



# COUNTY *of* VENTURA

## HEALTHCARE EQUITY ADVISORY COUNCIL

### REGULAR MEETING AGENDA

Tuesday, April 19, 2022

5:30 p.m. - 7:30 p.m.

Large Conference Room, VC Public Health Administration  
2240 E Gonzales Rd., Suite 200, Oxnard, CA 93036

#### **PUBLIC COMMENTS BY EMAIL:**

IF YOU WISH TO MAKE EITHER A GENERAL PUBLIC COMMENT OR COMMENT ON A SPECIFIC AGENDA ITEM BEING HEARD, YOU CAN SUBMIT YOUR COMMENT VIA EMAIL BY 9:00 AM THE DAY OF THE MEETING TO THE FOLLOWING ADDRESS: [HEACCouncil@VENTURA.ORG](mailto:HEACCouncil@VENTURA.ORG). PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR EMAIL: (A) MEETING DATE, (B) AGENDA ITEM NUMBER, (C) SUBJECT OR TITLE OF THE ITEM, (D) YOUR FULL NAME. DURING PUBLIC COMMENT ON THE AGENDA ITEM SPECIFIED IN YOUR EMAIL, YOUR EMAIL WILL BE SUBMITTED FOR THE RECORD.

#### **OPENING**

1. CALL TO ORDER
2. ROLL CALL
3. ALL PUBLIC COMMENTS FOR AGENDIZED ITEMS & ITEMS NOT ON THE AGENDA

#### **REGULAR AGENDA**

4. **BROWN ACT COMPLIANCE (15 MIN)**
  - a. Presentation from County Staff
  - b. Member Discussion



## **5. APPROVAL OF CHARTER (30 min)**

- a. Presentation by Erik Cho
- b. Member Discussion
- c. Motion for Approval

## **6. NOMINATION OF OFFICERS (15 min)**

- a. Call for Nominations
- b. Member Discussion
- c. Motion for Approval

## **7. MEMBER COMMENTS AND CALL FOR FUTURE AGENDA ITEM(S) (15 MIN.)**

- a. Council member comments, updates, and discussion
- b. Upcoming meetings of the HEAC scheduled for the third Tuesday of the Month  
– Next Meeting: May 17, 2022
- c. Agenda Setting

## **8. ADJOURN**

Materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection on the Ventura County HEAC website: [Healthcare Equity Advisory Council \(vchca.org\)](http://HealthcareEquityAdvisoryCouncil(vchca.org)) subject to staff's ability to post the documents prior to the meeting.

Persons who require accommodation for any audio, visual or other disability in order to review an agenda, or to participate in a meeting of the Ventura County Public Safety Racial Equity Advisory Group per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to the County Executive Office, 800 South Victoria Avenue, Ventura, CA 93009-1740 or telephonically by emailing to [HEACCouncil@ventura.org](mailto:HEACCouncil@ventura.org). Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.



**COUNTY** *of* **VENTURA**

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# **BROWN ACT**

***HEALTHCARE EQUITY ADVISORY COUNCIL***

# Purpose of the Brown Act

To ensure that almost all aspects of the decision-making process of legislative bodies are conducted in public and open to public scrutiny.



# Key Principles of Brown Act

- It's the public's business
- Public only trusts a process it can see



# Transparency Rules

- Conduct business in open and publicized meetings
- Allow public to participate in meetings



# Brown Act



All meetings of the legislative body shall be open and public and all persons shall be permitted to attend

# Brown Act



What is a meeting?

- A majority of members at the same time and location to hear, discuss, deliberate, or take action on any matter under body's jurisdiction.
- No action needs to be taken for a meeting



# Brown Act – Meeting Exceptions

- Individual contacts
- Community meetings, seminars or similar gatherings which are open to public
- Purely social or ceremonial occasions
- Attendance at meetings with other bodies such as County Board of Supervisors
- **BUT** if majority of HEAC discusses business at ANY event or function would be an unauthorized meeting



# Serial Meetings Are Illegal

- A series of communications, direct or indirect, each of which involves less than a quorum of the legislative body, but when taken as a whole, involves a majority of the members.
- The members discuss, deliberate, or take action on an issue through personal intermediaries, emails phone calls, letters, written proposals, or other method.

# Serial Meetings Are Illegal

## Types of Serial Meetings

Hub and spoke



Telephone or email chain



\* Individual briefings by staff are permitted

# Public Records Act

- E-mails/text messages/social media posts addressing body issues are public records and, if requested, probably would need to be publicly disclosed
- Rule even applies to messages sent or received on personal accounts and personal devices

# Rules Governing Meetings

## Agenda Requirements for Regular Meetings

- Must post 72 hours prior to the meeting
- Must include the time and location of the meeting
- Must contain a brief general description of each item to be discussed or addressed

# Public Participation

- Members of the public have the right to directly address the body on **any item of public interest if that item is under the jurisdiction of the body**
- For agenda items, the public must be given an opportunity to comment **before** action taken



# Public Participation

- Can speak on any item in subject matter jurisdiction
- Can criticize
- Not required to register
- Public recording permitted
- If the body reviews documents, copies of those documents must be publicly available



# Action Allowed on Agenda Items

- In general, HEAC can only discuss and take action on agenda items







## **Healthcare Equity Advisory Council CHARTER – DRAFT**

### **MISSION**

The mission of the VCHCA is to provide comprehensive, cost-effective, compassionate healthcare for our diverse community, especially those facing barriers.

### **INTRODUCTION**

On November 10, 2020, the Board of Supervisors (BOS) of Ventura County adopted a resolution declaring racism a public health crisis, making a commitment to promote equity, inclusion, diversity in housing, employment, economic development, public safety, and health care in the County of Ventura. The Ventura County Health Care Agency (VCHCA) will honor the commitment by becoming a more racial equity and justice-oriented organization in service to our community. This charter introduces The Healthcare Equity and Advisory Council (HEAC) to expand efforts toward community and patient partnership engagement to advance equity in healthcare. Formalizing these partnerships will provide structure and support to already existing community-focused committees within VCHCA that will fall under the HEAC umbrella.

### **PURPOSE and SCOPE**

The Healthcare Equity Advisory Council (HEAC or “Council”) is a working group of healthcare subject matter experts and community stakeholders who advocate for equity for historically underserved communities. The World Health Organization (WHO) states that health equity is the absence of unfair, avoidable or remediable differences among groups of people, whether those groups are defined socially, economically, demographically, or geographically or by other dimensions of inequality (e.g. sex, gender, ethnicity, disability, or sexual orientation). The WHO further holds that health equity is achieved when everyone can attain their full potential for health and well-being. With that in consideration, the Council will convene to evaluate the delivery of healthcare services for underserved populations, including allocation of resources and personnel practices, and recommend strategies for improvement where gaps are identified.

The scope of this group will include:

- a. Provide input into the VCHCA Strategic Plan using a health equity lens.
- b. Initiate queries into healthcare system disparity data and consult the Ventura County Community Health Needs Assessment to inform discussion of this group.
- c. Invite leaders of working groups and departments to speak with the Council as needed.
- d. Provide input regarding potential measures of success for equity-related quality improvement projects.

- e. Provide input into VCHCA’s public communications related to equity work.
- f. Provide input into new and ongoing initiatives directed at addressing healthcare disparities.

## **RESPONSIBILITIES AND STRATEGIES**

In collaboration with VCHCA, the Council shall:

1. Engage the communities we serve to identify and understand needs that address healthcare equity opportunities.

### ***Strategies***

- a. Establish meaningful conversations in HEAC meetings.
  - b. Collect and analyze data to understand where disparities exist.
  - c. Leverage community needs assessments and partner data.
  - d. Create action steps and timelines for identified opportunities.
2. Develop and implement strategies to promote healthcare equity for all patients regardless of age, race, ethnicity, language, religion, spiritual practice, sexual orientation, gender identity or expression, socioeconomic status, mental status, disability, and medical condition.

### ***Strategies***

- a. Targeted quality improvement efforts with metrics for evaluation.
- b. Focus on equity and inclusivity in patient-centered healthcare services and programs.

## **MEMBERSHIP**

1. HEAC membership shall be comprised of 7 members representing HCA and up 8 members representing the Ventura County community, all of whom possess one vote when votes need to be taken and recorded.
  - a. County staff shall be appointed by the HCA Director. Initial community members have been selected by a formation team consisting of County staff and community partners.
  - b. After the first term, community members shall be nominated by the Council members, approved by the HCA Director, and confirmed by a 2/3 vote of the Council.
2. Community members will represent the needs of, including but not limited to, the following populations: LGBTQ+, Hispanic, Latino and Latinx, Asian-American and Pacific Islander, Black, Indigenous and People of Color (BIPOC), individuals affected by mental health challenges, the aging population, the unhoused, the undocumented, the uninsured and underinsured, and people with disabilities.
3. The role of VCHCA membership will be to hear feedback, make recommendations, and bridge the HEAC work to internal efforts.
4. Members will serve three-year terms.
  - a. Appointees will commit to and fulfill the entire term.
  - b. If the person is no longer part of the organization they were representing, a new member will be nominated by the HCA Director and confirmed by 2/3 vote by the HEAC.
  - c. Members can be nominated for a second term by the HCA Director and confirmed by a 2/3 vote by the HEAC. No community member shall serve more than two consecutive terms.

5. A community membership may be declared vacant if a Council member has not attended two consecutive meetings. The vacancy will be filled through the standard nomination process.
6. At the HCA Director's discretion, any member may be nominated for removal from the HEAC, which would be approved by a 2/3 vote of the Council.

## **RULES OF ORDER**

### **1. Quorum**

- a. A majority of active members constitutes a quorum. A quorum is required to convene a meeting.

### **2. Duties of Presiding Officers**

- a. The HCA Director or designee will be the Chair of HEAC, and a community Co-Chair will be elected annually from among the community members by a majority vote of the community members.
- b. One member of the HCA staff will be designated as Secretary and will be responsible for Agenda and Minutes as well as written communication that originates from the Committee.
- c. Additional invitees including community stakeholders and subject matter experts will be included on an as-needed basis upon agreement by the Chair and Co-Chair.

### **3. Voting**

- a. Actions of the committee will require a 2/3 majority vote of members in attendance.
  - i. Actions should include a timeline with a projected completion date (i.e. <2yrs).
  - ii. Electronic voting will be allowed when deemed necessary between meetings and will require voting from the full membership.

### **4. Rule of Discussion and Debate**

- a. HEAC members should know and understand the rules of parliamentary procedure. Every member will have ample opportunity to speak and address staff to the question or topic under consideration/debate. The member speaking will not be interrupted unless called to order by the Chair.
- b. The Chair and Co-Chair determine all points of order except that the HEAC membership may determine any point of order by majority vote.

### **5. Meeting Accessibility**

- a. In compliance with the Americans with Disability Act, persons who require accommodation for any audio or visual disability in order to participate in a community meeting, or require language interpretation services, may request assistance by contacting the Ventura County Health Care Agency at [heaccouncil@ventura.org](mailto:heaccouncil@ventura.org). If interpretation is required, please provide as much notice as possible and every effort will be made to make reasonable arrangements to ensure accessibility to this meeting.

## **MEMBER CODE OF CONDUCT**

The HEAC is committed to showing respect for our members and the communities we serve. We affirmatively acknowledge that each member individually and as a group, is responsible for our decisions and their consequences.

We are committed to:

- Act honestly, truthfully, and with integrity in all our transactions and undertakings.
- Avoid conflicts of interest. When conflicts exist, disclose and recuse from voting as appropriate.
- Appropriately handle actual or apparent conflicts of interest in our relationships.
- Value every individual with dignity, respect, fairness, and in good faith.
- Act responsibly, with cultural humility and cultural competency toward the people we work with and for the benefit of the communities we serve.
- Refrain from threatening or abusive language, or engage in any disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting.
- Speak only when recognized by the Chair and refrain from speaking over others
- Be responsible, transparent, and accountable for all of our actions; and
- Improve accountability, transparency, ethical conduct, and effectiveness in all working relationships.

## **MEETINGS**

Meetings will be scheduled no less than quarterly. At the launch of the HEAC, a more frequent meeting schedule may be required. Special meetings may be called and scheduled by the Chair.

Minutes and materials will be kept and disseminated, in addition to the agenda, before the following meeting.