

## Office of Health Equity Advisory Committee Application Process

### Frequently Asked Questions

Thank you for your interest in applying to be a member of the California Department of Public Health Office of Health Equity Advisory Committee. The Advisory Committee is composed of representatives from vulnerable communities, stakeholder communities that represent the diverse demographics of the state, applicable state agencies and departments, local health departments, and community-based organizations working to advance health and mental health equity. The following Frequently Asked Questions should help you in your application process:

Q: Who can apply?

A: We encourage anyone who is interested in giving a voice to vulnerable communities, advocating for health and mental health equity, or addressing the social determinants of health and wants to share their passion, expertise, and lived experience.

Q: Will members be reimbursed for travel?

A: If the Office of Health Equity has the fiscal resources available, then members may be reimbursed for part or all of their travel, per State rates, laws, and regulations. Reimbursement is determined on a case by case basis. Preference for reimbursement is given to members who work for small non-profits or are not affiliated with any organization and are on the committee as an individual that simply represents a given community.

Q: Will members get paid to be on the Advisory Committee?

A: No, Advisory Committee members will not be compensated for their time spent on committee activities.

Q: How many meetings do members have to participate in?

A: Advisory Committee members are expected to attend and actively participate from beginning to adjournment for no fewer than three quarterly meetings per year, or nine quarterly meetings per three-year term. They must also participate in at least two additional meetings, such as subcommittee meetings (e.g. agenda setting meetings) from beginning to adjournment, per year, or six subcommittee meetings per three-year term.

Q: What if I submitted an application in the past? Do I have to complete a new application?

A: The Office of Health Equity has updated the Advisory Committee application to increase the diversity of geographic representation, expertise, and lived experience. The new online format of the application also improves ease of completing the application. Lastly, the new application informs applicants and provides an opportunity for consent that all information in the application is subject to the Public Records Act.

All past applicants who wish to reapply will need to submit a new application via the online form: <https://www.surveymonkey.com/r/CDPH-OHE-Advisory-Committee-Application-2019>

Q: How long is a term? How many terms can each member serve?

A: Each term is three years and each member can serve up to two consecutive terms for a total of six years.

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Q: If I no longer work at the organization under which I applied and was accepted can I still retain my membership on the Advisory Committee?

A: Yes, members can remain on the committee and memberships are subject to the Director's discretion.

Q: Where are the Advisory Committee meetings held?

A: Oftentimes the meetings are held in Sacramento, but the Advisory Committee meetings will be held at various locations across California to ensure broad representation and increased access to members of vulnerable communities and small organizations that represent or serve vulnerable communities.

Q: What is the application and selection process?

A: Applications will be reviewed by Office of Health Equity staff and current Advisory Committee members. The Director of the California Department of Public Health makes the final approval of members who will serve on the committee.

Q: Can I apply at any time of the year?

A: The Office of Health Equity Advisory Committee application is open year round; however, we are currently focused on filling a large number of upcoming vacant seats before many of our current members will term out in September of 2019.

To be considered for the next round of Advisory Committee member vacancies we ask that all applications be submitted by July 31, 2019 by 11:59 pm. You can submit the application two different ways:

- 1) Use this link to answer the questions: <https://www.surveymonkey.com/r/CDPH-OHE-Advisory-Committee-Application-2019>  
OR
- 2) Complete the application in a PDF version linked [here](#) along with your completed statement of interest as a separate attachment and send to:  
California Department of Public Health, Office of Health Equity,  
P.O. Box 997377, MS-0022,  
Sacramento, CA 95899-7377