

HSAB Strategic Planning: Subcommittee Strategy Meeting Brief Summary

Date of meeting: 2/13/17 in Public Health Administration Harbor Room

Summary prepared by: Kyle Edmonds

In attendance: James Lepanto (Chair, HSAB; Budget Subcommittee), Kyle Edmonds (Vice Chair, HSAB), Bob Prath (Health Legislation Subcommittee), Paul Raffer (Policies & Programs Subcommittee)

- Membership
 - HSAB Chair to assign subcommittee chairs
 - Set expectation for all HSAB members to sit on a subcommittee to define a nexus of expertise
 - New appointees will be asked to choose a subcommittee as they on-board
 - Preferable that a relevant content-expert county staffer be assigned to serve as a contact-liaison for each subcommittee
 - Future HSAB membership recruitment can be guided by need for specific subcommittee member expertise
- Subcommittees
 - Programs & Policies: target someone with on-the ground expertise and institutional memory for the Chair role
 - Budget
 - Health Legislation
 - Strategic Planning/Annual Report
 - Rename “Strategy & Innovation”
 - Portfolio to include strategic planning oversight, annual report drafting timeline, annual “advance” planning
 - HSAB Vice Chair to Chair this subcommittee
- Operational & reporting structure
 - Initial meeting should likely occur in person with call-in option but later meetings could be done entirely electronically
 - Monthly meetings with brief minutes forwarded to HSAB Chair/VC/Dr. Wooten/Saman
 - Quarterly reports aligned with County FY presented to HSAB for either information or action depending upon the contents (these reports could be staggered throughout the quarter or presented all at one meeting)
 - 1st Quarter report indicates 3-5 point committee action plan for the year explicitly aligned with HSAB strategic plan
 - 4th Quarter report contains a yearly summary for inclusion in the HSAB Annual Report & review of strategic plan goals & objectives for any necessary updates
 - On-going monitoring of emerging issues for inclusion on HSAB agenda
 - Minutes and quarterly reports would be completed using a standard template
- Other miscellaneous thoughts
 - We could more explicitly offer ourselves to the Board of Supervisors as part of the health-related policy review process
 - Possible for HSAB member shadowing or ride-along half/days with relevant County staff