



# Justice, Equity, Diversity, and Inclusion (JEDI) Committee

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## PHC JEDI Committee Charter

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### 1. Purpose:

The purpose of the Justice, Equity, Diversity, and Inclusion (JEDI) Committee is to create a culture of authentic inclusivity within the Public Health Council (PHC), where people with diverse voices and perspectives can meaningfully and equitably participate in the informed decision-making process. Membership of the JEDI committee collaborates with and supports the work of the council through recommendations that ensure JEDI principles and broader population impacts are prioritized within the decision-making and action of the Council. The JEDI committee will fulfill this purpose through the functions defined in the section below.

The charge of this committee is to ensure that all Public Health Council activities are infused with the following Principles:

- *Justice*: intentional dismantling of structural and policy barriers to accessing high-quality and culturally competent care and services as well as the opportunities to achieve the greatest level of health possible
- *Equity*: a fair and just opportunity to be as healthy as possible, acknowledging that people come from a wide range of circumstances and situations and need different levels of access to opportunities, resources, and privileges to be successful
- *Diversity*: a wide range of backgrounds, interests, and experiences from individuals and groups of people based on race, ethnicity, socioeconomic status, gender identification, language, religion, sexual orientation, age, educational attainment or education level, physical ability, political beliefs, or other ideologies represented by people both in planning and deriving the benefit
- *Inclusion*: all individuals are respected, have a sense of belonging, and are encouraged to share their perspectives and experiences from start to finish of any and all decisions, policies, and activities
- *Access*: people of all abilities and backgrounds can participate according to their needs
- *Belonging*: values and practices where no person is left out of the circle of concern and has the right to both contribute and make demands upon society and political institutions. People have a meaningful voice and the opportunity to participate in the design of political, social, and cultural structures.
- *Impact*: equitable participation in the PHC leads to improved wellbeing for Wisconsinites
- *Representation*: providing as many opportunities as possible for diverse perspectives to be included in decision-making

The Public Health Council defines itself as an advisory board appointed by the Governor of Wisconsin to ensure every person and community in Wisconsin can be healthy and thrive. The

JEDI Committee's vision is to serve all communities and citizens of Wisconsin by:

- Listening to individuals, communities, and critical partners to understand the urgent public health issues and needs;
- Evaluating key health data sources within and outside of the State Department of Health Services to understand the critical public health issues and needs and how we are progressing to address them;
- Educating and helping to change, expand, and clarify cultural and community understanding of current public health issues; and
- Informing key stakeholders on prioritized public health issues important to the needs and wants of the public.

The Public Health Council was created by 2003 Wisconsin Act 186 Wis. Stat. §15.197(13) and its statutory purpose is to advise the Department of Health Services (DHS), the Governor, the Legislature, and the public on progress in implementing the state's 10-year public health plan and coordination of responses to public health emergencies.

## **2. Functions:**

The Justice, Equity, Diversity, and Inclusion (JEDI) Committee has three main functions necessary to fulfill its purpose and charge as described above. Each function is further described with key elements below.

### Function 1: Evaluate equity in PHC and PHC Committee work

Evaluate equity in PHC and PHC committee work by applying an equity lens to all areas of operational functions through the following actions:

- Develop and conduct an assessment of PHC members' skill sets, experience, and understanding of power dynamics, bias and oppression to identify overall council knowledge gaps that would prevent justice, equity, diversity, and inclusion from occurring.
  - Recommend additional PHC member professional development opportunities when needed to address identified PHC member knowledge and experience gaps.
  - Recommend additional PHC member representation when needed to ensure diversity in coordination with the Membership Committee and/or Executive Committee.
- Assess PHC and PHC committee work for diversity and representation of as many groups as possible, with special focus/attention toward disproportionately impacted and/or underrepresented communities.
- Promote accountability by establishing time-bound mechanisms and benchmarks for PHC committees to report progress and outcomes relating to equity and inclusion.
  - Identify and utilize metrics/measures to evaluate the council's justice, equity, diversity, and inclusion efforts and provide recommendations for improvement.
  - Develop guidelines for equity and inclusion as guided by the aforementioned principles for all PHC and PHC committee work plans.
- Provide insight on any and all policies, processes, and decisions executed by the PHC or PHC committees to evaluate any potential inequities.

## Function 2: Incorporate Justice Equity and Diversity Principles into PHC Culture

- Recommend additional perspectives or data (as needed) to inform decision-making, from within and/or outside the official PHC membership.
- Recommend membership or chair recommendations for representation on external committees.
- Consult with and collaborate with other PHC committees to support the incorporation of justice, equity, diversity, and inclusion into all committee work.
  - Identify and reduce barriers for participation in convenings and decision-making opportunities
  - Support meaningful, collaborative decision-making
  - Identify and make space to discuss power dynamics that may inhibit equitable participation and outcomes
- Support JEDI Principles among all PHC members
- Develop assessment methods (e.g. pre-post survey or other types of designs) to measure and evaluate the incorporation of justice, equity, diversity, and inclusion Principles into PHC Culture over time.

## Function 3: Ensure Equitable Communication and Public Engagement Practices

Ensure all PHC internal and external communications are carried out through a lens of equity through the following actions:

- Develop a template and process for equitable and accessible communications.
- Promote usage of a shared language and definitions.
- Ensure all channels of communication with the public are accessible and provide opportunities for input with special focus/attention on disproportionately impacted and underrepresented communities—engaging with community leaders/trusted messengers.
- Development and organization of community groups statewide (e.g. across all regions, communities, and localities) to inform JEDI/PHC.
- Ensure all communications are available in different languages (e.g. provide translations of documents by request.)

Overall, these three functions will be evaluated annually, with proposed revisions submitted by a workgroup nominated by membership of the committee, as needed.

### **3. Membership/Responsibilities:**

At its inception, the Justice, Equity, Diversity, and Inclusion Committee will be comprised of PHC members involved in scope development, structural, and foundational works. While the full membership of the Committee is being finalized, community voices and people with relevant lived experience will be incorporated to enhance the work of the JEDI Committee.

The JEDI Committee will then consist of no fewer than fifteen members and no more than twenty-one members. The purpose of creating a committee of this size is to balance the need to enhance the Public Health Council's representation of communities within Wisconsin and logistic and functional needs that could be impacted by having a large membership. However,

membership can be revised as the work of the JEDI committee expands and a need arises.

The membership of the Committee will be representative of both Public Health Council members, as well as members of the community, particularly with persons who may not have a direct representation within the formal membership of the Council. Terms for all members of the JEDI Committee will be for two years.

Of the 15-21 members of the JEDI Committee, no more than eight of them shall be direct members of the Public Health Council. The remainder of the JEDI Committee should be comprised of representation from the various communities and stakeholder groups across Wisconsin, particularly people who may not have a direct representation within the membership of the Council. These community representatives need to have lived experience and commitment to their communities so that the engagement has meaning beyond simple representation on the Committee. The initial recruitment of these community members will focus on the identification of underrepresented and underserved communities within this Committee who have lived experience in these communities, including, but not limited to:

- People of Color
  - Black/African American
  - Latino/a/x/e
  - Hmong
- LGBTQIA+
- Disability community
- Aging/elder populations
- Rural populations
- Native American/Tribal communities
- Youth/adolescent/young adult populations
- Immigrant and refugee
- Substance use/in-treatment/harm reduction community
- Justice-system-involved community
- Mental health community
- Socioeconomically and/or educationally disadvantaged

The JEDI Committee will also seek to consider location within Wisconsin and representation across multiple regions/localities in recruitment. Additionally, to enhance representation, the JEDI Committee will seek to identify adjunct community members, not necessarily as part of the official Committee roster, but who serve as individuals identified as contributors to a credible Committee and community interface.

The Public Health Council Chair will, in consultation with the Chair Elect, Executive Committee, and the JEDI Committee, appoint the two Committee Co-Chairs (one representing the Council and the other representing the Community). The JEDI Committee Co-Chairs will, in consultation with the Council Chair or Chair Elect/Executive Committee, be responsible for recruiting the remaining committee members.

Finally, to facilitate the primary functions of the JEDI Committee, liaisons between this Committee and each individual committee across the Public Health Council will be identified and will attend, and serve as voting members in these spaces (excluding nominating and executive committees) to ensure that JEDI principles are incorporated into the planning, process, and

decision-making of the Public Health Council.

#### Division Staff

Staff from the Division of Public Health (DPH) in the Office of Policy and Practice Alignment (OPPA) or the Office of Preparedness and Emergency Health Care (OPEHC) may participate in meetings, offering insights and requested information but would not be voting members.

#### **4. Responsibilities:**

The role of the Co-Chairs of the committee will be to:

- Develop and approve meeting agendas and assure that meetings are scheduled and announced to all committee members,
- Lead and facilitate discussions within committee meetings,
- Assure that committee meeting minutes are captured as per Public Health Council requirements,
- Assure that decisions made by the committee are forwarded to the Chair of the Public Health Council for consideration,
- Share the above responsibilities based on strengths and interests.

Responsibilities of Committee members will include the following:

- Commit to attending all scheduled meetings of the JEDI Committee as is possible.
- Participate in and provide expertise in Committee planning, discussions, assigned actions, and voting, barring any conflicts of interest that may arise.
- Develop and communicate recommendations and proposed actions to the Public Health Council Chair and other PHC Committees, as appropriate.
- Liaise between the functions of the JEDI Committee and PHC Committees.
- Liaise between the JEDI Committee and the communities they represent.
- Follow Wisconsin's Open Meetings Law and record minutes of meetings.

In addition to responsibilities identified above and in section 5 below, this Committee exists at the discretion of the Public Health Council and should:

- Support the Public Health Council's statutory requirements and defined purpose and vision (reference 1. Purpose at the beginning of this charter).
- Maintain a record of its major decisions and other actions.
- Assure a quorum of at least half of the Committee members for votes on final decisions to be forwarded to the Public Health Council/Chair.
  - Decisions will be carried by a simple majority vote of the Committee quorum.
  - The JEDI committee will investigate alternative decision-making processes to better promote equitable voting practices within the Committee and Public Health Council

The role of state staff assigned to the JEDI Committee will be to support the Co-Chairs and Committee members in the completion of the aforementioned responsibilities.

#### **5. Meeting Schedule:**

This committee is a direct constituent of the Public Health Council and exists at the discretion of the Council. Therefore, the committee will operate in alignment with the existing rules of the Public Health Council and all committee meetings will be open to the public under Wisconsin's Open Meetings Law.

The committee will meet at least every-other month (at least six times per year) and may schedule additional ad-hoc or strategic meetings as the need arises. The committee will maintain a record of its major decisions and other actions and will share these records with the Public Health Council and the public in accordance with Wisconsin's Open Meetings Law.

Members identified as liaisons between the JEDI Committee and the other committees of the Public Health Council will participate in those scheduled meetings, as is practicable, and will provide reports back to JEDI Committee proceedings.

As part of the defined central functions highlighted in Section 2 above, the committee will actively seek and promote public comment within all meetings to ensure continuous input from other state, local, and tribal stakeholders, and the public, including members of populations disproportionately impacted and underrepresented communities.