Health Equity Advisory Commission Reset Committee Draft Minutes

Date: September 1, 2026

Present: Mark Hughes, Monica Hutt, Kate Jerman, Sarah Launderville, Heather Michaud, Kirsten Murphy

Agenda item	
Welcome	• Sarah welcomed committee members and the meeting began at 12:35 p.m.
Review Minutes of August 4, 2026 Meeting	• The August 4, 2026 Minutes were approved by consensus with one small addition as noted by Mark.
Public Comment	• None.
Draft Proposed Reset Proposal	• Committee members reviewed progress on the proposed reset proposal and discussed what could realistically be prepared for the October 6th full Commission meeting. There was discussion that the original timeline was ambitious and the proposal may need to be presented in manageable pieces rather than as a finished package, with phased work continuing after October. • Kirsten asked for clarity on expectations for the strategic plan. Mark indicated he believes the strategic plan should function as an enhanced, more structured work plan that includes deliverables, desired outcomes, statutory connections, responsible owners, supporting partners, affected communities, community engagement requirements and performance measures. There was also discussion about priority initiatives, standing statutory responsibilities and emerging issues and the possibility of sequencing work rather than launching everything simultaneously. Mark stated that the work plan should be visible and actively guide commission decisions: if new work is added, the commission should understand the resources required and whether another priority has to be delayed or displaced.

- Kate’s draft operating procedures were reviewed. They address mission/purpose/core functions, authority and scope, strategic objectives, roles and responsibilities, membership, deliverables and reporting, etc. There was consensus that Kate’s document is strong and comprehensive, however, Mark believes it is one component of a larger reset proposal, not the proposal in its entirety. Committee members will edit Kate’s shared document for plain language, clarity, accessibility and potential additions.
- Discussion ensued about whether to focus on finalizing just the foundational operating procedures versus continuing with other reset workstreams simultaneously. Monica expressed support for concentrating on one foundational piece at a time, while Mark indicated he believed the group could continue broader reset work while also improving Kate’s document.
- Mark shared a larger draft reset framework outlining:
    - Reset rationale, charter, and statutory alignment;
    - Governance, operations, and accountability;
    - Strategic workplan;
    - Whole-of-government policy and program review;
    - Statewide equity assessment;
    - Community engagement/investment/accessibility;
        - Community engagement should not be a standalone activity. Community engagement, accessibility, and accountability need to be built throughout all reset components. Discussion included representation of affected communities, meeting people where they already gather, language access, accessibility, community investment, and public accountability.
    - Staffing, funding, and implementation support;

  There was positive response to the draft framework presented by Mark, with agreement the framework is ambitious but necessary and likely needs to be sequenced or broken into digestible parts for the October meeting.
- Mark described the reset as addressing a perceived lack of alignment between HEAC’s charge and how its work has evolved. He said the framework should ultimately answer basic accountability questions, including:

  - What will HEAC work on?
  - Who is responsible?
  - What resources are required?
  - How will communities that participate be affected?
  - How will the HEAC know conditions are actually changing?
  - How will the public know whether government is following through with the work?
- Next steps:
  - All committee members will review and comment on both Kate's operating procedures and Mark's draft reset framework.
  - Kate will continue refining the operating procedures, including incorporating feedback and improving plain language, clarity, and accessibility.
  - Monica will integrate draft community engagement content into the governance/reset framework document.
  - Kirsten will continue revising the work plan in alignment with the strategic framework based on newly clarified expectations and later assist with consolidating materials into slides for the October 6th meeting.
  - All committee members will continue identifying accessibility improvements.
  - Mark will circulate documents and timelines via email. He will also continue developing and coordinating the reset framework.
- Timeline:
  - **Immediately:** Committee members to review the working documents and add, revise or comment on existing language. Mark will send an email about this.
  - **By September 24:** Committee member comments and suggested edits due to Kirsten for consolidation.
  - **Late September:** Draft proposal refined and reviewed and distributed to all commission members.
  - **October 6th:** Present the reset proposal (or initial components) to the full HEAC.

Legislative Report Updates	• None.
Strategic Plan	• See above.
Public Comment	• None.
Adjourn	• The meeting adjourned at 2:01 p.m.