



About the Health Justice Community Advisory Committee

The [Health Justice Community Advisory Committee \(HJCAC\)](#) is a partnership between DOH leadership and community leaders that centers lived experience and community expertise in shaping public health policies and strategies. Their mission is to advance health justice to ensure public health priorities, policies, and programs reflect the needs of communities across Washington, promote healing, and advance equitable outcomes. The [HJCAC charter](#) serves as a shared guide for how the Committee partners with DOH, builds accountability, and centers community voice in decision-making.

Priority Communities:

African Diaspora
Asian
Black/African American
Hispanic/Latinx
Native Hawaiian/Pacific Islander
Urban Indian

Priority Intersections:

People living in rural areas
People with disabilities
LGBTQ+ people
People over 65 years old
People adversely affected by health disparities including incarcerated, agricultural workers, unhoused, food insecure and more.

[Review the bios of the current HJCAC members](#)

Meeting Context

We are eager for DOH teams to engage with HJCAC and know that trust can be built through transparent information sharing and decision-making processes. We have also received feedback that partners prefer fewer slides (or information they can refer to before/during/after the meeting) with more time for discussion. Here are some questions to consider:

- Is the information going to be relevant to the audience?
- What background do community members need to understand your work and engage in a meaningful way?
- What community input can deepen and inform your work?
- How will you incorporate the community input you receive?
- What is the feedback loop for sharing information with community?

It is important that we share the authority, limitations and capabilities of DOH and its programs related to whatever health issue is raised.



To ensure that we maximize time and resources of CBO partners in engaging in DOH-related activities we request:

- Community Relations & Equity (CRE) team can review guidance documents, reports, or statewide plans to provide equity guidance prior to sharing with community partners. Please submit a Request for Work (RFW) to CRE via [Sharepoint](#) and allow enough time for this process prior to meeting with HJCAC.;
- CRE team meet with you to collaborate on your HJCAC presentation or discussion at least a month in advance to discuss approach, presentation, and pre-meeting materials.
- Communications to community partners is culturally and linguistically appropriate, including translations and interpretations as relevant;
- Provide compensation for any HJCAC engagement. If community compensation is not budgeted for, we will discuss potential options. Please review the [DOH Community Compensation Guidelines](#) for more information (please provide hyperlink)

Speaker Tips

- Based on the current representation of the HJCAC, the first time you introduce yourself, please **use your pronouns and include a physical description** e.g., *“Hello, my name is Fatiya. I use she/her pronouns and I am a Black person with curly brown hair wearing a yellow shirt today.”*
- **Speak slowly and clearly** – this is helpful for language translation, ASL interpretation, and content captioning. This is especially important with terminology that you might know off the top of your head, but others don’t. Be sure to explain any initialisms or acronyms.
- **Avoid filler words** —try not to use phrases or words such as “like, you know,” and “ummm.”
- **Read the content and describe any pictures or diagrams** on your slides. This may be helpful for anyone calling in and for people who are visually impaired. Images should be described as well.
- **Use long pauses** for individuals that need language interpretation or have access needs to respond to questions and have the opportunity to share thoughts.

Presentation Tips

To make sure slides are accessible to everyone in the meeting, please:

- Use at **least 18-pt font**, sans serif fonts—such as Calibri or Arial—and use sufficient white space.
- Use **no more than four colors**.
- Keep bullet points to **no more than 5-6 per slide**.
- **Use sufficient contrast** between text and background colors.
- **Use captions** when images may be complex or may be unclear to the audience.
- PowerPoint also allows you to use a function called Alt-Text to describe an image to those using a visual reader—we encourage you to thoughtfully describe your images rather than using the auto generated text.



Using 7 by 7 Rules

The rule states that you should have **no more than 7 lines on each slide, and each line can have no more than 7 words**. It will help keep your audience engaged with your presentation and make it easier to read. Other benefits:

- You can structure your content in bullets and stick to the main points on each slide.
- The audience will stay focused on your talk as they will not be reading through the slides.
- It will help you use the white/negative space optimally, making your presentation breathable.

Note, the rule is for presentations with a lot of content. You can also try similar methods like 5 by 5 and 6 by 6. These are not strict rules, just guidelines to help you improve your PowerPoint presentations and make them captivating and catchy.

Resources

 [How-To Translate Written Materials.pdf](#)

[Creating Accessible Presentations](#)

[DOH Plain Language Policy](#)

Additional Opportunities for Engagement:

The [Community Collaborative newsletter](#) is a community-facing resource that reaches approximately 2,500 subscribers across Washington, primarily representing community-based organizations and other community partners.

The newsletter can be used to share engagement opportunities, events, surveys, resources, funding opportunities, and other information that may be relevant to communities across the state. Programs and partners are welcome to submit information for consideration to help broaden the reach of their engagement efforts and connect with community organizations and partners.

Contact

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