Healthy Sacramento Coalition (HSC)
Steering Committee Meeting Minutes
November 14, 2012
Sierra Health Foundation
1321 Garden Highway
Sacramento, CA 95833

Present:
Debra Oto-Kent
Wendy Petko
Kelly Bennett-Wolford
Warren Barnes
Martha Geraty
Glennah Trochet
Connie Chan Robison
Robert Lee Grant
Cassie Parrish
Christine Tien
Robert Phillips
Leslie Cooksey

Facilitator: Debra Oto-Kent, Steering Committee Chair
Health Education Council Executive Director

I. Minutes from the October 18, 2012 were approved.

II. Committee reports

A. Policy Committee - The committee will meet after the steering committee this afternoon and review tobacco policy recommendations. Efforts will focus on identifying priorities.

B. Communications Committee – The committee advised they will work in tandem with the Policy Committee to support their efforts. Their communications instruments will also be

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developed to support those same efforts. One particular item they are working with Sierra Health Foundation staff on is the development of an e-newsletter.

C. Capacity Building and Training Committee — The committee advised that Connie Chan Robinson will act as vice-chair as Vanessa will no longer be able to chair. They are also reviewing a new time option for their meetings due to low attendance.

IV. Policy priority setting process
The committee discussed in detail the process of how policy priorities will be made and agreed on the following:

- The committee agreed on the following priority setting process, which will be shared at the next coalition meeting.
- As Glannah Trochet reported, the policy committee will review tobacco policy recommendations at their meeting today. The next topic to be reviewed will be the healthy eating, active living goal area. After that the next topic will be chronic disease management.
- The Policy Committee will first review data, policy scan, needs assessment data and review several policy recommendations related to each topic. Five questions will guide the thinking on the recommendations. The Policy Committee will then make recommendations for their highest 1-3 policy recommendations. The recommendations will be shared with the other committees: Communications and Capacity Building and Training, which will also review the 5 guiding questions to develop strategies to achieve the policy priorities. The priorities will be shared with the Coalition for review, comment, revision and adoption. The Steering Committee will review all policy recommendations to assess potential overlaps, voids, other strategies, etc. The Leadership Team will review the recommendations and add additional or complementary strategies.
- It was decided that all chairs and vice-chairs of each of the committees will be invited to each committee meeting.
- Warren asked if a portion of the November 28th coalition meeting be dedicated to policy meeting outcomes, then action steps come from that.
- It was agreed that the coalition meeting will focus on further vetting the priorities recommended from the Policy Committee on tobacco.

Other business
It was decided that the next meeting will be on December 12, 2012 and that the Operating Guidelines will be reviewed at the next meeting.

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