

**Healthcare Equity Advisory Council**  
**Thursday, April 19, 2022**  
**Minutes**

**Community Voting Members Present:**

Kimberly Cofield – Co-Chair  
Emily Bridges  
Dr. Liz Diaz-Querol  
Kimberly Kelley  
Juliza Ramirez  
Hugo Tapia  
Juana Zaragoza

**Voting Members Absent:**

Audrey Ford

**Guests:**

Phin Xaypangna  
Kate English  
Jeffrey Barnes

**Administrative Voting Members Present:**

Barry Zimmerman – Chair  
Dr. John Fankhauser  
Dr. Theresa Cho  
Dr. Loretta Denering  
Rigoberto Vargas

**Administrative Voting Members Absent:**

Dr. Sevet Johnson

**Staff Present:**

Erik Cho  
Selfa Saucedo  
Cynthia Salas

**1. CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

**2. ROLL CALL**

**3. ALL PUBLIC COMMENTS FOR AGENDIZED ITEMS & ITEMS NOT ON THE AGENDA**

None

**4. INTRODUCTIONS**

**5. BROWN ACT COMPLIANCE**

a. Presentation by Jeffrey Barnes

b. Member Discussion

- i. Reach out to staff if you have any questions.
- ii. Time allowed to make public comment is up to the chair.
- iii. Meeting materials will be posted on the website and added to the body of the meeting invites. Public comment may be submitted to [HEACCouncil@ventura.org](mailto:HEACCouncil@ventura.org).
- iv. Do not use “reply all” feature when responding, to avoid constituting a meeting.
- v. Goal is to ensure transparency. A policy decision could conceivably be undone due to a flagrant Brown Act violation (unlikely and worst case scenario); no concern for

personal liability from unintentional violations.

## **6. APPROVAL OF CHARTER**

- a. Presentation by Erik Cho
- b. Member Discussion
  - i. When adding new members in the future, will the same selection process be used as was employed for initial membership?
    1. Other than specified by the Charter, selection process will be determined by the group.
    2. Interview questions will be archived in a shared file, for reference in future recruitment.
  - ii. Clarify language regarding organizational membership, Membership item #4b; currently not applicable as seats are assigned to individuals, not groups.
  - iii. Proposed added language to Membership item #5: "Repeated absences by community members will be evaluated by the chair and co-chair and the membership may be declared vacant at their discretion."
  - iv. Staff seats are designated by executive positions held within the Agency.
  - v. Ad hoc and subcommittee meetings are not subject to Brown Act meeting rules.
  - vi. Rules of Order are meant to allow robust dialogue within a procedural framework. Suggestion that instruction on parliamentary procedure be given to the group.
  - vii. A quorum is eight (8) members. Actions may only be taken in presence of a quorum, and are decided by 2/3 vote of members present. Agency staff may be present at meetings, however only members may vote.
  - viii. A list of voting members will be sent to the group, and a link to the HEAC website.
- c. Motion to approve Charter as modified moved by Kimberly Kelley, seconded by Emily Bridges. Motion approved unanimously.

## **7. NOMINATION OF OFFICERS**

- a. Call for Nominations
  - i. Community co-chair term is one year.
  - ii. Duties include setting of agenda, running meetings (alternating with Chair). There may be opportunities to present to the Board of Supervisors.
- b. Nominees gave statements, followed by a vote conducted by secret ballot.
- c. Kimberly Cofield is selected as Community Co-Chair by majority vote.

## **8. MEMBER COMMENTS AND CALL FOR FUTURE AGENDA ITEM(S)**

- a. Council member comments
  - i. Mr. Tapia: Establish a master plan to drive solutions.
  - ii. Mr. Zimmerman: Begin with an overview of Agency activity and initiatives. Staff will provide a broad overview of data associated with health equity issues and we can then narrow our focus. Determine where we can make immediate impact (i.e., patient experience).
  - iii. Ms. Salas: It is important to have an understanding of what is offered by the different departments of the Agency.
  - iv. Ms. Bridges: Be intersectional about setting goals and serving communities. Focus on health promotion and behavior and community health aspects.
  - v. Dr. Diaz-Querol: Start with an introduction to equity work. Define equity in healthcare, current state, ideal state and how to reach it.
  - vi. Ms. Cofield: Level set on what demographics are, what initiatives are in play, who are we serving?
  - vii. Ms. Xaypangna: Blum Center racial equity report on disparities in health and education (Santa Barbara and Ventura County) can be added to a future agenda. [https://issuu.com/ffsb805/docs/central\\_coast\\_v17\\_final?fr=sY2RhZDQ2NTU1NjM](https://issuu.com/ffsb805/docs/central_coast_v17_final?fr=sY2RhZDQ2NTU1NjM)
  - viii. Dr. Fankhauser: It would be of value to understand where we have data and where we don't, what community activities are taking place, who the stakeholders are that we need to connect with. Seek information from the community to help direct Agency initiatives.
  - ix. Mr. Vargas: Community Health Needs Assessment will be published in June.
  - x. Ms. English: suggestion to hear what the community perceives as inequities.
- b. Suggested topics:
  - i. Overview of Agency departments
  - ii. Understanding demographics
  - iii. Equity work
  - iv. Review of Health Assessment data
- c. Upcoming meetings are scheduled for the third Tuesday of the month. Location and time found to be suitable for the group. Next meeting May 17, 2022 at 5:30 pm.
- d. Meetings will continue in person, consider addition of public participation via Zoom.
- e. Agenda Setting
  - i. Agenda items should be proposed to the co-chairs no later than Monday, 5/9/22.
  - ii. Chair, Co-Chair and Ms. Xaypangna will meet to finalize next agenda.

## 9. ADJOURN

Meeting adjourned at 7:21 pm.

**Next Meeting: May 17, 2022**