

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 (OHE) Advisory Committee. The Advisory Committee is composed of representatives from communities facing inequities, 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 OHE AC gives feedback to the workplans and priority areas of OHE programs and consults regularly with OHE for input and updates on policy recommendations, strategic plans, emerging issues, and areas for growth. Additionally, the OHE Advisory Committee works with the Health in All Policies (HiAP) Task Force and stakeholders to provide a forum to identify and address the complexities of health and mental health inequities and to identify interrelated and multisector strategies. The OHE Advisory Committee continues to explore possibilities of advising on equity issues with the California Department of Public Health and other state departments.

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. What is the time commitment for serving on the committee?

A. The committee is required to meet, at minimum, on a quarterly basis. Meetings typically last between four to six hours. The fourth quarter meeting in December is often two days. Members should plan to travel for meetings in cities across the state to help increase access to communities facing inequities.

Prior to each meeting, members are asked to review a packet of preparatory materials including prior meeting minutes, written updates from OHE programs, and other documents relevant to committee business and topical discussions.

Members should also plan to participate in at least two subcommittee meetings per year, either in a regularly scheduled (optional) planning committee, or a subcommittee on a special topic that is assigned at the Chair's direction.

Q. What is expected of Advisory Committee members during their service term(s)?

A. The following list gives the primary expectations and duties for Committee Members:

- 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.

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- Participate in at least two additional meetings, such as subcommittee meetings from beginning to adjournment, per year, or six subcommittee meetings per three-year term.
- Prepare for each meeting by reading materials distributed in advance.
- Engage in small and large group discussions in a manner that is respectful of divergent perspectives, ideas, and experiences.
- Work to achieve consensus on recommendations of the Committee.
- Facilitate communication between community representatives and the Committee.

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- Gather local community and/or affiliation group input for the Committee's needs and priorities.
- Work within a group process to meet deadlines.
- Make recommendations to OHE's strategic priorities, emerging issues, and areas for growth.
- Consult OHE (and potentially the California Department of Public Health and other state agencies and departments) on a broad range of health and mental health related issues that improve the health status of all populations and places, with a priority on eliminating health and mental health disparities and achieving equity.
- Participate in other forms of engagement such as surveys, task-oriented subcommittees, and other forms of feedback
- Solicit/reflect the views of represented constituencies as well as their personal perspectives and expertise.

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 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 applied in the past? Do I have to complete a new application?

A: Yes. The Office of Health Equity 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

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via theonline form: <https://www.surveymonkey.com/r/FMR9FMV>

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 four vacant seats before December 2021.

To be considered for the next round of Advisory Committee member vacancies we ask that all applications be submitted by August 31, 2021 by 11:59 pm. You can submit the application three different ways:

- 1) Use this link to answer the questions:
<https://www.surveymonkey.com/r/FMR9FMV>

OR

- 2) If you would like a PDF version of the application that you can complete and send along with your statement of interest, please email your request to OHE@cdph.ca.gov

You can email your completed application along with your completed statement of interest as a separate attachment to ohc@cdph.ca.gov or print and mail to: California Department of Public Health
Office of Health Equity
P.O. Box 997377, MS-0022,
Sacramento, CA 95899-7377