

## EdTRAC Meeting Minutes

January 26, 2006

**Location:** Wisconsin Medical Society  
330 East Lakeside Street  
Madison WI 53715

Agenda Topic	Major Points Discussed	Resolution/ Follow-up Action
<b>Welcome</b>	<p>Sherry Gehl welcomed attendees followed by introduction of members. Attending via conference call: Dr. Gary Gilmore, Jay Shrader, Lieske Giese and Dr. Mary Hayney (11-12 AM).</p> <p><u>Overview of today's meeting aims:</u></p> <ol style="list-style-type: none"><li>1. To obtain news and updates on relevant EdTRAC activities.</li><li>2. To obtain feedback on EdTRAC website and receive suggestions for further development.</li><li>3. To provide an understanding of the community/public health component within Academic Nursing programs.</li><li>4. To review a summary of focus group findings: training needs assessment, training development for public health orientation and emergency preparedness.</li><li>5. To develop a shared understanding of EdTRAC purpose.</li></ol> <p><u>November minutes were reviewed.</u> A correction of next BTCDP grant period was submitted.</p>	<p>Next BTCDP grant application is 2008 (3-year application cycle).</p>
<b>Feedback – EdTRAC website</b>	<p>Feedback for the EdTRAC website was led by Cheryl Matzinger.</p> <ul style="list-style-type: none"><li>- Does the website meet the needs of this committee?</li><li>- Does the website meet needs for non-committee members?</li><li>- In what ways do you think the website could be improved?</li></ul> <p><u>The following ideas were generated:</u></p> <ul style="list-style-type: none"><li>- Expand background information about committee membership, give more detail of committee member makeup</li><li>- Identify a contact at the web</li><li>- Clarify EdTRAC as advisory or collaborative</li><li>- Provide links to academic programs and training offered in Wisconsin</li><li>- Identify WI-TRAIN more clearly as a link to “<i>Continuing Education</i>”</li><li>- Provide more background about WI-TRAIN</li><li>- Expand information under “Core Competency” heading, expand the list</li><li>- Add career links</li><li>- Expand/promote the web as an enhancement for public health workforce initiatives</li></ul>	<p>Suggestions will be incorporated at the website.</p>
<b>Public Health Education and Training topics</b>	<p><u>Education and training presentations:</u></p> <ul style="list-style-type: none"><li>▪ Academic Nursing Programs Professional Preparation in Community and Public Health with speakers from the UW-Green Bay, UW-Oshkosh and UW-Madison schools of nursing.</li><li>▪ Announcement by JoAnn Konkell for a new nursing degree program to be offered at UW-Oshkosh entitled, Bachelor of Fire and Emergency Management.</li></ul> <p>It is specifically for those persons who have graduated from a technical college with an associate degree in a fire science area. It is for firefighters and emergency personnel that want to complete essentially the work of the last two years of a four year program to obtain the</p>	<p>Presentations can be viewed from the DHFS website. <a href="http://media1.wi.gov/dhfs/viewer">http://media1.wi.gov/dhfs/viewer</a> 1). Select <b>2006 Events</b> from upper left list on webpage. 2). Type <b>EdTRAC</b> in the “Find Presentations” box</p>

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	<p>bachelor's degree. It relates to public health and safety due to the work of firefighters with multi-hazard response--medical, hazmat, terrorism, fire, etc.</p> <ul style="list-style-type: none"> <li>▪ Training Primary Care Clinicians, a training innovation developed by Jon Temte MD, PhD from the UW-Madison Medical School, Department of Family Medicine.</li> </ul>	<p>3). Click on <b><u>Search</u></b> 3). Presentations are listed separately for viewing.</p>
<p><b>Focus Group Reports</b></p>	<p><u>Training Needs Assessment Update</u> – Jan Klawitter representative: The group agrees that identification of training need should begin at the competency level which is complicated by the broad audience that makes up the public health workforce. A search for existing training need surveys/assessment in Wisconsin was conducted for the group. To target this search effort, definition of public health workforce was limited to local, regional and state governmental health department staff. The search revealed that presently, limited formal assessment is done and there is a lack of a general, broadly administered survey/assessment tool.</p> <p>The group's recommendation is that a competency-based assessment tool should be implemented to better identify training need; what that tool will look like remains to be determined. It is recognized that some discipline specific tools already do exist, and as well, the group will explore/evaluate tools and models in use outside of our state. It was thought future opportunity to do a training need survey might fit well with an existing mandated DHFS enumeration survey of local health departments. The group will continue to explore the issue of competency and training need assessment. (Handout – "Training Needs Assessment - EdTRAC Report")</p> <p><u>Emergency Preparedness Update</u> – Kathy Sellnow representative: The group identified the need for "cross-pollination" with other EdTRAC focus groups. The need for development of training strategies and use of multi-disciplinary approaches within emergency preparedness education/training was acknowledged. The group will look outside Wisconsin as well for useful models and resources. A conference call held with key staff from Iowa's EdTRAC group (<a href="http://www.prepareiowa.com">www.prepareiowa.com</a>) gathered information on their experiences. Others that will be looked to include the state of Virginia and Homeland Security's <i>Lessons Learned Information Sharing</i> network at <a href="http://www.llis.gov">www.llis.gov</a>.</p> <p>The group compiled a listing of key issues, identified common themes and organized them into categories which are: strategy, quality, collaboration, delivery, documentation, content, incentives/recognition, funding, communication, assessment and competencies. The compilation of key issues will be used to prioritize and guide next steps. (Handout – "EdTRAC Emergency Preparedness Report")</p> <p><u>Training Development, Public Health Orientation Update</u> – Kirsten Siemering representative: The group is looking at development of an education tool or mechanism to help orient people outside of traditional public health to the topic of public health. This instructional product would be targeted for basic level understanding and would provide instruction on public health core functions and essential services including an overview of public health system infrastructure for our state. What this product will exactly look like has not yet been determined and may include a computer-based or</p>	

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	on-line format and will consider linking to WI-TRAIN. How public health orientation might also link to programs and courses offered through the Leadership Institute will also be given consideration.				
<b>Committee Discussion</b>	<p><i>“Working toward a shared understanding of EdTRAC purpose”</i></p> <p>Facilitated discussion was led by Brian Wagner, to advance thought on EdTRAC purpose, mission and value with the key objective to foster clarity within the committee and among its members. After some initial discussion, EdTRAC members divided into small groups to work on a two part activity. In the first activity, each individual answered the questions: 1). Whom do we serve? 2). What do they need? 3). What do we hope to change? The second activity was used to articulate what type of action or work the committee, as a body, should organize itself around for function. Is the committee’s most appropriate function to come together for information, for development, for action or for outreach?</p> <p>Information gathered from the two part activity will be compiled and used at the next meeting to provide common denominators from which to build a shared foundation and guide committee direction as we move ahead. Facilitated activity will carry over to the next scheduled EdTRAC meeting in March for conclusion.</p> <p><u>Discussion closing</u> - Everyone’s participation was very much appreciated. It was useful to acknowledge and recognize the scope of ideas represented around the committee table. The feedback collected from all members will be compiled and used to engage the full potential of this committee which has been brought together as an advisory forum. The activity will conclude at the next meeting in which the goal will be a shared understanding of the purpose of the committee and expectations of the Division of Public Health.</p>				Mission/vision discussion to conclude at the March 31 meeting.
<b>Closing remarks</b>	Planned focus group meeting time was postponed; follow-up will re-schedule meeting date/time.				Re-schedule group meetings.
<b>Members in Attendance: (In bold print)</b>	Lea T. Acord <b>Judy Aubey</b> William Bazan <b>Derryl Block</b> <b>Shirley Bostock</b> Terry Brandenburg Judy Brown/ <b>Ed Meachem</b> <b>Nancy Eggleston</b> Paul France <b>Laura Gambino</b>	<b>Kirsten Gruebling</b> <b>Oren Hammes</b> Maureen Kartheiser <b>Jan Klawitter</b> Gregory Kleinheinz <b>Sue Kunferman</b> <b>Moira Lafayette</b> <b>Julie Lederhaus</b> <b>Sarah Lewis</b> <b>Kathy Loppnow</b>	Sally P. Lundeen Katharyn A. May <b>Nancy McKenney</b> George Mejicano <b>Donny Neuert</b> Stacey Oglesby <b>Peggy Ore</b> Donald Schramm <b>Kathleen Sellnow</b> <b>Kirsten Siemering</b>	<b>Cindy Suplinkski</b> <b>Stephanie Taylor</b> Stephen Teale <b>Jonathan Temte</b> Dennis Tomczyk <b>Kassie VanRemortel</b> <b>Janet Volk</b> Judy Warmuth Daniel Williams <b>Meg Taylor</b>	<b>Co-chairs:</b> <b>Sharon Gehl</b> <b>Nancy Sugden</b>  <b>EdTRAC Staff:</b> <b>Cheryl Matzinger</b>  <b>Staff: Karen Ayers</b>
<b>Focus group members :</b>	<b>JoAnn Konkel, Craig Krueger and Jeff Jelinek</b>				
<b>Conference line attendee:</b>	<b>Gary D. Gilmore, Mary Hayney, Lieske Giese and Jay Schrader</b>				
<b>Guest Facilitator:</b>	<b>Brian Wagner</b>				
<b>Guest Speakers:</b>	<b>Susan Zahner, Suzanne Marnocha, Derryl Block, JoAnn Konkel and Dr. Jon Temte</b>				