

# OFFICE OF EQUITY TASK FORCE



Notice of Public Meeting  
**May 27, 2020**  
**9:00 a.m. – 1:30 p.m.**

## Join the meeting via Zoom:

Online: <https://zoom.us/j/4744074402>  
By phone: 253-215-8782 or 346-248-7799  
Meeting ID: 474 407 4402

*Please mute your (micro)phone when not speaking.*

### This is a virtual meeting with phone and computer dial-in options.

- We are holding virtual meetings to protect the health and safety of Washingtonians during the COVID-19 pandemic. Task Force members, presenters, and staff will connect remotely.
- The public is welcome to participate. You are not required to provide your name. If you wish to remain anonymous, please label yourself as 'Public Participant' when you log in.
- We are recording the meeting, and the recording and chat box transcript are public records.
- Zoom instructions and protocol are included on page 3.

### Public Comment:

- To make public comment, please plan to do so during the scheduled public comment period (see agenda). You can also submit written public comments to: [healthequity@sboh.wa.gov](mailto:healthequity@sboh.wa.gov). Written comments received by 12 p.m. (noon) on Monday, May 25 will be provided to members before the public meeting. Comments received after that time will be available to members after the meeting or at the next public meeting.

Time	Agenda Item	Speaker
8:40 a.m. – 9:00 a.m.	<b>Zoom Log-in</b> To help us start the meeting on time, please log into Zoom early to test your connection. Staff are available to help you troubleshoot.	Task Force Staff
9:00 a.m.	<b>Welcome, Call to Order &amp; Introductions</b>	<ul style="list-style-type: none"> <li>• Jan Olmstead &amp; Benjamin Danielson, Co-chairs</li> <li>• LinhPhung Huynh, Staff</li> </ul>
9:30 a.m.	<b>1. Approval of Agenda</b> —Possible Action	Jan Olmstead, Co-chair
9:35 a.m.	<b>2. Approval of May 14, 2020 Minutes</b> —Possible Action	Benjamin Danielson, Co-chair

Time	Agenda Item	Speaker
9:40 a.m.	<b>3. Reflections &amp; Task Force Business</b> <ul style="list-style-type: none"> <li>Preliminary Report: areas for additions/updates</li> <li>Reflect on recent conversations</li> </ul>	Facilitated by: LinhPhung Huynh, Staff
10:10 a.m.	<b>4. Public Comment</b> To make public comment, please let us know in the chat box and provide your name and organization. Please do not send written public comments through the chat box. For those who are not on a computer (phone only), the Chairs will provide an opportunity for you to speak at this time.  You can always submit written comments to: <a href="mailto:healthequity@sboh.wa.gov">healthequity@sboh.wa.gov</a> .	
10:30 a.m.	Break	
10:40 a.m.	<b>5. Generative Engagement</b> —Possible Action <ul style="list-style-type: none"> <li>Discuss recommendations to include in the Task Force’s final proposal</li> <li>Which areas of work would benefit agencies and communities the most right now?</li> <li>Which areas of work, including structures and relationships, would build a strong foundation for the Office of Equity and set other areas into motion?</li> <li>What resources (funding, staffing, commitment, etc.) are required to achieve this work?</li> </ul>	Facilitated by: LinhPhung Huynh, Staff
12:15 a.m.	Break	
12:30 p.m.	<b>6. Diversity, Equity, and Inclusion (DEI) Glossary</b> —Possible Action <ul style="list-style-type: none"> <li>What terms or concepts may be missing?</li> <li>What principles should the Office of Equity apply as it works with tribes, agencies, and communities to refine a glossary?</li> </ul>	Facilitated by: LinhPhung Huynh, Staff
1:00 p.m.	<b>7. Comments, Updates &amp; Reflections</b> <ul style="list-style-type: none"> <li>Prompt for individual statements</li> </ul>	<ul style="list-style-type: none"> <li>Jan Olmstead &amp; Benjamin Danielson, Co-chairs</li> <li>LinhPhung Huynh, Staff</li> </ul>
1:30 p.m.	<b>Adjournment</b>	Jan Olmstead, Co-chair

## **Zoom Instructions & Protocol:**

- Keep your (micro)phone on mute when you are not speaking.
- To improve connectivity, only members and staff should keep their cameras on.
- Do not use the private chat function to have discussions. This may be in violation of the Open Public Meetings Act ([Chapter 42.30 RCW](#)).
- Help us maintain a respectful environment for all meeting participants.
- We may experience some issues. Please be patient with us.
- For technical assistance:
  - Send a private chat on Zoom to Hannah Fernald (staff); or
  - Send an email to [hannah.fernald@sboh.wa.gov](mailto:hannah.fernald@sboh.wa.gov)
- General instructions to connect to Zoom:
  - <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
  - <https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide>

## **Additional Information to Know:**

- Times listed in this agenda are estimates only. We reserve the right to alter the order of the agenda.
- If you need accommodation, including translation or interpretation services, please contact Hannah Fernald, Administrative Coordinator, at [hannah.fernald@sboh.wa.gov](mailto:hannah.fernald@sboh.wa.gov) or 360-789-6884 as soon as possible.
- To request this document in an alternate format or a different language, please contact Kelie Kahler, State Board of Health Communication Manager, at 360-236-4102 or by email [kelie.kahler@sboh.wa.gov](mailto:kelie.kahler@sboh.wa.gov).