



**Multnomah County Public Health Advisory Board  
Ethics Committee Agenda  
June 2023**

**Date:** Thursday, June 22, 2023

**Time:** 3:30pm – 5:30pm

**Purpose:** To advise the Public Health Division on several areas of work with a strong focus on ethics in public health practice and developing long-term public health approaches to address the leading causes of death and disability in Multnomah County.

**Desired Outcomes:**

1. Strengthen our bonds of community and trust
2. Receive background information on the Tobacco Retail Licensing program and penalty structure
3. Provide guidance on key questions through breakout room and large group discussion

**Material:**

1. May Public Health Approaches minutes
2. 5Ps Equity Lens Tool

Item/Action	Process	Lead	Time
Welcome, Introductions, Agenda & Minutes Review	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review agenda</li> <li>• Review minutes from the May meeting and seek consensus approval</li> </ul>	Board member	15 min 3:30 – 3:45
Public Comment & Board Sharing	<ul style="list-style-type: none"> <li>• Allow time for public comment (if applicable)</li> <li>• Use time for information sharing and updates</li> </ul>	Board member	5 min 3:45 – 3:50
Background Review / Q&A	<ul style="list-style-type: none"> <li>• Receive background information regarding the penalty structure of rules governing the sale of tobacco and nicotine products</li> <li>• Ask questions about the topic</li> </ul>	Kari McFarlan, Derek Smith	25 min 3:50 – 4:15
Breakout Room Discussions	<ul style="list-style-type: none"> <li>• Review 5Ps Equity Lens tool and receive breakout room instructions</li> <li>• Split up into breakout rooms to discuss the following questions, using the 5Ps Equity Lens tool:               <ol style="list-style-type: none"> <li>1. How does a program like Tobacco Retail Licensing potentially protect vulnerable communities? How might it negatively impact these communities?</li> <li>2. Retailers often tell the program that their staff such as sales clerks should be held directly responsible for the sale to a minor, not just the store owner. What are the ethical implications of holding employees directly accountable for what happens in the retail environment?</li> <li>3. 75% of tobacco sellers are following the law, but 25% continue to sell to kids. What ideas can you borrow from other public health, education, or justice programs that might model how to handle a small number of people who continually break the rules? Are there examples of rewarding positive behavior that you believe would address the youth sales issue among local retailers?</li> </ol> </li> </ul>	All	25 min 4:15 – 4:40
<b>Break</b>			5 min 4:40 – 4:45

Report Out	<ul style="list-style-type: none"> <li>One person from each breakout room will report out on their discussion</li> </ul>	All	10 min 4:45 – 4:55
Large Group Deliberation	<ul style="list-style-type: none"> <li>Discuss the questions and breakout room takeaways as a large group</li> </ul>	All	30 min 4:55 – 5:25
Wrap-up, Meeting Evaluation & Connection	<ul style="list-style-type: none"> <li>Review next steps and key takeaways</li> <li>What worked well? What could have been improved?</li> <li>Please fill out the Zoom poll evaluation</li> </ul>	Board member	5 min 5:25 – 5:30

### Join Zoom Meeting

<https://multco-us.zoom.us/j/98187845817?pwd=enhiNEhVaVA0Mml1aFFCRzdPTDRqZz09>

**Meeting ID:** 981 8784 5817

**Passcode:** PHe@lth1

### Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 981 8784 5817

Passcode: 49286777

Find your local number: <https://multco-us.zoom.us/j/aczgR2jaLn>

### MCPHAB Group Agreements

- Listen to understand, not to react
- “Land the plane” (attempt to bring the point home to something actionable) and have the permission to come in raggedy
- Acknowledge the perspective you’re speaking from
- Ensure balance of everybody expressing perspectives
- Have fun and bring your whole self
- Be creative, flexible, and solution-oriented
- Engage fair processes and balance toward fair outcomes
- Focus on the quality of the journey and not just the destination
- Engage and be fully present
- Identify goals to guide our work
- Chair and Vice Chair have permission to call time
- Be mindful of how much space you take up – step up, step back
- Brave and supportive space
- Understand one’s privilege and platform
- Give time for internal and external processing
- Check in with everyone after each agenda item
- One Diva, one mic
- Make sure to take time for yourself and prioritize self care

### MCPHAB Consensus Building Process

Five Stages of Consensus-Building

#### 1. Convening

- Getting the right people to the table with the right expectations.

#### 2. Assigning Roles & Responsibilities

- The “signing on” phase. Everyone at the table agrees upon the ground rules that will govern decision-making and defines the kinds of responsibilities they are each willing to accept.

#### 3. Facilitating Group Problem-Solving

- Step 1: “Venting.” This happens when members state any concerns they have about a proposal or a process.
- Step 2: Round of statements describing interests or priority concerns by members.
- Step 3: “Inventing.” This happens when members take what they’ve heard about each other’s interests and try to come up with proposals that meet everyone’s needs.

- The point of these 3 steps is to keep multiple options alive so that a full range of combinations can be “tried on for size.”

#### 4. Reaching Agreement

- Does not mean voting, but “agreeing to agree.”
- Facilitator asks: “Can everybody live with this proposal?”
- If a member says “no,” he or she is asked to explain his or her position clearly, including any changes to the proposal he or she would like to suggest.

#### 5. Holding People to Their Commitments

- This is the implementation phase.
- What actions do subcommittees, the Board as a whole, or individual members need to take?
- What actions are MCHD staff and executives responsible for?