

Grantee-led Work Groups

Statement of Intent

The Grantee-led work groups were formed for Tobacco Prevention and Education Program (TPEP) grantees to gather together as peers to discuss a tobacco related topic. The intent of the work groups is to support grantee collaboration and communication on the topic of the work group. The calls provide time to network and have peer-to-peer support for tobacco prevention priorities. Call members may determine ways of supporting each other's local work plans and may plan joint strategies for advancing tobacco prevention objectives regionally and statewide. Outside speakers and presenters can be invited, as decided by the group, to provide information or a presentation. Education, Advocacy, Lobbying and Electioneering guidelines apply to the work groups and should be followed at all times.¹ Call facilitators can connect with their assigned HPCDP staff person for any questions.

Work groups provide an opportunity for all those attending to participate. Participating on the calls is essential to gaining a deeper understanding of your work and making connections with each other to enhance your TPEP efforts.

Work Groups

The Health Promotion and Chronic Disease Prevention (HPCDP) section strives to support local programs with meaningful learning opportunities and technical assistance. The staff development section of the TPEP RFA, states TPEP Grantees are required to participate in at least one work group and must participate in at least four calls per year. Each work group has a selected grantee facilitator and one HPCDP staff member who specialize in the topic of the work group. Work group calls usually take place monthly or quarterly.

There are currently five grantee-led work groups.

1. Tobacco Retail Licensing;
2. Outdoor Venues;
3. Expanding the ICAA;
4. CCOs and Health Systems Transformation;
5. Tobacco Use and Pregnant Women.

¹ For more information on advocacy and lobbying guidelines, please refer to the Education, Advocacy, Lobbying and Electioneering Presentation under the Training and TA Materials section on HPCDP Connection, located here: https://partners.health.oregon.gov/Partners/HPCDPConnection/Training_Events/Pages/TrainingMaterials.aspx .

The log in information for HPCDP Connection is, username HPCDP; password: Communities12 (both are case sensitive).

Work Group Schedule

Workgroup	Grantee Facilitator	State Staff Support	Meeting Day	Meeting Time
Tobacco Retail Licensing	Adelle Adams- Multnomah County	Kim La Croix	Every other month on fourth Thursday of even months	2:00-3:00pm
Outdoor Venues Workgroup	Emily de Hayr – Marion County	Tara Weston	Monthly on the second Thursday of each month	11:00-12:00pm
Expanding the ICAA	Sara Hartstein- Benton County	Jennifer Young	Fourth Wednesday of even months	9:30-10:30am
CCOs and Health Systems Transformation	Caryn Wheeler- Jackson County	Scott Montegna	Third Thursday of every other even month	2:00-4:00pm
Tobacco Use and Pregnant Women	Minda Morton – Jefferson County	Beth Sanders	Second Monday of even months	2:30-3:30pm

Role of the facilitator: Held by a Tobacco Prevention grantee

- Facilitate each call
- Determine agenda items, frequency and logistics of the call
- Determine if notes will be taken for the call and, if so, decide how that will be accomplished
- Work with assigned HPCDP staff person for any coaching or technical assistance needs
- Provide any information (resources, minutes, etc.) that should be posted on HPCDP Connection, to the HPCDP staff person.

HPCDP staff role

- Provide support to the call facilitator
- Provide a reserved conference call line for each call and share the information with the group
- Post information to HPCDP Connection as requested by the call facilitator

- Participate on all calls
- Coordinate support requested from HPCDP such as guest speakers or information requests
- Work with the Community Programs Team Lead to provide semi-annual verbal updates to HPCDP about the work group discussions at the Community Programs Initiative Team Meetings

Call participants role

- Be on the calls and participate by sharing and listening
- Support the group through note taking, topic ideas, etc.
- Consider contributing to the development and implementation of group projects that will advance statewide objectives in tobacco prevention and control.