

**Washington State Department of Health  
Tobacco Disparities Advisory Committee (TDAC)  
Orientation Meeting Notes  
February 14, 2007  
9:30am - 2:30pm**

Present: Mark Hottowe, Rosa Young, Shirley Aikin, Cheri Stoker, Janelle DeCoteau, Ben Sheppard, Carol McCormick, Dr. Shin-ping Tu, Andrea Caupain, Karlotta Rosebaugh, Emilio Vela Jr  
Facilitator: Annette Anderson/CCHCP  
Recorder: Sheryl Taylor/TPRC  
DOH staff: Mike Boysun, Dave Harrelson, Patty Hayes (DOH, Assistant Secretary, Division of Community & Family Health), Terry Reid (DOH, Manager, Tobacco Prevention and Control Program)  
Guests: Clarence Spigner, U of WA

<b>Agenda Item</b>	<b>Key Content/Discussion Points</b>	<b>Outcome/Action to be Taken</b>
<p><b>Welcome and Introductions</b> Dave Harrelson, Tobacco Program staff</p>	<ul style="list-style-type: none"> <li>• Introductions – Members introduced themselves, talked about where they were from, their tobacco interests/experiences, and interest in serving on this committee.</li> <li>• Annette – discussed the CLAS (Cultural &amp; Linguistically Appropriate Services), standards by the Office of Minority Health used to measure the cultural competency of health care, and now public health organizations.</li> <li>• Agenda reviewed/discussed.</li> </ul> <p><i>Handouts:</i> TDAC binders passed out by Dave (Terry and Dave’s Powerpoint presentations on the tobacco program and its work on health disparities, Tobacco Health Disparities Update – also will be a link on DOH Web site to this info., Strategic plan brochure and single sheet w/comments from last committee, place for minutes, place for data, including Mike Boysun and Clarence Spigner’s powerpoint presentation., which will be sent from Mike, and meeting agenda.</p>	<p>Members should review the comments from last year’s TDAC committee prior to next meeting.</p>
<p><b>Value of TDAC work to DOH</b> Patty Hayes, Deputy Secretary, DOH Division of Community &amp; Family Health</p>	<p><b>Comment and thoughts from Patty Hayes.</b></p> <ul style="list-style-type: none"> <li>• How are we going to begin to address this beast (health disparities)? Can’t use “cookie cutter” solutions; Though we’ve learned from tribes and other cross cultural groups and about the targeting of these groups by the tobacco industry, DOH is entering new and uncharted territory</li> <li>• The role of this group really bridges beyond tobacco. Patty is Executive sponsor for DOH agency work around health disparities &amp; cultural competency. Volunteered</li> </ul>	

	<p>due to personal interest. Master Settlement Agreement with tobacco has allowed us a different way to work on this issue – developing unique strategies in partnership with communities and systems – rather than the standard (best practice program, contract, evaluation, etc.)</p> <ul style="list-style-type: none"> <li>• When she gets feedback from Dave on TDAC’s work, she’ll be doing her best to pass it on/up...all of these issues are on her radar screen.</li> <li>• Talked about link with Govs Council on Health Disparities under state board of health</li> <li>• DOH is addressing many health issues besides just tobacco. For instance we need to do our best to utilize the moment(s) with WIC to address this &amp; all of the many other issues -- the challenge is to be able to get all of the programs, resources and people to work together</li> <li>• The Governor is making agencies accountable through GMAP. DOH is creating Health MAP to measure its performance – a way of measuring what we’re doing – But these accountability systems need to allow for innovative &amp; promising practices (not yet a best practice, but we have some success information), work with communities, etc.? Some impacts are challenging to measure in the short run or at all.</li> <li>• Mentoring opportunities - she looks forward to any ideas/suggestions TDAC may have on how to do this.</li> <li>• 2 staff workgroups within the Division of Community and Family Health: multi-cultural and health disparities. Dave is a member of both. Includes discussions on cultural competency training/workforce development, cross-divisional, training., surveying, awareness, priority setting, etc.</li> <li>• Thanked the committee for their time &amp; commitment</li> </ul> <p><i>Handouts: none</i></p>	
<p><b>Getting to Know You – Why are you here and what would make TDAC membership a good use of your time?</b> Annette Anderson, Cross Cultural Health Care Program (CCHCP)</p>	<ul style="list-style-type: none"> <li>• Heart exercise – for Valentines Day everyone was asked to write down a value for how they’d like the group to interact throughout this process. Each wrote down and shared what they had written on their Valentines heart.</li> <li>• Hearts will be saved and we may bring them out at a later time if we need a refresher.</li> </ul> <p><i>Handouts: none</i></p>	
<p><b>Program Overview</b> Terry Reid, Tobacco Program Manager, DOH</p>	<ul style="list-style-type: none"> <li>• Terry did “A Brief Orientation” power point presentation on the state tobacco program.</li> <li>• He feels we’re in a great position, adequate funding, lots of passionate advocates, but numbers indicate lots of work still to be done with disparities, we have good data which helps us in sustaining funding when asking the legislature, have better data and data that shows steady improvement which helps to get/maintain funding.</li> <li>• 90% of marketing by tobacco industries is done at point-of-sale (mini-marts), and</li> </ul>	

	<p>targeting our most vulnerable populations.</p> <p><i>Handouts: (his presentation is in the Program Overview section of the binders everyone received)</i></p>	
<p><b>Tobacco Program’s Disparities Work</b> Dave Harrelson, Tobacco Program staff</p>	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> overall goal of the tobacco program is to ‘identify and eliminate tobacco-related health disparities’. Community assessments were originally done through key informant interviews by community members as part of the strategic plan development. They can be found under disparities on the DOH web site (<a href="http://www.doh.wa.gov/tobacco/disparities/disparity.htm">www.doh.wa.gov/tobacco/disparities/disparity.htm</a>).</li> <li>• Green document – (In Strategic Plan section of binder) has accomplishments to date</li> <li>• “Tobacco Health Disparities Update” summarizes what’s been accomplished to date</li> </ul> <p>Terry mentioned that we are very fortunate to have 2 great advocates and leaders in the state – Dr. Maxine Hayes, (title), and Mary Selecky, our Secretary of Health.</p> <p><i>Handouts: (Dave’s power point presentation and related handouts are in your binders, tab 2, Terry’s was distributed)</i></p>	
<p><b>Scheduling/Calendar &amp; Next Steps</b> Dave Harrelson, TDAC members</p>	<ul style="list-style-type: none"> <li>• Meetings will be second Wednesday of every other month – next meeting is April 11, then June 13. Conference calls will be scheduled in between in March (14<sup>th</sup>) and May (9<sup>th</sup>) from 11:00 a.m. to Noon.</li> </ul> <p><i>Handouts: none</i></p>	<ul style="list-style-type: none"> <li>• Dave will send meeting reminders/agenda in advance of each meeting and conference call</li> </ul>
<p><b>TDAC Charter Review</b> Annette Anderson, CCHCP</p>	<ul style="list-style-type: none"> <li>• Members were asked to read/review the draft charter in their binders.</li> <li>• Dave explained the evolution of the TDAC membership. That previous membership included cross-cultural contractors and other tobacco program contractors and community members. The CC and other contractors have been moved to the program’s contractor advisory committee (Implementation Advisory Committee – IAC) to avoid conflict of interest and allow the committee members to operate on a level playing field.</li> <li>• Annette reviewed the ‘draft’ TDAC Charter: the 3 primary roles of this committee.</li> <li>• Dave/Annette discussed/reviewed the ambassador/advocate role of TDAC members – it’s important for TDAC to believe in and advocate for the program’s health disparities work within various communities and to community leaders</li> <li>• Discussed membership being every 2 years, but membership can be extended beyond 1 term. We currently have 2 members who were on last committee –Cheri Stoker and Katharine Sanders.</li> <li>• Procedures for addressing conflicts, decision-making, etc. was brought up. Options will presented at the next meeting to assist with final decisions. We want to maintain a safe environment for the entire group – why we did the hearts, in the past not all has been respectful. Some ideas were discussed &amp; written down, whether or not boundaries should be discussed in advance – what is &amp; is not allowed, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Members must settle on a process to make group decisions. The group discussed several options. Consensus models will be sent to committee members (by Dave) for review prior to next meeting &amp; decisions will be made re. the model to be used</li> <li>• Members to determine if they’re willing to sign and agree with the draft charter agreement which simply establishes commitment to the committee and the process. It will be discussed further at the next meeting (conf. call).</li> </ul>

	<ul style="list-style-type: none"> <li>Members asked for a clearer definition of the roles of the chair &amp; co-chair – maybe they could step in when there’s a conflict. Its best if the committee can address its member conflicts rather than for DOH to step in.</li> </ul> <p><i>Handouts: Handout of this TDAC section of the binders.</i></p>	<ul style="list-style-type: none"> <li>Conflict resolution process to be determined. We want to maintain a safe environment for the entire group – why we did the hearts, in the past not all has been respectful. Some ideas were discussed &amp; written down, whether or not boundaries should be discussed in advance – what is &amp; is not allowed, etc.</li> <li>Dave will send a meeting evaluation to members after this meeting</li> <li>Group decided to wait for the next meeting to discuss/decide on chair and co-chair.</li> <li>Agenda item for conference call will be to ask for agenda items for next physical meeting.</li> <li>Members should send suggestions via email to Dave and/or Annette regarding process that you want discussed at the next meeting.</li> </ul>
<p><b>Introduction to data</b>  Mike Boysun, Tobacco Program  Epidemiologist, <a href="mailto:mike.boysun@doh.wa.gov">mike.boysun@doh.wa.gov</a>  360-236-3761</p> <p>Clarence Spigner, PhD, U of WA,  <a href="mailto:cspigner@u.washington.edu">cspigner@u.washington.edu</a> 206-616-2948</p>	<ul style="list-style-type: none"> <li>Mike reviewed a power point presentation ‘A data conversation about disparities...adult smoking rates in Washington: A Report on Current Disparities’ on the program’s data and data gathering methods. Including BRFSS (Behavioral Risk Factor Surveillance System) – how it works, what it does, key limitations (doesn’t get to low income, transient, college campuses, military or other institutional living, not captured if they don’t have a land line &amp; only a cell phone (some adults, lots of kids/teens), only English pre-2003</li> <li>Also things that have and will be done to improve BRFSS ability to describe health disparities</li> </ul> <p>Clarence:</p> <ul style="list-style-type: none"> <li>Reviewed the chart about what/where health disparities can come from (genetics, services, lifestyle, environment, social, physical)</li> </ul>	<p>Mike will provide powerpoint presentation at the next meeting for the Data section of the binder</p>

	<p>Note: The program's definition of health disparities is differences in health outcomes between population groups. Health Disparities differences in health outcomes experienced in various groups; Tobacco-related health disparities - in cigarette use/tobacco use, secondhand Smoke exposure, etc.). Previous TDAC's preferred to work toward parity, such as better access to resources, etc., as the lack of equity leads to health disparities, not focusing on disparities.</p> <p><i>Handouts: The powerpoint presentation will be provided for the Data section of the binder at the next meeting</i></p>	
<b>Adjourn</b>		