

Tobacco Retail Licensing Task Force Charter

Background

Tobacco use remains the leading cause of preventable death in Clackamas County, responsible for nearly 700 lives lost annually. The majority of adult tobacco users began using tobacco products before the age of 18, making youth use a continuing concern. Despite Oregon raising the legal sales age of tobacco products to 21 in 2017, 14 percent of stores inspected last year in Clackamas County sold tobacco to an underage person.

Data from the 2017 Oregon Healthy Teen Survey shows that one in four 11th graders in Clackamas County have used an e-cigarette. Strong evidence suggests e-cigarette use increases youth nicotine addiction and youth initiation of conventional tobacco products like cigarettes. The rise in youth use of tobacco products can increase the cost of medical care associated with tobacco-related illnesses and lead to premature death. Given this, more action is needed to protect youth from initiating use of tobacco products.

The Clackamas County Public Health Division has engaged elected officials and the community over the last year and a half to inform a county-wide tobacco retail licensing ordinance. Tobacco retail licensing is a nationally recommended strategy to reduce youth access to tobacco products by enforcing existing tobacco control laws. This system of licensing would require all stores that sell tobacco products and inhalant delivery systems, such as e-cigarettes, to have a license to sell these items.

In order to advise the Public Health Division on how to best end youth tobacco use, the Clackamas Board of County Commissioners approved the formation of a community advisory taskforce.

Charge

The Tobacco Retail License Task Force is an advisory body that will provide input on the ordinance and provide recommendations to the Public Health Division for consideration by the Department of Health, Housing and Human Services (H3S) on policy strategies to address the problem of youth access to tobacco products and inhalant delivery systems. The role of the Task Force is to ensure that a range of community perspectives are represented and issues of equity are considered.

Task Force members will represent business and community interests in discussions and recognize the relationship between tobacco control policy, public health and economic development, and prioritize equity when providing recommendations to the Public Health Division.

Task Force outcomes will include:

- Providing recommendations to the Public Health Division for consideration by H3S on a proposed tobacco retail license ordinance that addresses the problem of youth access to tobacco products and inhalant delivery systems in Clackamas County.
- If the Board of Health adopts a Tobacco Retail Licensing Ordinance, the Task Force will advise on the rules to implement the County's tobacco retail licensing ordinance.

Term

Task Force members will attend up to six meetings over the course of one year, beginning in June, 2019. Each meeting will last up to three hours and convene at the Clackamas County offices in Oregon City.

Phase One: Review draft ordinance and provide recommendations to the Public Health Division. Target: Summer 2019

Phase Two: Upon passage of a Tobacco Retail License Ordinance, provide input on rules for implementing the ordinance. Target: Fall/Winter 2019

Membership

The Task Force will include representatives from the public, private, and non-profit sectors with business expertise and knowledge of tobacco prevention. On occasion, guest speakers and experts may be invited to participate.

The Task Force seeks membership representing the following areas:

- Rural and urban business owners
- Regional grocery associations
- Schools
- Parent / Community member
- Youth
- Local prevention coalition
- Rural and urban city officials
- Oregon Liquor Control Commission
- Scientist to represent the health harms of tobacco use
- Oregon Health Authority
- Non-profit health organizations
- Oregon Health Equity Alliance
- Chamber of Commerce
- Public Health Advisory Committee
- Community with Tobacco Retail Licensing in place

Governance Structure

The Task Force will provide recommendations to Public Health for the consideration of the Director of H3S. It has no formal delegated power of authority to represent Clackamas County or commit to the expenditure of any funds. The Task Force may identify members to present recommendations to the Clackamas Board of County Commissioners and/or other governing bodies and community groups as needed.

Community Engagement

Task Force members may be asked to communicate with their networks and bring forward matters heard from their constituents in each phase of the proposed timeline. In Phase Two, the Task Force will assist the Public Health Division in developing a community engagement strategy to disseminate information to stakeholders on a Tobacco Retail License Ordinance. This strategy will be inclusive of all stakeholders impacted by tobacco retail licensing.

Meeting schedule and minutes will be published on the County's website and will be emailed directly to Task Force members.

Data-Driven Decision Making

Task Force discussions and recommendations will be supported by trusted data sources and peer-reviewed literature, provided by Public Health Staff. Task Force members will also be invited to provide additional information for consideration. Members will have the chance to request data and information from technical experts if available. This information will be provided to the full Task Force in a timely manner.

Decision Making

It is the goal of the Task Force to make consensus based decisions. If consensus is not possible, the Task Force may submit majority and minority recommendations to the Director of Public Health.

Process Agreements

Protocols:

- Committee meetings will be facilitated by a third-party facilitator.
- No alternate members or one-time proxies will be recognized.
- Members are asked to participate in person, not electronically.
- Participants will be recognized to speak by the facilitator as appropriate.

Participation

- Be respectful and courteous to the diversity of the opinions in the room.
- Direct passionate opinions toward sharing information, not at individuals.
- Allow the facilitator to keep the discussion moving and on task.
- Start and end meetings on time.
- Seek to consider the best (fair and true to the intent of the ordinance) approach to recommendations.