

**Legislatively Mandated Report Subcommittee  
Meeting Minutes  
May 17, 2022  
1:00 p.m.**

**Microsoft Teams**

Table 1: Subcommittee member attendance at the Tuesday, May 17, 2022 meeting.

MEMBER NAME	IN ATTENDANCE
Titilope Fasipe, M.D., Ph.D.	Yes
Melissa Frei-Jones, M.D., M.S.C.I.	Yes
Marqué Reed-Shackelford	Yes

Table 2: DSHS Agency staff attendance at the Tuesday, May 17, 2022 meeting.

NBS STAFF MEMBER NAME	IN ATTENDANCE
Laura Arellano, Unit Coordinator, Department of State Health Services (DSHS) Newborn Screening (NBS) Unit	Yes
Karen Hess, Director, DSHS NBS Unit	Yes
Aimee Millangue, Advisory Committee Liaison, DSHS NBS Unit	Yes

**PREVIOUS SUBCOMMITTEE BUSINESS**

The Legislatively Mandated Report (LMR) Subcommittee was formed at the June 12, 2020 Sickle Cell Task Force (SCTF) meeting and last met August 6, 2021 to work on a draft of the 2021 LMR. At the April 1, 2022 meeting, the SCTF requested the subcommittee reconvene to work on the next LMR for 2022, and Mrs. Marqué Reed-Shackelford volunteered to take the open spot on the subcommittee vacated by previous SCTF Chair Dr. Michelle Mackey.

**SUCOMMITTEE MEETING NOTES**

Dr. Titilope Fasipe, SCTF Chair, convened the meeting at 1:01 p.m. It was determined that Dr. Fasipe will serve as the Chair of the LMR subcommittee. The meeting was held via Microsoft Teams and recorded. Ms. Aimee Millangue, DSHS, Newborn Screening Unit, Advisory Committee Liaison, reviewed the 2021 LMR and notes from the program staff’s pre-kick off meeting with Community Health Improvement Division on February 3, 2022 for what to include in the 2022 LMR. Of note, the 2021 LMR will be reviewed at the next Executive Council meeting.

**Subcommittee Meeting Discussion:**

- Contents of LMR: Ms. Millangue reviewed the template of the LMR as well as the purpose of the report. The program staff received feedback from the pre-

kick off meeting that the LMR should primarily emphasize recommended actions and any updates on the DSHS website, as anything perceived outside of a recommended action would be edited out.

- Executive Summary: should list recommended actions and organize by those completed, in process, and not yet accomplished. Length is approximately 1 page.
  - Introduction: should review duties of SCTF and a preview of 2022 recommendations. Length is approximately 1 page.
  - Background: should review key points of topic that can be understood by the general public. Also recommended to keep the definition of sickle cell disease consistent with the 2021 LMR and 2020 LMR. Length is approximately 2 pages.
  - 2021 Task Force actions and future work: should follow similar outline format as in 2021 LMR. Subcommittee members agreed to include the community health workers topic in this section.
  - Recommended actions: organize as per template and 2021 LMR. List existing, continued and new recommendations.
  - Conclusion: recommended that this section emphasize top-line/priority recommended actions.
  - Appendices: should follow the template of 2021 LMR. Subcommittee members decided to include links to data analytics into main body of LMR.
- Dr. Fasipe and Dr. Frei-Jones will keep their previous writing assignments, and Mrs. Reed-Shackelford will take the sections Dr. Mackey wrote in 2021.

### **ACTION ITEMS:**

- Discuss recommended actions with the full task force at the May 27, 2022 meeting and ask for subcommittees to review and update.
- Writing assignments:
  - Executive Summary = Dr. Fasipe
  - Introduction = Mrs. Reed-Shackelford
  - Background = Dr. Frei-Jones
  - Body (Work Summary) = Dr. Fasipe
  - Conclusion = Dr. Frei-Jones
- Members will turn in their first drafts of their writing assignments to the program by July 15, 2022
- Program staff will request website analytics for September 2021's Sickle Cell Awareness month to include in the LMR
- Provide a draft of report by the August 19, 2022 SCTF meeting for task force members to finalize and approve

### **Ideas/Next Steps:**

- Subcommittee will review a first draft of the LMR by e-mail

The meeting was adjourned at 2:04 p.m.