

County of San Diego COVID-19 Vaccine Clinical Advisory Group Charter

Vision/Description

- Equitable and risk-based vaccine allocation within phases/tiers

Mission/Principles

- Determine COVID-19 vaccine allocation within phases in a fair, equitable manner using a deliberative process through discussion, evidence-based medicine, and resources provided from county, state, and national sources.

Executive Sponsor(s)

Nick Macchione, HHS Director

Dr. Wilma Wooten, Public Health Officer

Group Chairs

Dr. Gail Knight

Dr. Rodney Hood

Dr. Ankita Kadakia

Group Membership

Voting Members:

Denise Foster, Wilma Wooten, Gail Knight, Ankita Kadakia, Rodney Hood, Nikos Gurfield, Sayone Thihalolipavan, Melissa Thun, Kelly Motadel, John Malone, Eric McDonald, Emily Do, Denise Lozares, Kristi Koenig, Nicole Esposito, Christian Ramers, Jeannette Aldous, Mark Sawyer, Karl Steinberg, Jeffrey Norris, Samantha Williams, Carl Medina, Dan Calac, Merlie Ramira, Laura Chechel, Ruth Kirby

Non-Medical SMEs: Rob Sills, Brett Austin, Elizabeth Hernandez, Jennifer Wheeler, Carey Riccitelli, Nick Macchione, Anita Walia

Delegates: Delegates will be allowed when a voting member cannot be present. Notification to tri-chairs is needed for delegate participation.

Decision-making Process

1. At least 15 voting members needed to conduct Group meeting for quorum.
2. Group discussion including review of scientific data, guidelines, and discussion between all participating members.
3. 15 voting members needed to conduct voting.
4. Voting will be held for the following topics: minutes, clinical recommendations, phases/tiers.
5. Discussion and deliberation including the individual opinion of members of the group will not be made public in order to allow for free and honest discussion. Group votes and meeting agendas will be made public after the meeting on the County of San Diego coronavirus webpage.

6. For the purposes of minute taking the meeting will be recorded by phone only by the executive administrative assistant and the recording will be deleted by the executive administrative assistant once minutes are voted upon by voting members.
7. Tri-Chairs will provide time keeping including determining when a topic warrants further discussion, when a topic will be tabled for a later date, and if a topic should no longer require discussion.
8. Tri-Chairs will provide agendas, minutes, and provide process keeping when discussion occurs outside of the set agenda.
9. Executive administrative assistant will capture topics for discussion for the next meeting.

Goals

1. Review, discuss, and approve Phases/tiers as determined by CDC, CDPH, and ACIP.
2. Discuss and provide recommendations regarding allocations within tiers using risk assessment for contracting Covid and health equity when vaccine supply is limited.
3. Discuss and provide recommendations on administration of vaccine to avoid decreases in workforce related to side effects of vaccine.
4. Reduce vaccine hesitancy on COVID-19 vaccination through education.

Action Items and Milestones

1. Meet as an advisory group as often as needed to discuss and deliberate on clinical advisory issues related to COVID-19 vaccination.
2. Form subcommittees for areas of focus related to vaccination.
3. Provide education to reduce staff confusion on COVID-19 vaccine.

Communication Plan

1. Provide Charter to all members including non-voting members of the COVID-19 Clinical Vaccine Advisory Group.
2. Provide Charter publicly after Voting members of COVID-19 Clinical Advisory Group have voted in agreement of said charter.