COVID-19 Vaccine Advisory Committee

**Chair:** Patrice Burgess, MD  
Executive Medical Director, St. Alphonsus Medical Group

**Executive Secretary:** Elke Shaw-Tulloch, MHS  
Administrator, State Health Official, Division of Public Health, Idaho Department of Health & Welfare
Advise the Governor on and assist state and local entities with:

• prioritization of vaccines when they are in limited supply,
• implementation of the vaccination plan
• communication and delivery of vaccine
• ensuring equitable access to COVID-19 vaccination across the state
Committee Structure:

Broad Representation:
- Statewide
- Tribes
- Priority populations
- Healthcare systems and providers
- Immunization organizations
- Ex-officio - representing governmental agencies with roles in the pandemic response
Term:
• Members serve for the duration of the pandemic
  • anticipate less than one year

Voting:
• Members have voting privileges
• Ex-officio members, or their designees, do not have voting privileges
• Chair has voting privileges
• Executive Secretary does not have voting privileges
• Voting is by consensus
Meeting Frequency:

- Anticipate every other week
  - Meetings will be ad hoc as called by the Chair and Executive Secretary as necessary to accommodate the rapidly evolving situation

Feedback and Decisions:

- Committee will utilize a variety of feedback mechanisms
- Final decisions of the committee will be used to support decisions of the IDHW and Governor’s office in making decisions about COVID-19 vaccine
Meetings will be open to the public, in a “listen-only” mode. Public comments will only be accepted in writing, to a designated email box and comments will be distributed to the members of the committee prior to each meeting, if comments are received at least 24 hours before the start time of the meeting.

To submit comment to the COVID-19 Vaccine Advisory Committee email:

covid19vaccinepubliccomment@dhw.idaho.gov
Input from Committee Members Today:

Do you approve of the goals of the vaccination plan?

Do you approve of the principles of the vaccination plan?

Discussion and consideration of sub-priority groups
* Please let us know if you are attending as designee for an Advisory Committee Member
# Idaho COVID-19 Vaccine Advisory Committee Meeting

**AGENDA**

Friday, October 23rd, 2020  
12:00 – 2:00 p.m.  
Remote Meeting via WebEx Events

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>12:00</td>
<td>Welcome and Opening Remarks</td>
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<td>12:00</td>
<td>Committee Chair: Dr. Patricia Burgess</td>
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<td>12:20</td>
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<td>Informing Others of the Advisory Committee’s Work: What do Committee Members Need to Resonate Messages with People in their Spheres of Influence</td>
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<tr>
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<td>b) Action Items and next steps</td>
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<td>c) Next meeting date and anticipated topics</td>
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<td>d) Closing remarks and adjourn</td>
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**Advisory Committee Ground Rules**

**General**

1. Respect all aspects of diversity in the group.
2. Be mindful of allowing space and authentic consideration of all stakeholder perspectives.
3. Be open to new ideas and approaches.
4. Participate actively.
5. Be forward-focused.
6. Stay focused on the Committee goal and corresponding topic at hand.
7. Utilize the Parking Lot for “important topics to be addressed another time.”
8. Everyone is on equal ground.

**Remote Meeting Specific**

1. *Mute your MICROPHONE when not speaking.*
2. Use “raise hand” feature to prevent multiple participants speaking at once.
3. Be ready to interact: use the chat to ask questions, use polling/voting, as requested, etc.
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Meeting Overview – Advisory Committee Ground Rules

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• Webex Events Tip Sheet

• Advisory Committee Member participation functions for this meeting
Meeting Overview – Member Participation Functions

- Mute/unmute and video on
- Hands up
- Chat
- Quick feedback
Overview of COVID-19 Vaccine Planning Status
Sarah Leeds

Background on COVID-19 Vaccine Prioritization Frameworks and Considerations for Subprioritizing Vaccine Among Healthcare Personnel (HCP) in Idaho: Presentation and Discussion/Initial Input
Dr. Carolyn Bridges, Advisory Committee Members
What do Advisory Committee Members Need to Resonate Messages with People in their Spheres of Influence?
• Meeting summary
• Action items and next steps
• Next meeting date and anticipated topics
• Closing remarks and adjourn
1. Advisory Committee Members will receive a dedicated email address to submit further input on *healthcare personnel prioritization* by 10/26/2020

2. Advisory Committee Members and the public are invited to submit written comments on *healthcare personnel prioritization* through designated email addresses by COB 10/28/2020 (public comment email: covid19vaccinepubliccomment@dhw.idaho.gov)

3. All input received will be compiled and sent to the Advisory Committee for consideration with the next Advisory Committee Meeting Package by 11/2/2020
Wrap Up - Next meeting

• Date and Time:
  Friday, November 6th
  12:00 – 2:00 p.m.

• Anticipated Topics:
  ➢ Share Advisory Committee responses/ranking re: healthcare personnel prioritization
  ➢ Discuss prioritization of other vaccine prioritization sub-groups
Committee Chair: Dr. Patrice Burgess

Executive Secretary: Elke Shaw-Tulloch