Healthy Sacramento Coalition (HSC)
Tobacco Free Living
February 3, 2014
Meeting Summary

Attendees:
Harry Block, Mutual Assistance Network
Omega Brewer, Assemblymember Richard Pan
Lisa Houston, Health Education Council
Fatima Malik, Sierra Health Foundation
Dominique Ritley, UC Davis Center for Healthcare Policy and Research, VICE-CHAIR
Myrna Rivas, Kaiser Permanente, CHAIR
Marlene Velasquez, La Familia Counseling Center, Inc.

Excused:
Julius Austin, Fathers and Families
Kimberly Bankston-Lee, SOL/STAND Projects
Aaron Grossman, Development Manager, Juveniles At Risk
Laurie Holtog, Assemblymember Richard Pan
Twilia Laster, The Sol Project
Danielle Lawrence, Mutual Assistance Network
Carol Maytum, Breathe CA-STAND
Stephanie Nguyen, Asian Resources Inc.
Megan Sheffield, Sacramento County Public Health
Rachel Rios, La Familia Counseling Center, Inc.
Jason Smith, Sacramento Chinese Community Service Center
Jenny Wong, Sacramento Chinese Community Service Center

I. Welcome
II. Review and approval of January minutes
   • It was moved and seconded (Ritley/Block) to approve the meeting minutes from the Jan. 22nd, 2014 meeting. Motion carried.
III. Update on requested action items from Jan. meeting
   • HSC Coalition Membership – new members and reminder to complete form
   • A request was made to SHF to provide clarification regarding the following
     • SHF will design the evaluation for the RFP. Fatima will check in with Leslie to make sure we meet all evaluation requirements.

The Healthy Sacramento Coalition is made possible by funding from the Centers for Disease Control and Prevention and Sierra Health Foundation.
• We need the overall HSC Communications plan – how do the workgroups fit into them? Fatima will check with SHF communications director and the steering committee about a coordinated effort.
• Do we have the flexibility to move CTIP activity deadlines around (the ones not specified in the pilot)? CTIP has very specific time frames related to each activity. Can we change the timeframe to prioritize the work?
• What are we supposed to be measuring regarding retail practices—is that defined anywhere?
• Steering committee needs to offer guidance on how all WGs can work toward policy change.

IV. New Member – Aaron Grossman, Development Manager, Juveniles At Risk
• Aaron is also interested in applying for the RFP.

V. RFP content development subgroup
• A subgroup of members met to develop the RFP content and RFP Outline. Members included Rivas, Ritley, Malik, Nguyen and Houston.

VI. Organizations/TFL members intending to apply for the RFP
• A reminder individuals/organizations interested in applying for the RFP had to recuse themselves from the RFP development process (focus of today’s meeting).
  • Kimberly Bankston-Lee, SOL/STAND Projects
  • Carol Maytum, Breathe CA-STAND
  • Aaron Grossman, Development Manager, Juveniles At Risk
  • Jason Smith, Sacramento Chinese Community Service Center
  • Jenny Wong, Sacramento Chinese Community Service Center

VII. Members advised they were not able to attend today
• Julius Austin, Fathers and Families
• Stephanie Nguyen, Asian Resources Inc.
• Danielle Lawrence, Mutual Assistance Network (verbal notification provided by Harry Block, Mutual Assistance Network)
• Laurie Holtog, Assemblymember Richard Pan

VIII. RFP content development
• A conference call meeting has been established for those that are not able to attend today’s meeting. 2/10 1:30-2:30
  • The following members have confirmed they will participate on the conference call:
1. Twlia Laster, The Sol Project
2. Megan Sheffield, Sacramento County Public Health
3. Lisa Houston, Health Education Council
4. Fatima Malik, Sierra Health Foundation
5. Dominique Ritley, UC Davis Center for Healthcare Policy and Research, VICE-CHAIR
6. Myrna Rivas, Kaiser Permanente, CHAIR
7. Stephanie Nguyen, Asian Resources Inc.

Myrna will advise other members (not intending to apply for the RFP) they are welcome to participate.

- Members reviewed and provided input to the attached documents:
  - TRL revised activities
  - RFP proposed outline
  - RFP content development tool and timeline
  - List of agencies that expressed interest in applying

- Ask applicants about the confluence of their expertise in educating youth about tobacco, expertise in the 15 zip codes and with the retail environment. For “Expertise,” say, HSC prefers applicants with demonstrated combined expertise in the following areas (list). Dominique will send more specific language to include in the RFP proposed outline.

- Awardees would attend TFL meetings and there would be a standing agenda item to give us updates. There’d be a monthly oral report to TFL and they should be prepared to report on a quarterly/semi-annual basis at HSC meetings. Written progress report and final report at six and 12 months respectively.

- How can we write the RFP in order to create a sustainability program/product so that education of youth and creating new advocates can continue? We’d like to end up with something tangible/replicable that can be built upon.

- There are a lot of ways that sustainability could be created; better not to define a specific tool.

- On the RFP draft outline - Outcomes describe how your pilot project outcomes could be expanded and/or continued over the next 5 years in these 15 zip codes. For example: Grant High School’s Health Academy – applicant’s work could be incorporated into the academy.

- All agreed on ONE $50k RFP.

- On the RFP draft outline - Expectations & required outcomes:

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The Healthy Sacramento Coalition is made possible by funding from the Centers for Disease Control and Prevention and Sierra Health Foundation.
• Language updated to include, “Successfully implement pilot activities and show outcomes that impact systemic and cultural change to prevent and reduce tobacco use among youth and young adults.” Under “must conduct a neighborhood assessment of at least three schools,” “Explain how you make use neighborhood assessment data in your pilot project
• “Must conduct a neighborhood assessment of at least three schools, parks or youth-serving facilities,”
• Each of the 10 youth recruited will educate another 20 youth. What does the education look like? In-service, behind a booth? What is the outcome? How do you measure the success of the outcome?
• Project focus must be in at least 1 of the 15 zip codes.
• Will forward an RFP outline and completed SHF RFP content development tool and timeline to the Steering Committee for consideration and, ultimately SHF, which will use the documents to create the RFP. TFL WG will provide input to the SHF draft RFP before it is released.

IX. Future meeting dates
Several members have stated they have a conflict with the schedule (first Monday of the month, 9-11). We may need to revisit this.

X. Review action items and next steps
The RFP development subgroup will meet on Monday, February 10 at 1:30 via conference call. This will allow members not present at today’s meeting the opportunity to participate in the RFP content development and outline. All TFL members not intending to apply for the RFP are welcomed to participate in this session. The goal of this meeting is to finalize the RFP outline. Once finalized, documents will be shared at the February 12 Steering Committee meeting for consideration.

Next Meeting Date- March 3, 2014 9 a.m. – 11 a.m. Sierra Health Foundation: Room TBD

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