**State Preventive Health Advisory Committee (SPHAC)**

**APPROVED Meeting Minutes**

**1:30 p.m., April 25, 2023**

**Physical Location: Texas Department of State Health Services (DSHS)**

**Robert Bernstein Building, Room K-100, First Floor**

**1100 49th Street, Austin, Texas 78756**

**TEAMS Virtual Meeting**

Table 1: State Preventive Health Advisory Committee attendance at the April 25, 2023, meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MEMBER NAME | YES | NO | MEMBER NAME | YES | NO |
| Dr. Jennifer Shuford |  | X | Dr. Faith Foreman-Hays | X |  |
| Ms. Laura Bianco | X |  | Dr. Kim Kelly |  | X |
| Dr. John Herbold | X |  | Ms. Sheila Davis | X |  |
| Dr. Carlos Plascenia | X |  | Ms. Felicia Shaw | X |  |

**Agenda Item 1: Welcome, Roll Call, Introductions and Opening Remarks**

Ms. Laura Bianco, Presiding Officer/Preventive Health and Health Services Block Grant Coordinator, Texas Department of State Health Services (DSHS), convened the State Preventive Health Advisory Committee (SPHAC) meeting at 1:30 p.m., and welcomed attendees. Ms. Francesca Kupper, Project Manager, Advisory Committee Coordination Office (ACCO), Texas Health and Human Services Commission (HHSC), provided logistical announcements, conducted the roll call, and noted a quorum was present.

**Agenda Item 2: Consideration of June 13, 2022, draft meeting minutes (action item)**

Ms. Bianco asked members to locate the draft SPHAC June 13, 2022, minutes and called for any edits or changes; receiving no edits or changes, Ms. Bianco called for a motion to approve the draft.

**MOTION:**

Dr. John Herbold moved to adopt the June 13, 2022, draft meeting minutes as written. Ms. Sheila Davis seconded the motion. The motion to adopt the June 13, 2022, meeting minutes as written was unanimously approved through roll call vote with no nays nor abstentions.

**Agenda Item 3: Consideration of adoption of officer election procedure and election of vice-chair**

Ms. Kupper reviewed the Officer Election Procedure and called for a motion to adopt the procedure.

**MOTION:**

Ms. Davis moved to adopt the Officer Election Procedure. Dr. Faith Foreman-Hays seconded the motion. The motion to adopt the Officer Election Procedure was unanimously approved through roll call vote with no nays nor abstentions.

Ms. Kupper advised no nominations for the SPHAC Vice Chair position were received by the program area through email prior to the meeting, and requested nominations from the floor. Ms. Bianco nominated herself for the SPHAC Vice Chair position; receiving no further nominations from the floor, Ms. Kupper requested Ms. Bianco briefly inform the SPHAC membership of her qualifications for the Vice Chair position.

Ms. Kupper called for a motion to elect Ms. Bianco by acclamation to the SPHAC Vice Chair position.

**MOTION:**

Dr. Herbold moved to elect Ms. Bianco by acclamation to the SPHAC Vice Chair position. Dr. Foreman-Hays seconded the motion. The motion to elect Ms. Bianco by acclamation to the SPHAC Vice Chair position was unanimously approved by roll call vote with no nays nor abstentions.

**Agenda Item 4: Review revised bylaws**

Ms. Bianco reviewed the draft SPHAC bylaws, noting the proposed updated revisions, and requested members provide any proposed revisions prior to the SPHAC June 13, 2022, meeting at which time the bylaws will be considered for adoption by the membership. Key points included:

* Legal authority, purpose, and role of the committee
* Additional definitions included in the revised bylaws
* Committee composition, member terms, and the election of the presiding chair and vice-chair
* The process for adopting and revising bylaws
* Member responsibilities, including attendance and expectations
* Responsibilities of subject matter experts and support staff

**Agenda Item 5: Acknowledgement of Receipt of Notice of Award**

Ms. Bianco reviewed the PowerPoint presentation, “Acknowledgement of Receipt of Notice of Award.” Key points included:

* Fiscal Year 2022 timeline and budget period
* Fiscal Year 2022 allocation of funds by program area and by Healthy People 2030 priorities

**Agenda Item 6: Review and make recommendations to Fiscal Year 2022 Annual Interim Report and proposed Fiscal Year 2023 Work Plan Application**

Ms. Bianco reviewed the PowerPoint presentation, “Preventive Health and Health Services Block Grant Fiscal Year 2022 Update and 2023 Proposed Draft Work Plan.” Key points included:

* Fiscal Year 2022 overview and timeline
* Fiscal Year 2022 summary of progress for each program
* Fiscal Year 2023 overview and timeline
* Fiscal Year 2023 draft budget detail
* Fiscal Year 2023 draft proposed objectives and activities for each program

**Agenda Item 7: Public Comment**

No public comment was received.

**Agenda Item 8: Review of action items and agenda items for future meeting**

Ms. Bianco reviewed the action items and agenda items for the June 13, 2023, SPHAC meeting:

* A Public Hearing on the Preventive Health and Health Services Block Grant Work Plan Fiscal Year 2023 will be scheduled for 9:30 a.m. Tuesday, June 13, 2023, preceding the 1:30 p.m. meeting of the SPHAC.
* Members will consider for adoption the revised draft SPHAC bylaws.
* Review the Fiscal Year 2023 Notice of Funding Opportunity
* Review the proposed Fiscal Year 2023 budget and program area allocations, as well as discuss in more detail the proposed program objectives and activities

**Agenda Item 9: Adjourn and thank you**

Ms. Bianco adjourned the SPHAC meeting at 2:24 p.m.

***Please click on the link to the archived HHSC video to view, and listen to, the entirety of the April 25, 2023, State Preventive Health Advisory Committee (SPHAC) meeting; this video will be available for approximately two years from the date the meeting video is posted in accordance with the HHSC records retention schedule:***

[***State Preventive Health Advisory Committee***](https://texashhsc.new.swagit.com/videos/224750)