Attendees: Debra Oto-Kent, Ramona Mosley, Wendy Petko, Connie Chan Robison, Glennah Trochet, Robert Lee Grant, Warren Barnes, Robert Phillips, Yvonne Rodriguez, Susan King, Leslie Cooksy

Excused: Christine Tien, Martha Geraty, Diane Littlefield

I. Welcome/ Introductions
Debra Oto-Kent welcomed everyone to the meeting and suggested that the workgroup reports be moved to the end of the meeting to allow ample time for the implementation plan review. All members agreed to the suggestion.

II. Meeting minutes review/approval
The minutes from the March 13, 2013 Steering Committee meeting were approved MSC Glennah Trochet/ Robert Lee Grant.

III. Membership Application Update
Debbie Oto-Kent reviewed last month’s discussion regarding the membership application form and ensuring alignment with the HSC Operating Guidelines and Procedures document with members. She shared that she had received a list containing all 85 HSC member organizations from Fatima as well as other data. Based on the information, she informed members that all current members did belong to an organization and asked members to provide feedback on category groupings as she reviewed the membership composition. Based on the review, a few additional categories were added. She shared that the list would be cleaned up and redistributed at a future meeting to assist in identifying gaps that can then be used in recruiting new organizations.

As members reviewed the revised membership application form for alignment, Dr. Trochet voiced concern about using the word “embodies” under statement #2 of the Basic Membership Commitment section. As the discussion evolved, it was suggested that the first paragraph of the membership application also be changed to align more with the Operating and Procedures document. Due to time restrictions, Debbie Oto-Kent and Wendy Petko stated that they would draft language based on language used under the Leadership Team membership section of the Operating Guidelines and Procedures document as well as review the current tobacco language in the document to see if it needs to be more explicit.
After reviewing the membership application, Steering Committee members decided that there should only be one application and if individuals are only interested in receiving e-communications than only an email address needs to be submitted. Individuals seeking membership would complete the application form, which includes checking a box that they have read and agree to the Operating Guidelines and Procedures document as well as emailing in a resources and partnership form for the database.

When asked if current members should reapply, Robert Phillips voiced opposition and suggested that current members be grandfathered in. He stated that within the next few weeks, communication to current members would be sent allowing them the opportunity to review and indicate their agreement with the HSC Operating Guidelines and Procedures while at the same time providing them an opportunity to update their organizations’ information.

IV. HSC Implementation Plan Update
Robert Phillips shared that two of the three goal areas for the implementation plan, tobacco prevention and healthy eating active living, had been completed and that the last strategy, which focuses on the promotoras model, was still being drafted and would be emailed out to Steering Committee members when completed. As he reviewed the implementation plan draft with members, he asked them to review the plan for activity refinement, timing and to ensure that key partners and workgroups were included, but stated that the written objectives were final and would not be changed. He went on to share that under the Healthy Eating Active Living strategy one of the objectives would focus on partnering with fast food franchises to think and act more locally when it comes to providing fresh fruits and vegetables in specific low income communities where access to fresh produce is very limited.

V. April HSC Coalition Meeting
Debbie Oto-Kent stated that the next coalition meeting would convene on April 24, 2013. Committee members discussed the meeting content and the following items would be discussed:
- Membership email reminder for current members to review and update their information
- Robert Phillips will provide an update on the implementation plan outlining the three strategies
- Workgroup reports
- Learning opportunity- Ramona will work with Hodges to develop the learning opportunity and refine the April 24, 2013 HSC meeting agenda
- Update on membership application process

VI. Steering Committee E-Newsletter
Wendy Petko volunteered to write the Steering Committee’s report for the E-Newsletter. She said she would include information about the membership application process and implementation plan engagement.

VII. Workgroup Reports
Policy Workgroup
Dr. Trochet reported that Robert Phillips reviewed the implementation plan with Policy workgroup members last month and that the meeting went well. She shared that the comments
were positive and that members appreciated the information and process for how the plan was developed.

Communications Workgroup
Robert Lee Grant shared that he would like to provide a media/ communications training at the May coalition meeting. He stated that a panel of professionals would be lined up to present.

Training and Capacity Building
Connie Chan Robison reported that the Training and Capacity Building workgroup would be meeting later in the month and asked Robert Phillips to attend the meeting to review the implantation plan draft with workgroup members.

The next Steering Committee meeting will take place on Wednesday, May 8, 2013.