

# Health Equity Advisory Commission Meeting Minutes

**Date:** January 6, 2026

**Attendees:** Sarah Launderville, Mark Hughes, Breanna Sheehan, Ken Russell, Kate Jerman, Kirsten Murphy, Bobby Smith, Kheya Ganguly, Song Nguyen, Monica Hutt, Justin Kenney, Diana Wahle, Joanne Crawford, Katie Stetler, Sandi Yandow, Xusana Davis

Agenda item	Notes
Check-in and review agenda	<ul style="list-style-type: none"> <li>•</li> </ul>
Overview of the HEAC	<ul style="list-style-type: none"> <li>• Mark gave a brief background about when and why the HEAC was established for new members joining today.</li> <li>• More information: <a href="https://aoa.vermont.gov/HealthEquityAdvisoryCommission">https://aoa.vermont.gov/HealthEquityAdvisoryCommission</a>.</li> </ul>
Annual Legislative Report – due 01/15/2026	<ul style="list-style-type: none"> <li>• This will be a short update as we seek a formal change to submit the report every two years (instead of annually).</li> <li>• Link to <a href="#">draft report</a> (accessible in HEAC Teams channel).</li> <li>• Overall positive feedback from the group about the content of the report.</li> <li>• We agreed to explicitly reference <a href="#">S.2</a> as it relates to building a relationship with the State Office of Health Equity while also dedicating more attention to this in next year’s report.</li> <li>• The Executive Committee will do a final review before submitting to the legislature.</li> </ul>
HEAC topics to focus on – draft process	<p><b>Draft HEAC Topic Discussion Process</b></p> <ul style="list-style-type: none"> <li>• Identify the topic of focus.</li> <li>• Identify for the Commission our initial brainstorm about the sources of data, information, or table setting we intend to collect for review and discussion.</li> <li>• Ask Commission members to add additional information for that particular topic area that we may have missed or that they feel prepared to contribute (to include personal experiences and community stories).</li> <li>• Identify who is responsible for each piece of information, data or table setting – set expectations for who will follow up and <b>by when</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>• At subsequent meetings, begin to move systematically through the information, data, etc. – sharing, discussing, asking questions and sorting through themes, trends.</li> <li>• Identify a plan of action to address the themes and trends within the boundaries of our advisory role – who are we advising, to do what, with what valid data.</li> </ul> <p><b>Discussion/feedback</b></p> <ul style="list-style-type: none"> <li>• How do we build in flexibility to respond to time-sensitive topics, e.g., the change in vaccine schedule.</li> <li>• Identify who can impact change, who are our allies, and to whom we can address questions or concerns.</li> <li>• Map the process to the tools we have as an advisory council to address a problem.</li> <li>• Discussed importance/power of the advisory role and ways to maximize that, e.g., through power mapping, inside-outside strategy.</li> <li>• Group agreed to try the process as proposed and adjust as needed.</li> </ul>
Public comment	<ul style="list-style-type: none"> <li>• Having a team of people on the same page about challenges is helpful and needed. Great to see this group exists in Vermont.</li> <li>• Appreciation for the work being done.</li> </ul>
Other business	<ul style="list-style-type: none"> <li>• Two bills introduced (S. 166 and H. 545) which address how Vermont is planning to address immunization schedules for both children and adults and the use of an informed committee to advise the Commissioner of Health as the Commissioner sets the immunization guidelines.</li> <li>• Several people expressed interest in spending more time learning about existing work happening, bright spots, and priorities HEAC members are focused on in their work.</li> <li>• Still looking for a co-chair if anyone is interested.</li> </ul>
Next steps	<ul style="list-style-type: none"> <li>• <b>Kirsten:</b> finalize and submit annual legislative report (add reference <a href="#">S.2</a> as it relates to building a relationship with the State Office of Health Equity).</li> <li>• <b>Kirsten, Sandi, Sarah:</b> review S. 166 and draft recommendations for how to integrate equity.</li> </ul>