PUBLIC HEALTH DIVISION  
Adolescent and School Health Unit

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# Charter of the Oregon Health Authority Public Health Division’s Statewide Youth Advisory Council

**Article I: Name**

The name of the council is the Oregon Health Authority Public Health Division (OHA-PHD) Statewide Youth Advisory Council hereinafter referred to as the YAC.

**Article II: Mission and Purpose**

**Section I.** As the Oregon Health Authority Public Health Division’s Youth Advisory Council, we recognize and prioritize the challenges youth face, especially when it comes to youth well-being. We also acknowledge and emphasize the importance of inclusivity within communities and strive to make youth-informed decisions that values human life. We do this for the future of Oregon youth, and to promote diversity, safety, stability, quality of life, and the rights of every human being. Our goal is to improve communities’ health across the entirety of Oregon by offering youth feedback on policy, distribution of funds, and more to reach the goals listed above.

**Section II.** We do this for the future of Oregon youth and to promote diversity, safety, stability, quality of life, and the rights of every human being.

**Article III: Scope and Responsibilities**

**Section I.** As the YAC, we have defined out scope to the following 4 areas that have impact on the youth of Oregon:

1. Education
   1. General Guidelines and Administration
   2. Health Education, including:
      1. Social Determinants of Health
      2. Health Equity
      3. System navigation of resources and social determinants
      4. Available services, including School-Based health Centers.
   3. Other Topics
      1. Environment and climate
2. Youth Health
   1. Emotional, mental, and physical health
      1. Access, awareness, & promotion
      2. Privacy
      3. Representation and discussion of health topics in schools
      4. Therapy
   * Insurance
   1. Social determinants of health including:
      1. Homelessness
      2. Food
      3. Basic Needs
      4. Discrimination
      5. Other adversities facing youth.
3. Services for youth/school
   1. Insecurity
   2. Support for teen parents (daycares, transportation services, etc.)
   3. Food bank/school food pantries/connection to community resources
   4. Sports participation
   5. Hygiene products
   6. Mental health support
4. Youth Engagement
   1. Advise on youth engagement opportunities/community building.
   2. Develop partnerships with organizations, and other youth groups/councils.
   3. Events/activities for youth.

**Section II.** The responsibilities of the YAC include, but not limited to, the following:

1. Public policy development and partnership, including partnering with, supporting, and providing information/education to community partners and advocates.
2. Grantmaking and funding
3. Partnership development - extend outreach and engagement with other youth and youth-serving CBOs.
4. Building more opportunities for youth engagement beyond the YAC.

**Article IV: Membership and Eligibility**

1. Composition
   1. Size**:** The YAC consists of 20 - 30 youth. The YAC may not exceed 30 members at any given time.
   2. Eligibility**:** Any youth can apply and is eligible for membership who:
      1. Is between the ages of 15-19,
      2. Resides in Oregon
   3. Engagement**:**
      1. Definitions:
         1. Inactive - is defined as not participating in meetings, responding to emails or checking in with adult support staff for 3 months or longer. OHA must attempt to make contact throughout the 3 months of inactivity and offer support to re-engage youth who are inactive.
2. If a portion of the YAC membership becomes inactive so that there are only 15 active members, current YAC members will hold a vote to determine if new members should be recruited and onboarded.
3. If a portion of the YAC membership becomes inactive so that there are only 10 active members, new youth will be recruited and onboarded to serve on the YAC without a vote.
   1. Youth that onboarded during a YAC term, are then eligible to serve two additional years.
4. Recruitment
   1. The members will prioritize and work to reflect the cultural, racial and geographic diversity of the State of Oregon
   2. OHA and the YAC will prioritize the recruitment and retention of youth from rural areas of Oregon.
5. Term: Ongoing members are eligible to serve a two-year term (consecutively). Members have the opportunity to become YAC alumni at the conclusion of their two-year service, to support future YAC youth.
   1. Terms go from summer to the next calendar year summer. Exact end date is dependent on ongoing project timelines.
   2. If a member is unable to serve 2 years consecutively and takes a leave of absence due to extenuating circumstances, that member is eligible to re-apply for a second year on the YAC, as long as they are within the age range.
6. Participation
   1. YAC members are highly encouraged to attend monthly meetings and to join/participate in subcommittees.
   2. All YAC meetings are recorded and are sent to members to review at their convenience/participate asynchronously. **Meeting recordings are not shared publicly.**
   3. If a member cannot attend a meeting and/or event, members are highly encouraged to inform OHA and/or REAP staff prior to meeting/event date.
   4. OHA will track meeting attendance.
   5. While members are permitted to engage in the YAC at their convenience, it is asked that members maintain communication with YAC facilitators (OHA and/or REAP staff)
7. Termination of Membership
   1. A member of the YAC may resign at any time; it is requested that the member submits notice of resignation in writing to OHA staff for tracking purposes.
   2. Soft termination - Youth members who are inactive (as defined above) and unresponsive after 3 months, are assumed to have terminated their membership for the **next** school year. If any member is nearing this threshold, OHA/REAP staff will be completing outreach attempts in an effort to re-engage the member. YAC members may return later in the current school year and OHA will continue monthly outreach. If unsuccessful, the member will receive notice of their termination from the YAC via email.

**Article V: Meetings**

1. Frequency:
   1. Meetings will be held a minimum of once a month.  The time of the meetings will be between 4 - 6:30pm. Meetings are held virtually via zoom. The Youth Advisory Council will determine the cadence/dates of meetings at the beginning of each school year.
   2. Additional special meetings may be called throughout the year, including subcommittee meetings.
   3. OHA staff will schedule meetings and send out frequent reminders. OHA staff will attempt to accommodate youth schedules.
2. Communication: Majority of communication between OHA, REAP and YAC will be conducted via email and text message. Members are asked to keep contact information updated. It is highly encouraged that YAC members maintain consistent and prompt communication with OHA, REAP and YAC partners.

**Article VI: Staff Liaison**

The YAC is staffed by two employees of the Oregon Health Authority. YAC meetings are facilitated by employees of a Portland Based non-profit organization, REAP Inc.

Kalli Nichols, Youth Engagement Coordinator, Oregon Health Authority

Anderson DuBoise, Strategic Initiatives Manager, REAP Inc.