I. **Welcome/ Introductions**
Robison welcomed Steering Committee members to the meeting and reviewed the agenda.

II. **Meeting Summary Notes Review**
The December 10, 2014 meeting summary notes were reviewed and approved MSC: Ritley/ Dana.

III. **Determine November 2015 Steering Committee Meeting Date**
This agenda item was tabled by Ritley for the next meeting. The larger question is to determine the frequency of general coalition meetings. Dana suggested adding this as an agenda item for the January general coalition meeting to get feedback from coalition members.

IV. **Steering Committee Resignation Discussion**
The group discussed Michael Minnick's resignation; he is no longer with WEAVE (he is now with Education Partnerships). Currently, there is a vacancy on the Steering Committee. However, given that Michael served in the capacity as the HEAL workgroup Vice-Chair, the nominations will have to come from the workgroup and then the Steering Committee will select the new ex-officio member. Monica will coordinate the nomination process with the HEAL workgroup with support from Dana Fields-Johnson.

*Added agenda item:* Discussion of HEC membership as managing organization and non-fiscal contractual relationship with the coalition.

Phillips provided context and a recommendation to consider: in an effort to figure out how best to support the coalition moving forward, HEC’s fiscal-contract to support the coalition ended in December. Maintaining their partnership in regards to expertise and technical support they provide to the coalition is desired. During this time of transition, Sierra Health Foundation will provide staff and logistical support to the Steering Committee and the coalition.

The committee members discussed and planned for anticipated questions that may arise regarding HEC’s permanent position on the Steering Committee. By virtue of function there are three organizations that serve as permanent members of the Steering Committee: Sierra Health Foundation, Sacramento County Department of Health and Human Services, and Health Education Council.

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Sierra Health serves as the fiscal and support agency. Sacramento County’s role is to connect the coalition to the overall public health apparatus in Sacramento. Health Education Council has provided the coalition with board subject matter expertise in terms of strategic thinking in public health and depth related to technical issues. They have provided this historically and this is something we would ask them to continue to provide moving forward. This is not a new role, only a non-fiscal contractual role. Similarly, the County will continue to serve on the Steering Committee on a non-fiscal contractual basis.

**Motion:** To keep the language of the permanent standing membership the same regarding Sierra Health, Sacramento County, and the managing organization in the operating guidelines. Develop an MOU that outlines the role and functions of each respective organization in relation to the coalition.

MSC: Dana/Hernandez and approved unanimously.

**Next Steps:** Sierra Health will discuss with the two entities and provide a proposal to the Steering Committee.

**V. Review “First Cut” zip codes and Discuss Specific/Relevant Neighborhood Resources**

Robison walked the committee members through the zip code ranking worksheet. The committee discussed in length the reasoning and relevant activities and resources for setting the appropriate criteria for each of the zip codes. The coalition will receive a handout describing all of the zip codes at the general coalition meeting. In the interest of time, the Steering Committee will submit their feedback to the document via email within the next week to Fatima Malik.

**Added agenda item:** BUILD Proposal

Phillips invited Steering Committee members to submit their comments to the proposal by the end of today. An LOI will be submitted by Sierra Health on behalf of the coalition by Friday, Jan. 16 and notifications will be received at the end of March. It would include $500,000 over two years to conduct community health worker and joint use efforts within specific neighborhoods.

**VI. Develop Inventory of Assets and Strengths for General Coalition Survey**

Due to time constraints, this agenda item was tabled for the next meeting.

**VII. Discuss January, 28, 2015 general coalition meeting agenda topics**

The committee members discussed the agenda items for the January 28, 2015 coalition meeting. Items include the zip codes ranking worksheet and the HEAL workgroup vice-chair vacancy and meeting frequency discussion.

**Next Steering Committee meeting date:** Wednesday, February 11, 2015 11:45 a.m. – 1:30 p.m.

**Next HSC general meeting date:** Wednesday, February 25, 2015 10:30 a.m. – 12 p.m.

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