

Simple Steps to Keep Track of Decision-Making Activity

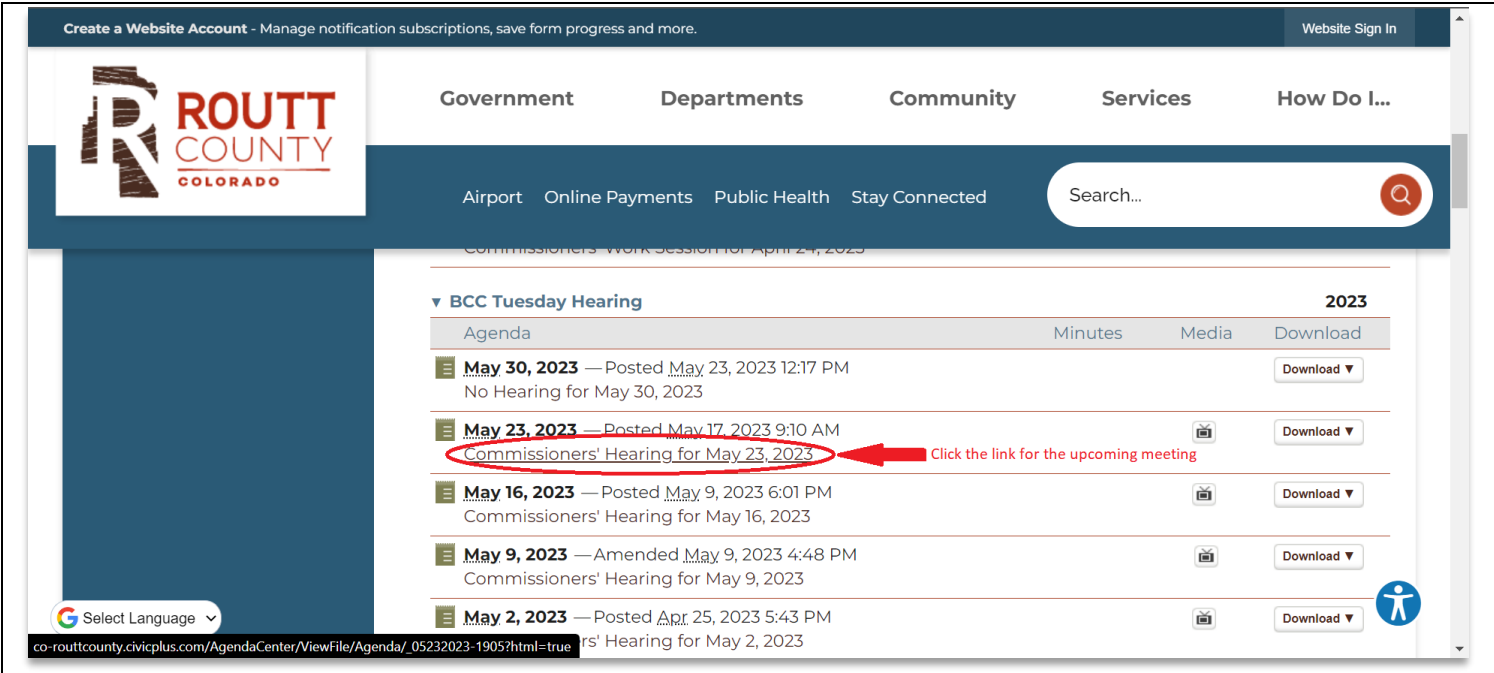
Keeping track of activity on boards and commissions is an important aspect of local policy work in public health. Being aware of policy activity is important because there are continual challenges to existing laws and new laws being brought to decision-makers as well as seemingly unrelated policy initiatives that could create a window of opportunity for new growth. The objective of being aware of activity by boards and commissions is to ensure that decision makers have an opportunity to learn about the public health perspective on a given policy.

Ideally you will have relationships with decision makers at varying levels in your community who will communicate with you when a tobacco-related policy discussion arises. However, we understand that many Local Public Health Agency (LPHA) grantees work in large counties and sometimes have numerous municipalities to keep track of.

We created this short guide to help keep track of local policy activities in your counties so that nothing slips through the cracks.

Steps:

1. Set a weekly calendar hold to check agendas.
2. In the notes of that calendar hold, list out all municipalities and unincorporated county land with links to their agenda pages.
 - a. List out days and times the boards and commissions meet.
 - i. Put these on your calendar as placeholders.
 - b. When on the agenda page, select the upcoming meeting agenda:



The screenshot shows the Routt County website's agenda page for 2023. The page is titled "BCC Tuesday Hearing" and lists several upcoming hearings. The hearing for May 23, 2023, is highlighted with a red circle and a red arrow pointing to it, with the text "Click the link for the upcoming meeting" next to it. The URL at the bottom of the page is "co-routtcounty.civicplus.com/AgendaCenter/ViewFile/Agenda/_05232023-1905?html=true".

- c. When you have the agenda open, search (CTRL+F [Windows], Command+F [iOS]) for keywords like, "smoke," nicotine," and "tobacco."

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ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan District I Timothy Redmond District II Sonia Marcus District III

Search for a few different tobacco or nicotine related terms.

Regular Meeting
May 23, 2023

Times listed on the agenda are approximations and may be longer, shorter, or earlier than scheduled, with no notice. Agendas are subject to change up to 24 hours before the start of the meeting. To ensure you have the most up-to-date information, please check the agenda within 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of the item.

All regular meetings are open to the public unless otherwise noted. All meetings will be held in the Routt County Historic Courthouse - 522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted.

Please [CLICK HERE](#) to join the webinar via Zoom.

To join by telephone dial 1-346-248-7799

Webinar ID: 851 5180 1592 Password: 444052

- 9:30 A.M. CALL TO ORDER**
- 9:30 A.M. PUBLIC COMMENT**
Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not

- If there's nothing on the agendas, you're done!
- If there is a tobacco-related item, note what it is, send it to your PO at STEPP and your TA Provider, and discuss next steps.

Calendar example:

Routt County

- Routt County unincorporated: <http://co-routtcounty.civicplus.com/agendacenter>
 - Every Monday (work session) and Tuesday (hearing) at 9:30am, except holidays
- City of Steamboat Springs: <https://docs.steamboatsprings.net/OnBaseAgendaOnline/>
 - First three Tuesdays of every month (second Tuesday is a work session) at 5pm
- Town of Hayden: <https://haydencolorado.com/town-council/>
 - First and third Thursday of every month at 7:30pm
- Town of Oak Creek: <https://townofoakcreek.com/agendas-minutes/>
 - Second and fourth Thursday of every month at 6pm
- Town of Yampa: https://www.townofyampa.com/index.asp?SEC=634BD8A1-EF5D-4757-95F2-4612FD9F1E09&Type=B_BASIC
 - First and third Wednesday of every month at 6pm