Healthy Sacramento Coalition
Steering Committee
December 11, 2013
Meeting Summary

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

Excused: Brian Fitzgerald, Martha Geraty

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 November 13, 2013 Steering Committee meeting were reviewed and approved MSC: Dana/ Rodriguez.

III. Review/ approve new membership application
Steering Committee members were presented with a membership application from Megan Sheffield, Health Program Coordinator with the Sacramento County Tobacco Education Program. As members were discussing the application several membership questions were raised and a long discussion ensued. As a result of the discussion, the following clarifications and requests were made:

- Organizations comprise the HSC membership; not individuals.
- Due to facility space, up to 2 organizational representatives can attend the monthly general coalition meeting, but there is not a representative cap for the number of individuals an organization can have participate in workgroups.
- All workgroup members must complete a membership application form and belong to an approved member organization.
- Workgroup chairs should remind members to complete a membership form if they have not already done so at their next workgroup meeting.
- The current list of member organizations will be distributed to steering committee members at the January meeting.
- The membership form will be renamed “Membership/ Registration Form” and uploaded to the SHF website.

IV. Member survey update
Leslie Cooksy distributed the results from the HSC Member Survey and reviewed highlights indicating the additional “push” to complete the member survey at the November General
Coalition Meeting provided an additional 18 surveys. Overall, 58 individuals or 42% of coalition members responded to the survey with 54 individuals or 39% of members completing the majority of the survey questions. Close to a fifth of the respondents were steering committee members. She shared that there were a lot of positive results, but the two underlying themes focused on a lack of transparency and not having a voice at the individual level. Cooksy stated that she is going to review the survey data with Phillips as well as the comments participants wrote to shed some light on the findings. Cooksy has a rough draft of the report and is hoping to send it out before the steering committee meeting in January. At that time, steering committee members can discuss the areas of concern as well as areas that are going well to inform her presentation to members at the general coalition meeting scheduled for January 22, 2014.

V. Workgroup Updates

Tobacco Workgroup- Myrna Rivas reported that tobacco members are interested in how the pilot projects will be funded and that the participants are wanting a competitive bid process. She shared that her group feels strongly about the activities, but in a different order than what was presented to them.

HEAL Workgroup- Mary Helen Doherty also shared that their workgroup members are interested in the process for which funds will be distributed. At the first meeting, members shared what is motivating them to participate in the workgroup and had an assignment to submit what resources they could bring to the table to assist in setting the criteria to select activities. She shared that their biggest challenge is the size of the workgroup, but feels that people will drop in and out over time.

Clinical Community Prevention Workgroup- Robert Phillips shared that he, Jose Arevalo, and Debra Oto-Kent had a meeting with Right Care Initiative members on Monday and that Right Care is open to combining their group with the Clinical Community Prevention workgroup, to create one working group. Oto-Kent will be sitting down with Arevalo and a Right Care Initiative representative to flush out the details of joining the two groups. Oto-Kent proposed the concept because there wasn’t an identified pilot initiative or allocated funding to support Clinical Community Prevention workgroup activities, so there was a need to align with an established group. Because the merging of the two groups was presented as a recommendation to steering committee members in November, and the two groups agree to merge, Arevalo will present the merged workgroup to members at the January general membership meeting. If Arevalo is not available to present, Richard Dana volunteered to present the information.

VI. January 22, 2014 HSC General Coalition Meeting

Due to time constraints, the January coalition meeting agenda was not discussed. Ramona Mosley will draft the agenda and members will provide feedback and finalize the items at the January steering committee meeting.

VII. Pilot process

Robert Phillips shared that the distribution of pilot initiative funding will be a three-fold process and he will be sending out a timeline before the Christmas holiday. The process is as follows:

- First, workgroups will provide recommendations on the activities they want to be funded. Their recommendations should include the strategies that will support the achievement
of goals and objectives related to the pilot project. Phillips will give specific questions workgroups will need to answer so that SHF can create the RFP.

- Second- the workgroup’s recommendations will go before the steering committee for vetting.
- Third- funding will be awarded through a competitive RFP process. The RFP’s will have four criteria and will be developed by Sierra Health Foundation staff. The final RFP will be sent to CDC for approval and will be reviewed by steering committee members prior to distribution.
- Additionally, Sierra Health Foundation will approve the selected organizations for funding by a peer review committee which consists of external people as well as the Sierra Health Foundation grants review team.

VIII. Other Business
- Operating Guidelines and Procedures Document

There was a question as to whether or not the general members needed to approve the recommended changes to the HSC Operating Guidelines and Procedures document that steering committee members approved at the November 13, 2013 meeting. Phillips provided background on the Healthy Sacramento Coalition and shared that when the Healthy Sacramento Coalition formed, there were no operating guidelines, so at the first general members meeting, members were comfortable with steering committee members serving as proxy and therefore developing the “HSC Operating Guidelines and Procedures” document. The document was presented to members at the January 2013 general coalition meeting with updates to the guidelines being shared with coalition members in February and May. He reviewed the role of the steering committee which is to decide the process for operating the coalition and being the guiding body and pointed out that general coalition members vote on the priorities of the implementation plan.

Rachel Rios also provided clarification that the steering committee voted to approve expanding the steering committee composition by 1, to a maximum of 12 voting members at the last meeting. Adding the additional member is to comply with CDC’s guidelines to include a representative of the Sacramento County Department of Health and Human Services. The 15 member committee is comprised of 12 voting members and 3 ex-officio members. The 12 voting members includes 6 members at large, the chairs of the 3 workgroups, a representative of the Sierra Health Foundation, a representative of the HSC managing organization which is the Health Education Council and a representative of the Sacramento County Department of Health and Human Services. The 3 ex-officio members are the vice chairs of the 3 workgroups and only vote in the absence of the chair of the workgroup. Given the influx of new members, there will be an explanation at the next general coalition meeting describing the update to the Operating Guidelines and Procedures document.

- Update on Building Healthy Communities

It was requested to have a presentation on the Building Healthy Communities project for Steering Committee members. The presentation would be beneficial as pilot initiatives start to get underway.

- E-Blast

*The Healthy Sacramento Coalition is made possible by funding from the Centers for Disease Control and Prevention and Sierra Health Foundation.*
Fatima is drafting the December e-blast. Please send your workgroup update to Ramona no later than Friday, (12/13), to be included in the update.

- **HSC Coalition Membership**

  The discussion around coalition members not acting civil/professional to other organizations and the process for revoking membership was tabled due to time constraints. The topic will be discussed at the beginning of the January 2014 steering committee meeting.

**Next Meeting Date- January 8, 2014, 11:00 am lunch followed by the meeting from 11:30 am – 1:00 pm- Nonprofit Innovation Center- VCR Room (second floor)- building next to Sierra Health Foundation**

**General Coalition Meeting January 22, 2014.**

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