

PUBLIC HEALTH ADVISORY BOARD
Health Equity Framework Workgroup Minutes
February 13, 2024, 11:00am – 12:30pm

Subcommittee members present: Dr. Marie-Bowman Davis, Meka Webb, Kyle Sorensen, Jackie Leung, Misha Marie, Jeannine Smart, Faron Scissons, Natalie Carlberg, Taylor Silvey, Christine Sanders

Subcommittee members absent: Dr. Bob Dannenhoffer, Krizia Polanco, Miranda Williams

OHA staff: Larry Hill, Sara Beaudrault, Cessa Karson, Nandini Deo, Tamby Moore, William Blackford, Nettie Tiso

Welcome and Introductions

- Reviewed 1/30 meeting and minutes
- Check in about review of meeting materials
 - Misha stated she likes the idea of reviewing meeting minutes to ensure that people who missed the previous meeting have accurate information to review.
 - Marie recommended feedback be placed in the chat around reviewing meeting minutes and potentially voting on whether there is a need to approve meeting minutes or not.
 - Faron asked if the meeting notes can be distributed a few days after the meetings for group members to review on their own time and then approve and revise at the next meeting.
 - Nandini replied that yes, the meeting minutes can be distributed following the meeting and the group can discuss the previous meeting minutes later in this meeting.
 - Cessa shared that information will be placed in the chat for workgroup members that are eligible for compensation. Any questions can be emailed to Nandini, Nettie, William or Cessa.

Process Overview

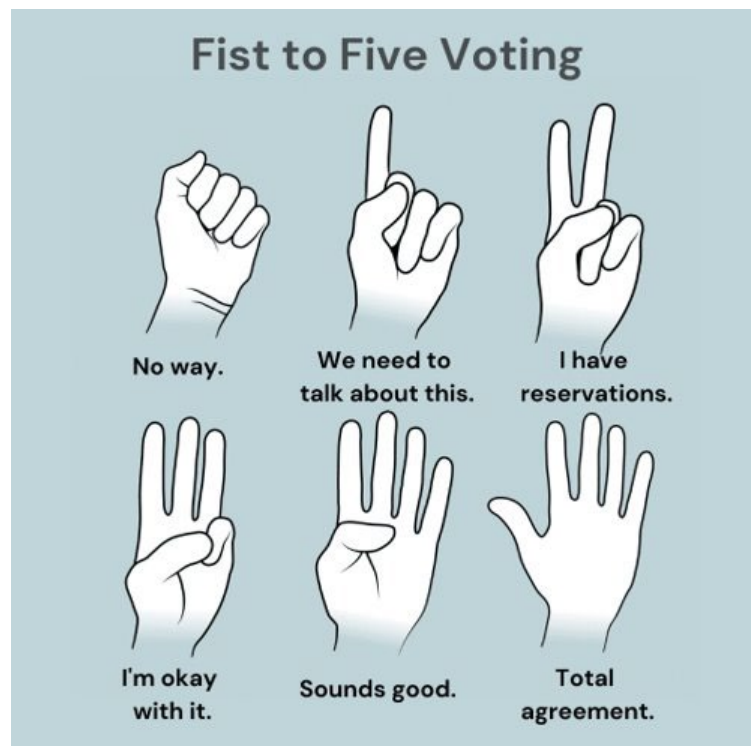
Nandini shared that today's goal is to walk through how the group could utilize the [Modernization Manual](#) and the [PHAB Policy and Procedure](#) to develop out the role guidance co-creation process.

1. Review Domain Components & Core System functions as a group.
 2. Review existing roles that already exist. The current roles for each domain are "State" and "Local" health entities. The group would review the existing roles in each domain.
 3. Consider and discuss:
 - What is missing?
 - What needs to be expanded?
 - Which roles will community partners fulfill?
 4. Add another column into the current matrix and build out additional roles or expand and document the existing roles.
- Discussion
 - Marie explained that the Modernization Manual was created in alignment with a 2015 piece of legislation for the modernization of the public health system. The 'State' column is the Oregon Health Authority (OHA) Public Health division and the 'Local' column most commonly consists of county level government such as LPHAs. Marie added that the group is adding a 'Community' column to identify the work that community is currently engaging in.
 - Marie asked if the intention of the group was to revise the existing rows of content within the Modernization Manual.
 - Nandini responded that the group is not revising the Modernization Manual. The roles for 'State' and 'Local' are already defined and the goal is to use the existing matrix as a guide for the group to develop a column for 'Community' by defining community roles, making additions, and considering what already exists within the "community bucket".
 - Nandini encouraged the group to add any questions or comments to the chat and the group can discuss it further at the next meeting.

Group Decision Making

Decide on a voting system for the group

- Consensus system (Fist to Five):
 - Everyone needs to vote a 3 or higher for the vote to pass.
 - If there are group members voting less than a 3, a discussion will occur followed by a second round of voting.
 - After three rounds, if the group cannot vote 3 or greater, a simple vote will take place.



Consensus system (Fist to Five) voting diagram

- Simple voting system (80/20 or 2/3)
 - If 80% or 2/3 of workgroup members vote yes, the decision moves forward.
 - If 80% or 2/3 of workgroup members are not in agreement, a discussion will occur.
 - Another vote will occur following the discussion. The workgroup needs to determine how many times a re-vote can occur.

- Discussion
 - Meka asked what the Fist to Five voting system would look like if six members were present and four members voted a 3 or higher and two members voted less than 3.
 - William replied that a discussion would occur to determine what changes need to be made to reach a group consensus. If three rounds of voting take place and a consensus cannot be reached there will be a simple vote which would require an 80% or 2/3 majority vote to move the decision forward.
 - Meka asked about people voting "I'm okay with it" (choice 3) using the Fist to Five voting process and shared concern over all group members getting a voice in the voting process.
 - William replied that there would be a follow up discussion to determine what is needed to move group members from feeling okay with a vote to being in agreement with the vote.
 - Marie suggested an alternative voting option of the traffic light voting system (red-yellow-green) with three voting options rather than six options.
 - Misha shared that she likes the wiggle room that the Fist to Five voting option provides.
 - Marie requested that future voting be done using the poll feature so votes remain anonymous.
- Voting Results
 - The group voted to adopt the Consensus (Fist to Five) voting system.

Proposed Meeting Structure

- Voting Results
 - The workgroup voted for future meetings to occur the 1st & 3rd Wednesday of the Month.
 - The workgroup voted for members to commit to 30 minutes maximum per week outside of workgroup meeting times for reviewing materials from meetings or editing documents.
 - The workgroup voted for OHA staff to continue to facilitate the meetings.

- The workgroup voted for multiple facilitators to continue to facilitate the meetings.
- Discussion
 - Meka asked if workgroup members can also facilitate meetings.
 - Nandini replied that it is an option for workgroup members to facilitate meetings in collaboration with OHA staff or individually.

Modernization Manual Discussion with Sara Beaudrault

- Marie asked if this group is adding a “Community” column to the Modernization Manual and adding checkmarks next to already established rows.
- Sara replied that this workgroup is tasked with connecting the manual and its core system functions with the work to achieve health equity in Oregon. The next steps are to review roles for all partners in that core system function to determine what is missing, what has changed since the last document revision in 2016, and to develop those roles for community-based organizations (CBOs). This workgroup will provide something that is complimentary or an addendum to the Modernization Manual.
- Marie made a request during the next meeting a visual example of what that process would look like.

Action Items and Next Steps

- Work on Group Agreements in the next meeting.
- Review Documents in the next meeting.
- Follow-up with missing group members to gather their votes.
- Send out a poll for new meeting time before the next meeting.
- Request for presentation about similar OHA efforts to ensure there’s not a duplication of efforts not captured in notes.

Public Comment

- No public comments.

Meeting was adjourned.