



WHATCOM COUNTY PUBLIC HEALTH ADVISORY BOARD SPECIAL MEETING MINUTES

SEPTEMBER 6, 2024

Present: Sterling Chick (Chair), Julie Terry, Kelli Carroll, Madison Emry, Jon Scanlon, Emily O'Connor, Shu-Ling Zhao, Leah Wainman, Christine Espina, Guy Occhiogrosso, Robyn Phillips-Madson, Joni Hensley, Amy Harley

Absent: Teri Bryant, Chris Kobdich, Jeffery Hart, Adrienne Renz, Edna Revey, Ashley Thomasson

Topic	Discussion/Outcome
Call to Order	Sterling Chick presented a land acknowledgment. Roll call of Public Health Advisory Board (PHAB) members. Sterling shared a historical recap of PHAB and reminded members that RCW's act as guardrails, but members set the direction.
Connections: Member Networking	<ul style="list-style-type: none"> • Went around circle and shared names/titles/roles • Partner activity – members paired up to share answers to the following questions: <ul style="list-style-type: none"> ○ What do you hope to take away from today? (sample of answers below) <ul style="list-style-type: none"> ▪ Deliverables ▪ Clarity on process ▪ Create connections ▪ Clarity on decision-making power ▪ How to cultivate connections with the Health Board/County Council ○ What do you contribute to the group? (sample of answers below) <ul style="list-style-type: none"> ▪ Public health experience ▪ Lived experience ▪ Work directly with community members ▪ Shared desire to move things forward ▪ Wealth of expertise
Review Ordinance: Discuss Scope of PHAB	<ul style="list-style-type: none"> • Erika Lautenbach, Whatcom County Health and Community Services (HCS) Director, shared Differentiation of Roles handout (appended to these minutes) and noted that there is lots of overlap and not a lot of clarity, but freedom to make decisions • Erika also shared PHAB Role Matrix (Draft) handout (appended to these minutes), which was created by the Operationalizing the Hub and Spoke subcommittee. • Lynnette Bennett, Community and Organizational Development Manager for HCS, divided members into groups of 3-4 to review the Matrix and answer the following questions: <ul style="list-style-type: none"> ○ What suggestions/changes do you have? ○ What questions do you have? ○ Is anything missing? • Lynnette led large group discussion to share feedback (sample of comments/questions below) <ul style="list-style-type: none"> ○ How does PHAB advise? Who decides? ○ Outcomes column may be limiting ○ Matrix is a good planning tool ○ A timeline would be helpful ○ Need step-by-step guidelines

	<ul style="list-style-type: none"> ○ MAPP (Mobilizing for Action through Planning and Partnerships) could be useful framework
2025 Workplan	Lynnette created large grids of PHAB's brainstormed priorities and invited members to vote for their top 4 as areas of focus for 2025 (images appended to these minutes). She will collect votes from those members not present before taking final count.
Closing/Next Steps	<ul style="list-style-type: none"> • Sterling reminded members that they will elect a new Chair/Vice Chair in January and invited them to send nominations to him via email. • Lynnette asked groups to forward the notes they took on the Matrix to her or HCS Office Coordinator, Nicole Ervin. She will make edits to the draft based on these. • Councilmember Jon Scanlon asked PHAB to be ready to share a status update at the joint Health Board/PHAB meeting on Oct. 1.
Adjourn	The meeting adjourned at 2:58 PM.
Next Meeting	There will be a joint Health Board/PHAB meeting on Oct. 1, 2024 at 10 AM and another on Oct. 29, 2024 at 10 AM. The next regular PHAB meeting is scheduled for December 5, 2024 at 7 AM.

Differentiation of Roles

Health Board 70.05.060	Health Officer 70.05.070	Public Health Advisory Board 70.46.140
<p>Each local board of health shall have supervision over all matters pertaining to the preservation of the life and health of the people within its jurisdiction and shall:</p> <ul style="list-style-type: none"> • <u>Enforce</u> through the local health officer or the administrative officer, if any, the public health statutes of the state and rules promulgated by the state board of health and the secretary of health • <u>Supervise the maintenance</u> of all health and sanitary measures for the protection of the public health within its jurisdiction • <u>Enact such local rules and regulations</u> as are necessary in order to preserve, promote and improve the public health and provide for the enforcement thereof • <u>Provide for the control and prevention</u> of any dangerous, contagious or infectious disease within the jurisdiction of the local health department • <u>Provide for the prevention</u>, control and abatement of nuisances detrimental to the public health • Make such <u>reports to the state board of health</u> through the local health officer or the administrative officer as the state board of health may require • <u>Establish fee schedules</u> for issuing or renewing licenses or permits or for such other services as are authorized by the law and the rules of the state board of health: PROVIDED, That such fees for services shall not exceed the actual cost of providing any such services 	<p>Within their jurisdiction, the local health officer, acting under the direction of the local board of health shall:</p> <ul style="list-style-type: none"> • <u>Enforce</u> the public health statutes of the state, rules of the state board of health and the secretary of health, and all local health rules, regulations and ordinances including imposition of penalties authorized • Take such <u>action as is necessary to maintain</u> health and sanitation • <u>Control and prevent</u> the spread of any dangerous, contagious or infectious diseases • <u>Inform</u> the public as to the causes, nature, and prevention of disease, disability and promotion, preservation, and improvement of health • <u>Prevent</u>, control or abate nuisances which are detrimental to the public health • <u>Attend</u> all conferences called by the secretary of health or their authorized representative • <u>Collect</u> such fees as are established by the state board of health or the local board of health for the issuance or renewal of licenses or permits or such other fees as may be authorized by law or by the rules of the state board of health • <u>Inspect</u>, as necessary, expansion or modification of existing public water systems, the construction of new public water systems, to assure that the expansion/modification, or construction conforms to system design/ plans • <u>Take such measures as they deem necessary in order to promote the public health</u>, to participate in the establishment of health educational or training activities, and to authorize the attendance of employees of the local health department or individuals engaged in community health programs related to or part of the programs of the local health department 	<p>Assigned from the Health Board to PHAB, often on an ad hoc basis:</p> <ul style="list-style-type: none"> • Provide <u>input</u> to the local board of health in the recruitment and selection of an administrative officer, and local health officer • Provide <u>community forums</u> and hearings as assigned by the local board of health • <u>Establish community task forces</u> as assigned by the local board of health <p>Assigned to PHAB from Health and Community Services:</p> <ul style="list-style-type: none"> • <u>Evaluate the impact</u> of proposed public health policies and programs, and assure identified health needs and concerns are being met • <u>Review and make recommendations</u> to the local health jurisdiction and local board of health for an annual budget and fees • <u>Review and advise</u> on local health jurisdiction progress in achieving performance measures and outcomes to ensure continuous quality improvement and accountability <p>Assigned to PHAB by state code:</p> <ul style="list-style-type: none"> • Use a health equity framework to <u>conduct, assess, and identify</u> the community health needs of the jurisdiction, and <u>review and recommend</u> public health policies and priorities for the local health jurisdiction and advisory board to address community health needs • <u>Promote public participation</u> in and identification of local public health needs

PHAB Role Matrix (Draft)

Role definitions:

- Lead: Primary responsibility to do and promote the work
- Advise: Provide expertise or recommendations
- Delegate: Entrust (task or responsibility) to another person/group
- Respond: React to a request

Public Health Advisory Board Scope (Per RCW)	Outcomes	PHAB Role				Key partners	Resources
		Lead	Advise	Delegate	Respond		
<p>Provide input to the local board of health in the recruitment and selection of an administrative officer (Health and Community Services Director)</p> <p>Provide input to the local board of health in the recruitment and selection of a health officer</p>	<p>Clear role and process for PHAB in the hiring process.</p> <p>PHAB proposes criteria based upon values and purpose of the group.</p>		x			Health Board	N/A
Adopt a health equity framework for PHAB to use to carry out all its functions (added, not in RCW)	A framework is proposed, approved, and implemented.	x		x		Equity Sub-committee HEAL Team	Equity Specialist
Use a health equity framework to conduct an evaluation and assess community health needs of the jurisdiction	Conduct a Community Health Assessment that includes equity and disparity measures with disaggregated data where possible.			x		HCS	HIA staff
Adopt a health equity framework for community health improvement	A framework is proposed, approved, and implemented.	x		x		Equity Sub-committee Healthy Whatcom	Equity Spec. Health Planning Spec.
Use a health equity framework to identify the community health needs of jurisdiction NEEDS DISCUSSION	Determine which needs are under the jurisdiction of public health.						HCS Staff

Public Health Advisory Board Scope (Per RCW)	Outcomes	PHAB Role				Key partners	Resources
		Lead	Advise	Delegate	Respond		
Review public health Policies and priorities NEEDS DISCUSSION (clarification: guided by Healthy Planning Resolution, policies related to comm health, well-being- comp plan, fluoridation, etc.)	Lead when reacting to existing or emerging policies. Delegate some policy review to Policy staff.	x		x		Relevant community and advisory groups or department Legal	Policy Specialist
Recommend public health Policies and priorities	Generate new policies and priorities. Recommend policies and priorities from other groups.	x	x			Health Board HCS	Policy Specialist
Evaluate the impact of proposed public health policies and programs- assure identified health needs and concerns are being met	Identify which policies and programs PHAB would like to track.			x		HCS Health Board	Policy Specialist HIA staff
Promote public participation in local public health needs	Leverage policy and comms to improve public participation.	x				Comms Sub-committee HCS	Comms; Policy Specialist
Provide community forums/ hearings as assigned by the local health board	Timely response to health board requests.	x			x	Health Board	Office Coordinator
Establish community task forces as assigned by the local board of health	Timely response to health board requests.	x			x	Health Board	Office Coord; Council staff
Review/ make recommendations to local health jurisdiction and local health board on annual budget/fees	Goal: Awareness Develop a timeline and educate PHAB on the process.		x			HCS Health Board	HCS Finance
Review and advise on local health jurisdiction progress in achieving performance measures and outcomes to ensure continuous quality improvement and accountability NEEDS DISCUSSION	Goal: agreed upon, relevant measures -Develop a timeline and educate PHAB on the process. -Include written performance measures in department report.		x			HCS Health Board	Director HIA Staff

Equity Framework



Community Health Assessment



CHIP (Community Health Improvement Plan)



Legislative Agenda

review current policies

review WCHCS budget & priorities



Food systems & security

PHAB work & processes



PHAB role
HOD hiring process

Community forums



Communications

Equity framework
Veterans

review
perform
outco

Current
Public

- V
- S
- O
- R

Clim

review WCHCS
performance measures &
outcomes

Comp Plan (county)

current declared
Public Health crises

- racism
- shelter
- opioids
- maybe food

Justice Project

Climate work

Way Station

Senior health

Mental health care

Youth education & prevention & outreach

Opioid settlement

substance use ~~opioid~~ prevention

Housing & ~~homelessness~~



Healthcare
Access

Homelessness

