Kim La Croix so our capacity is reduced by 50% until that position is filled. | |  | Danna Drum and Karen Slothower |  |
| Funding formula checklist | Update on the use of the checklist by the co-facilitators of the TPEP funding formula (FF) workgroup **(34:00)**  It is not actually a checklist and is still in its draft form. Any revisions to the checklist are due from the workgroup by February. The first meeting centered around shared values and data. Some counties do not feel they have capacity to align with modernization as they perceive it. We are looking to partner with other entities to further work. We looked in detail at the checklist and the PHAP funding principles. We want to establish what every community needs to have in place and what more ready communities can do to leverage their programs. A survey was send to all 50 states through the Tobacco Control Network. Questions asked included how funding was disseminated. 35% had made recent changes to their funding formulas. Cross-jurisdictional groups would be incentivized.  #3 Using funding to incentivize changes: Will this be used to promote proposals or held back and provided later to reward outcomes and innovation? Florence will check the minutes from the July workshop to see what was decided.  This committee would be interested in hearing how the checklist is used. If there are any questions, the TPEP should bring them back to this committee. Where the standards a barrier or were they too broad? The document was not a barrier. When the funding formula is set up, which is the next step, will be the real test. | |  | Ashley Thirstrup Tanya Phillips  Kirsten Aird |  |
| To do item for next meeting | Discuss to do items for next meeting – if any **(1:11)**  Create a document for this committee to share and bring it to the next meeting.  What should this committee look at next?  Objective one: funding standards, program review checklist, capabilities checklist.  Objective two: Identifying metrics to align public health modernization and public health accreditation.  Objective three: Identifying barriers to reporting.  Objective four: How to submit questions to this committee.  Next two scheduled meetings fall on holidays. Florence will send an email to the committee. A request was made to reschedule January and cancel February.  Review list of members who can commit for 2019. | |  | Mike/Florence  Mike (Jefferson County)  Florence Pourtal-Stevens |  |
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| **Public Health Division Liaison**  Sara Beaudrault  Public Health Modernization Lead  971-645-5766 - [Sara.beaudrault@dhsoha.state.or.us](mailto:Sara.beaudrault@dhsoha.state.or.us) | | | | | |