Healthy Sacramento Coalition
Steering Committee
November 13, 2013
Meeting Summary

Attendees: Beth Hassett, Richard Dana, Myrna Rivas, Mary Helen Doherty, Martha Geraty, Rachel Rios, Leslie Cooksy, Fatima Malik, Robert Phillips, Yvonne Rodriguez, Christine Tien, Brian Fitzgerald, Connie Chan Robison, Ramona Mosley, Dominique Ritley

I. Welcome/Introductions
Rachel Rios welcomed everyone to the meeting and reviewed the agenda with members. Self introductions were made. Robert Phillips thanked Rachel and Connie for assuming the Steering Committee Chair and Vice Chair roles as well as Mary Helen and Myrna for chairing the HEAL and Tobacco Free Living Workgroups and Dominique for serving as Vice Chair for the Tobacco Free Living Workgroup.

II. Meeting summary notes review/approval
The minutes from the October 9, 2013 Steering Committee meeting were reviewed and approved MSC: Phillips/ Mosley.

III. Steering Committee and HEC Staff Support Roles
The November Steering Committee meeting served as the first meeting for the newly elected Steering Committee Chair, workgroup chairs and a few at large members so HEC’s role to the CTG initiative was reviewed. Mosley shared that the Health Education Council (HEC) works with Sierra Health Foundation to build the CTG infrastructure by providing administrative support to the program and reviewed a handout outlining HEC’s responsibilities to the Steering Committee and workgroups.

Because the Steering Committee member composition had changed, the standing meeting date and time were reviewed. After a brief discussion it was decided to continue to convene the second Wednesday of the month, but to move the time up to convene from 11:30 am – 1:00 pm effective, December 11, 2013. Lunch will still be provided and available at 11:00 am.

Mosley also reviewed the Steering Committee section of the HSC Operating Guidelines and Procedures document with members stating that the document was reviewed annually. During the review, she asked members to approve changing the language under the “role” paragraph to increase the maximum number of members to 15 and to revise the language so that it was more clear as to how the membership was comprised. Members approved the revised language, MSC: Geraty/ Robison, and also recommended a sentence be added that welcomed workgroup vice chairs to all Steering Committee meetings. The following approved language

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Role:
The Steering Committee is the guiding body for the Healthy Sacramento Coalition. Members will be recruited from the Healthy Sacramento coalition or members may volunteer to serve on the Steering Committee. The Steering Committee will be comprised of a maximum of 15 members; 12 voting members and 3 ex-officio members. The ex-officio members of the Steering Committee are the Vice Chairs of each workgroup with voting rights only in the absence of the chair of the workgroup. The 12 members will be comprised of 6 members at large, the Chairs of the 3 existing workgroups (may increase if additional workgroups are formed), a representative of Sierra Health Foundation, a representative of the HSC managing organization, and a representative of Sacramento County Department of Health and Human Services. The 6 at large members shall possess expertise and reach in areas identified in the Healthy Sacramento Coalition implementation plan. Workgroup vice chairs are welcome to attend any and all Steering Committee meetings.

Steering Committee members also approved changing the workgroup titles found on page two under section III Membership, from Communication, Policy, and Training and Capacity Building to Tobacco Free Living, Healthy Eating Active Living, and Clinical Community Prevention. The recommendations were approved MSC: Hassett/Phillips.

Robison shared the history of the Steering Committee as it has evolved over the past year with members. She reviewed the role of the Steering Committee as it serves as the guiding body to the coalition and reviewed what the committee is responsible for; listing the accomplishments the committee has achieved over the past year and where the coalition is headed. She encouraged open communication amongst committee members and referred to the power point presentation (available at the SHF website) that Wendy Petko presented at the October general coalition meeting as an available resource that outlined the Steering Committee’s role and responsibilities.

IV. HSC Member Survey Update
Leslie Cooksy shared that she is wrapping up the year two evaluation, which consisted of interviewing Leadership Team members and compiling data from 40 online member surveys that were completed out of a membership pool of 139. Leslie shared that she can still send out the survey instrument for people to complete in the next few days. Members suggested giving one more “survey push” at the general membership meeting on November 20, 2013 and having a couple of computers set up at the meeting so members could complete the survey during the meeting. Geraty suggested offering some type of incentive to increase member participation.

V. Workgroup Updates
Doherty asked if there was a process or list of guidelines workgroups should follow when prioritizing the activities they would be completing during the next 12 months and if funds would be available to complete activities. Phillips stated that there is a $50,000 investment maximum per pilot initiative for activities and shared that workgroups do not need to achieve every activity, but make progress on the activities. He also referenced the Prevention Institute document that was distributed at the October general member coalition meeting and said the activities were

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merely suggestions and not required activities. He encouraged chairs to use the following four criteria when considering which activities to complete:

- **4 Criteria for prioritizing activities:**
  - Can the work be completed in a 12-month period?
  - Do not re-invent the wheel, but use a proven or tested strategy; build on what has been effective.
  - Leverage other resources/ existing efforts in the county; build on current momentum.
  - When choosing an activity, ensure that all parts of the Coalition can take part in it.

After workgroups determine which activities they would like to complete, they will need to submit the recommendations to the Steering Committee along with a budget for vetting. Once approved, the recommendations will be presented at the general coalition meeting to members for approval.

**VI. Review/ Approve New Membership Application**
Maureen Clark, Community Resource Projects, Inc. WIC Program, new membership application was approved MSC: Geraty/ Mosley.

**VII. November 20, 2013 HSC General Coalition Meeting**
A draft of the General Coalition Meeting agenda was reviewed and the following recommendations were made:

- Add an evaluation update to the agenda at the beginning of the meeting to encourage members to complete the online survey. Consider setting up computers for coalition members to complete survey during the coalition meeting.
- During the workgroup update:
  - Review the four criteria workgroup members should use when prioritizing activities.
  - Inform members of the maximum $50,000 cap per pilot initiative.
  - Address tension between “making progress” vs. “completion of pilot efforts”.
  - Have workgroup breakout sessions convene in other rooms with a hard start time.
  - Share recommendation to have the Clinical Community Prevention workgroup merge with the Right Care Initiative.
- Include Instant Recess or a physical activity break.

**Next Meeting Date- December 11, 2013- Sierra Health Foundation: Natomas Room**

There will not be a General Coalition Meeting in December.