Attendees: Leslie Cooksy, Debra Oto-Kent, Diane Littlefield, Ramona Mosley, Wendy Petko, Robert Phillips, Connie Chan Robison, Yvonne Rodriquez, Glennah Trochet, Christine Tien, Susan King

Excused: Warren Barnes, Martha Geraty, Robert Lee Grant

1. Welcome/ Introductions
Debra Oto-Kent welcomed everyone to the meeting and self introductions were made. The agenda was reviewed and the following items were added: Leadership Team update, Implementation Plan update and an extension of the January HSC meeting debrief to include February Coalition meeting planning.

2. Meeting summary note review
The summary notes from the January 10, 2013 Steering Committee were reviewed and approved MSC: Glennah Trochet/ Robert Phillips.

3. Operating Guidelines Update/ Next Steps
Debra shared that the Operating Guidelines and Procedures document was presented and reviewed to members at the General Membership Meeting on January 23, 2013 as well as Leadership Team members on February 6, 2013. Diane Littlefield shared that Leadership Team members were appreciative of the document because it provided structure and clarified roles and responsibilities of the different groups within the coalition.

The Operating Guidelines and Procedures document was referenced to revise the Healthy Sacramento Coalition New Member Questionnaire (membership application). Based on the discussion the following recommendations were made:

- Change the application title to Healthy Sacramento Coalition Application for Membership.
- Change paragraph at the top of the application to read: “Any individual who has a direct connection to, or affiliation with, an organization or entity that has an interest in the capacity to and expertise in furthering the goals of the HSC and indicates they wish to be a member of the Healthy Sacramento coalition will be included in the coalition database and will receive regular e-communications”.

The Healthy Sacramento Coalition is made possible by funding from the Centers for Disease Control and Prevention.
• Under section entitled About You and Your Organization put “Individual Representing Organization”.
• Add a box that applicants can check that states that “my organization is already a member”.
• Add a box that applicants can check that states “I don’t want to be a member, but want to receive email communications”
• Add a box that applicants can check that states “I want to be a member”.
• Add a box for applicants to state their mission.
• Add a box for applicants to state how their organization fits into the mission of the HSC.
• Add a box for applicants to enter their organizations website address.
• Add language at the bottom of the application that states that “your application will be reviewed and you will be notified via email of your membership status”.
• Add the HSC Operating Guidelines and Procedures document link to the application and a box that states the applicant has read and agrees with the document.

Fatima will make adjustments noted above and will distribute a revised application to the Steering Committee via email for a final review.

As a result of the membership application discussion the following change was made to the HSC Operating Guidelines and Procedures document to ensure consistency .... on page 7, first sentence under the general membership heading the word “formal” was deleted from the sentence and the word “a” before the deletion was changed to “an”.

Ramona Mosley reviewed the names/organizations of new member applications recently received.
1. Kristine Wallach, Program director, Sierra Sacramento Valley Medical Society
2. Teresa Ogan, MSSP Supervising Care Manager, CA Health Collaborative
3. Cathy Rasmusson, Principal, Healthy Business Designs
5. Brian Hayes, Research Development Officer, UC Davis Health System, Dept. of Family Medicine
6. James Muldavin, Executive Director, CA Center for Civic Participation
7. Peggy Fava, Director, Bridge Network
8. Yunji Yoon, BSN, Crestwood Psychiatric Facility
9. William Rhett-Mariscal, Senior Associate, CA Institute for Mental Health
10. Kacy Rodriguez, Communications Administrator, Health Education Council
11. Asael Sala, District Representative, Assemblymember Roger Dickinson

All were approved for membership. In the future, issues related to full implementation of operating guidelines will be tracked e.g. attendance requirements, multiple organizational representatives, etc.

4. Workgroup Reports
Diane Littlefield provided the Leadership Team update and reported that the group discussed their role and purpose in championing the recommendations and using their connections and visibility to implement the recommendations and strategies down the road. The group also discussed the findings from the Policy Scan and noted that although they were not surprised by the results there are not any consequences when activities are not enforced.

Robert Phillips gave an update on the implementation plan and stated that after the three workgroups develop the specific guidelines for the grant, the steering committee will refine what the workgroups do. He stated that based on the process with CDC, the coalition has met its benchmarks and that the framework will be due in April. He stated that CTG is not a funding mechanism, but an outcome based program with a developed plan. He also stated that a process for allocating money to reach the goals of the program will be developed.

Policy Workgroup
Glennah Trochet reported that the Policy workgroup has finished two of the three strategic objectives and that three presentations from Dignity Health and the Right Care Initiative and one on Park Prescriptions were being presented to the work group on 2/13/2013. She shared that the group would be talking about framework and implementation at the March and April meetings and would then go on hiatus for a few months.

Communications Workgroup
For the communications workgroup update, Robert Phillips shared a memo from Behr Communications which provided an outline of some of the strengths and challenges the Coalition faces. Discussions ensued around the following report outcomes:

- The Coalition needs to define the core message and determine if the key words for the message will be: health; preventive health; or prevention.
- The report also stated that the coalition is challenged in that it has communications expertise, but that not many members have experience conducting a multi-faceted outreach campaign aimed at multiple audiences, using a range of communications vehicles.
- The lack of built-in coordination between the Communications Work Group and the rest of the Coalition creates the risk that the policy goals will be developed without considering whether and how communications can help achieve those goals.

Training and Capacity Building
Connie Chan Robison reported that the Training and Capacity Building workgroup will meet on February 21, 2013 to discuss capacity building training and learning opportunities to support the healthy eating active living strategies that were presented at the January General membership meeting.

The agenda for the General membership meeting that will convene on 2/27/2013 was also discussed. The committee liked the flow from the last meeting so will start the
meeting with the policy recommendation presentations and then go in to breakout sessions. Robert Phillips will present the implementation and process update to members as well as review the revised membership application.

Wendy advised the Steering Committee that updates from each of the committees for the e-newsletter were due Friday, February 15, 2013. She recommended that the Steering Committee highlight the work done to develop and implement the Healthy Sacramento Coalition Operating Guidelines and Procedures as an important milestone. Those present agreed. Dianne Littlefield also recommended that we should also take the opportunity to list all the member organizations. All were in agreement. Wendy will take the lead with drafting up recommended language for submission.

The next Steering Committee meeting will take place on Wednesday, March 13, 2013.