



Board of County Commissioners

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Alan Unger

Tammy Baney

Anthony DeBone

March 23, 2016

Dear [Insert City Manager's name],

Deschutes County Health Services was recently awarded an Oregon Health Authority grant to assess the costs and feasibility of implementing a tobacco retail licensing program and would like to invite your participation. Tobacco Retail Licensure (TRL) is an effective, evidence-based, strategy to reduce the prevalence of youth tobacco use and is recommended in the 2016-2019 Central Oregon Regional Health Improvement Plan. We believe that more research is needed to better understand how TRL implementation might affect our communities.

To accomplish this, we are convening a workgroup and inviting all cities to participate. Grant funding allows for a stipend of up to \$2,400 per city to compensate for staff time. Please consider designating one to two staff to serve on the workgroup that will meet four times through June 2017. The workgroup will be charged with helping to guide the fiscal impact analysis which will assess the costs and feasibility of TRL. A third party facilitator will convene the workgroup and be responsible for reporting key findings to the Board of County Commissioners and each City Council.

Please let Tom Kuhn, Community Health Program Manager, know who can attend the workgroup by Thursday, April 7th. Mr. Kuhn can be reached by phone or e-mail at (541) 322-7410 or thomas.kuhn@deschutes.org.

We look forward to hearing from you soon!

Sincerely,

Deschutes County Board of Commissioners

Alan Unger, Chair