The Healthy Sacramento Coalition is made possible by funding from the Centers for Disease Control and Prevention and Sierra Health Foundation.

**Steering Committee**
**Meeting Summary**
**January 8, 2014**

**Attendees:** Beth Hassett, Richard Dana, Myrna Rivas, Mary Helen Doherty, Rachel Rios, Fatima Malik, Robert Phillips, Yvonne Rodriguez, Christine Tien, Connie Chan Robison, Ramona Mosley, Dominique Ritley, Monica Hernandez, Brian Fitzgerald, Diane Littlefield, Kary Pedeupe

**Excused:** Martha Geraty, Leslie Cooksy

I. **Welcome/ Introductions**
Rachel Rios welcomed everyone to the meeting and reviewed the agenda with members. Self-introductions were made.

II. **Meeting summary notes review/approval**
The minutes from the December 8, 2013 Steering Committee meeting were reviewed and approved MSC: Hassett/ Dana.

III. **Discontinuing membership from HSC Coalition**
Phillips shared that the Healthy Sacramento Coalition Operating Guidelines and Procedures document contains language addressing removal from the coalition as it relates to attendance, but does not include language to address adverse behavior from coalition members. He recommended that steering committee members draft language that defines coalition member’s expectation in participating in the coalition and engaging fellow members as well as outline the consequences if adverse behavior becomes a problem. Monica Hernandez volunteered to draft the language and will send it to Robert, Connie and Rachel for feedback and editing. The proposed language will be presented to steering committee members at the February 12, 2014 meeting for discussion and approval. The recommended language will be presented to the full coalition at the February 26, 2014 general meeting and obtain consensus agreement.

IV. **HSC Member Survey Update**
Leslie Cooksy was unable to attend the meeting, so the agenda item was not discussed.

V. **Pilot Project RFP Process Update**
Robert Phillips outlined the process for the pilot project RFP release with members sharing that once the workgroups submitted activities of focus and the criteria for accomplishing the activities, the turnaround time for formalizing and releasing the RFP would take approximately four weeks. Applicants would have one month to apply and then an additional three weeks would be needed for reviewing applications and awarding contracts. Based on the timeline, RFP work will begin the end of March, beginning of April 2014. He encouraged workgroups to be specific on what deliverables and outcomes they want to achieve and develop a platform so Sierra Health Foundation can develop the RFP. Because the workgroups will be developing the
criteria for scoring the RFP’s, organizations interested in applying for the RFP’s should recuse themselves after the priorities and activities have been determined and complete an RFQ so that they are included in the targeted RFP release. Interested workgroup member applicants cannot participate in RFP criteria and scoring discussions if they plan on applying. It was encouraged that workgroup subcommittees be formed to define criteria for scoring to prevent any potential for impropriety and conflict. In addition, workgroups can recommend weighted scoring for RFP review.

After a lengthy discussion ensued as to who should receive the RFP, committee members agreed to the following:

- Sierra Health Foundation and the HSC Steering Committee will determine the RFP distribution list which will include existing workgroup organizations.
- RFP's will be sent to specific organizations outside of coalition membership that have demonstrated expertise.
- Targeted organizations do not need to be HSC members to apply to an RFP, but must have expertise in focus area.
- Organizations can apply to more than one RFP.
- Workgroup members who recuse themselves from the RFP development process will have the opportunity to apply to an RFP. Proposals will be reviewed by Sierra Health Foundation staff and representatives of steering committee.
- RFP awardees will be approved by steering committee members.

VI. January 22, 2014 HSC General Coalition Meeting
As steering committee members reviewed the draft agenda for the January general coalition meeting, they also looked at the evaluation summary notes from the November 20, 2013 general coalition meeting. Based on the evaluation feedback, presentation times were shortened pushing the meeting start time to 10:30 am. The learning opportunity topic was also changed to Christine Tien presenting on the Building Healthy Communities Initiative to members. Having a later start provides an opportunity for workgroups to meet from 9:00 am – 9:30 am if they choose to do so. Registration will open at 10:00; the meeting will convene from 10:30 am – 12:00 pm; lunch will be served from 12:00 pm – 1:00 pm.

VII. Review/ approve new membership application
Steering committee members were presented with one new membership application from Amede Kyubwa with Sacpros.org. The application was reviewed and approved MSC: Phillips/Tien. It was requested that the HSC membership application form be modified to streamline registrations for those organizations who are existing members but wish to engage additional staff in workgroup activities.

VIII. Workgroup Updates

Tobacco Workgroup- Myrna Rivas reported that the tobacco workgroup met and will be working on four pilot initiative activities this year and will need two RFP’s to accomplish the work. Because the workgroup refined the activities, the changes were distributed to members requesting approval to change the number of trained youth from 30 to 10 under workgroup priority 3. Due to time constraints, members are to review the change and then respond to an email from Myrna and Dominique approving/disapproving the change.

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HEAL Workgroup- Mary Helen Doherty shared that HEAL workgroup members would be meeting next week to initiate the discussion around RFP content and indicated that they will need between 2 and 4 RFP’s to accomplish pilot initiative activities.

Next Meeting Date- February 12, 2014, 11:00 am lunch followed by the meeting from 11:30 am – 1:00 pm- Sierra Health Foundation: Capital Room

General Coalition Meeting February 26, 2014.