

## **Page 1 – Purpose Statement**

### **AC Member Comment/Suggestion**

Since there's no section B, probably don't need a section A"

### **AC Member Question(s)/Comment(s)**

What does "geographically isolated" mean? The Central Valley is not geographically isolated, but is certainly geographically/demographically disadvantaged. Throughout the document, reference is made to culturally, linguistically, and geographically isolated communities, which seems to include racial-ethnic and most of the other identified vulnerable populations, but without reference to gender.

Gender should be in the main body of the document, and not just a footnote as "women". Culturally sensitivity requires a visible focus on the impacts that sex role socialization and traditional gender roles can have on health indicators.

It is important to acknowledge that gender sensitivity not only addresses women as a vulnerable population. We must acknowledge the implications of gender on both men and women – sex role socialization, traditional gender roles.

Strongly encourage adding specific focus on gender throughout the document, same level of focus as race/ethnicity and culturally/linguistically.

### **AC Member Question/Comment**

What does "geographically isolated" mean? The Central Valley is not geographically isolated, but is certainly geographically/demographically disadvantaged."

### **CDPH Legal Comment/Changes**

"I changed some of this language around. As originally proposed, the language is misinterpreting the OHE authorizing statutes. Under HSC 131019.5, OHE, as the program, is designated with the following tasks whereas the Advisory Committee is specifically tasked with "to advance the goals of the office and to actively participate in the decision making."

Removed the words "The formation of the Office of Health Equity Advisory Committee (OHE-AC) is mandated by Section 131019.5 of the Health and Safety Code for the"

### **CDPH Legal Comment/Changes**

Regarding the 4 items OHE is to accomplish, "I do not recommend rewording this language since it is taken verbatim from the statute."

Final paragraph on Page 1 was removed by Legal – It is “addressed in the membership requirements.”

### **Page 1 – Definition of Vulnerable Population**

#### **AC Member Comment(s)**

The list [of vulnerable populations] includes the entire population except men between the ages of 25-64. Is it necessary to include young adults? I think the only young adults who are truly vulnerable are those that would come under one or more of the other headings (disadvantaged racial/ethnic group, incarcerated, etc). This is not a big issue, just a thought. And you probably have a good reason for putting young adults on the list. Except for the young adults, I think you have included everyone who would be considered vulnerable according to international human rights laws/agreements, so that is good. Colleagues and I agonized over this issue in discussions with NIMHD (National Institute on Minority Health and Health Disparities) and for Healthy People 2020, and we opted in both cases for the more inclusive definition with the understanding that additional criteria would be needed to set priorities among all the “vulnerable” groups. (to justify why efforts to address the needs of disadvantaged racial/ethnic groups and low-income people would often be prioritized).

#### **AC Member Comment/Suggestion**

Suggestion to add the word “disadvantaged” or something similar prior to the word “racial” “because without that, it encompasses all racial/ethnic groups.”

#### **AC Member Suggestion**

Change commas to semi-colons

#### **CDPH Legal Comment/Changes**

This is the definition of “vulnerable community” as defined in HSC 131019.5(a)(5). Since the statutory definition includes the language of “including but not limited to” I recommend adding it in. This addition may address some of the previous commenters concerns that the definition for vulnerable communities was too restrictive.

Legal changed the word “population” to “communities”, removed “are defined as women” and added “include, but are not limited to, women”. These changes reflect the verbiage in CA HSC Section 131019.5.

### **Page 2 – Section A: Membership**

#### **AC Member Suggestion**

#4 – “...recommend a gender balance on the Advisory Committee, as well as including representatives of the Women’s Health Community.”

### **AC Member Clarification Question**

#10 – “I’m assuming the 2 absences would not include absences on dates for which the member had advised staff/s/he would be unavailable before the meeting was scheduled? If so, I don’t know if you want to clarify that or leave it states as is.”

### **CDPH Legal Question/Comment**

#2 – Who appoints the members? The director? If so, this should be designated.

### **CDPH Legal Changes**

#4 – Added the words “**a broad section of**” between the words “shall represent” and “California’s diverse racial, ethnic...”

### **Page 3 – Section C: Duties of Officers**

#### **AC Member Suggestion**

Opening statement – Add comma after the words Vice Chair.

### **Page 3 – Section D: Advisory Committee Member Roles and Responsibilities**

#### **AC Member Suggestions**

Opening statement – Make the word “role” plural to read as “roles.” Change the word “is” to the word “are.”

### **Page 4 – Section E: Office of Health Equity Advisory Committee Subcommittees**

#### **AC Member Suggestion/Comment**

#1 – Remove comma after the word “individuals.”

#3 – “No mention if the community members are non-voting.”

### **Page 4 – Section F: Reimbursement of Expenses**

#### **CDPH Legal Changes**

Legal rewrote this section and removed the reference to Health and Safety Code 1288.5; it is a statutory citation applicable to another CDPH Advisory Committee and does not apply to the OHE-AC.

**Page 5 – Section G: Authority**

**CDPH Legal Changes**

New section – This committee is designated in statute as advisory in nature. The Department will take the committee’s recommendations under consideration and be the ultimate decision maker on OHE matters.

**Page 5 – Section C: Conflict of Interest/Recusal Process**

**AC Member Suggestion**

5<sup>th</sup> Line – Change the word “feels” to “believes”

**Page 6 – Section D: Quorum**

**AC Member Comment & CDPH Legal Changes**

Remove the word “present.”

CDPH Legal agrees with this, also stating that “You will want to establish a firm number/percentage of advisory members present that should be attending a meeting sufficient to transact business. This could be a majority of existing OHE-AC members shall constitute a quorum.” Therefore, Legal modified the second sentence in this section to read, “A quorum is defined as a simple majority of all appointed OHE-AC members.”

**Page 6 – Section E: Public Comment Periods**

**CDPH Legal Changes**

2<sup>nd</sup> sentence – Added, “Public comment may be oral or submitted in writing.”

**Pages 6 & 7 – Section F: Motions**

**CDPH Legal Changes**

Removed “and a Call to Vote” from the title.

Split the paragraph into numbered sections.

Added a new #1 – “All action of the OHE-AC should be expressed by motion and/or resolution.”

Added a new #4 – “All motions and resolutions shall be recorded in the minutes.”

**Page 7 – Section G: Manner of Voting**

**CDPH Legal Changes**

Added a new Section G

Renumbered the remaining sections accordingly.

**Page 7– Section H: Meeting Logistics**

**CDPH Legal Changes**

#2 – New – “Meetings may be conducted by any accepted rules of procedure, including Roberts Rules of Order.”

Renumbered the list.

#8 – added new second sentence, “The agenda for each advisory committee meeting will be drafted by the Chair with input from the advisory committee members.”

#8 – added new fourth sentence, “The agenda may be developed through any means of communication chosen by the Chair, including electronic mail items sent to all the members. In order to avoid potential open meeting law violations, communications about agenda items (other than discussions that take place in open meeting), shall be limited to an exchange of views on whether to include the item, and clarification of a proposed item. Development of the agenda through such communications may not involve substantive discussion of the merits of proposed agenda items.”

**Page 9 – Section K: Meeting Summaries and Agendas**

**CDPH Legal Changes**

1<sup>st</sup> sentence – Added, “the attendance of OHE-AC members and” and “during each meeting.”

Added new last sentence – “Once approved by OHE-AC, the minutes shall be posted on the web within 30 days following adoption and shall be a public record.”