



State Health Improvement Plan Priority Area Workgroup Charter, Implementation Phase

Purpose

The purpose of the priority area workgroup (PAW) is to contribute to, monitor and report on the goals, strategies and objectives for the priority areas selected by the State Health Improvement Plan (SHIP) Steering Committee. The PAWs will serve as a component of the SHIP for engaging state/local government and the community in collaborative efforts to advance SHIP goals, strategies and objectives. This charter outlines the primary roles and responsibilities of the PAWs in their effort to improve the health of all people in Florida.

Primary Roles and Responsibilities

The PAW will consist of an internal and an external co-chair. Co-chairs and general PAW members will be responsible for maintaining their respective duties throughout the five-year duration of the SHIP.

PAW Co-Chairs:

- Actively monitor PAW membership and invite partner organizations that will contribute to PAW-specific goals, strategies and objectives.
- Submit quarterly updates on objective status, activity progress and key accomplishments to the Division of Public Health Statistics and Performance Management (DPHSPM).
- Convene PAW at least once per quarter to prepare for quarterly reporting deadlines and the All Co-Chairs Meeting.
- Obtain PAW member feedback when compiling recommended revisions to SHIP goals, strategies and objectives and present approved recommendations at the SHIP Steering Committee's Annual Review and Revisions Meeting.
- Provide information on annual progress and recommended revisions to SHIP goals, strategies and objectives to the DPHSPM for incorporation into the SHIP Annual Progress Report.
- Delegate leaders to be the primary point of contact for any identified sub-workgroups and provide guidance on sub-workgroup activities, as needed.
- Participate in PAW activities (e.g. providing feedback, answering surveys, collecting and analyzing data).
- Request assistance and input on SHIP activities from stakeholders, partners and DPHSPM.

PAW Sub-Workgroup Leaders:

- Serve as the primary point of contact for the sub-workgroup and operate as the liaison between the sub-workgroup and the PAW.
- Communicate sub-workgroup activities and accomplishments to the co-chairs.
- Monitor and maintain sub-workgroup member engagement on selected goals, strategies and objectives.
- Fulfill all PAW member responsibilities.

PAW Members:

- Provide quarterly updates on objective status, activity progress and key accomplishments to PAW co-chairs and members.
- Participate in PAW activities (providing feedback, answering surveys, collecting and analyzing data, etc.)
- Identify and recommend partner organizations to engage in ways that support PAW-specific goals, strategies and objectives.
- Consider new strategies, objectives or activities that will better accomplish SHIP goals or address identified gaps in the SHIP.



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Primary Roles and Responsibilities, continued

DPHSPM:

- Monitor quarterly and annual progress on SHIP objectives.
- Convene All Co-Chair Meetings to review PAW challenges, brainstorm solutions, document key accomplishments, identify goals for the next quarter and discuss SHIP central office updates and coming deadlines.
- Assist PAW co-chairs with SHIP annual progress reporting and proposing revisions to the goals, strategies and objectives as needed.
- Provide support to PAW co-chairs and members as needed.

Meeting Schedule and Process

The PAW will meet once per quarter (in-person or via conference call/webinar).

- Each quarterly meeting should include discussion on objective progress, a review of the workplans and objective data, proposed revisions to SHIP goals, strategies, and objectives (as needed), a review of PAW challenges (if any) and solutions, identifying goals for next quarter and documenting key accomplishments.



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Priority Area Workgroup Co-Chairs and Affiliation

Name	Organizational Affiliation	PAW Role	Email
Health Equity			
Dr. Daniel Grischy	Florida Department of Health	Internal co-chair	Daniel.Grischy@flhealth.gov
Dr. Sandra Suther	Florida A&M University	External co-chair	Sandra.Suther@famuedu.edu
Maternal & Child Health			
Dr. Ghasi Phillips-Bell	Florida Department of Health	Internal co-chair	Ghasi.Phillips-Bell@flhealth.gov
Joni Hollis	Florida Department of Health	Internal co-chair	Joni.Hollis@flhealth.gov
Winnie Heggins	Ounce of Prevention Fund of Florida	External co-chair	WHeggins@ounce.org
Dr. William Sappenfield	University of South Florida	External co-chair	Wsappenf@health.usf.edu
Immunizations & Influenza			
Dr. Adrian Cooksey	Florida Department of Health	Internal co-chair	Adrian.Cooksey2@flhealth.gov
Nancy Whisenant	Florida Health Care Plans	External co-chair	Nwhisenhan@fhcp.com
Injury, Safety & Violence			
Jennifer Ray	Florida Department of Health	Internal co-chair	Jennifer.Ray@flhealth.gov
Bob Smallacombe	Palm Beach County Fire & Rescue	External co-chair	Bsmallac@pbcgov.org
Healthy Weight, Nutrition & Physical Activity			
Sadé Collins	Florida Department of Health	Internal co-chair	Sade.Collins@flhealth.gov
Robin Safley	Feeding Florida	External co-chair	Robin@feedingflorida.org
Behavioral Health – Includes Mental Illness & Substance Abuse			
Rhonda Jackson	Florida Department of Health	Internal co-chair	Rhonda.Jackson2@flhealth.gov
Melanie Brown-Woofter	Florida Behavioral Health Association	External co-chair	Melanie@fccmh.org
Sexually Transmitted Disease – Includes Other Infectious Diseases			
Laura Reeves	Florida Department of Health	Internal co-chair	Laura.Reeves@flhealth.gov
Dr. Laura Armas-Kolostroubis	Orlando Immunology Center	External co-chair	Larmas@cancommunityhealth.org
Chronic Diseases & Conditions – Includes Tobacco-Related Illnesses & Cancer			
Jamie Forrest	Florida Department of Health	Internal co-chair	Jamie.Forrest@flhealth.gov
Dr. George Rust	Florida State University	External co-chair	George.Rust@med.fsu.edu
Alzheimer's Disease & Related Dementias			
Jeanne Curtin	Florida Department of Elder Affairs	Internal co-chair	Curtinj@elderaffairs.org
Michelle Branham	Alzheimer's Association	External co-chair	Mbranham@alz.org



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Division of Public Health Statistics and Performance Management**

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Michelle Harkness	Maternal & Child Health Injury, Safety & Violence Behavioral Health	(850) 617-1459 Michelle.Harkness@flhealth.gov
Katie Black	Immunizations & Influenza Sexually Transmitted Disease Alzheimer's Disease & Related Dementias	(850) 558-9528 Katie.Black@flhealth.gov