

# Health Equity Advisory Commission Meeting Minutes

**Date:** October 7, 2025

**Attendees:** Mark Hughes, Xusana Davis, Joanne Crawford, Kheya Ganguly, Melaina Bassette, Katie Stetler, Monica Hutt, Sandi Yandow

Agenda item	Notes
Check-in  <i>10 mins</i>	<ul style="list-style-type: none"> <li>• Participants shared responses to <i>if you were a plane and you were landing here, how would you describe your landing?</i></li> </ul>
Retreat  <i>10 mins</i>	<ul style="list-style-type: none"> <li>• Purpose of the retreat is to build relationships and renew our sense of purpose and goals. It feels challenging for a small group to plan a retreat that is meaningful for all members. Ideally this would be co-designed by state and community representatives.</li> <li>• Discussed how best to engage HEAC representatives who have not been as active on the commission.               <ul style="list-style-type: none"> <li>○ Alternating meeting days/times each month to include evenings.</li> <li>○ Outreach to individual partners to understand barriers to engagement, if/how they would like to be involved, what they would want to see at a retreat.</li> <li>○ Gain momentum in something concrete that people can contribute to.</li> </ul> </li> <li>• Also discussed the timing of the retreat relative to building a relationship with the new State Office of Health Equity (SOHE).               <ul style="list-style-type: none"> <li>○ Need to put energy into how we coordinate/collaborate with SOHE moving forward, including clear roles, how the two entities work together and independently. This could help us to redefine purpose, process, and product for ourselves.</li> <li>○ We agreed to postpone the retreat until the spring, after we solidify relationship with SOHE. We will then use the retreat to re-engage HEAC members on our goals and workplan.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• We also need to focus on how to make the meetings we have as effective as possible. For example, next meeting agenda could solely focus on what we would envision as the roles of HEAC vs. SOHE.</li> <li>• <b>Action item: Kheya</b> will call organizations listed in the HEAC statute that have not been as active to see if and how they would like to be involved.</li> </ul>
<p>Annual Report</p> <p><i>15 mins</i></p>	<ul style="list-style-type: none"> <li>• Requested extension from the legislature but did not receive feedback.</li> <li>• Agreed we would provide an abbreviated report, including: <ul style="list-style-type: none"> <li>○ Brief update on what we've been working on (e.g., helping establish SOHE)</li> <li>○ Proposed roles and responsibilities of SOHE and HEAC</li> <li>○ Priorities we've agreed upon as a commission (e.g., mental health, prevention, and COVID)</li> </ul> </li> <li>• <b>Action item (due 10/17): Monica</b> will create an outline for the report and then we will assign people responsible for drafting.</li> </ul>
<p>HEAC Appointments and Co-Chairs</p> <p><i>15 mins</i></p>	<ul style="list-style-type: none"> <li>• The past few times we have done this by nomination (nominees must accept) and then vote during a meeting. We will solicit nominations for new co-chairs via email by Wednesday 10/29 and then vote during the meeting on 11/5. We will accept self-nominations or nominations of others. Nominees can accept beforehand or during the meeting.</li> <li>• <b>Action item (due 10/17): Mark</b> will start by documenting the responsibilities of the chair(s).</li> <li>• <b>Action item (due 10/22): Katie</b> will notify the HEAC by email of the election in November, encourage people to attend, and request nominations for co-chairs.</li> </ul>
<p>Federal Policy (Civil Rights, H.R.1, Shutdown, etc.) Impacts - Possible State Actions</p> <p><i>20 mins</i></p>	<ul style="list-style-type: none"> <li>• Tabled for future discussion.</li> </ul>
<p>Deep-dive Analysis Framework - Review of priority topics (mental health, prevention, COVID, etc.)</p>	<ul style="list-style-type: none"> <li>• Need to have a process/framework in place by which we can discuss and determine how to act on any priority topic we discuss.</li> <li>• Continue this discussion during the November meeting.</li> </ul>

<i>10 mins</i>	
Public Comments  <i>5 mins</i>	<ul style="list-style-type: none"> <li>• Join the back-to-school block party at the Richard Kemp Center on Saturday, October 11.</li> <li>• Indigenous Peoples' Day is Monday, October 13.</li> <li>• Eugenics display in Waterbury State Office Complex will be complete by the end of the month. Opening ceremony to be scheduled.</li> <li>• Office of Racial Equity annual conference taking place on 11/3 and 11/4 at Spruce Peak Lodge in Stowe. Overwhelming interest, so new registrations will be placed on a waitlist.</li> <li>• UVM Health Equity Summit on 10/23 and 10/24.</li> </ul>
Action items & agenda topics for next meeting	<ul style="list-style-type: none"> <li>• <b>Monica:</b> by Friday 10/17, draft outline of the annual legislative report</li> <li>• <b>Mark:</b> by Friday 10/17, document the responsibilities of the co-chairs.</li> <li>• <b>Katie:</b> by Wednesday 10/22, email HEAC to request co-chair nominations</li> <li>• <b>Kheya:</b> outreach to HEAC organizations/representatives to begin re-engagement</li> <li>• <b>Agenda topics for November meeting:</b> <ul style="list-style-type: none"> <li>○ Voting on new co-chairs</li> <li>○ Proposed roles and responsibilities of HEAC vs. SOHE</li> <li>○ Process/framework for discussing and acting on priority topics</li> </ul> </li> </ul>