

Public Health Advisory Council

Meeting Minutes

March 26, 2024

5:30-7:30 PM



Public Health
Prevent. Promote. Protect.

Members Present: Sandra Brown (Chair), Peggy Carlson, Michael Watkins, Kimberly Dauphin, Elma Blum, Tyler Clary, Alan Melnick (ex-officio), Councilor Sue Marshall (ex-officio), Emily Estes, Franklin Johnson, Robert Ferrier, Scott Johnson, Paul Childers, Breein Scarlett-Fiser, Kevin Fischer, Nissa Buchanan

Members Absent: Mark Collier, Marla Sanger, Ashley Mariscal, Jeff Mori

Staff: Roxanne Wolfe, Hayley Pickus, Andrea Pruet, Jeff Harbison, Dana Nguyen

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

- January 23, 2024 meeting minutes were unanimously approved.
- Sandra Brown provided the following membership updates:
 - Dental Position Recruitment: We received a candidate for the dental position. The membership committee reviewed candidate materials and sent a recommendation to the Board of Health for appointment to PHAC.
 - PeaceHealth: Dr. Garber is leaving her position at PeaceHealth. This position on PHAC is nominated, and the membership committee has reviewed and approved materials for a nominated candidate to fill the remainder of Dr. Garber's term.
 - Social Services Position: Michelle Stickley has resigned her term from PHAC, leaving a vacancy in the social/human services position. The membership committee has decided to move forward with recommending a candidate who applied when the position was open this past fall. This individual was a strong candidate and is still interested in joining PHAC.
- The Executive Committee gave the following update and request:
 - Given Michelle's departure, Peggy will step in as interim vice-chair
 - Exec is seeking a new "at large" member to fill Peggy's role.
 - Peggy made a motion to nominate Emily Estes. The motion was seconded by Rob Ferrier and approved unanimously. Emily will serve the remainder of Peggy's term through the end of 2024 in the at-large position on Exec.

Public Comment

There were no public comments.

PHAC Goals



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

At the January meeting PHAC members responded individually in writing about their goals for PHAC in the next one- and three-years. These responses, in addition to brainstormed notes about PHAC’s potential role in the Community Health Improvement Plan, were compiled for review in a document named *1.23.24 Goal Synthesis Notes PHAC.pdf* (attached).

PHAC members broke into small groups to discuss 1) What themes do you see in these goals, and 2) What criteria could PHAC use to pick priority goals? Notetakers sent the following notes to include in meeting minutes:

Themes	Criteria
Group 1	
<ul style="list-style-type: none"> • Focus on outreach and collaboration. • Encouraging relationships with community health partners. • Working together, instead of in silos, will positively affect our entire community and increase resilience. • Focus on equity. • Increase awareness of what PHAC does. 	<ul style="list-style-type: none"> • Choose goals that offer the most benefit for the most people • SMART goals • Utilize PHAC's criteria for addressing community health issues (PHAC Advisory Decision Tool)
Group 2	
<ul style="list-style-type: none"> • Connecting with the community through convening groups, racial equity and diversity. • Better communication about public health both in community and within PHAC. • Building closer relationships with BOH. Suggestion to have a luncheon with the BOH to discuss issues they see we could advise on or common goals for PHAC, BOH and Public Health. • Hearing and connecting with various communities and understanding cultures. Invite to meetings and talk about the culture, PH issues and have food from that culture. 	<ul style="list-style-type: none"> • Interacting with the growth management plan which is time sensitive. Public health wrote a document last time and did a chapter on healthy living. Can this be done again? • When determining goals be mindful and intentional about racial equity and building relationships with underserved audiences.
Group 3	
<ul style="list-style-type: none"> • Bylaws, governance focus. • Collaboration opportunities. • Racial equity themes. • Aging readiness plan dovetail nicely on PHAC agenda. • Community outreach, guide education on public health matters (vaccination uptake, for instance – mental health awareness, mental health stigma, early literacy efforts which are important to stave off mental health problems/isolation later in life). • Provide input on upcoming budget shortfall(s). • Enrich collaboration with Board of Health/County Councilors • New idea: improve readiness for County to support / respond to (the next) pandemic, especially a focus on aging residents / home bound & other vulnerable populations. 	<ul style="list-style-type: none"> • Doodle poll for PHAC members to prioritize major themes, compile the data to inform / guide executive committee decisions on the priorities and timeline horizon.
Group 4	
<ul style="list-style-type: none"> • Everything centered between communication with BOH. • Doing in person activities for committees. • Building relationships with BOH. • Bylaws. • Mental health. • Budget needs. 	<ul style="list-style-type: none"> • Is there an organization or public health initiative involved? If not, then prioritize. • Have more than X PHAC members be interested in said goal.

Budget 101

- Jeff Harbison reviewed the approved 2024 CCPH budget, the 2025 County budget process (upcoming), and discussed the timeline and commitment for the PHAC Budget Committee.
 - See meeting slide deck (attached) for an overview of revenue and expenditures for public health funds in the 2024 synopsis.
 - See meeting slide deck for historical funding trends and revenue source by public health cost center.
 - See meeting slide deck for 2025 budget development timeline.
- The budget subcommittee will kick-off at the April in-person PHAC meeting. Elma Blum, Kevin Fischer, and Tyler Clary signed up to join the committee. Additional members are welcome.

Bylaws

- The bylaws committee administered a series of polls and opened a Jamboard to collect final feedback on proposed bylaws revisions around group decision making. They will review this feedback and determine next steps.

Community Updates

- Kimberly Dauphin highlighted that the zoonotic disease giardia is being seen in animals and houseless individuals – it is more common in the spring and fall months. This is a notifiable condition in WA state.
- Breein Scarlett-Fiser described ongoing contract negotiations between Regence and Legacy Salmon Creek, and potential implications if the discussion are not resolved.
- Franklin Johnson shared that the Clark County Commission on Aging is focusing on emergency preparedness this year. They have viewed presentations from CRESA on creating emergency kits.

Closing

The next PHAC meeting is April 23, 2024 from 5:30-7:30 and is *in person* at the Cascade Park Community Library – 600 NE 136th Avenue, Vancouver (directly adjacent to the Firstenberg Center)

Adjournment

The meeting adjourned at 7:15 p.m.

Attachments

1. Meeting slide deck
2. 1.23.24 Goal Synthesis Notes PHAC.pdf



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PHAC Meeting

March 26, 2024

Welcome!

If you are joining as a member of the public and wish to make a comment during the public comment period this evening, please indicate this by signing in to the Zoom chat.

Open chat, type your first and last name, and that you would like to make public comment.



Meeting Objectives & Agenda

March 26, 2024

1. Build shared awareness and member connection towards mobilizing PHAC's community roles and responsibilities.
2. Understand Clark County budget process, and CCPH budget forecast.
3. Solicit final input on bylaws revisions around group decision making.

TOPIC	TIME
WELCOME & PHAC BUSINESS	5:30-5:50
<ul style="list-style-type: none"> • Roll call and icebreaker • Review and approve January 23, 2024 meeting minutes • PHAC Exec membership updates 	
PUBLIC COMMENT*	5:50-6:00
<ul style="list-style-type: none"> • Public comment (3/26 PHAC agenda items only) 	
PHAC GOALS	6:00-6:15
<ul style="list-style-type: none"> • Debrief January brainstorm and goal prioritization 	
BUDGET 101	6:15-7:10
<ul style="list-style-type: none"> • Presentation • Q&A • PHAC Budget Committee overview 	
BYLAWS SURVEY	7:10-7:20
<ul style="list-style-type: none"> • Zoom polling and activity 	
CLOSING	7:20-7:30
<ul style="list-style-type: none"> • Community updates • Next meeting: April 23, 2024 (in-person at Cascade Park Library) 	

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](#).



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Public Comment



Members of the public must sign in using the Zoom chat function to speak during public comment period. You will be called in the order of sign up.



Public comment can address any matter on the meeting agenda. Please indicate the agenda item(s) you wish to address.



You have three minutes total. The PHAC Chair will notify you when your time is up.



View Public Participation Guidelines for PHAC Meetings here: https://clark.wa.gov/sites/default/files/media/document/2024-01/PHAC%20-%20Public%20Participation%20Guidelines_0.pdf

PHAC Goal Setting - Overview

Community Health Improvement Plan (CHIP): After the CHIP presentation, small groups discussed and reported out on the following prompts – what excites you about this plan, and what can PHAC do to support these community priorities?

Exit Activity: After a 2023 year in review presentation, PHAC members individually wrote down their goals for PHAC in the next year, and the next three years.

Goal Synthesis Notes PHAC 1-23-24.pdf = typed up notes from these two prompts.



Small Group Discussion

In breakout rooms of 3-4 people, you will have ~15 minutes to discuss the following questions. Please designate a notetaker (we will not report out!)



Question 1:

What themes do you see in these goals – are any rising to the top as priorities?



Question 2:

How criteria could PHAC use to pick priority goals?



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Clark County Public Health

Budget Process Session

Public Health's Budget Responsibility

Public Health Fund (Fund 1025)

Solid Waste Fund (Fund 4014)

Medical Examiner's Office (Cost Center CC178, within the County General Fund, 0001)

Solid Waste Closure Fund/Financial Assurance Reserve Fund (FARF) (Fund 6310)

2024 Budget, Summary

Revenue	PH Fund	SW Fund	MEO	SWCF
Federal Grants	2,581,444			
State Grants/State Cost-Share	654,530	502,500	225,000	
State Grants, FPHS	6,890,000			
State Discretionary (legislative appropriation)	1,767,341			
Local Grants/Contracted Work	367,607	54,000	67,000	
County, General Fund support	1,986,055		1,573,269	
County, Mental Health Sales Tax support	729,750			
¹ Fees, Environmental Public Health	5,407,296			
Fees, Medical Examiner			354,500	
Fees, Solid Waste		2,944,979		
² Fees, Vital Records	1,098,500			
Investment Interest	33,735	44,200		
Other	159,022			
TOTAL REVENUE	21,675,280	3,545,679	2,219,769	-
Expenditures	PH Fund	SW Fund	MEO	SWCF
Salaries/Wages	12,209,277	1,157,778	1,198,517	
Overtime	18,400	5,500	4,000	
³ Benefits (Medical Insurance)	2,275,658	178,121	198,095	
Benefits (Dental Insurance)	130,175	10,970	8,074	
Benefits (PERS)	1,268,547	120,292	124,524	
Benefits (FICA)	960,875	91,114	94,325	
Benefits (Other)	453,014	44,367	87,180	
Subtotal - Personnel Costs	17,315,946	1,608,142	1,714,715	-
% of total Revenue Budget	79.89%	45.35%	77.25%	N/A
County, Building Rent	348,893	33,597	-	
County, Technology Equipment Replacement & Reserve (TER&R)	481,768	14,627	34,843	
County, Indirect/Overhead	1,535,840	90,307	-	
County, Fleet Services	20,118	-	65,611	
Subtotal - County	2,386,619	138,531	100,454	-
% of total Revenue Budget	11.01%	3.91%	4.53%	N/A
% of total Revenue Budget remaining	9.10%	50.74%	18.23%	N/A

Clark County Public Health

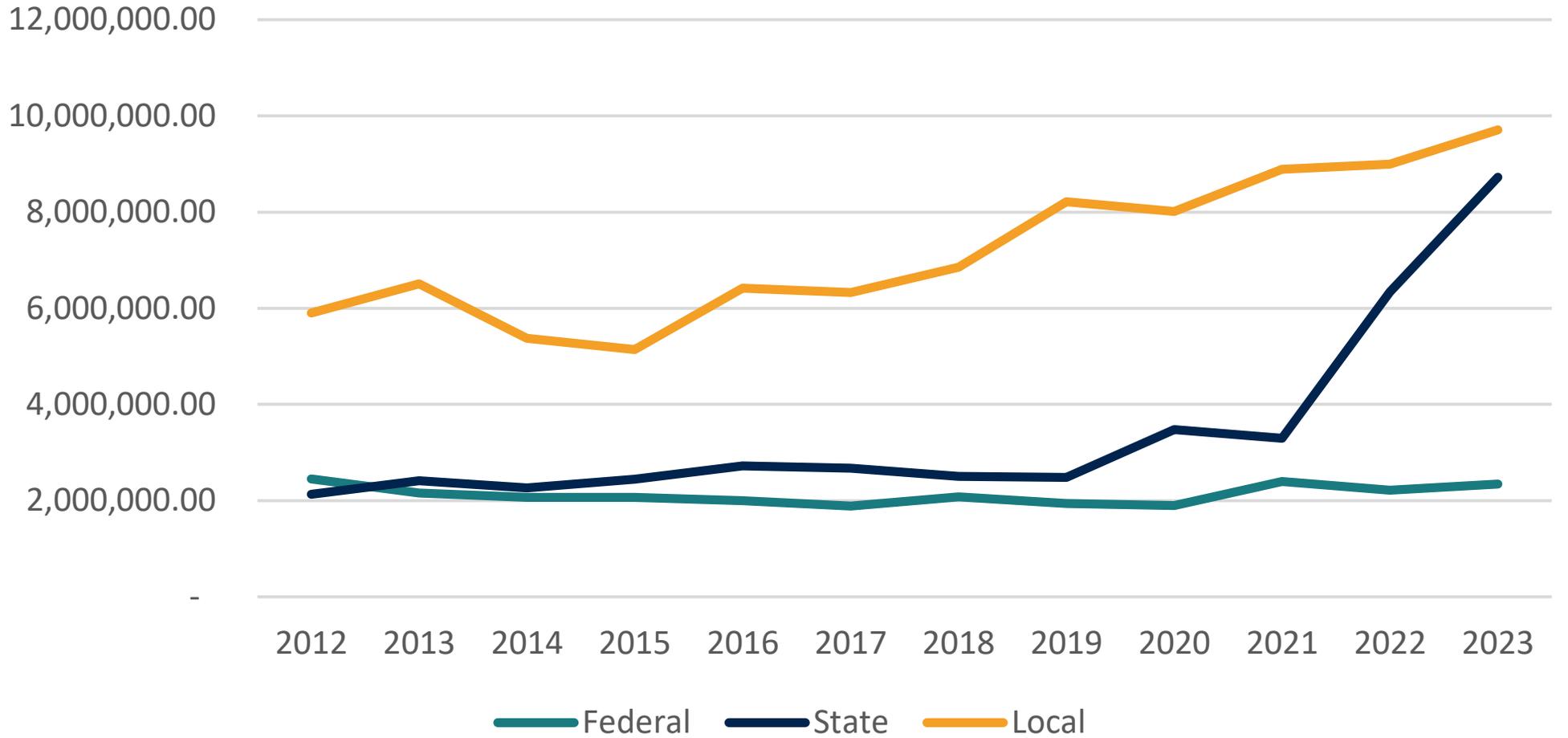
Budget Process Session

Expenditures	PH Fund	SW Fund	MEO	SWCF
Supplies	343,535	118,700	62,770	
Travel	306,570	36,000	4,500	
Training	79,664	13,500	7,000	
Services	1,127,277	1,020,867	135,361	1,100,000
Subtotal - Other Operating Costs	1,857,046	1,189,067	209,631	1,100,000
% of total Revenue Budget	8.57%	33.54%	9.44%	N/A

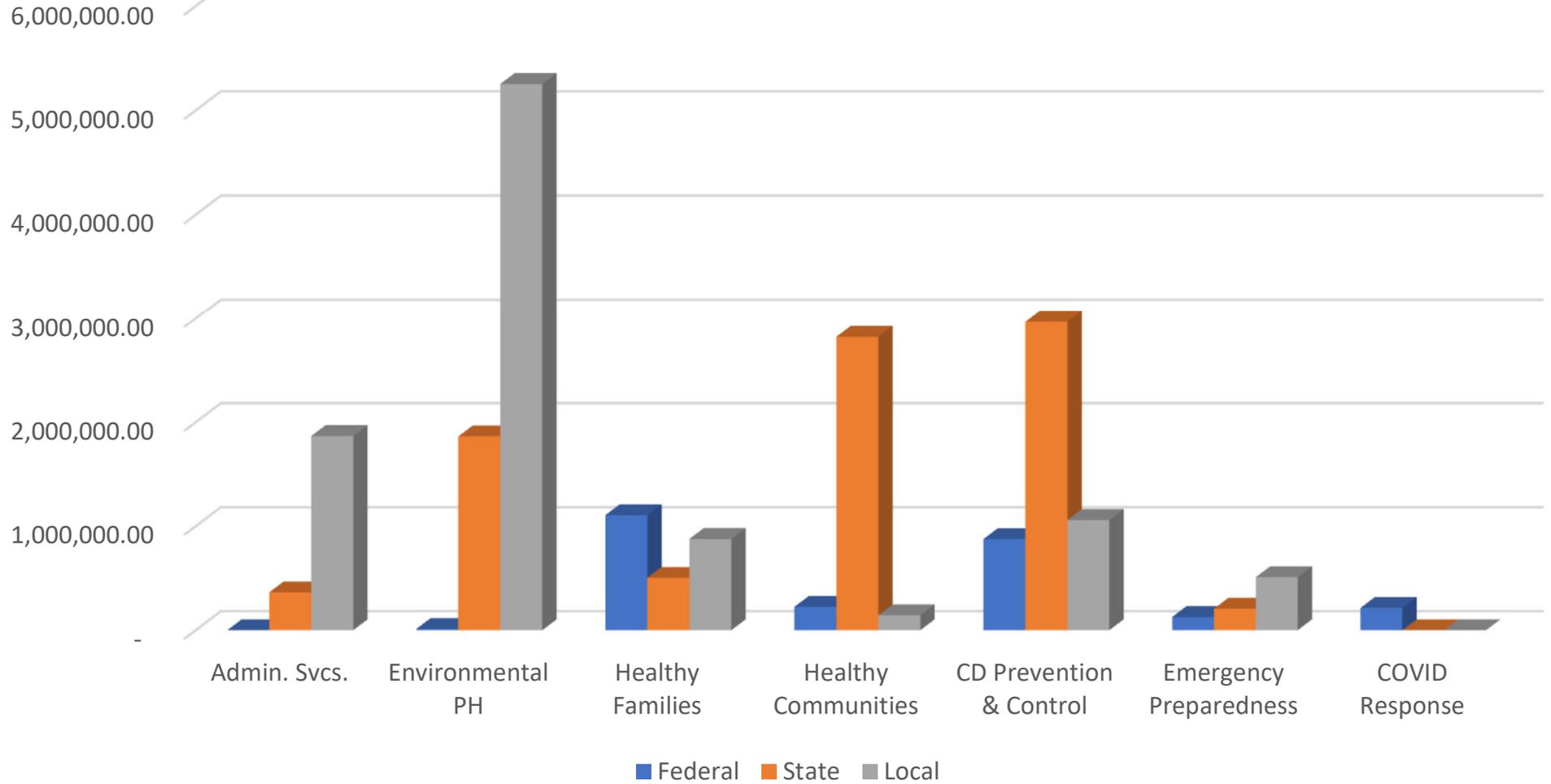
PH Department, Indirect/Overhead	(654,908)	459,939	194,969	
Transfers, Vital Records	618,419			
Transfers, EPH System Reserve Fund	152,158			
Transfers, Subsidy		150,000		
Subtotal - Indirects/Transfers	115,669	609,939	194,969	-

TOTAL EXPENDITURES	21,675,280	3,545,679	2,219,769	1,100,000
Net	-	-	-	N/A

Clark County Public Health historical funding



Clark County Public Health, 2023 Revenue by Source by Cost Center



Clark County Public Health

2025 Budget Development Timeline

	Process/Step	Start	End
PH PHAC	Review 2024 budget highlights Review 2025 process	March 26	
PH	Release program budget development tool to all Managers <ul style="list-style-type: none"> Managers allocate assigned FTE Managers forecast controllable expenditure need 	March 27-28	April 26
PH	Release EPH fee schedule tool to EPH Managers <ul style="list-style-type: none"> Managers project 2025 fee volume for each PE code Managers project time necessary for each PE code 	March 27-28	April 26
PH PHAC	PHAC Budget Subcommittee Budget process deep-dive, Q&A	April 23	
County	Budget Office 1:1 budget strategy meetings with Departments/Offices	May 13	May 23
County	Baseline position allocations opened in Questica (labor budget data released)	May 13	
PH	PH Finance staff update budget tool with baseline labor budget data	May 14	
PH	PH Leadership Team review initial 2025 budget fund summary report	May 16	
PH	Review initial 2025 budget summary report with Management Team	May 20	May 24
PH	EPH Managers and PH Finance review fee scenarios with respective technical advisory groups/committees for feedback	May 24	June 7
PH PHAC	Review updated 2025 budget summary for feedback Review projected 2025 EPH fee model scenarios for feedback	May 28	
County	Deadline for allocation of baseline positions in Questica		June 3
PH BOH	BOH 1:1/1:2 meetings to review initial EPH fee model scenarios for feedback (<i>tentative</i>)	June 10	
PH PHAC	Review updated 2025 budget summary for feedback Review updated 2025 EPH fee model scenarios for feedback	June 25	
County	Deadline for requesting new positions		July 8
County	Deadline for requesting new programs		July 8

Clark County Public Health

2025 Budget Development Timeline

	Process/Step	Start	End
PH BOH	BOH work session on EPH fee scenario proposals (<i>tentative</i>)	July 10	
County	Mental Health Sales Tax (MHST) application information sessions	July 16	July 17
County	Budget Office meetings with Departments/Offices	July 22	August 2
PH PHAC	Review final PH 2025 recommended budget	July 23	
PH	Deadline for LT to finalize 2025 budget for submission	July 26	
County	Final budget submission deadline		August 12
County	Departments/Offices budget requests published		October 7
County	County Manager meetings with Departments/Offices	September 23	October 11
PH BOH	Presentation of EPH fee schedule update ordinance at Board of Health for adoption	September 25	
PH	Release of 2025 EPH fee schedule document (internal, for external release)	November 1	
County	County Manager recommended budget published		November 5
County	County Council work session on County Manager recommended budget		November 20
County	County Council Budget Hearing (elected official testimony)		December 2
County	County Council Budget Hearing (public testimony)		December 3
County	County Council Budget Hearing (public testimony, <i>if needed</i>)		December 4
PH	Development of 2025 PH Budget document		December 31

2024 PHAC Budget sub-committee

- **Today!** CCPH budget 101 presentation from finance team to full PHAC, discuss budget sub-committee role – **looking for members!**
- April PHAC meeting: Budget sub-committee kick-off, meets during committee agenda time
- May-June: Meet 2-3 additional times , outside of regularly scheduled PHAC meetings
- July-November: Meet ad hoc through the end of the year if necessary



Bylaws Polling

Zoom Polls:

- Please respond when they pop up on your screen!

Jamboard:

- <https://jamboard.google.com/d/1r6VxkvnHSqfM4MmFjc7VZzWNBh8WHPq-uHISSXERJT0/edit?usp=sharing>



Proposed PHAC bylaw revisions re: decision making – DRAFT FOR DISCUSSION

PROPOSED BYLAWS REVISION 1:

Article IV: Officers

Section 3: The officers shall perform the duties prescribed by these bylaws and by parliamentary authority adopted by the Council. (Current)

Proposed strikethrough:

Section 3: The officers shall perform the duties prescribed by these bylaws ~~and by parliamentary authority~~ adopted by the Council.

PROPOSED BYLAWS REVISION 2:

Article V: Meetings

Section 3: The presence of a majority of the members of the Council shall constitute a quorum. The vote of a majority of the members of the Council present at any meeting at which a quorum is present shall be the act of the Council. If a quorum of the members is not present at a meeting, a vote by email shall be considered on the approval of the Executive Committee. (Current)

Proposed strikethrough and insertions:

Section 3: The presence of a majority of the **voting** members of the Council shall constitute a quorum. The **consensus** vote of ~~a majority of the~~ members of the Council present at any meeting at which a quorum is present shall be the act of the Council. If a quorum of the members is not present at a meeting, a **consensus** vote **shall be postponed** ~~by email shall be considered on the approval of the Executive Committee.~~ See Article VIII Decision-Making and Voting Procedures for detail.

PROPOSED BYLAWS REVISION 3:

Insert a Section 4, under Article V: Meetings:

Clark County Public Health staff shall assist the Chair and Vice Chair to coordinate activities of the Council. Staff assigned to the Council shall coordinate committees, help create agendas, maintain minutes, provide policy support, and attend to other support needs.

PROPOSED BYLAWS REVISION 4:

Insert a Section 5, under Article V: Meetings:

A simple majority vote of members of the Council present at any meeting at which a quorum is present is required to approve meeting minutes.

PROPOSED BYLAWS REVISION 5:

Article VII: COMMITTEES

Section 4: The Council will form the membership/nominations committee. Its purpose is to:

PHAC Meeting – Discussion Notes

January 23, 2024

1 CHIP Presentation: After the CHIP presentation, small groups discussed and reported out on the following prompts - what excites you about this plan, and what can PHAC do to support these community priorities?

Excited about	What PHAC can do
<ul style="list-style-type: none"> • The City of Vancouver – lot of 3rd spaces, resources, community driven • Libraries • PHAC meetings in 3rd places • How can 3rd spaces be sustainable and consistent • No strollers on buses • Native American perspective – felt sincerely listened to by staff • Collab across communities in the county, not competition • Education – ECE and early childhood support • Mental health and • Connecting grassroots efforts • Outreach • Maximize support and expertise of public health • Develop relationships in new and innovative ways • Support public health’s convener role 	<ul style="list-style-type: none"> • Bring info back to our communities, listen • Share resources and amplify • Deepen racial equity work, reach folks who aren’t typically at the table • Invite partners to present to PHAC • Info on policies/projects to champion • Assist in convening, outreach, community connection • Explain public health, communicate health info for decision makers • Reduce mental health stigma • Market PHAC and our support for CHA/CHIP • Explain what is public health/what community health is • Elevate CHA/CHIP community needs and connect info to the Growth management plan for the County

2 Exit Activity: After a 2023 year in review presentation, PHAC members individually wrote down their goals for PHAC in the next year, and the next three years. The notes below are typed directly from individual PHAC sticky notes.

1-Year Goals	3-Year Goals
<ul style="list-style-type: none"> • Adopt bylaws modifications • Provide guidance to County on all things public health • Provide input and guidance on potential 2025 budget shortfall • Bylaws and membership work is done collaboratively • Hopefully will see evidence of a more genial relationship between CCPH and BOH • Facilitate or help with any mental health or educational priorities 	<ul style="list-style-type: none"> • We have BOH buy-in • All members on PHAC are active on at least 1 committee • There is ongoing racial equity training • Evidence of increased access to things like mental health care, general health care, early childhood education – all the things on our prioritized list – especially for marginalized communities/families • Stay in PHAC (my term will be up then). Serve on other subcommittees.

<ul style="list-style-type: none"> • Racial equity training for members • Decision making models for PHAC • Understanding of CHIP partnerships • Follow up on relationship with BOH and setting priorities • Develop community outreach plan to further CHIP 	<ul style="list-style-type: none"> • More face-to-face if not in 2024 • Improve vaccination rates = 50% • Bend the curve on opioid addiction • Make inroads on mental health accessibility
<p>Goals with no timeline specified</p>	
<ul style="list-style-type: none"> • Update bylaws • Recruit more diverse members • Assist ccph on budget and support no staff cuts • How can PHAC support identifying which voices are missing in these community connections, using the experiences and spaces we are a part of • Increase influence at BOH • Increase community participation and representation on PHAC • Have a CCPH budget that has no cuts • Continue the effort to diversify PHAC committee • Continue to expand the stakeholders outreach around work at public health and PHAC • Find out how the commission on aging can support or better support PHAC initiatives • I'd like PHAC to be better well known to the community as to what they do. And connect for public the priorities of mental health, education and community care 	