



## Washington Syndemic Planning Group Agenda

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**Date/Time: November 22, 2022**  
**6:00pm – 7:30pm**

**Location: ZOOM**

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**Pre-work: Review 3 committees outline (image embedded after agenda)**

Estimated Time	Section Topics for Discussion	Section Objective
6:00-6:10 pm	<b>I. Welcome by Tri-Chairs (10 minutes)</b> a) Ice breaker – Name, pronouns, what are you grateful for (in chat)? b) Review and approve the agenda	<i>Get to know each other</i>  <i>Approve Agenda</i>
6:10-6:25 pm	<b>II. WSPG Membership Announcements DOH &amp; Tri-chairs facilitators (15 Minutes)</b> a) Formal resignations: I. James Ludwig, Michael LeClair, Viki Nikkila b) New nominations joining to connect with WSPG- they have been introduced to the tri-chairs. Brief introductions: I. Kimberly DeCuire II. Lara West III. Stephen Zeller IV. Lina Stinson-Ali c) Questions and Discussion	<i>Provide information</i>  <i>Arrive at consensus</i>

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6:25-6:55 pm	<b>III. Three Functional Committees First Breakout Session <i>DOH &amp; HMA</i> facilitators (30 Minutes)</b> a) Stand up the committees (participants listed (Fig. 1) below agenda)- reference worksheet I. Select co-chairs and note taker II. Initial goal planning III. Prioritize activities IV. Innovations on how to develop the process flow	<i>Provide information</i>  <i>Collaborative exercise</i>
6:55-7:05 pm	<b>V. STI &amp; HBV Legislative Advisory Group Report <i>DOH</i> (10 Minutes)</b> a) Update by Emalie and Zandt	<i>Provide information</i>
7:05-7:20 pm	<b>V. Finalize WSPG Charter <i>DOH and HMA</i> (15 Minutes)</b> a) Charter discussion topics: I. Blurb on “What is a charter?” (Fig.3) i. Group agreements and expectations b) Finalization of Charter I. Discussion and questions II. Charter finalization - poll	<i>Define and approve process</i>
7:20-7:25pm	<b>Public Comment (5 minutes)</b>	<i>Receive Public Comment</i>
7:25-7:30pm	<b>Closing thoughts/Adjourn (5 minutes)</b>	

*Opportunities for public comment are provided at the end of the meeting for general comments. WSPG Tri-Chairs will ask for a show of hands of people who would like to comment. The Public comment time will be divided equally amongst them.*

(Fig. 1) Table of the three WSPG Internal Committees\*:

<b>Strategy and Priority Setting</b>	<b>Research, Evaluation and Monitoring</b>	<b>Implementation and Communication</b>
Ann Mumford	Amy Hernandez	Courteney Wettermann
Bjarke “Mitch” Mitchell	Omero Perez	Jsani Henry
Yob Benami	James Sammuels	Mike Ramirez
James Tillett	Walter McKenzie	William Cox
Kurt Ragin	Reina Davis	
Howard Russel	Lisa Al-Hakim	
*DOH Support- Claire Mocha	*DOH Support- Silas Hyzer	*DOH Support- Danika Troupe

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\*JJ Baker and Monte Levine are tri-chairs and will provide support to all committees

\*DOH Staff representative

\*\*TBD\*\*.: Kimberly DeCuire, Lara West, Stephen Zeller, Lina Stinson-Ali

(Fig.2) Table of WSPG Internal Committees activities:

Strategy and Priority Setting (SPS) Committee	Research, Evaluation & Monitoring (REM) Committee	Implementation and Communication (IC) Committee
<ul style="list-style-type: none"> <li>Review research, data, and information gathered on HIV, Viral Hepatitis and STIs</li> </ul>	<ul style="list-style-type: none"> <li>In partnership with OID, develop annual progress updates and reports for the WSPG</li> </ul>	<ul style="list-style-type: none"> <li>In partnership with OID, develop communications to publicize the work of WSPG</li> </ul>
<ul style="list-style-type: none"> <li>Develop recommendations of goals, objectives, and strategies that use a Syndemic approach to address HIV, Viral Hepatitis, and STIs</li> </ul>	<ul style="list-style-type: none"> <li>Support plans and activities including metrics, to monitor and evaluate statewide progress with respect to the goals, objectives, and strategies of the WSPG</li> </ul>	<ul style="list-style-type: none"> <li>Act as a liaison between other State and jurisdictional planning bodies addressing HIV, Viral Hepatitis, and STIs</li> </ul>
<ul style="list-style-type: none"> <li>Recommend priorities for OID to consider in its funding of vendors and activities related to HIV, Viral Hepatitis, and STIs</li> </ul>	<ul style="list-style-type: none"> <li>Inform research, data collection, and analysis activities conducted by OID in support of the WSPG using a health equity lens</li> </ul>	<ul style="list-style-type: none"> <li>Support the development of an implementation plan to operationalize the work needed to accomplish recommended goals, objectives and strategies of WSPG that embeds health equity and racial justice</li> </ul>
<ul style="list-style-type: none"> <li>Embed health equity and racial justice in all recommendations</li> </ul>		<ul style="list-style-type: none"> <li>With the REM committee, enhance implementation and communication efforts based on annual progress</li> </ul>

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(Fig.3) What is a Charter- quick info reference

**The Washington Syndemic Planning Group (WSPG) charter is a document that helps organize group agreements and expectations:**

- Defines the roles and responsibilities as well as the mission and standard protocols
- Promotes shared understanding of the WSPG role within the group and throughout the Office of Infectious Disease
- Provides clarity and reduces confusion when conflicts arise
- Ensures everyone is able to contribute and voices are heard



## WHAT IS A CHARTER?

Washington Syndemic Planning Group/Office of Infectious Disease

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