

**Health Equity Advisory Committee Orientation Meeting**  
**June 28, 2017**  
**909 Arapahoe Avenue, Boulder, CO 80306**  
**West Senior Center, Creekside Room**

**COMMITTEE MEMBERS PRESENT:** Laura Bellows, Catherine Bryan, Tessa Hale, Eric Harker, Carolyn Tabak

**COMMITTEE MEMBERS ABSENT:**  
Charles Bond, Heather Elkins

**STAFF PRESENT:**

Tony Barkey, Karen Rahn, Allison Rhodes, Marla Riley, Kammi Siemens, Matt Sundeen, Mary Ann Weideman

**I. Introductions**

The meeting began at 5:40 p.m. with introductions.

**II. Welcome**

Staff welcomed participants and thanked committee members for applying.

**III. Orientation**

**A. About the Tax**

Presentation of background information, including revenue estimates, revenue uses identified in the ballot measure and the role of City Council and other city departments.

**B. HEAC Purpose and Role**

Explanation of committee's advisory role, appointment requirements and terms.

**IV. HEAC Organization**

**A. Committee Organization and Chair Selection**

Discussion on the election of a chair and deputy chair and the chair's role.

**B. Processes and Decision Making**

Overview of expectations regarding committee participation, preparation and staff contact. Additional topics: consensus decision-making, a majority vote as needed and a quorum.

**C. Communications**

Review of communications process and procedures.

FOLLOW-UP ITEM – Staff will follow-up on a committee member's question about email communication from personal accounts.

**V. 2017 Fund Round**

**A. Review Process, Systems and Timeframe**

1. Review of the city's grant management system and best practices for conflict of interest disclosure.

**B. Orientation to Scoring Tool**

1. Overview of the scoring tool and its use as a method to generate discussion.

Committee questions included:

- Are there funding limits? Not currently.

- Can staff provide the committee with training on the meaning of “health equity?”  
FOLLOW-UP ITEM: Staff will conduct research on providing health equity training.

## **VI. Meetings Schedule**

### **A. 2017 Fund Round Deliberations**

Deadlines and dates:

- deadline for proposal submission: June 23;
- deadline to submit agency questions: July 7;
- deadline to submit fund round score sheets to staff: July 12; and
- tentative meeting date for proposal deliberations: July 19 and possibly July 20.

FOLLOW-UP ITEM: Staff will provide the committee with a blank RFP.

### **B. Debrief**

July 26 is the tentative date to debrief the 2017 funding process.

### **C. 2018 Fund Round Schedule**

2018 fund round: Aug. 9 to Sept. 11.

FOLLOW-UP ITEM: Staff will suggest a date for a fund round preparation meeting.

Committee questions:

- Is all the tax revenue being distributed to grantees? Staff: There are some administrative costs.
- Over time, will HEAC identify higher-level metrics for funding decisions to impact specific community outcomes? Yes.

## **VII. Adjourn**

The meeting was adjourned at 7:10 p.m.