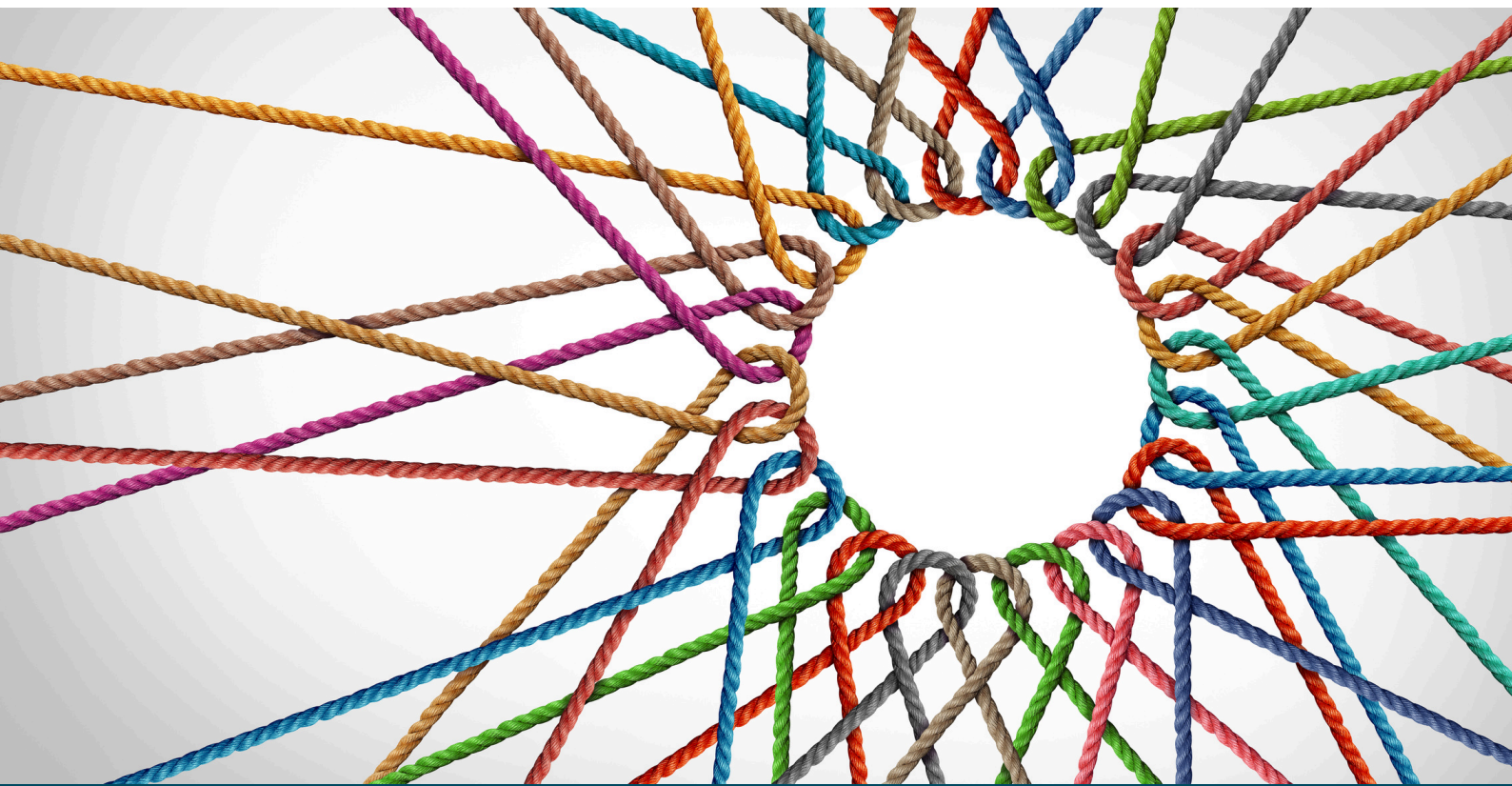


HEALTH EQUITY COLLABORATIVE MEMBERSHIP GUIDE



“The many identities you hold and your lived experiences are not in conflict with each other; they make you sharp, whole, extraordinary.”

- Alice Wong

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WELCOME TO THE HEC



The Kitsap Health Equity Collaborative (HEC) was created by the Kitsap Public Health District (KPHD) in November 2022 and is named as an activity in Health Board Resolution 2021-01 Declaring Racism a Public Health Crisis. KPHD commits to work to advance a public health approach in addressing institutional and systemic racism, including:

- Partnering with community to co-create solutions to address structural inequities.
- Promoting policy- and system-level changes within Kitsap County to move beyond equity only and undo racist structures.

HEC

BACKGROUND

Formed in 2022, the Kitsap Health Equity Collaborative (HEC) brings together public health professionals, healthcare partners, and community leaders to promote systemic change in our county.

The Health Equity Collaborative's activities are named in Health Board Resolution 2021-01, Declaring Racism a Public Health Crisis: “The Board and the Kitsap Public Health District commit to work to advance a public health approach in addressing institutional and systemic racism, including [...] partnering with community to co-create solutions to address structural inequities.”

The Health Equity Collaborative meets every other month on odd-numbered months.



VISION & MISSION

Vision

Everyone in Kitsap County can achieve their optimal health and safety, and no one is disadvantaged in achieving these outcomes because of systemic inequities or systems of oppression, including racism.

Mission

The Kitsap Health Equity Collaborative convenes to identify and implement shared solutions and collective actions, promote pro-equity policies, and amplify the voices of communities most affected by systemic inequities, including racism.

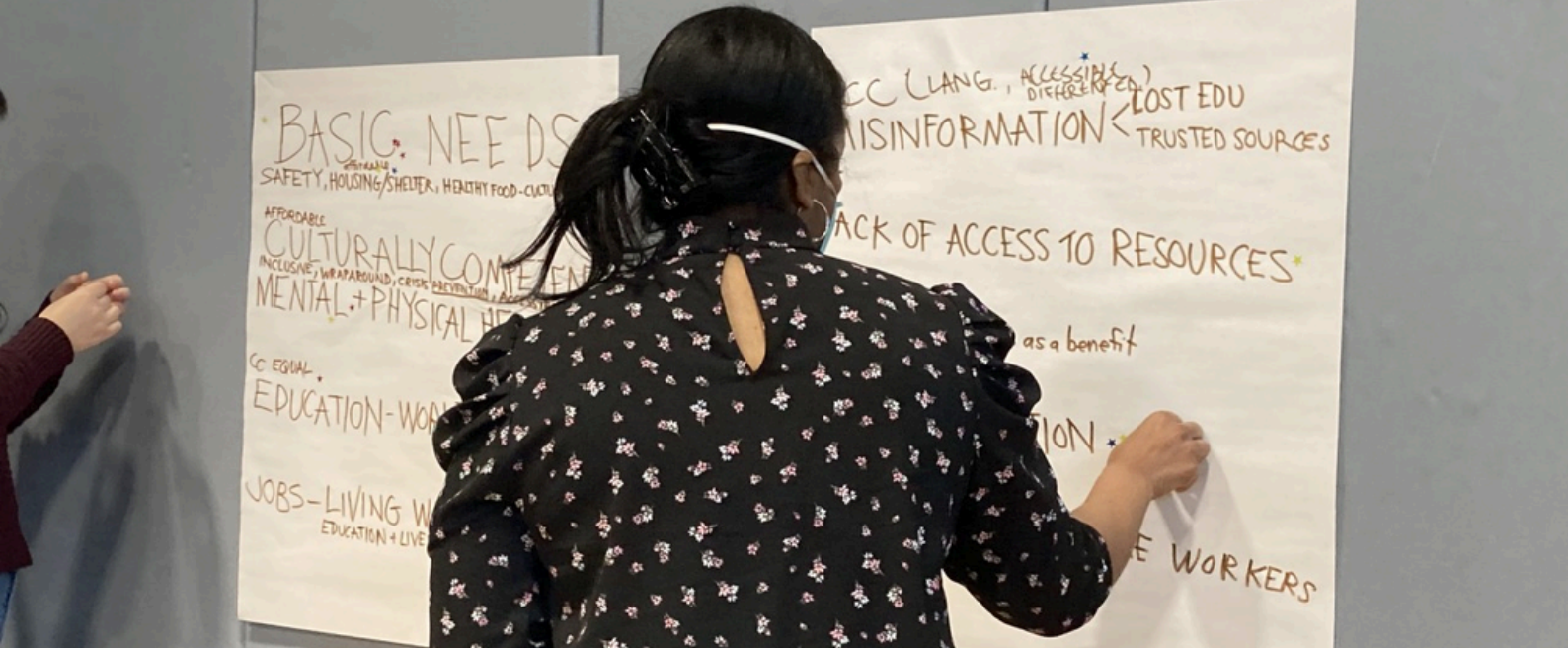
COLLABORATIVE AGREEMENTS

Respect – We will use respectful and inclusive language to honor different lived experiences and perspectives, recognize individual biases and systems/ structures of oppression, assume good intent, and distinguish that intent doesn't negate impact, and keep sensitive information shared at meetings confidential.

Inclusion and Open-mindedness – We will honor the contributions of all members and seek and value every person's input by ensuring everyone has a chance to comment and by being open to different and opposing perspectives and opinions.

Consensus – We understand consensus is desired as the decision-making process and that differing opinions are part of the process, and while majority vote will determine next steps, the opinions of those in the minority will be honored by members with respect, inclusion, and open-mindedness.





WHO WE ARE

HEC members are community advocates, community leaders, nonprofit organization representatives, and representatives from government agencies, including public health.

HEC membership is open to all who meet the below criteria:

- 1 Those who have lived experience with health inequities and/or
- 2 Those who work, serve, or advocate for people in Kitsap County who experience(d) health inequities.

For organizations, there will be one designated HEC member, an alternate can be identified if the member is unable to attend. If your organization needs to discuss this with the KPHD Equity Team, please reach out to us.

HOW TO GET INVOLVED

New HEC Members

Individuals interested in becoming HEC members should contact the KPHD Equity team.

1. Interested members should review and ensure they are eligible (see criteria on page 7).
2. They will have a meet-and-greet with the KPHD Equity team to learn about meetings and participation expectations.
3. The Equity team will invite them to join a HEC meeting as a guest.
4. The Equity team will reach out after the HEC meeting to debrief and extend an official invitation to become a member. In some cases, HEC membership will not be a good fit based on criteria on page 7 and this will be discussed together. Compensation will not be offered for an attendee's first HEC meeting when they are a guest. Compensation can be offered once they become a HEC member and meet the eligibility requirements for compensation.

Member Benefits

In addition to receiving HEC meeting invitations, notes, and newsletters, HEC members will receive information about HEC-specific events, like potlucks and trainings, as well as prioritization for their community events to be shared in the HEC newsletter, calendar, and during HEC meetings. KPHD's Equity team will also prioritize attending and tabling events that are hosted by HEC members.

GENERAL INFORMATION

The Health Equity Collaborative meets every other month (bimonthly) on the third Tuesday of odd-numbered months from 1:30 – 3:30 PM. Meetings are held in the Norm Dicks Government Center Chambers and virtually on Microsoft Teams. KPHD's Equity team coordinates the HEC.

The HEC selects priority areas that guide its work and activities.

The current three priority areas that the HEC has named are:

- Accessible medical care
- Accessible mental health services
- Affordable housing

To be included in a HEC email or KPHD's Equity Calendar, an event should be:

- Free to attend, offer scholarships, or provide a sliding scale if there is an attendance fee.
- Promote, celebrate, or empower communities which have been underserved and/or provide resources, such as health (wellness) fairs, or information about community resources.
- Take place within Kitsap County or within the Puget Sound region, and the event addresses issues relevant to topics discussed at HEC meetings.

COMPENSATION

Participant Compensation

Kitsap Public Health District (KPHD) is offering Visa gift cards to compensate Collaborative participants who are not already being paid for their time. Please note that the general Internal Revenue Service (IRS) rule is that any gift is taxable, including gift cards. KPHD does not provide tax advice. Please consult with your tax professional regarding reporting requirements for the receipt of gift cards.

Visa gift cards

KPHD offers Visa gift cards to compensate Kitsap Health Equity Collaborative (HEC) members age 18 or older who are not being paid for their time. All HEC members are eligible for compensation if they attest that they are not attending on paid time. Members indicate their eligibility by marking “N” on the “attendance is paid time” column of the sign in sheet, or by indicating in the chat that they are attending on unpaid time, if joining the meeting virtually. Members should sign out their Visa gift card compensation at the end of the meeting if they attend in person. It is our expectation that members attend the whole meeting in order to receive compensation. We cannot provide partial compensation for attending part of a meeting. On a case-by-case basis with advance notice, members can contact the KPHD Equity team to discuss circumstances where a member needs to join late or leave early.

ATTENDANCE

Health Equity Collaborative members are asked to regularly attend HEC meetings in order to ensure continuity and consistency over time. At least 50% attendance in a given year, or attending at least 3 of the 6 bimonthly meetings, meets the expectation of regular attendance.

If you are a HEC member and are unable to attend a meeting, you may designate someone from your organization to attend on your behalf. The KPHD Equity team appreciates a heads up before the meeting if someone will be filling in for you. If you are unable to attend a meeting and cannot designate someone else to fill in for you, please notify the KPHD Equity team by emailing equity@kitsappublichealth.org or decline the calendar invite.

HEC members with less than 50% participation in a year will receive an email from the KPHD Equity team asking if they would like to continue their membership next year or discuss ways to increase engagement.

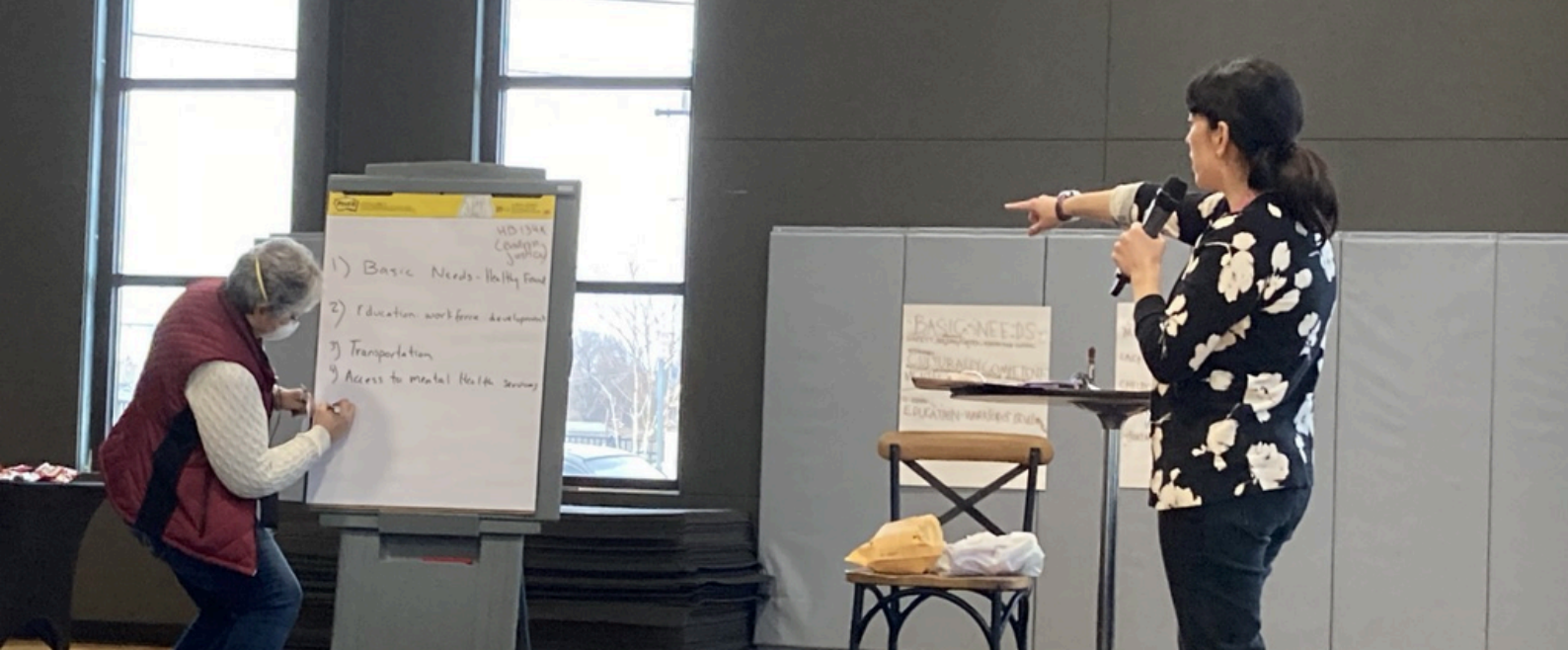
HEC members not attending any HEC meetings in the calendar year will be removed from the membership roster. They will be notified by email and given the option to receive general HEC newsletter emails.



WAYS TO PARTICIPATE

Collaborative Members

- Attend HEC meetings regularly (at least 50% of meetings scheduled per calendar year)
- Follow the Collaborative Agreements listed in this handbook during HEC meetings
- Review notes and other documents
- Participate in HEC initiatives and workgroups as available
- Provide information for HEC newsletter
- Provide input to KPHD and others on HEC initiatives
- Provide constructive feedback and suggestions to KPHD Equity Team on HEC
- Provide input to KPHD on public health topics
- Share HEC updates (e.g. activities, progress, events) with organization(s) we're part of



KPHD ROLES AND RESPONSIBILITIES

KPHD Equity Team

- Coordinate meeting logistics
- Develop meeting agendas, in collaboration with HEC members
- Post meeting notes on KPHD website
- Maintain HEC email list and draft newsletter
- Support work for at least one HEC priority initiative
- Provide data and other information
- Provide compensation according to KPHD policies and procedures and the HEC Membership Guide
- Seek feedback from HEC members on HEC coordination
- Participate in and support workgroups, as able



HEC GUESTS

HEC members should check in with the KPHD Equity team about bringing guests to an HEC meeting before the meeting occurs. Compensation will not be offered for guests and non-HEC members.

We expect one member of the HEC per organization. However, if multiple people from one organization attend a meeting and there is voting or collective feedback as part of the meeting, each organization will receive one vote. Members from the same organization can collaborate to determine how their organization will vote or voice feedback. This is to ensure that group decisions are not heavily influenced by one or a few larger organizations with multiple participants.

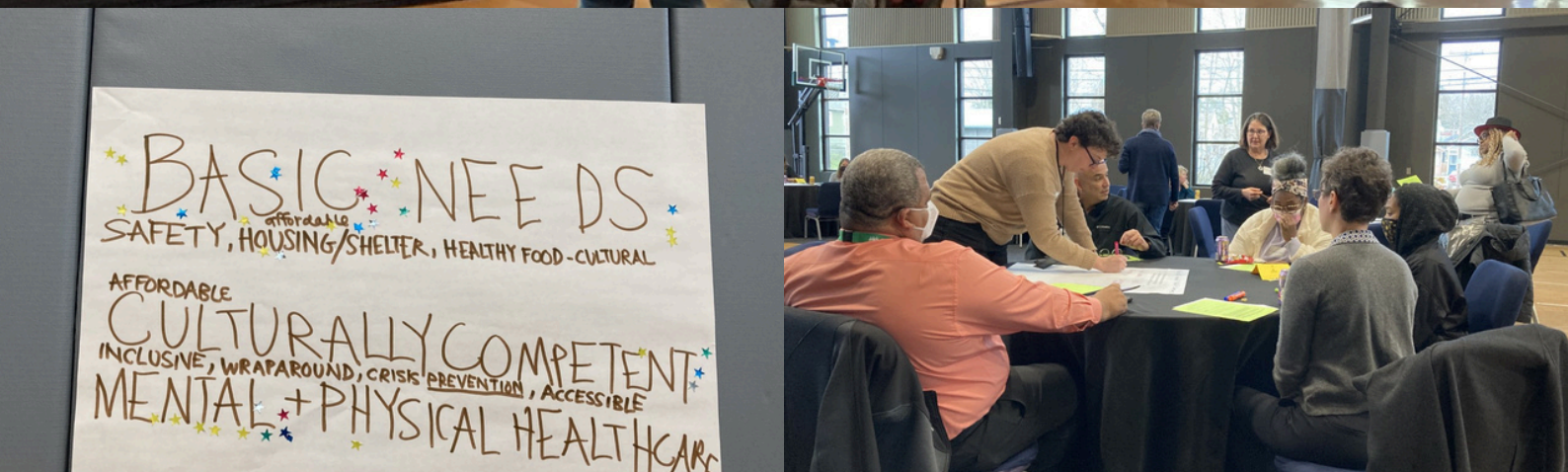


WORKGROUPS

As of January 2025, there will be four optional workgroups that HEC members can participate in. Please note that workgroup participation will not be compensated. Workgroups are open to the community and are primarily geared towards those who are able to provide expertise in the workgroup topic area and move work forward through their role in the community.

- 1 Data Workgroup (periodically)
- 2 Accessible mental health care
- 3 Affordable housing
- 4 Accessible medical care

THANK YOU



OUR CONTACT



kitsappublichealth.org/hec



equity@kitsappublichealth.org