Section 1: Name
Pierce County Prevention Collaborative (PC2)

Section 2: Purpose
Tacoma-Pierce County Health Department (Department) and Pierce County Prevention Collaborative (PC2) work together to prevent youth substance use and misuse. Because of funding limitations, our primary focus is youth cannabis and commercial tobacco and vaping prevention. We also focus on youth leadership and skill development. We offer youth opportunities to develop skills that allow them to talk with fellow youth using culturally relevant messages. These youth have a seat at the PC2 table and help guide this work. Additionally, we promote healthy coping skills and identify healthy ways youth can cope with stress, depression, and anxiety. We use a PSE (Policy, System & Environmental) framework.

The Department and PC2 will collectively leverage resources, share knowledge, and advocate for effective and efficient prevention of substance use and misuse among youth.

Section 3: Vision and Mission

Vision
Healthy, resilient children and youth, free from the burdens of substance use and misuse.

Mission
Pierce County Prevention Collaborative (PC2) promotes health and wellness through PSE strategies that prevent initiation and decrease substance use among youth.

Section 4: Values and Guiding Principles

- Respect others and all points of view.
- Show integrity and do what is right for young people in Pierce County.
- Be a leadership example for all youth.
- Share leadership responsibilities, challenges, lessons learned, and successes with one another.
- Center our work with a health equity lens.
- Recognize and respect all ideas and encourage thoughtful questions and feedback.
- Actively participate by stepping up and stepping back.
- Search for opportunities for consensus or compromise. We strive to find creative solutions.
Section 5: Objectives

- Collaborate to prevent youth substance use and misuse.
- Network with organizations, schools, and coalitions on youth prevention.
- Share resources with community.
- Use a health equity lens and focus on the populations most affected.
- Strive to be culturally and generationally respectful of one another.
- Involve youth in decision-making and planning. Don't plan for them without them.
- Advocate to decision makers for policy changes for youth cannabis and commercial tobacco and vaping prevention.
- Educate about policy systems and environmental change strategies.
- Recruit new PC2 members.
- Act as the voice of the community to the Department and Washington State Department of Health (DOH).

Section 6: Roles

Washington State Department of Health
- Provide funds to DOH’s Youth Cannabis and Commercial Tobacco and Vaping Prevention Program (YCCTPP)’s regional contractor to invest in the Pierce County YCCTPP program.
- DOH will create and provide sample strategies and objectives to 9 regional contractors. DOH will support the Department and PC2 Network.
- Identify opportunities to collaborate with other regional YCCTPP teams.
- Support network sustainability.

Tacoma-Pierce County Health Department
- Manage YCCTPP work plan deliverables.
- This work includes supporting PC2 partners. complete regular updates, reports, and deliverables to DOH as described in the Consolidated Contract and work plan.
- Respond to DOH requests for budget updates and work plan updates.
- Effectively and efficiently guides work to prevent youth substance use and misuse. Supports a collective decision-making process between and among PC2 members.
- Manage contracts, Memorandums of Understanding (MOUs), and process invoices in support of this work.
- Staff will provide subject matter expertise to PC2, Department leadership, Board of Health, and the Pierce County community as requested.
- Work with state and local committees to schedule meetings, create agendas, and communicate outcomes.
- Provide education, technical assistance, and promotional materials.
- Support community events.
Section 7: Structure
DOH contracts with the Department to coordinate youth cannabis and commercial tobacco prevention and education activities in Pierce County. The Department follows the requirements of its contract with the Department of Health, which includes following the DOH YCCTPP implementation guide. DOH expects the Department to establish and consult with PC² in the planning, implementation, and evaluation of activities funded by this contract.

PC² includes a Regional Network and Priority Population Leadership Team (PPLT). The Department guides PPLT and PC² Network through a participatory process of collective decision making.

PPLT will track youth participation, events they support, and any data for DOH reporting. They meet monthly to provide input on work deliverables, provide suggestions and input on their respective communities they support.

Section 8: Members
General members
Priority focus Includes representatives from 6 priority populations:

- African American (AA).
- American Indian, Alaska Native (AI/AN/NA).
- Latina/Latino.
- Lesbian, Gay, Bisexual, Transgender, Queer and Two Spirit (LGBTQ2+).
- Rural.
- Asian Pacific Islander (API).
- Membership is open to any community in Pierce County.

Can also include representatives from:

- Youth-serving organizations.
- Business community.
- Civic or volunteer groups.
- Community-based organization.
- Faith-based organizations.
- Healthcare professionals.
- Law enforcement.
- Media and news outlets.
- Parents.
- Schools.
- State, local, and tribal agencies.
- Youth.
- Department YCCTPP staff.
Section 9: Operations

Regional Network
The PC2 Regional Network supports PSE change strategies to prevent or delay initiation and decrease substance use among Pierce County youth. The network incorporates behavioral and mental health into prevention work. The network works to prevent use and misuse of substances like cannabis, tobacco, and vapes prevention while incorporating alcohol.

The Regional Team meets quarterly in September, December, March, and June. It may meet more frequently as needed. There are no criteria to join PC2—people and agencies that serve youth in Pierce County can become Regional Team members. All are welcome.

Section 10: Roles

General Member
Interested people from Pierce County organizations or agencies can become PC2 general members and participate in the following activities:

- Collaborate with youth leaders.
- Participate in workplan and budget meetings.
- Gather information and work outside meetings to support the PC2 workplan deliverables.
- Attend 4 regional meetings annually.
- Help recruit new PC2 members.
- Disseminate resources and materials to the community.
- Vote and bring requests to staff and the leadership team.
- Comment on draft proposals.
- Provide input on meeting agendas.
- Participate in:
  - Strategic planning.
  - Assessment and evaluation process.
  - Webinars and training.

Priority Population Leadership Team (PPLT)
PPLT helps guide PC2 using an equity lens to promote health and wellness. It uses PSE change strategies to prevent or delay initiation and decrease cannabis and commercial tobacco and vaping use among the priority youth populations. PPLT members can learn and partner with others to develop and advocate for statewide policy, system, and environmental solutions to decrease youth cannabis and commercial tobacco use.

PPLT is an ongoing workgroup that provides oversight of the strategic work plan, budget, and evaluation of the YCCTPP program. It helps the ongoing assessment of PC2 goals and objectives. PC2 members may nominate others (including themselves) to the PPLT. Volunteers and nominations must pass the full PC2 Regional Network’s majority vote of
Pierce County Prevention Collaborative (PC²)

Charter

approval. At least 65% of the full membership must cast a vote and 51% approval carries the nomination. PPLT: will serve a minimum of two years.

- Meets at least once monthly (September–June).
- Provides feedback that reflects the broad perspective of cultural relevancy.
- Makes recommendations to PC² members and forwards the recommendations of DOH or workgroups to its members.
- Collaborates with youth leaders.
- Recruits' youth leaders to serve in advisory roles for PPLT and PC².
- Participates in strategic planning, budget, and work plan development.
- Leads work groups if needed.
- Provides input on meeting agendas.
- Participates in the assessment and evaluation process.

Health Department Staff

- Provides technical assistance and support as needed or requested.
- Facilitates regional and PPLT meetings.
- Facilitates DOH reporting.
- Engages PC² members in the budget and work plan.
- Communicates with PC² members.
- Onboards new PC² members.
- Recruits new members.
- Works with PPLT leads to facilitate leadership meetings if requested.

State Prevention Collaborative Sub-Committee

State sub-committees create and complete tasks to meet objectives and strategies the state leadership team and DOH identifies. Each sub-committee meets monthly or bi-monthly. Department staff connects interested PPLT members to a state committee upon interest. PC² asks PPLT members who participate on a state committee to provide feedback to PPLT and Department staff. Committees:

- Youth leadership team.
- Equity team.
- Retailer education team.
- Rural team.
- Legislative team.
Section 11: Decision Making
DOH requires Tacoma-Pierce County Health Department to follow contract requirements, which includes following the DOH YCCTPP implementation guide. Tacoma-Pierce County Health Department will share these guidelines with PC2:

- PPLT will use a consensus process to make decisions on broad strategic topics.
- In consensus, all must agree or agree to live with a decision. If significant concerns remain unresolved, PPLT will serve as the agent for grievance and make a recommendation to PC2 who will then vote. The time frame for a PC2 vote is one week.
- PC2 must vote on any request presented to the leadership team. 51% must approve the request.
- Individual PC2 team members will not make binding decisions for PC2.

Section 12: Conflict Resolution
PC2 strives to maintain a collaborative inclusive environment.
We will:
- Strive to compromise and identify solutions.
- Show respect for one another.
- Allow all to provide input.
- Provide a comfortable environment where everyone feels heard, valued, and appreciated for their partnership.
- Encourage everyone to speak directly to one other and be open to feedback.
- If a resolution is not attainable between two parties, we encourage partners to talk to a staff member for input.