Healthy Sacramento Coalition
Steering Committee
August 21, 2013

Meeting Summary

Attendees: Debra Oto-Kent, Wendy Petko, Glennah Trochet, Robert Lee Grant, Leslie Cooksy, Martha Geraty, Ramona Mosley, Fatima Malik, Robert Phillips, Warren Barnes, Yvonne Rodriguez, Connie Chan Robinson, Christine Tien

Excused: Diane Littlefield

I. Welcome/ Introductions
Oto-Kent welcomed everyone to the meeting and introductions were made.

II. Meeting minutes review/approval
The minutes from the July 10, 2013 steering committee meeting were reviewed and approved MSC: Trochet/ Robert Lee Grant.

III. CDC/ CTG Communication
Phillips shared that he and Littlefield would be traveling to Atlanta next week for the CDC CTG meeting and that Sierra Health Foundation should be receiving approval on the year three CTIP within the next couple of weeks.

IV. Workgroup Transition
Oto-Kent presented draft coalition workgroup descriptions outlining the purpose, operations, responsibilities and workplans for each of the three newly named workgroups: Tobacco, Healthy Eating Active Living and Clinical- Community Health. Steering committee members reviewed the documents and made the following recommendations:

- Under the purpose statements for tobacco and HEAL change the word implement to monitor and include language that states that the workgroups will provide a forum to collaborate and leverage activities and partnerships.
- Under the workgroup operations header change monthly meetings to regularly scheduled meetings.
- Under the Chair and Vice Chair of Workgroups header include language that speaks to skills, expertise and time commitment.
- For the Clinical- Community Health Workgroup include language under the purpose that speaks to integrating active engagement of community health centers and specific ideals.

A committee chair and co-chair responsibilities document was also reviewed and discussed. The document will be attached to the workgroup descriptions and be publicized via the e-communications blast and distributed at the Policy and
Organizational Change training as well as at the Communications training in September.

After a lengthy discussion, it was decided that the workgroup chair elections will be held at the October 23rd coalition meeting. Prior to the elections, Phillips will describe the three workgroups and introduce the candidates. After introductions, the coalition will break into the three workgroups and allow candidates the opportunity to share their experience before holding elections. Steering committee members are encouraged to forward any chair recommendations to Oto-Kent and Phillips so that candidates can be vetted by Steering Committee members at the September meeting.

As a way to acknowledge all the work the workgroup chairs did this year, Phillips stated the Steering Committee members will be photographed at the September steering committee and then formally recognized with a commemorative plaque at the October coalition meeting. Coalition members will be thanked and acknowledged by Sierra Health Foundation staff and given recognition letters for their commitment.

V. Steering Committee Nominations
Oto-Kent reviewed the language in the operating guidelines as they pertain to Steering Committee Nominations stating that the Steering Committee will be comprised of a maximum of 11 voting members, and will include 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 6 members at large. The 6 at large members shall possess expertise and reach in areas identified in the Healthy Sacramento Coalition implementation plan. The Vice Chairs of the Workgroups will be ex-officio members of the Steering Committee with voting rights only in the absence of the chair of the workgroup. She asked members to think of potential members so that they can be discussed at the September Steering Committee meeting.

VI. Membership Update
   a. New Applications
The steering committee unanimously approved the following new members to the coalition MSC: Robert Lee Grant/ Trochet:
   • Paris Dye, Liberty Towers Church, Sacramento Youth Initiative
   • Kathy Fleming, Fairytale Town
   • Gina Warren, Sacramento Chapter of the Links, Inc.

VII. Coalition Trainings
The next steering committee meeting will convene on Wednesday, September 11, 2013, 12:30 pm – 2:00pm in the Natomas room.