

1. Meeting Materials

[FEBRUARY 3, 2023 CHAB \(MP3\)](#)

Documents:

[2023 LETTER TO BOH CHAIR \(PDF\).PDF](#)

[CHAB STEERING COMMITTEE JOB DESCRIPTION \(PDF\).PDF](#)

[02032023 CHAB AGENDA \(PDF\).PDF](#)

Island County  
Community Health Advisory Board  
1 NE 7<sup>th</sup> Street  
Coupeville, Washington 98239

January 3, 2023

Island County Board of Health  
Jill Johnson, Chairperson

Re: Island County Community Health Advisory Board & Island County Board of Health in 2023

Dear Commissioner Johnson:

We acknowledge and thank the Island County Board of Health (BOH) and the Public Health Department for your unwavering leadership and direction during the most turbulent years of the COVID-19 pandemic. That vested interest in, and commitment to, community health and wellness has been integral to moving the community forward through the years of the COVID-19 pandemic. We saw the responsiveness and strength of community partners and the successful collaboration efforts across the county. We also saw the magnifying effects of the COVID-19 pandemic including an increase in the number of community members experiencing poor health outcomes across all populations and the increase in health disparities across marginalized communities in Island County.

As our local public health system looks to the post COVID-19 public health landscape, the Island County Community Health Advisory Board (CHAB) would like to share with you our plan for advisory board work in 2023. In addition to the items in the workplan, with your leadership and direction, in 2023 we hope to receive BOH direction on how to operationalize the updated CHAB Bylaws that reflect the scope of work as written in [RCW 70.46.140](#) as updated by [HB 1152](#).

After a long year of adjusting and reforming to mandates from the state, in 2023, we hope to continue the longstanding work of CHAB as the voice of the community. Our goal is to once again be the community board that advocates for policies and programs that reflect the needs of the community. With your leadership we can implement some of the new scopes of work including incorporating our health equity framework to assess community needs, promoting public participation, and being the conduit for community input as directed by the Island County Board of Health.

We look forward to working for you to move forward the goals of health and well-being for all Island County community members.

Respectfully,

Public Health Advisory Board  
Nathan Welever, Chair  
Wendy Gilbert, Board Liaison

## **Island County Community Health Advisory Board CHA Steering Committee Roles and Responsibilities**

### **Steering Committee Charge**

To provide oversight to the community's implementation of the Mobilizing for Action through Planning and Partnerships process

### **Primary Functions of Steering Committee**

Steering committee members will participate in the planning, marketing, and implementation of the MAPP process with support from staff assigned to the steering committee.

#### *Planning*

Steering committees are responsible for overseeing the planning and evaluation of the MAPP process; maintaining momentum throughout the process; and ensuring the process reflects the three keys of MAPP. Planning efforts include but are not limited to brainstorming methods, discussing feasibility of approaches, assigning responsibility to and identifying resources for MAPP activities. Steering committee members will

- Attend steering committee meetings
- Brainstorm approaches to implementing MAPP in the community
- Identify entities responsible for conducting MAPP activities
- Identify resources for conducting MAPP activities

#### *Marketing*

Steering committee members play an active role in the marketing of MAPP. Steering committee members will

- Publicize the MAPP process, activities, and results to partner organizations and residents
- Recruit community residents and organizations to participate in the process

#### *Implementation*

Steering committee members will lead implementation efforts. Implementation includes but is not limited to

- Attending MAPP events
- Co-chairing subgroups responsible for MAPP-related activities
- Actively participating in the implementation of select MAPP activities
- Ensuring the sustainability of the MAPP process by connecting MAPP activities, outputs, and outcomes with individual partner organization goals, mission, and interests.

### **Steering Committee Qualifications and Composition**

Steering Committee members should

- be passionate about improving the health of the community,
- be knowledgeable about a specific community sub-population,
- have a history of working well in collaborative settings,
- have a commitment to improving the community
- have influence within the community
- have demonstrated ability to leverage stakeholders
- should be influential in the community

The MAPP Steering Committee will be comprised of 10-15 representatives from groups, organizations, and agencies that represent local public health system partners and community residents. The steering committee will reflect the geographic, economic, age, racial and ethnic, and other diversity in the community.

DRAFT



Island County Community Health Advisory Board (CHAB)

Friday, February 3, 2023, 11:00am – 1:00pm

Commissioners Hearing Room B102, Coupeville Annex Building

[Click here to join the meeting](#) or Call 1-253-205-0468 ID: 993 2123 8766

Passcode: 601456

Meeting Agenda

- 11:00 **Opening Ceremonies** Shawn Morris, ND  
Call to Order  
Roll Call & Determining of Quorum  
Agenda Review  
Interim Chair Selection
- 11:05 **Review of Meeting Minutes** Interim Chair  
*December 2, 2022, Meeting Minutes*  
*Action Requested: Deferral of review to March Meeting*
- 11:10 **Public Comment**  
*An opportunity is provided for all guests to share any community issues or events that may be of interest or relevant to those present.*
- 11:15 **Consent Agenda**  
*Action Requested: Nomination/ Vote/ Approval*  
1. New Member Nomination- Heidi Beck Interim Chair
- 11:45 **Regular Agenda**  
1. Letter to Board of Health Shawn Morris  
*Attachments: Draft Letter*  
*Action Requested: Discussion*  
2. Equity Committee Update Shawn Morris  
*Action Requested: Committee Task*  
3. Community Health Assessment: Steering Committee Shawn Morris  
*Attachment: Draft Position Description*
- 12:15 **Comments by Membership** CHAB Membership
- 12:30 **Staff Updates**  
Human Services  
Public Health
- 1:00 **Adjourn**

*“The purpose of the Advisory Board is to promote public participation in and identification of public health needs, to develop public health policies and procedures by which Island County can address those needs, and to assist in assuring that health needs are met for citizens of Island County”*

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