

Health Equity Advisory Commission Reset Committee Draft Minutes

Date: September 30, 2026

Present: Joanne Crawford, Mark Hughes, Monica Hutt, Sarah Launderville, Heather Michaud, Kirsten Murphy

Agenda item	
Welcome/Introductions	The meeting began with greetings and introductions. This meeting will focus on preparing for the upcoming full Commission meeting scheduled for October 6, 2026 and reviewing the substantial body of work developed through the reset process.
Review Minutes of September 1, 2026 Meeting	The September 1, 2026 Minutes were reviewed and approved, with Mark Hughes abstaining.
Public Comment	None.
Briefing and Discussion on Next Steps	- The discussion focused on reviewing the reset materials, determining what should be presented to the full Commission, and making sure members are not overwhelmed by the amount of material developed during the reset process. - Mark presented the proposed Integrated Strategic Workplan, which combines HEAC's existing/legacy work with the work developed through the reset process. The framework map, legacy crosswalk, and reset work area map portions of the document were reviewed. The workplan itself organizes work into three categories: priority initiatives, standing responsibilities, and emerging issues. It also connects each work item to statutory authority, issue or disparity, intended outcome, deliverables, responsible lead, supporting partners, community participation, milestones, performance measures, resources required, status, risks/barriers, next action, legacy/reset alignment, framework step, and sources/references. The intention is for the Integrated Workplan to eventually become the primary document used to guide and track HEAC's work.

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| | <ul style="list-style-type: none">• Commission members acknowledged that the workplan is extensive and may be difficult for the full Commission to absorb. Kirsten Murphy suggested developing visuals to make it easier to understand.• The draft Charter was also reviewed as another major component of the reset. The mission, purpose, core functions, authority, and scope were described as relatively well-developed, while other areas, such as a consensus decision-making model, remain a work in progress.• Members commented that the reset documents are intended as starting points for discussion, revision, and refinement rather than finished products.• The draft Conservative 110-Day Reset Implementation Plan, draft Reset 100-Day Decision Brief and agenda for the October 6, 2026 meeting were also briefly reviewed.• There was consensus near the end of the meeting that the presentation for the October 6, 2026 meeting needed to be significantly simplified. Members expressed concern that presenting the entire reset package for review and approval could overwhelm Commission members. Monica Hutt suggested that members should first understand and agree on the Charter – the basic agreement about HEAC's purpose and how it operates – before being asked to approve a detailed workplan.• Following discussion, the group agreed that the Charter would be the primary focus and immediate decision point. The Integrated Workplan and other reset documents will be made available so members can see the direction and amount of work completed, but that material will be clearly identified as works in progress rather than documents requiring immediate approval.• Next Steps: Heather will clarify with Kate Jerman which sections of the Charter are ready to be distributed and voted on at the October 6, 2026 meeting. Kirsten will develop visuals/slides to make the reset framework and workplan easier for Commission members to understand. Commission members will be sent other material in advance to demonstrate the work and direction of the reset, with clear directions to focus primarily on the Charter for the October 6, 2026 meeting. The |
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	Integrated Workplan will be made available as a work in progress and reviewed more fully later.
Public Comment	• None.
Adjourn	• The meeting adjourned at 12:02 p.m.