

# State of Connecticut



## Commission on Health Equity

### Public Voice Committee: Implementation Budget & Target Dates:

This document serves as an addendum, to the full implementation proposal of the Public Voice Committee. It merely separates out the budget, performance objectives and target date information contained in the full document for ease of use.

- 1) Establish protocols and strategies whereby the Public Voice Committee and Commission adhere to the tenets of the Freedom of Information Act in the course of conducting business; this will entail an educative process for the Commission members. **Completed in the Commission meeting held on August 18, 2009.**  
**Outcome Measures: (No associated cost)**
  - a) Public Voice members will attend an education session on the FOI Act prior to culminating communication strategies and protocols; no associated cost
  - b) Communication strategy recommendations and protocols will be reviewed in a meeting with DOIT representatives.
  
- 2) The public voice work group will bring the public and Commission members together with legislators in order to inform the Commission and the public, and to learn firsthand, through 2-way communication between all parties, about experiences with actual or perceived health inequities. The Data Collection Committee will be asked to collaborate on the development of a survey tool to be used during this process, and on the analysis of the data gathered during these forums. **(Target Date: October 31, 2009)**  
**Outcome Measures: (Cost: \$3,000 for refreshments, advertisement, translation/interpreter and copying)**
  - a) A minimum of 3  
public forums will be held across the State annually, pro-rated to one forum for this initial fiscal year 2009/10.

- b) Identify no-cost locations in which to hold each forum.
  - c) Distribute data collection surveys to the participants at each forum
  - d) Data collected from participants at forums will be analyzed in collaboration with the Data Committee and results displayed on the Commission's website within 30 working days of the forum.
- 3) The Communication Committee's proposal addresses public exposure about health equity issues and concerns around the state. **(Target Date: September 15, 2009)**  
**Outcome Measures: (Cost factors incorporated into the 0.5 FTE role)**
- a) Members of the Public Voice Committee will hold a series of at least 5 planning and exploration meetings in order to design a website and develop a communication strategic plan.
  - b) A comparative analysis of the websites of at least 5 other Commissions and agencies will be reviewed for style, content, and format ideas prior to the Public Voice Committee submitting a website model upon which the full Commission may comment and vote.
  - c) The Public Voice Committee will complete the design of a website for submission to the full Commission on Health Equity
  - d) At least 8 media reports in the form of articles and editorials will be placed on the Commission website annually, pro-rated to two for this initial fiscal year 2009-10.
  - e) The Public Voice Committee will create a quarterly newsletter, which will be placed on the Commission's website, in order to report on the Commission's activities. This will be pro-rated to one for this initial fiscal year 2009-10.
  - f) The Public Voice Committee will develop and post updated multilingual "*Frequently asked Questions*" (FAQ's) sheets at least quarterly.
  - g) The Public Voice Committee will include multilingual *FACT SHEETS* on the Commission's website about health inequities that pertain to the special focus groups for which this Commission has been formed. The data will be reviewed semi-annually for updating needs.
  - h) Scan, review and summarize agency and foundation reports for the purpose of informing the public, and the commission members.
- 4) The Public Voice Committee will work to help secure the HPA 1 position that was recommended to the full Commission on Health Equity on August 18<sup>th</sup>, 2009; this position will serve as a Webmaster for the Commission's website and be responsible for adhering to the Commission on Health Equity's policies and protocols, as they become approved.

Target Date: November 17, 2009

**Outcome Measures:**

**SALARY GROUP/RANGE:** HPA 1-HC 19/\$43,690-\$58,288; CCT-HC 15-1 \$36,018 (Bachelor's); HC 15-2 \$37,317 (Master's)

**(Cost: \$25,500 Salary (50% of median total Bachelor's level salary cost) plus \$14,790**

**(58% benefits costs) = Total 0.5 FTE cost of \$40,290)**

- a) Develop Commission policies and protocols to ensure that items placed on the website are sanctioned and approved, and in full accord with the Connecticut Department of Information Technology (DOIT) protocols and the Connecticut Health Information Technology Plan, and create the mechanism by which that process occurs.
- b) Select a State technology position description for the 0.5 FTE allocated to the Commission on Health Equity, which will include in its duties the function of Webmaster; this will enable the webmaster functions to be managed within the budget and scope of the Commission on Health Equity without drawing upon the resources of another State Office, department or commission; This position will be responsible for:
- c) Listing and keeping current on the Commission's website each member's biography and/or curriculum vitae and their full contact information, along with embedding direct links to each Commissioner; This will make each Commissioner and the full Commission accessible to the public where they can serve as community resources;
  1. Including on the Commission website a *Commissioners' Page*; which will provide the Commissioners the ability to communicate on strategic planning issues and commission business;
  2. Developing a hyperlink format within the Commission's website, whereby other relevant Offices, Commissions and organizations can be linked to the Commission on Health Equity; examples of these could include but not be limited to:
    - ❖ The Governor's Office
    - ❖ The offices of relevant public officials
    - ❖ Schools of public health
    - ❖ The State of Connecticut Department of Public Health
    - ❖ Local Connecticut Departments of Health
    - ❖ The Connecticut Department of Mental Health and Addiction Services
    - ❖ Federally Qualified Community Health Centers across Connecticut
    - ❖ The Connecticut Prison System
    - ❖ The CT Department of Justice
    - ❖ Acute care and behavioral health hospital associations (CHA & CANPFA)
    - ❖ Medical, nursing , pharmacy and other professional associations
    - ❖ The Commissions represented on the Commission on Health Equity as well as other relevant commissions
  3. The Public Voice Committee will create learning-collaboratives with like-agencies, and technology communication venues in order to share information and resources regarding health disparities and related issues.

**(Target Date: Initiated in January, 2010 and concluded in June, 2010)**

**Outcome Measures: (No associated costs)**

- a) These links will include but not be limited to the NAACP, the Hispanic Health Council, National Medical Association, etc.
- b) Approximately 10-25 Memoranda of Agreement with like-agencies will be established.
- c) The Public Voice Committee will secure the necessary approvals to include within the Commission on Health Equity's website such resource information as:
  - ❖ Legislative Alerts and updates
  - ❖ Circular letters from authorized groups and agencies
  - ❖ "hot topics"
  - ❖ News articles pertinent to the Commission
  - ❖ An e-newsletter created by the Public Voice Committee
  - ❖ Posting of approved community events and forums relevant to the mission and purpose of the Commission on Health Equity
  - ❖ Twitter
  - ❖ Facebook