

Date: April 29, 2011  
TO: Members of the Columbus Office of Minority Health Advisory Committee (COMH)  
From: Ryan E. Johnson  
RE: COMH Quarterly Meeting Minutes- April 5, 2011

### **Introductions**

In attendance: R. Johnson (COMH), A. Abdi (AI), A. Warsame (SFS), K. Lee (AAAWA), E. Lawson (AAAWA), K. Jiobu (OAAHC), S. Cornett (OSU), , B. Beckwith (OSU), D. Bagley (WHAC), H. Noor (COMH), S. Russell (ODJFS), G. Murray (SSHAC), , P. Lyons (CPH), S. Perry (NC), J. Tolbert (CPH), R. Taylor (ODH), E. Greene (ODH), A. Trinh (CPH), C. Baker, H. Omar (SCAO), I. Ikharebha (PFC/VCN), J. Ragland (AA), W. West (OSC) and M. Johnson (ST).

### **Advisory Committee Roles**

- Starting in July the COMH will focus on the development of subcommittees to share the workload of the local office. Listed below is a description of the three local office subcommittees as discussed during the quarterly meeting. Committee members will be asked to serve on one of these subcommittees.

### **Training and Capacity Building**

The Training and Development subcommittee of the Columbus Office of Minority Health will be responsible for advising the local office on issuing regarding training, development, and capacity building among CPH staff and community residents regarding minority health and consumer empowerment.

### Major Functions

- A. As needs are identified, support and promote staff training and development in consultation with staff and administration.
- B. Assist the local office in development of training and development topics, content, criteria, and/or evaluation tools
- C. Support seminars, workshops and training for staff and participates in development opportunities that are open to the public
- D. Suggest conferences and professional development opportunities in which COMH staff can participate
- E. Monitor statistics regarding the number and demographics of community residents who participate in Consumer Empowerment and other training offered by the COMH
- F. Develop and advocate for policies that support the elimination of health disparities and the promotion of better health outcomes in minority communities
- G. Collect and monitor the agency/partner profile information and make recommendations for technical assistance and training opportunities
- H. Meet at least quarterly and report progress to the full Advisory Committee

## **Monitoring and Reporting**

The Monitoring and Reporting subcommittee of the Columbus Office of Minority Health is responsible for providing advice and counsel to the successful implementation of the COMH workplan, Health Equity Plan, and publications produced by the local office. The committee will also monitor relevant minority health data and resources and advise the local office on how to better utilize this information.

### Major Functions

- A. Review COMH workplan and other relevant documents to ensure that the COMH activities contribute to the long term achievement of the Commission on Minority Health Core Competencies and community needs
- B. Continually monitor relevant data and statistics on minority health status and assist the COMH in providing this information to the broader community
- C. Advise the COMH on data limitations and opportunities to advocate for better data collection practices or reporting
- D. Review and provide feedback on health briefing papers and other health status reports produced by the COMH
- E. Provide direction to the local office on outlets to better report and publicize this information to the broader community
- F. Meet at least quarterly and report progress to the full Advisory Committee

## **Outreach and Engagement**

### Major Functions

The Outreach and Engagement Subcommittee of the Columbus Office of Minority health provides support and advice to the local office and community partners on better outreach and engagement strategies to the community. The committee will assist the local office in developing its approach to marketing, communications, and community presentations.

- A. Identify and publicize staff and community training and development opportunities available through workshops, institutes and conferences.
- B. Guiding the development of a proactive marketing plan tailored to reach individual audiences and targeted community stakeholders
- C. Providing direction and/or feedback for new marketing materials and reports
- D. Promoting community partnerships and collaborations
- E. Working with CPH and appropriate partners to develop advocacy activities and issues in support of minority health
- F. Enhancing and improving the COMH presence in local media outlets.
- G. Meet at least quarterly and report progress to the full Advisory Committee

## **Next COMH Advisory Committee Meeting Date**

Tuesday, July 12, 2011 @ 10:00am Columbus Public Health Conference Room 119-C (240 Parsons Avenue)

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