Healthy Sacramento Coalition  
Steering Committee  
April 9, 2014  
Meeting Summary Notes

**Attendees:** Yvonne Rodriguez, Ramona Mosley, Monica Hernandez, Richard Dana, Myrna Rivas, Mary Helen Doherty, Rachel Rios, Fatima Malik, Martha Geraty, Kary Pedeupe, Christine Tien, Connie Chan Robison, Leslie Cooksy, Brian Fitzgerald, Diane Littlefield

**Excused:** Beth Hassett, Dominique Ritley, Robert Phillips

**Guests:** Rick Jennings, Myel Jenkins, Stephanie Nguyen

I. **Welcome/ Introductions**
Rachel Rios welcomed steering committee members and guests: Myel Jenkins, Program Officer for Sierra Health Foundation’s Respite Partnership Collaborative (RPC), Rick Jennings, Executive Director, Center for Fathers and Families and Communities Creating Health member, and Stephanie Nguyen, Executive Director, Asian Resources and Communities Creating Health member to the meeting. The agenda was also reviewed.

II. **Meeting summary notes review/approval**
The summary notes from the March 12, 2014 steering committee meeting were reviewed and approved MSC: Dana/Rodriguez.

III. **RFP Process Moving Forward**
Based on last month’s discussion recommending that the Communities Creating Health Coalition oversee HSC pilot initiatives, Myel Jenkins provided an overview of Sierra Health Foundation’s Respite Partnership Collaborative (RPC) as a possible model for HSC to use. She discussed the RFP review, selection, and monitoring process which includes a committee structure that carries out review/prioritization/recommendation of RFPs, bi-directional communications, and grantee oversight and evaluation. In the suggested model, CCH would collaborate with HSC workgroups and steering committee to make recommendations that would then go before the steering committee for approval. The model process would allow for comment and check in points as well as vetting to ensure cohesiveness and expertise from workgroups and steering committee members. After significant discussion, the steering committee approved (MSC: Robison/Geraty; abstained: Dana) the adaptation of the RPC framework for the HSC RFP process with direction about the need for clear, transparent outline of recommended process/flowchart with timelines that would be shared at the April 23, 2014 general coalition meeting. This structure would also include the role of workgroups in reviewing and recommending organizations to the invitation-only bidder’s list to ensure content expertise.

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IV. Review and Approve Language on Discontinuing Membership from HSC Coalition
Steering committee members reviewed the working agreement language regarding HSC member’s behaviors and attitudes. The language was approved MSC: Dana/ Rivas and will be presented to the general membership at the April meeting for approval.

V. April 23, 2014 HSC General Coalition Meeting
The steering committee spent time discussing HSC moving forward including the potential to engage in more cross-sector work and partnerships and SHF’s interest in working with HSC to explore sustainability such as Healthy Communities Summit through the Federal Reserve Bank that would integrate community development and health with financing mechanism. Additionally, looking at the Health in Place framework as an opportunity to engage other work in the County.

Members made minor revisions to the agenda, and were reminded of the CDC site visit that will occur on April 23rd and 24th. SHF invited all steering committee members to have lunch with the CDC Program Officer after the general HSC meeting from 12:30 – 1:30 pm.

VI. Workgroup Updates
During the HEAL Workgroup update, Doherty inquired what workgroup members should be focusing on since pilot initiatives had been submitted. It was recommended that workgroups convene to discuss this topic area and bring recommendations to the steering committee about ideas for moving forward.

The Tobacco Free Living Pilot Initiative RFP was approved MSC: Hernandez/ Dana.

Next meeting date- May 14, 2014, 11:00 am – 1:00 pm Sierra Health Foundation: Capital Room.