

Public Health Advisory Council

Meeting Minutes

September 26, 2023

5:30-7:30 PM



Members Present: Sandra Brown (Chair), Michelle Stickley (Vice Chair), Peggy Carlson, Marla Sanger, Maria Swinger-Inskeep, Aru Headrick Undurti, Mark Collier, Remy Eussen, Michael Watkins, Kimberly Dauphin, Sarah Garber, Alan Melnick (ex-officio)

Members Absent: Councilor Sue Marshall (ex-officio), Shona Carter, Elma Blum (excused), Nissa Buchanan (excused), Tyler Clary (excused), Heather Dekker (excused), Dave Fuller (excused), Ashley Mariscal (excused), Jeff Mori, Paul Childers

Staff: Roxanne Wolfe, Hayley Pickus, Andrea Pruett, Jeff Harbison

Public Guests: None

Welcome and call to order

Chair Sandra Brown opened the meeting and completed a roll call of the PHAC members.

PHAC Business

- August 22, 2023 meeting minutes were unanimously approved.
- Dr. Alan Melnick recognized outgoing members of PHAC for their volunteer service and commitment to public health – thank you!
 - Amy Gross (2022-2023)
 - Aru Headrick Undurti (2016-2023)
 - Dave Fuller (2016-2023)
 - Heather Dekker (2021-2023)
 - Maria Swinger-Inskeep (2021-2023)
 - Remy Eussen (2014-2023)
 - Shona Carter (2021-2023)

Public Comment

There were no public comments.

PHAC Committees Discussion

Hayley Pickus summarized the PHAC Committees handout (attached to meeting minutes) – a first attempt to document previous conversations and brainstorming around purpose and current focus of PHAC committees.

- The Executive Committee encourages PHAC members to join committees they are interested in. Monthly PHAC meetings will regularly include agenda time for committee work moving forward, to ease the time burden for members.
- There is an immediate need for volunteers to work on the membership committee this month to review applicants and recommend appointments for open positions. Michael and Aru signed up at the meeting, please let Hayley know if you would like to participate in this process. This would involve reading the applications, and meeting once as a committee to determine recommended appointments. This meeting could occur prior to the October PHAC meeting or during the allotted



For other formats, contact
the Clark County ADA Office

Voice 564.397.2322
Fax 564.397.6165

Relay 711 or 800.833.6388
Email ADA@clark.wa.gov

meeting time, depending on committee member availability.

- The bylaws committee meets next October 9 at 3 PM, email Sandy or Hayley if you would like to be included on the meeting invite.

CCPH Strategic Planning

Roxanne Wolfe summarized the Clark County Public Health (CCPH) strategic planning process that has recently kicked off internally. There are various inputs to the department strategic plan, including the external work happening through the Community Health Assessment (CHA) and Improvement Plan (CHIP) steering committee engagement. The plan will be finalized by the end of the year along with the CHIP. PHAC members expressed the importance of understanding department and community priorities. The January PHAC meeting will be dedicated to reviewing and discussing the final plans.

PHAC input is important to the strategic plan, it will help us inform updates to our strategic plan and vision. Hayley Pickus facilitated an activity for PHAC members to share responses to four prompts around the CCPH vision statement. Notes from the activity will be forwarded to the Rede Group, the consulting firm supporting CCPH on the CHA, CHIP and strategic plan, for inclusion in the planning process.

- 1) Does the vision statement capture your hopes for Clark County?
- 2) How have or should we be making progress towards this vision?
- 3) What are challenges we see in the next three years to realizing this vision?
- 4) What are opportunities that if leveraged, could advance progress towards this vision?

Closing

The next PHAC meeting is October 24, 2023 (virtual). A bulk of the agenda time will be spent on committee work.

Adjournment

The meeting adjourned at 7:32 p.m.

Attachments

1. PHAC Committees handout
2. Meeting slide deck

PHAC COMMITTEES

WORKING DOCUMENT Last Updated: 9-26-23

COMMITTEE	PURPOSE	CURRENT FOCUS	COMMITTEE MEMBERS	MEETINGS
Executive <i>Formed under Article VI of Bylaws</i>	<ul style="list-style-type: none"> General supervision of the affairs of the Council between its regular meetings. (per bylaws) Fix the hour and place of meetings Prepare the agenda for the Council meetings. (per bylaws) Make recommendations to the Council. (per bylaws) Perform other duties as specified in the bylaws. (per bylaws) Support onboarding of new members 	<ul style="list-style-type: none"> Reviewing materials for nominated PHAC positions (4). Reviewing committee roles and purposes, engaging PHAC membership in committee work. 	<ul style="list-style-type: none"> Chairperson: Sandy Brown Vice-Chairperson: Michelle Stickley Member at large: Peggy Carlson Immediate Past Chairperson: Dr. Aru Headrick Undurti (stepping down 10/31) <p>**Positions elected by Council</p>	<i>Meets monthly on the second Thursday</i>
Membership/Nominations <i>Formed under Article VII Section 4 of bylaws</i>	<ul style="list-style-type: none"> Recommend to the full Council a slate of Council members to serve as the Executive Committee. (per bylaws) Review applications for membership and provide recommendations to the Executive Committee. (per bylaws) Monitor and manage attendance requirements. (per bylaws) Draft recommendations for improving membership, recruitment, onboarding and nomination processes in order to meet expressed goals around membership diversity. (Exec council recommendation 8/22/23 meeting) 	<ul style="list-style-type: none"> Review applications for 7 positions and provide recommendations to the Exec Committee by Oct 27.** Recommend a new officer slate to bring forth at the Nov 28 meeting.** Review and propose amendments to bylaws as appropriate to make PHAC membership more accessible, and to diversify the council. Review and propose suggestions to the full PHAC to improve the membership experience. 	<ul style="list-style-type: none"> Sandy Brown Tyler Clary Michelle Stickley Peggy Carlson (interested) <p>**Need to recruit non-exec members to complete first two focus areas in the next two months, please let Hayley know if you are interested in joining</p>	<i>Ad hoc over the next 4-6 months</i> <i>Next meeting: October 24 PHAC meeting, if unable to schedule an earlier date that works for interested committee members</i>
Bylaws <i>Proposed at 8/2021 PHAC meeting, amend bylaws w/requirements of 2021 law (HB 1152, codified in RCW 70.46.140)</i>	<ul style="list-style-type: none"> Review bylaws annually. Solicit recommendations from other committees and PHAC members for what to consider changing. Make annual recommendations on updates to bylaws for approval from a 2/3 vote of PHAC membership. 	<ul style="list-style-type: none"> Review alternative decision-making models and consider options to replace some or all of Roberts Rules of Order. 	<ul style="list-style-type: none"> Sandy Brown Michelle Stickley Peggy Carlson Marla Sanger Remy Eussen (term ends 9/30) <p>**Let Hayley know if you are interested in joining the next bylaws meeting</p>	<i>Ad hoc</i> <i>Next meeting: October 9 at 3 PM</i>

COMMITTEE	PURPOSE	CURRENT FOCUS	COMMITTEE MEMBERS	MEETINGS
Budget <i>Proposed at 11/2022 PHAC meeting to meet the intent of HB 1152 around PHAC advising on department budget</i>	<ul style="list-style-type: none"> Review the annual department budget and fees, support PHAC in making recommendations (RCW requirement, documented in bylaws) 	Determine how best to review the annual budget and provide recommendations, reflecting on experience this past year.	<ul style="list-style-type: none"> Elma Blum Tyler Clary Jeff Mori Marla Sanger Sarah Garber **recruitment for this committee will happen in early 2024	<i>Typically meets leading up to budget submission in August</i> Next meeting: None scheduled

Another committee brainstormed in the past includes PHAC Policy. PHAC will revisit this in early 2024.

PHAC Ad-Hoc & Short-Term Working Groups

WORK GROUP	PURPOSE	STATUS
CHIP (Community Health Improvement Plan) <i>Short-term</i>	<ul style="list-style-type: none"> Participate in the steering committee developing recommendations for improvement plan strategies and objectives around priorities areas of need resulting from the Community Health Assessment (CHA) 	<ul style="list-style-type: none"> A few PHAC members are participating in CHIP planning over the next month. The CHIP will be finalized by the end of the year.
Board of Health (BOH) Relations <i>Ad-Hoc</i>	<ul style="list-style-type: none"> Build on and improve working relationship between the Board of Health and PHAC in order to meet PHAC goals and requirements articulated in the bylaws/RCW 70.46.140 	<ul style="list-style-type: none"> A group of PHAC members brainstormed ideas at the August PHAC meeting; these discussions will be ongoing.

Other working groups brainstormed in the past include PHAC website (short-term) and PHAC training (ad-hoc).

PHAC Meeting

September 26, 2023



Please grab some dinner!

Get to know your fellow PHAC members over dinner.
Here are a few ideas for “small talk” should you need them.



3503 East 4th Plain Boulevard

For Fun:

- If you had a 25-hour day while everyone else still had only 24, what would you do with the extra hour?
- What is the current background on your phone?
- If you could have any superpower, what would it be and why?
- What is the last book you read?
- If you could hear what someone was thinking for a day, who would you choose?

PHAC Related:

- How long have you been a member of PHAC? Are you a member of a PHAC committee?
- What interested you about PHAC? What interests you about public health?
- How do you spend your time outside of PHAC (work, volunteer, for fun, etc.)?
- What is one idea you have for making PHAC meetings meaningful and engaging?



Public Health
Prevent Promote Protect

Meeting Objectives & Agenda

September 26, 2023

1. Continue building shared awareness and member connection towards mobilizing PHAC's community roles and responsibilities.
2. Refine current goals and objectives of PHAC committees.
3. Solicit PHAC input to inform the Clark County Public Health Strategic Plan update.

TOPIC	TIME
WELCOME & PHAC BUSINESS <ul style="list-style-type: none">• <i>Dinner served starting at 5 PM</i>• Roll call and icebreaker• Review and approve August 22, 2023 meeting minutes• Thank you to our outgoing PHAC members!	5:30-6:00
PUBLIC COMMENT <ul style="list-style-type: none">• Public comment	6:00-6:05
PHAC COMMITTEES <ul style="list-style-type: none">• Discussion	6:05-6:20
CCPH STRATEGIC PLANNING <ul style="list-style-type: none">• Process update• Activity	6:20-7:25
CLOSING <ul style="list-style-type: none">• Next meeting: October 24, 2023 (virtual, agenda to include committee time)	7:25-7:30

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

- Immediate need to recruit membership committee members to complete two key tasks this month and next!

PHAC COMMITTEES			WORKING DOCUMENT
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Public Health
Prevent Promote Protect

CCPH Strategic Plan

Foundational Public Health
Services + WA Mandates

CCPH Racial Equity Baseline
Competency

CCPH COVID-19 After
Action Review

LT/MT Performance
Management Survey Data

All-Staff Strategic Plan
Survey & Focus Group Data

PHAC Activity

Strategic Planning
Inputs

Strategic Plan

Initiative Overlap

Community
Health
Improvement
Plan

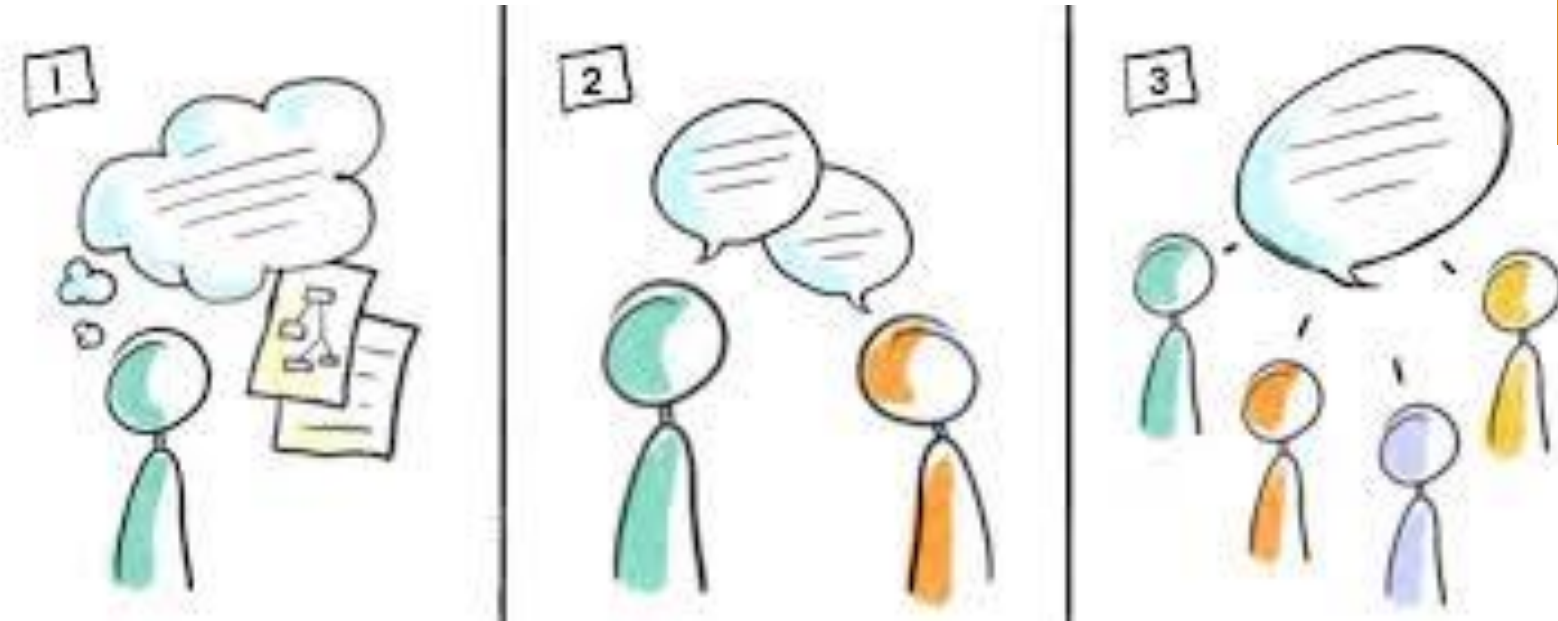
Quality
Improvement
Plan

Community Health Assessment



Think – Pair - Share

Silent self-reflection



Each group shares a couple important ideas with all

Generate ideas in pairs, building on self-reflection

Think – Pair – Share: Prompt 1

Clark County Public Health Vision Statement:

Active, resilient and healthy families and people of all ages, abilities and cultures living, learning, working and playing in thriving communities.



What are your hopes and vision for future generations in Clark County? Does this vision statement capture those hopes? If not, what would you change?



Think – Pair – Share: Prompt 2

Clark County Public Health Vision Statement:

Active, resilient and healthy families and people of all ages, abilities and cultures living, learning, working and playing in thriving communities.



What would you expect to see us doing here at Clark County Public Health to make progress towards this vision? Have you seen any progress in the past two years that has significantly advanced this vision?



Think – Pair – Share: Prompt 3

Clark County Public Health Vision Statement:

Active, resilient and healthy families and people of all ages, abilities and cultures living, learning, working and playing in thriving communities.



What challenges do you see Clark County Public Health facing right now and in the next three years that could prevent CCPH from realizing this vision?



Think – Pair – Share: Prompt 4

Clark County Public Health Vision Statement:

Active, resilient and healthy families and people of all ages, abilities and cultures living, learning, working and playing in thriving communities.



What opportunities do you see Clark County Public Health facing that, if recognized and leveraged, could advance progress toward this vision?

