Meeting Outcomes:
- To learn the role and expectations of a Steering Committee member
- To select Chair and Co-Chair of Steering Committee
- To learn about subcontractors working with HSC

Welcome, Introductions and Agenda Review—Ramona Mosley, Health Education Council
Ramona welcomed all and reviewed agenda, members introduced themselves.
Members present include:
- Robert Phillips
- Wendy Petko
- Warren Barnes
- Christine Tien
- Karen Olson
- Martha Geraty
- Robert Lee Grant
- Ramona Mosley (present but not a member)
- Glennah Trochet (not present)
- Debra Oto-Kent (not present)

Update on HSC Subcontractors—Robert Phillips, Sierra Health Foundation
Robert provided update on Valley Vision, Behr Communications, and Prevention Institute work plans and summary of activities – Community Health Needs Assessment Report will be available mid-October

Roles and Selection of Chair and Co-Chair of Steering Committee—All
- HSC Operating Guidelines
- HSC Meeting September 26th
Ramona reviewed steering committee roles and expectations (handout provided)‐recommended to change steering committee membership to 9 or 11 members vs. 10 for voting purposes. Group also recommended Debra Oto‐Kent as chair and Wendy Petko as Co‐Chair. Wendy Petko accepted and Ramona will speak with Debra regarding recommendation from members.

Members discussed and agreed one of the first tasks of the committee is the development of operating guidelines‐template/framework that was provided by Ramona. Discussion of specific language, etc will be discussed at the next meeting.

Workgroup chairs agreed to share updates at HSC meeting scheduled for September 26th (Ramona will follow up with Glennah).

**Next Steps Summary and Meeting Evaluation—All**

Meeting schedule
Summary notes/minutes correspondence
Follow‐up items

Meeting notes will be uploaded to website by early October.

Next meeting will be held October 18, 2012, as the group agreed to hold meetings the 3rd Thursday of the month at 1pm. An agenda will be sent prior to meeting.