Multnomah County Public Health Advisory Board (MCPHAB)

Charter

Multnomah County Health Department Vision
Thriving communities that nurture the health and resilience of all.

Multnomah County Health Department Mission
We work with communities to advance health equity, protect the most vulnerable, and promote health and wellness for everyone.

Multnomah County Public Health Advisory Board Purpose
The Multnomah County Public Health Advisory Board (MCPHAB) advises 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 in Multnomah County in order to achieve healthy and thriving communities.

Term of Office
The standard term of MCPHAB members is three years. MCPHAB members shall be appointed to no more than two successive terms of membership. The term of membership begins on July 1 each year and expires three years hence on July 1.

Composition
MCPHAB consists of 15-17 members from all parts of Multnomah County, representing many dimensions of the community, including: racial and ethnic communities, seniors/aging population, youth, faith leaders, business leaders and others.

Structure
The Board is structured through two Committees: Ethics Committee and Public Health Approaches Committee. The Board also has ad-hoc Committees, including the Membership Committee and Finance Committee, which meet as needed. The board will also participate in a yearly evaluation process that focuses on engagement in board work and process improvement.

The Board will elect 3-4 members to serve on a Core Team to facilitate meeting, build agendas, and provide additional support to staff. These responsibilities will rotate on a quarterly basis.The board will also participate in a yearly evaluation process that focuses on engagement in board work and process improvement.

MCPHAB Priorities
MCPHAB will advise public health leadership in areas of ethics in public health practice and developing long-term public health approaches to reduce health inequities. MCPHAB representatives will be invited to engage in internal and external planning activities related to priority areas as appropriate to represent advisory board perspectives.

Decision-Making
MCPHAB shall use a formal process for decision-making when conducting three major categories of board work:
1) Providing recommendations to Public Health leadership on priority areas including ethics in public health practice and developing public health approaches to address the leading causes of death in Multnomah County; 2) Deciding whether and how to provide input to decision-making entities other than Public Health leadership related to public health priorities; 3) Making changes to group structure and process, including bylaws.

MCPHAB will strive to make decisions via consensus. Consensus means that board members can agree to or live with a decision or position based on proposals aimed at addressing the critical concerns expressed by the board. Consensus simply connotes acceptability, and does not necessarily mean unanimity. In the event consensus cannot be reached, the board will move to voting-based decision making, also known as Robert's Rules of Order or parliamentary process. See bylaws for more detail.

Meetings
The Board and the two Committees, Ethics and Public Health Approaches, will meet quarterly on alternating months with a minimum of four meetings each per year. Ad-hoc Committees will meet based on major board and Public Health Division timelines. Regular meetings and Committee meetings will be held in a location that promotes membership participation. Meeting time and location will be reviewed annually and may change based on consensus. Meeting agendas and materials will be shared electronically with board members at least one week in advance. Public notice of meetings will be posted at least one week in advance.

Multnomah County Board of Commissioners
MCPHAB's primary advisory role is to the Health Department's Public Health leadership in the areas of ethics in public health practice and developing public health approaches to address the leading causes of death in Multnomah County. Members may participate in advocacy-related activities, such as public
hearings or individual meetings, with the Multnomah County Board of Commissioners, their staff or other County leaders around priority areas and strategies identified within the Public Health Approaches Committee. Members must have majority approval of MCPHAB if they are to participate as representatives of MCPHAB.

Scope of Work

In-Scope	Out-Of Scope
Advising the Public Health Division on focused areas of work, including ethics in public health practice, developing long-term public health approaches, and other time-bound priorities. Emerging issues can be brought forward for consideration through a process that will assess alignment with the scope of responsibilities of the Public Health Approaches and Ethics Committees	Advising on emerging, policy and legislative issues that are not in alignment with the scope of responsibilities of the Public Health Approaches and Ethics Committees. This includes issues outside of the Board of County Commissioners identified policy priorities, and program-level service delivery outside the scope of an ethical deliberation within the Public Health Division or the broader Health Department

Group Agreements: Members will abide by the following agreements in each meeting:

- Listen to understand, not to react
- "Land the plane" (attempt to bring the point home to something actionable)
- Acknowledge the perspective you're speaking from
- Ensure a balance of everybody expressing perspectives
- Have fun and bring your whole self
- Be creative, flexible, and solution-oriented
- Balance process and outcomes
- Focus on the quality of the journey and not just the destination
- Be present
- Identify goals to guide our work
- Chair and Vice Chair have permission to call time
- Be mindful of how much space you take