



Preserving and Protecting the Public's Health

Public Health Accreditation Board (PHAB) Accreditation Leadership Team (ALT) Meeting

Meeting Arrangements:

Date: Monday, November 30, 2015

Scheduled Time: 1:00 – 2:30 PM

Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL

Attendance in Person:

Bob Hinds

John Hankins

Brandi Pouncey

Karl Bryant

Brent Hatcher

Michele Jones

Carol Heier

Sherry Bradley

Carolyn Bern

Viki Brant

Chris Haag

Jeffrey Wright

Guests:

None

Absent:

Andy Mullins

Jim McVay

Brian Hale

Mary McIntyre

Carrie Allison

Nancy Wright

Cathy Caldwell

Walter Geary

Dale Quinney

Jamey Durham

Meeting Chair: Carol Heier

Call to Order: 1:12 PM

Adjournment: 2:25 PM

Approved: December 28, 2015

Welcome and Review of Agenda - Carol Heier

Once a quorum was present, Carol began the meeting by welcoming ALT members and thanking them for their attendance. She referred ALT members present to Handouts #1 - #3. She asked ALT members to review the rosters. Several ALT members requested updates to the Workgroup Roster. Carol will prepare an updated Workgroup roster for the next meeting.

Documents:

- Handout #1 - Meeting Agenda
- Handout #2 – Updated ALT Roster – November 1, 2015

- Handout #3 – Updated Workgroup Roster – November 16, 2015

Conclusions:

- Carol will prepare an updated Workgroup Roster to distribute at the next meeting.

Agenda Item 1: Review/ Approval of the Minutes from Last Meeting

On November 20, 2015, Carol distributed the draft version of the ALT meeting minutes of October 22, 2015 by email and posted them in the PHAB Documents section of the Employee Documentation Application (EDA) under PHAB Accreditation Leadership Team Meetings. They were made available as a Handout #4, also. Carol asked if there were any additions or corrections needed. None were noted. Michele Jones made a motion to approve the minutes as written and Viki Brant seconded the motion. By vote, the motion carried and the minutes were approved unanimously by the ALT members present.

Documents:

- Handout #4: Draft Meeting Minutes of October 22, 2015

Conclusions:

- Carol Heier will post the approved meeting minutes of the last meeting in the EDA and on the ADPH Accreditation website with handouts from those meetings.

Agenda Item 2: Old Business – Carol Heier

Updates from PHAB

New Accredited Health Departments – Carol shared that PHAB awarded accreditation to another 14 local and 3 state governmental public health departments on November 10, 2015. Among them was the Jefferson County Department of Health (JCDH) who was the first to be accredited in Alabama. The 3 state health departments who achieved accreditation were New Mexico Department of Health, Ohio Department of Health, and Rhode Island Department of Health. This brings the total number of accredited state health departments to 11 plus Washington DC.

Carol asked if ALT members were interested in her asking a representative from JCDH to attend the ALT meeting in January or February to talk about their site visit and share lessons learned. ALT members thought it would be helpful, so Carol will follow-up to make arrangements, if JCDH agrees to send someone. Chris Haag asked that the presenter include information about things they would do differently the next time.

Documents:

- None

Conclusions:

- Carol will contact JCDH about a representative attending the ALT meeting in January or February to talk about their site visit and lessons learned through the process.

Agenda Item 3: Old Business – Carol Heier

ALT Charter

Updates – Carol referred ALT members to Handout #5, the most recent version of the ALT Charter including attachments. With the exception of Attachment 2 – the ALT Roster, the charter was last updated September 2014. Updates are needed to reflect the current activities and

goals of the ALT. The ALT held general discussion about the revisions that were needed. Most revisions related to the current accreditation status and timeline, the objectives that have been achieved, and the resignation of the State Health Officer. References to the creation/posting of work plans and Domain Workgroup meeting minutes, agendas, and sign-in sheets in Section 16 – Communication Plan and Attachment 3 - Roles and Responsibilities were deleted. Carol will work with Michele to make the final updates.

Documents:

- Handout #5 – ALT Charter – Version 1.2 – Last Updated 11-1-15

Conclusions:

- Carol will work with Michele Jones to complete updates to the ALT Charter.

Workgroup/Panel Member Updates/Documentation

Accreditation Champions: Carol had no updates to report.

Document Review Panel (DRP): Michele Jones reported that the DRP met this week and they are reviewing resubmissions. She referenced the Domain Status Report dated 11/23/15 and noted that the DRP is continuing to make good progress with their review process. One-hundred sixty-eight documents for accreditation have been approved by the DRP, but almost 200 remain to be approved. Of those 200, 67 have not been submitted. The others are in process or have been returned for corrections. The DRP requests that documents needing correction be resubmitted within 2 weeks by Domain Leads. The DRP hopes to have all 362 required documents approved and submitted to PHAB by March 31, 2016.

Domain 1 – Conduct Assessment Activities: No report

Domain 2 – Investigate Health Problems: Sherry Bradley reported progress on gathering Domain 2 documentation. She shared that some language in some memorandums of understanding (MOUs) has been changed and will be forwarded for signatures soon. These new MOUs will be used to meet Domain 2 documentation requirements. Jim McVay completed the Risk Communication Plan and it will be used to meet 4 documentation requirements.

Domain 3 – Inform and Educate about Public Health: Karl Bryant reported progress with identifying some of the documents needed for Domain 3 measures. Documentation from the Ebola response and the Human Papillomavirus (HPV) program are expected to help cover 4 of 6 documents still needed. Some other documents may be available from the tobacco program. Domain 3 now has 23 of 34 documents approved.

Domain 4 – Engage with the Public to Solve Public Health Problems: Bob Hinds has resubmitted 13 of 16 documents to the DRP and 12 have been approved. One document is pending review of the DRP. Three documents are being worked on by the Domain. Bob expressed specific concern about locating documentation to meet measure 4.2.1.1.1 regarding meeting with a specific population that will be affected by a policy/strategy. ALT members suggested that he contact Nancy Wright regarding work of the Cancer Coalition and Brenda Cummings about work with the HIV/AIDS Peer Mentoring Program. Michele recommended that the DRP put the measure on the “watch list” to be reviewed by the consultant.

Domain 5 – Develop Public Health Policies and Plans: Carolyn Bern reported that 19 documents to meet Domain 5 measures have been submitted to the DRP and 8 remain to be submitted. She reported some challenges related to locating information about some specific

policies and getting timely responses. Andy Mullins has reviewed the documents about emergency preparedness that have been submitted.

The Alabama Community Health Improvement Plan (ACHIP) Access to Care Work Group has been very active. Also, the Association of State and Territorial Health Officials (ASTHO) is planning a series of webinars about developing and implementing Community Health Improvement Plans. Information about the Q-sort method used by the ACHIP Stakeholders to select the three priority issues will be shared during one of the national webinars scheduled for broadcast in February 2016.

Domain 6 – Enforce Public Health Laws and Regulations: No report was available for Domain 6.

Domain 7 – Promote Strategies to Improve Access: Viki Brant shared that no new documents have been submitted to the DRP since the last ALT meeting. She expressed concern about locating 2 sets of 3 documents about coalitions, partnerships and access to care. She will be following up to see if the Oral Health and the Cancer Coalitions might provide some of the documentation needed. She will also be following up to get some documentation from the Access to Care ACHIP Work Group related to transportation. ALT members suggested that Telehealth and Women’s Health might also be good sources for some of the documentation that is still needed.

Domain 8 – Maintain a Competent Workforce: Brent Hatcher reported that 8 of the documents submitted to the DRP for Domain 8 were returned and the reason for return was often related to the date of the document. ADPH staff is working with an intern from Emory University to draft the ADPH Workforce Development Plan. Brent and Robyn Peacock have had several conversations with the student intern and report that she is making good progress with the plan. Brent said that she needed to know about any mandatory training for employees. ALT members were able to identify examples of mandatory training from several different program areas.

Domain 9 – Evaluate and Continuously Improve: Carol reported that Nancy and she would be meeting that week to get some additional Domain 9 documents submitted to the DRP.

Domain 10 – Contribute to and Apply the Evidence Base for Public Health: Brandi Pouncey reported on all 12 of the Domain 10 documents have been submitted to the DRP. Two were returned last week and 10 were approved. She did not anticipate a problem with resolving the concerns about these two documents.

Domain 11 – Governance: Jeff Wright reported that 40 of the 46 documents required for Domain 11 have been approved by the DRP. The six remaining documents should be submitted by the due date set by the DRP. Some Domain 11 documents are on the “watch list” to make sure that the most recent versions are submitted to PHAB.

Domain 12 – Administration: Michele reported that the DRP reviewed Domain 12 documents and returned one of them for highlighting corrections. One document is still to be uploaded.

Documents:

- None

Conclusions:

- Domain Leads and the DRP will continue routine activities to select accreditation documentation.

Agenda Item 5: Next Meeting

The next ALT meeting is scheduled for the alternative date/time due to the Christmas holiday. She questioned whether ALT members would be available to meet that day. She will issue a Doodle poll to determine whether enough ALT members planned to attend the December meeting to have a quorum present and will notify the ALT about the decision.

Date and Time: **Monday, December 28, 2015, 1-2:30 PM**

Meeting Location: Training Room 980, 9th Floor, the RSA Tower

Proposed Agenda Items:

- Update on ADPH Accreditation Application and Process
- Accreditation Leadership Team Reports