

**Washington State Department of Health
Tobacco Disparities Advisory Committee (TDAC)
Meeting Notes
April 11, 2007
9:30am - 2:30pm**

Present: Andrea Caupain, Janelle DeCoteau, Mark Hottowe, Carol McCormick, Katharine Sacks-Sanders, Cheri Stoker, Rosa Young
Facilitator: Annette Anderson/CCHCP
Recorder: Sheryl Taylor/TPRC
DOH staff: Dave Harrelson, Terry Reid, Mike Boysun
Guests: Sophia Aragon, Christy Curwick, Clarence Spigner

Agenda Item	Key Content/Discussion Points	Outcome/Action to be Taken
<p>Welcome and Introductions – small groups</p> <p>Dave Harrelson, Tobacco Program staff</p>	<ul style="list-style-type: none"> • Dave split members into 3 groups. He suggested this be done at the beginning of each meeting (changing the members in each group each meeting) so members could get to know each other. Members would remain in these groups during each meeting should there be small group discussions. • Dave reminded everyone that he had sent an email inviting them to the state tobacco conference to be held September 24 & 25 here at SeaTac– trainings & workshops available, invited everyone to attend, more information to come, no registration fee. • Reviewed the day’s agenda. <p><i>Handouts: Agenda, meeting evaluation form</i></p>	<p>Members in attendance edited and/or confirmed their roster and bio info. Dave will check with members not attending</p>
<p>Introduction to the Governor’s Interagency Council on Health Disparities</p> <p>Sophia Aragon, Dept of Health, Council Member</p> <p>Christy Curwick, State Board of Health, Council Staff, staff to Governors Interagency Council on Health Disparities</p>	<p>Sophia and Christy went through a slide presentation about this council.</p> <ul style="list-style-type: none"> • The Governors Interagency Council on Health Disparities was established by legislation sponsored by Sen Rosa Franklin. It is made of members from state agencies, the minority commissions and two consumer (general public) representatives. Its purpose is to develop a plan to address health disparities and link state agency efforts in doing this work. • It is also charged with doing <i>Health Impact Reviews</i> (which assess the impact that proposed legislation might have on health disparities) Two were recently completed, requested by Senator Franklin. The full review and one page summaries are on the Web site. The dropout prevention program was turned into a bill and is moving right along, the other was part of the large WA Omnibus bill. After session is over, SBOH 	<p>Contact Christy soon if you want the Council to consider other conditions, indicators and/or social determinants of health and/or if you want to be on her email distribution list for the Council</p> <p>Christy.curwick@doh.wa.gov</p>

	<p>will talk with legislative staff to get feedback on whether process was useful, what could be better, go to www.SBOH.wa.gov to see these reviews – Council’s goal is to create a State Action Plan.</p> <ul style="list-style-type: none"> • The legislation requires work on specific health conditions (diabetes, prostate, etc). The community still has time to suggest other health issues, indicators or social determinants of health that the Council could consider before it establishes and develops a plan to address five initial priorities. • Christy discussed the timelines and future activities – passed during 2007 legislative session. The Council’s first meeting was Oct 2006. • All meetings are open to public, can receive copies of meeting agendas. • 5/23 meeting will be spent developing criteria to be used for prioritization of the conditions to be addressed and voting on additional conditions to be considered. • The Council will use existing data/reports from various DOH programs to determine the conditions to be prioritized/addressed. • Let Christy know if you’d like to be added to their email distribution list – Christie.curwick@doh.wa.gov Website: www.sboh.wa.gov/hdcouncil • Also contracting with the Cross Cultural Health Care Program to develop a plan to improve literature & interpretive services – trying to figure out how to get input from people who use health literature/materials and are involved in community engagement. • Contact information is on the last page of the powerpoint. <p><i>Handouts: Governor’s Interagency Council on Health Disparities slide presentation (blue)</i></p>	
<p>Youth Smoking Data – from the latest Healthy Youth Survey Mike Boysun, Tobacco Program Epidemiologist</p> <p>Clarence Spigner, University of Washington</p>	<ul style="list-style-type: none"> • Mike and Clarence went through the presentation on the latest HYS youth tobacco data. • Presentation was in 4 sections (see ‘Purpose’ slide) – most information is in your slides. • HYS is school-based, vs. BRFSS which is for adults and telephone-based. • Percentage underrepresented in this survey are kids not in school, juvenile, private schools, etc. (see slide). Unfortunately, this % and group could give us a lot of the valuable information we seek regarding disparities. • Clarence reviewed subgroup trends – noted that there are shortcomings in the data we have been able to collect – simply can’t get data on all groups. • Cigarettes - Trends/usage kicks up in 10th grade • Smokeless - Consistently above the statewide trends – men at a much higher level than the statewide and females, again kicks up in 10th grade • Racial groups have always been higher than the overall state average – seems to level off in 10th grade and comes down in 12th • Overall higher numbers in rural large city areas than in urban areas. • Youth with poorer grades smoke more than those with good grades 	

	<ul style="list-style-type: none"> Overall, smoking among 10th graders appears to be increasing. <p><i>Handouts: Youth Tobacco Use Disparities in Washington powerpoint presentation (gold)</i></p>	
<p>TDAC Charter – discussion and approval Annette Anderson, Cross Cultural Health Care Program (CCHCP), Facilitator</p>	<ul style="list-style-type: none"> Decision Making Models discussion: The group decided to go with the consensus model of decision-making. Decided to use the “fist to five” method. A 6-step interest-based problem-solving process will be used if consensus can’t be reached. Annette handed out ‘Steps in Resolving Conflict’: clarified that conflict would be defined as disagreements that disrupt the flow or the process of what’s going on. Group also agreed there should be a time limit for each person to state their side of the disagreement. Noted that the facilitator should track when sufficient time has been spent on a particular person or issue and is permitted to move the group on. Setting a time limit on a process is difficult to do and make everyone feel comfortable that they’ve been able to state their case. Facilitator should be able to exercise discretion in getting group back to issue and maintaining the flow. Agreed to go with the conflict resolution process as printed in the handout. Membership process/term: some members were on the old committee & questioned the need for a 2-year term limit. The charter should allow a member to serve a third consecutive term. This request will be reviewed by the committee, though DOH staff will make final decision on membership. Group discussed committee Chair and Vice-chair positions and these roles. Dave felt it would be the chair’s responsibility to meet with him prior to conference calls and meetings, regarding the agenda, handouts, process, etc. Dave and Annette will still be in attendance at every meeting. Since 4 members were absent, it was decided that we should wait to elect a Chair and Vice-Chair at the next meeting. TDAC needs to develop a process for selecting a chair and vice-chair. Christy brought up a process that the state BOH used which was to send an email if you want to nominate yourself or others. Meeting Attendance: Rosa indicated that she was concerned about the requirements that members could not miss 2 consecutive meetings. She indicated that the schedule of meetings was set before she became member and she has prior commitments which will require her to miss meetings. Dave indicated that the charter will take effect on July 1, 2007 so does not effect the group until then. But the group felt that a member’s ongoing active participation should be considered even if they miss meetings. The members agreed that a conference call will not be defined as a “meeting” per the charter. Also that #4 under <i>Meeting Attendance</i> in the charter will be revised to state that “if attendance by a particular member becomes an issue, the chair will bring up the issue with the group for discussion.” Final decisions regarding TDAC membership will be made by DOH/TPCP based on recommendations by the TDAC membership”. 	<p>Send an email to Dave if you want to nominate yourself or someone else for the committee Chair and Vice-Chair positions.</p> <p>Dave will distribute a list of the Chair’s duties.</p>

	<i>Handouts: TDAC Charter (goldenrod), Decision Models (brown), Conflict Resolution Process (off-white)</i>	
Updating the Disparities Strategic Plan – small and large group discussions Annette Anderson, Facilitator	<ul style="list-style-type: none"> The members broke into their 3 small groups to review the DOH’s strategic plan to address tobacco-related health disparities. Dave asked for feedback regarding, which strategies and activities should be continued, what should be discontinued or modified, and what gaps there in the plan. Each group was assigned 2 of the critical issues/goals to focus on. Members reviewed the <i>strategies</i> and <i>two-year objectives</i> as well as the recommendations from last year’s TDAC. Dave reviewed the Goal 1 grid for the group to clarify how the form/grid was organized - with critical issues, leading to strategies and each strategy having one or more 2-year objectives. Groups were asked to report at the end of the discussion. & turn in any post-it notes. Annette facilitated the reporting process with each group reporting on their suggestions and turning in their post-it-notes. <p><i>Handouts: Strategic Plan (green), TDAC 2-year objectives for addressing the strategic plan (orange), created by last year’s committee.</i></p>	<ul style="list-style-type: none"> Dave will summarize recommendations and send out with the meeting minutes. Members should review these notes prior to the next meeting’s continuing discussion on the strategic plan
Meeting Evaluation, items for next meeting, announcements, etc. Dave Harrelson, Tobacco Program Staff	<ul style="list-style-type: none"> Members completed the meeting evaluation form Proposed agenda items for next meeting – continue work on strategic plan; presentation by 1-2 cross cultural contractors on their work; identify a chair and vice-chair; a presentation on a component of the state tobacco program Next meeting is a conference call on May 9th from 11:00 a.m. to Noon. Next face-to-face meeting is June 13 from 9:30 to 2:30 at SeaTac. Members agreed to meet quarterly in SFY 2008 (which begins July 2007), with a conference call between meetings to prepare members for the next meeting and discuss time sensitive issues. <p><i>Handouts: Meeting Evaluation Form (yellow)</i></p>	<ul style="list-style-type: none"> Members should review minutes and email Dave with suggested corrections. Dave will send meeting reminders/agenda in advance of each meeting and conference call
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