Healthy Sacramento Coalition
Steering Committee
October 9, 2013
Meeting Summary

Attendees: Debra Oto-Kent, Wendy Petko, Glennah Trochet, Robert Lee Grant, Leslie Cooksy, Fatima Malik, Robert Phillips, Warren Barnes, Yvonne Rodriguez, Christine Tien, Brian Fitzgerald

Excused: Connie Chan Robinson, Martha Geraty

I. Welcome/ Introductions
Oto-Kent welcomed everyone to the meeting and introduced Brian Fitzgerald, new Public Affairs and Communications Director for the Sierra Health Foundation. Fitzgerald shared his work history prior to joining SHF and self introductions were made by members.

Before items on the agenda were discussed, Oto-Kent and Grant were excused from the meeting so members could discuss an email that Grant sent to all Steering Committee members accusing Oto-Kent and the Health Education Council of “manipulating Steering Committee members” by not providing the slate of workgroup chair/ vice chair recommendations as well as the slate of at large Steering Committee nominations to members in a timely manner. During the meeting the following motions were made:

- Motion 1: After review, the Steering Committee finds that the accusation leveled by Grant to Oto-Kent in his email of October 8, 2013 is without merit. MSC: Philips/Trochet- 6 in favor, none opposed, no abstentions.
- Motion 2: Grant may participate as a member of the Steering Committee in today’s meeting on the condition that he makes a public apology to Oto-Kent for the tone of his October 8, 2013 email. MSC: Philips/Trochet- 6 in favor, none opposed, no abstentions

II. Meeting summary notes review/approval
The minutes from the September 11, 2013 Steering Committee meeting were reviewed and approved MSC: Trochet/ Grant with the following correction to add Jose Arevelo’s name as a potential chair for the Clinical Community Workgroup.

III. HSC Member Survey
Cooksy distributed a draft of a Healthy Sacramento Member On-line Survey she will be sending out to coalition members. The purpose of the survey is to get members feedback about the coalition (what is working, what is not, how can we improve), etc. She asked Steering Committee members to review the tool and provide comment/edits by the end of the week. Based on her timeline, she will be distributing the survey to members the following week. She also shared that she is in the process of interviewing Leadership Team members and asking

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them how they define their role and how effective they have been to make the team more effective. Collected data will be used in the annual evaluation report that is sent to CDC.

IV. Workgroup Chair Nominations
Oto-Kent reviewed the workgroup chair and vice chair recommendations based on the three criteria of expertise in the field, time to serve and facilitation skills. Based on the “asks” that were extended after the September meeting, the following workgroup chair recommendations would be suggested at the coalition meeting on October 23, 2013:

- Tobacco Workgroup Chair: Myrna Rivas
- HEAL Workgroup Chair: Mary Helen Doherty; Vice Chair: Stephanie Landrum
- Clinical Community Workgroup: Jose Arevalo, MD

Oto-Kent shared that Dian Kiser declined the position for the Tobacco Workgroup and Teri Duarte declined the position for the HEAL Workgroup. Grant said that Dominique Ritley from UC Davis was interested in the Vice Chair position for the Tobacco Workgroup and that he would follow up with her. Martha Geraty, Jerry Jeffe and Warren Barnes were mentioned as possible Vice Chairs for the Clinical Community Workgroup. Barnes said he would consider the position if no one else was available, but urged Phillips to follow up with Jeffe and Geraty before he would agree. Because Geraty was not at the meeting, Phillips said he would follow up with her to see if she was interested in serving as the workgroup vice chair or continue to serve on the Steering Committee as an at-large member for an additional year.

Grant stated he would attend the HEAL Workgroup meeting at the coalition meeting to nominate Mary Helen Doherty as Chair and Stephanie Landrum as Vice Chair; Trochet said that she would attend the Tobacco Workgroup to nominate Myrna Rivas as Chair and Dominique Ritley as Vice Chair; Oto-Kent said she would attend the Clinical Community Workgroup to nominate Jose Arevalo, MD. Oto-Kent also shared that HEC staff would be present at each of the workgroups to review the chair and vice chair responsibilities with the group prior to the elections.

V. Steering Committee Nominations
Oto-Kent also reviewed the proposed 2013-14 Steering Committee Composition. The slate was approved as follows:

- Rachel Rios, Chair- 2015
- Connie Chan Robison, Vice Chair- 2014
- Christine Tien- 2014
- Martha Geraty- 2014
- Richard Dana- 2015
- Beth Hassett- 2015
- Ex Officio Members
  - Sierra Health Foundation
  - Health Education Council
  - Sacramento County Department of Health and Human Services

VI. Communications Training Update:

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The two day communications training was well received. Many of the participants stated that they would like for the Berkeley Media Studies speakers to come back and give an additional training on the communications strategy and applying the coalitions needs in more specific messaging that is actionable.

VII. Develop agenda for the October 23, 2013 HSC General Coalition Meeting

Members reviewed the draft coalition meeting agenda and suggested acknowledging members and having the Steering Committee Report prior to breaking out in workgroups to hold chair and vice chair nominations. The suggested changes would be forwarded to Mosley.

Next Meeting Date- November 13, 2013- Sierra Health Foundation: Natomas Room