

Public Health Advisory Council

Meeting Minutes

August 22, 2023

5:30-6:30 PM



Members Present: Michelle Stickley (Vice Chair), Elma Blum, Nissa Buchanan, Tyler Clary, Marla Sanger, Maria Swinger-Inskeep, Aru Undurti, Heather Dekker, Amy Gross, Mark Collier, Dave Fuller, Ashley Mariscal, Jeff Mori, Paul Childers, Remy Eussen, Michael Watkins, Kimberly Dauphin, Councilor Sue Marshall (ex-officio), Alan Melnick (ex-officio)

Members Absent: Sarah Garber, Shona Carter (excused), Sandra Brown (Chair, excused), Peggy Carlson (excused)

Staff: Roxanne Wolfe, Hayley Pickus

Public Guests: Melissa Harlan, Sam Harlan

Welcome and call to order

Vice Chair Michelle Stickley opened the meeting and completed a roll call of the PHAC members.

PHAC Business

- July 25, 2023 meeting minutes were unanimously approved.
- Dr. Kimberly Dauphin, representing the Doctor of Veterinary medicine practicing in Clark County position, began her 3-year term with PHAC and was welcomed as its newest member.
- Amy Gross announced that she will step-down from her term after the August meeting.

Public Comment

There were no public comments.

Executive Committee Update on Membership

Michelle Stickley, Roxanne Wolfe, and Hayley Pickus summarized Executive Committee (Exec) conversations around membership and recruitment for upcoming term expirations.

- There are 12 potential upcoming PHAC vacancies due to term expirations and members who need to step down. The expirations are a mix of positions nominated by agencies or by the Board of Health.
- PHAC Exec recommends convening a short-term committee over the next 6-8 months to draft recommendations for improving membership, recruitment, onboarding and nomination processes in order to meet expressed goals around membership diversity. Recommendations may consider edits to the bylaws. Those interested in participating on the committee will have an opportunity to discuss in breakout sessions later in the agenda.
- For this round of term expirations, PHAC Exec recommends following the standard process from the past, advertising recruitments and determining if current members would like to renew their term.
- At the September meeting, we will celebrate the contributions of our fellow PHAC members, including those who are not renewing their terms.



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Committee Breakouts

Hayley Pickus re-introduced a proposed PHAC committee structure originally presented in July. Zoom breakouts were set-up to allow for PHAC members to explore committee work and begin initial brainstorming in newer areas. The agenda was revised to include three rather than four committee breakouts: Membership and Nominations, Board of Health Relations, and Community Health Improvement Plan (CHIP). Several members of the Bylaws committee were absent this evening.

Membership and Nominations:

- Suggested process ideas for onboarding, where and how positions are posted/advertised and described, and creating more informational materials about PHAC and PHAC membership.
- Suggested advertising PHAC in general (e.g. website and social media, public outreach).

Board of Health (BOH) Relations:

- Discussed ideas for PHAC to more actively engage with the BOH, including participating in BOH agenda setting and budget discussions; holding work sessions or 1:1/1:2 meetings with Council members; joint training or site visit opportunities.
- Discussed ideal relational state between PHAC and BOH to include aligned priorities and active policy work. PHAC, as experts in respective fields and experiences with public health, have the opportunity to inform and clarify BOH priorities.

Community Health Improvement Plan (CHIP):

- After the July PHAC meeting, members indicated their interest in joining a short-term planning committee for the ongoing Clark County Community Health Assessment (CHA) and Improvement Plan (CHIP) process.
- There was an August 8 CHIP steering committee meeting that not all interested PHAC members were able to attend. This breakout room reviewed the notes and next steps from that meeting, including upcoming sub-committee participation expectations.

Adjournment

The meeting adjourned at 6:43 p.m.

Attachments

Meeting slide deck.

PHAC Meeting

August 22, 2023



Meeting Objectives & Agenda

August 22, 2023

1. Continue building shared awareness and member connection towards mobilizing PHAC's community roles and responsibilities.
2. Welcome newest member to PHAC – representing the Doctor of Veterinary medicine practicing in Clark County position.
3. PHAC committee work/exploration time.

TOPIC	TIME
WELCOME & PHAC BUSINESS	5:30-5:45
<ul style="list-style-type: none">• Roll call and icebreaker• Review and approve July 25, 2023 meeting minutes• Welcome newest member – Dr. Kimberly Dauphin!	
PUBLIC COMMENT	5:45-5:50
<ul style="list-style-type: none">• Public Comment	
EXEC COMMITTEE UPDATE ON MEMBERSHIP	5:50-6:00
<ul style="list-style-type: none">• Update and Q&A	
COMMITTEE BREAKOUTS	6:00-6:30
<ul style="list-style-type: none">• Bylaws• Membership and Nominations• Board of Health Relations• Community Health Improvement Plan	
CLOSING	6:30
<ul style="list-style-type: none">• Next meeting: September 26, 2023 (in-person, Bridgeview Resource Center)	

In accordance with the Open Public Meetings Act (RCW [42.30](#)) PHAC meetings are recorded and posted (audio only) to the PHAC website per RCW [42.30.220](#).



PHAC Committees (possible futures)

Operations Committee(s) ★

Executive
Committee

Membership
and
Nominations

Bylaws

Strategy Committee(s)

Budget

Policy

Project or task-based (e.g. short-term or ad hoc)

CHIP ★

PHAC website

PHAC
trainings

★
BOH relations

Meeting
facilitation



PHAC Committee Breakouts

Membership and Nominations

NEW

Tonight's facilitator:

- Michelle

Sign me up! (survey)

- Sandy
- Tyler

Interest (survey)

- Dave
- Peggy

BOH relations

NEW – ad hoc

Tonight's facilitator:

- Dr. Melnick

Sign me up! (survey)

Interest (survey)

- Sandy
- Aru
- Dave
- Elma
- Sue
- Marla

CHIP

NEW – short term

Tonight's facilitator:

- Hayley

Sign me up! (survey)


- Shona
- Nissa
- Amy

Interest (survey)

- Aru
- Dave
- Elma
- Heather
- Marla



Zoom breakout room selection

1. In the webinar controls, click **Breakout Rooms** .
2. Click **Choose Room to Join**.
This will display the list of open breakout rooms created by the host.
3. Hover your cursor over the number to the right of the breakout room you wish to join, click **Join**, then confirm by clicking **Join**.

