Healthy Sacramento Coalition
Operating Guidelines and Procedures

Revised and approved at the Steering Committee meeting on 1/10/2013
I. VISION

The Healthy Sacramento Coalition Envisions a County that is Healthy, Safe and Thriving.

II. GENERAL
The Healthy Sacramento Coalition (HSC) operates under the administration of Sierra Health Foundation, a private philanthropic organization. Sierra Health Foundation is the legally responsible party for all fiscal, personnel and program activities of the Healthy Sacramento Coalition. The expectations of Sierra Health Foundation are that the HSC will assist in fulfilling the requirements of the Community Transformation Grant as set out in the Centers for Disease Control-approved cooperative agreement. The HSC may also address other issues related to reducing health disparities, increasing health equity and promoting prevention.

The Healthy Sacramento Coalition operating guidelines and procedures define the role, function, structure and operation of the coalition.

III. Healthy Sacramento Coalition (HSC) ORGANIZATIONAL STRUCTURE

Membership:
The Healthy Sacramento Coalition is composed of the following:
A. Leadership Team
B. Steering Committee
C. Workgroups
   1. Communication
   2. Policy
   3. Training and Capacity Building
D. General Members

A. Leadership Team

Role:
The role of the Leadership Team is to advise the Healthy Sacramento Coalition and Sierra Health Foundation and assist in championing the implementation of the Healthy Sacramento Coalition strategic objectives.

Member Responsibilities:
A Healthy Sacramento Coalition Leadership Team Member is an individual who represents a sector that can help achieve the goals and strategies of the Healthy Sacramento Coalition. Representatives from sectors such as business, education, health care, human services, state and local government, policy makers and others can offer significant insight and assistance in achieving the goals of the Healthy Sacramento Coalition. Leadership team members will provide guidance on the Healthy Sacramento Coalition activities; oversee strategic direction of the initiatives and ensure adoption of policy, environmental, programmatic and infrastructure changes in their respective areas of influence.

Leadership Team Membership:
Sierra Health Foundation will identify and invite individuals for membership who represent the leadership of organizations who can influence, leverage and extend the work of the HSC. Steering
Committee and other members may recommend to Sierra Health Foundation individual organization/entity representatives for the Leadership Team for consideration.

**Meeting Attendance:**
Leadership Team members shall attend at least two of the four Leadership Team meetings per year.

**Term Limits:**
Leadership Team members may serve up to four years or until a successor is elected, and may be elected to additional terms.

**Rights:**
Leadership Team members may vote on all matters that come before the Leadership Team.

**Removal:**
Failure to attend 50% of meetings may result in termination from the Leadership Team.

**B. Steering Committee**

**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 11 voting members, and will include the Chairs of the three existing workgroups (may increase if additional workgroups are formed), a representative of Sierra Health Foundation, a representative of the HSC managing organization, and six members at large. The six 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.

**Member Responsibilities:**
- Oversee the fulfillment of the CTG cooperative agreement requirements:
  1. Periodically reviews the implementation plan, progress reports and timeline to ensure accomplishment of the stated goals.
  2. Offers suggestions and input to Sierra Health Foundation regarding progress and future activities of the Coalition.
  3. Offers input to Sierra Health Foundation regarding the allocation of funds in the implementation plan.
  4. Advises Sierra Health Foundation about the administrative needs of the Coalition and developing a plan for meeting these needs.
  5. Offers input on the need for and selection of consultants as well as giving input into the consultants’ role in the Coalition and their scope of work.
  6. Provides recommendations to the Coalition at large for discussion, vote and implementation.
  7. Reviews and approves Workgroup recommendations or return to workgroups with suggestions for changes.
  8. Develops the agenda for HSC general meetings with input from appropriate individuals as needed.
- Responds to other needs and questions of the Coalition.
Chair and Vice Chair Nomination and Voting Process:
A Chair and Vice Chair will be elected by the Steering Committee to lead the committee in achieving its stated purpose. The term of office will be one year, with re-election possible for one additional year.

Chair Responsibilities:
- Work with Sierra Health Foundation staff and appropriate subcontractors to develop meeting agendas and correspond as appropriate.
- Facilitate committee meetings and discussions that lead to the sharing of resources and best practices related to intervention activities across Sacramento County.
- Attend HSC meetings and provide recommendations to Coalition at large based on workgroups’ input.
- Be knowledgeable about goals of the Healthy Sacramento Coalition and subcontractors’ scope of work deliverables.
- Ensure various timelines are in place and deadlines are met.
- Ensure minutes are recorded at each Steering Committee meeting and provided to Sierra Health Foundation staff.
- Serve as liaison with Sierra Health Foundation on all communication matters related to HSC and serve as spokesperson or identify other members as appropriate.

Vice-Chair Responsibilities:
- Assist Chair in facilitation of meetings and fulfill Chair responsibilities when Chair is absent.
- Be knowledgeable about the goals of the Healthy Sacramento Coalition and subcontractors’ scope of work deliverables.
- Attend HSC meetings and provide recommendations to Coalition at large.
- Support Chair in developing timelines.
- Assist in communicating needs of Steering Committee and Coalition at large to Sierra Health Foundation staff and appropriate subcontractors.

Selection of Members:
Members will be recruited from the Healthy Sacramento Coalition or members may self-nominate to serve on the Steering Committee. A nominating committee appointed by the Chair of the Steering Committee and composed of three members from the Steering Committee will submit names of Coalition members for the six at-large positions, which will be elected by a majority vote of the Steering Committee. Two of the members of the nominating committee will be Workgroup Chairs. Workgroup Chairs and Vice-Chairs are voted upon by the workgroups and automatically become members of the Steering Committee. Sierra Health Foundation names their representative to the Steering Committee as does the contractor managing the HSC. Nominations will be made in August of each year and finalized in September with the first meeting for the new term scheduled for October.

Meeting Attendance:
Steering Committee members shall attend at least 50% of regularly scheduled Steering Committee meetings per year.

Term Limits:
At-large Steering Committee Members will hold a two-year term, which follows the federal fiscal year Oct. 1 to Sept. 30. Terms will be staggered so that no more than 50% of the at-large Steering Committee members are replaced at the same time (this means that some Steering Committee members from the initial group will have only one-year terms). The Sierra Health Foundation representative and the
managing organization’s representative are exempt from term limits, at their organization’s discretion. The Workgroup Chairs and Vice Chairs may be Steering Committee members for one or two years, depending on whether or not they are re-elected to a second one-year term by their workgroups.

Rights:
Steering Committee members may serve on the Leadership Team and workgroups, and are considered HSC members at large. Steering Committee members may vote on all matters that come before the Steering Committee.

Removal:
Steering Committee members may be removed by a two-thirds vote of the Steering Committee members. Failure to attend at least 50% of regularly scheduled meetings may result in termination from the Steering Committee.

C. Workgroups:
HSC workgroups meet to address specific needs of the Coalition as outlined in the planning and implementation plans. Workgroups may be added or deleted as needed and identified by the Steering Committee. This may change the composition of the Steering Committee membership. Each workgroup will operate with the following guidelines:

Election of Chair and Vice Chair of Workgroups:
A Chair and Vice-Chair will be selected annually by workgroup members and hold their position for one year and may be re-elected for an additional year, following the Federal Fiscal year Oct. 1 to Sept. 30.

Chair Responsibilities:
• Work with the Steering Committee to develop the implementation plan (consistent with the overall HSC goals) of the workgroup, and develop meeting agendas, meeting summaries and recommendations with the support of Sierra Health Foundation and the managing organization staff.
• Engage contractors as necessary in consultation with Sierra Health Foundation to fulfill work plan activities and provide feedback to the Steering Committee regarding this work.
• Facilitate workgroup meetings, and discussions that lead to the completion of the workgroup’s implementation plan.
• Serve as member of the HSC Steering Committee.
• Attend HSC Steering Committee meetings and provide recommendations based on their workgroup’s recommendations. Attend HSC meetings and provide recommendations to the coalition at large.
• Be knowledgeable about the goals of the Healthy Sacramento Coalition and implementation plan deliverables.
• Ensure workgroup timelines are met.

Vice-Chair Responsibilities:
• Assist Chair in facilitation of meetings and fulfill Chair responsibilities when Chair is absent, including voting on Steering Committee issues when the Chair is absent from the meeting.
• Be knowledgeable about the goals of the Healthy Sacramento Coalition and implementation plan deliverables.
• Attend HSC meetings and provide recommendations to Coalition at large.
• Support Chair in agenda, minutes review and timeline development.
• Assist in communicating needs of the workgroup to Sierra Health Foundation staff and appropriate subcontractors.

Meeting Attendance:
Workgroup members shall attend at least 50% of workgroup meetings per year.

Membership:
Workgroups are comprised of HSC members who wish to belong to the workgroup. It is encouraged that members choose workgroups in which they are knowledgeable or in which they have special interest and expertise.

Term Limits:
There is no time limit to membership in a workgroup.

Rights:
Workgroup members may serve on the Leadership Team and Steering Committee, and are considered HSC members at large. Workgroup members may vote on all matters that come before their respective workgroup.

Removal:
Failure to attend 50% of meetings may result in termination from the workgroup. Workgroup members may be removed by a two-thirds vote of the Steering Committee members.

D. General Membership

Role:
To participate in HSC meetings and represent the views and interests of the community and/or the organization the individual represents to further the goals of the Coalition.

Responsibilities:
• Attend regular meetings and participate actively in meetings and in committees as needed.
• Influence policy change at their organization and in their organization’s community work in accordance with HSC goals and objectives.
• Be willing to work on community and organizational transformation within the scope of their influence.
• Participate in voting on priorities for inclusion of HSC implementation plans.
• Review materials prior to meetings provided by Sierra Health Foundation to define process.

Meeting Attendance:
General membership members shall attend at least 50% of General Membership meetings per year. Failure to attend 50% of meetings can result in termination from the Healthy Sacramento Coalition.

Limits:
There shall be no limit on the number of Healthy Sacramento Coalition members or the number of years that they are members of the HSC.
Rights:
General members may serve on committees and workgroups. They may be nominated to the Leadership Team, Steering Committee and workgroup teams. General members may vote on all matters brought before the general membership. HSC utilizes a consensus-oriented approach to decision making such as a gradient of agreement scale.

Removal:
Failure to attend 50% of meetings may result in termination from the Healthy Sacramento Coalition. General members may be removed by a two-thirds vote of the Steering Committee.

General Membership:
Any individual who has a direct connection to, or affiliation with, a formal organization or entity that has an interest in the capacity to and expertise in furthering the goals of the HSC may become HSC members. All HSC members must not accept tobacco industry (TI) funding or participate in tobacco industry-supported events or activities. All interested individuals who meet these stated conditions shall complete a membership application form available on the Sierra Health Foundation/HSC website.

Applications for membership shall be reviewed by the Steering Committee. The Steering Committee will approve all requests for membership to the coalition.

The application for membership shall be filed at the time and in the form specified by the Steering Committee.

Completion of the application will be required to be included on any HSC communications, even if the application is not for HSC membership.

Approval of the application ensures inclusion on all general HSC public communication.

V. FUNDING
Funding for this project is provided in part by the Centers for Disease Control and Prevention's (CDC) Community Transformation Grant, 1U58DP003522, as part of the Prevention and Public Health Fund of the Affordable Care Act, and in part by Sierra Health Foundation. The views expressed in this project do not necessarily reflect the official policies of the CDC or Sierra Health Foundation, nor imply endorsement by the U.S. Government or the Foundation. Learn about Community Transformation Grants at www.cdc.gov/communitytransformation.

The Health Education Council is currently a subcontractor engaged to assist with the Healthy Sacramento Coalition and activities associated with building a strong, active, and impactful, engaged coalition.

Conflict of interest
Because one of the requirements of the CTG initiative is that 50% of the implementation resources be provided to community entities, member organizations may become funded organizations. All efforts will be made to the fullest extent possible to be transparent with these funding allocations and decisions.