Steering Committee on Reduction of African American Child Deaths

June 15, 2016
2:15 p.m. – 4:15 p.m.
Sierra Health Foundation

Meeting Outcomes:
1) Vote on Funding Recommendations for Community Incubator Lead (CIL) Organization in Oak Park
2) Vote on adoption of new Steering Committee Campaign Name

2:15 p.m. Welcome and Updates:
Chet Hewitt & Dr. Natalie Woods Andrews
Co-Chairs, Steering Committee on Reduction of African American Child Deaths
• Approval of May 2016 Meeting Minutes

2:30 p.m. CIL Review Process and Funding Recommendations
Kindra Montgomery-Block
• Review of Charter
• Overview of CIL Oak Park Funding Review Process

3:00 p.m. Vote on Community Incubator Lead Funding Recommendation
• Steering Committee Vote
  1. Oak Park

3:30 p.m. Review Steering Committee Campaign Name Choices & Process
Spitfire Strategies & Communications Workgroup

3:45 p.m. Vote on Steering Committee Campaign Name Recommendation
• Steering Committee Vote
  2. Committee Name

4:00 p.m. Announcements: Important Dates and Events
• June 23, 2016 – Community Incubator Lead Launch Symposium
  Location: Sierra Health Foundation Bannon Island Room – 9 a.m. – 4 p.m.

4:05 p.m. Public Comment

4:15 p.m. Adjourn
Steering Committee on Reduction of African American Child Deaths (RAACD)

June 15, 2016
2:15 p.m. – 4:15 p.m.
Sierra Health Foundation
1321 Garden Highway
Meeting Summary Notes

Meeting Attendance

**Steering Committee Members Present:** Pastor Alice Baber-Banks, Debra Cummings, Ethan Cutts, Gladys Deloney, Paris Dye, Linda Fong-Somera, Keith Herron, Pastor Robert Jones, Dr. Olivia Kasirye, Aliane Murphy-Hasan, Leslie Moore, Wendy Petko, Tina Roberts, Essence Webb, Kim Williams, Natalie Woods Andrews, Marlon Yarber

**Excused Absence:** Stephanie Bray, Captain Bobby Davis, Diane Galati, Chet Hewitt, Barry Loncke, Kim Pearson

A quorum of members was present.

**Center Staff:** Diane Littlefield, Kaying Hang, Kindra Montgomery-Block, Kim Maslaniak, Kari Ida, Madeline Sabatoni

**Guests:** Larry Lee (The Observer Media Group), Edit Ruano (Spitfire Strategies), Lyn Corbett (The Pivotal Group), Michele Darling (LPC Consulting Associates, Inc.), Charlaine Hamilton (UC Davis Healthy System), Carolyn Curtis, bel Reyes (Innovation Bridge)

Meeting called to order: 2:25 pm

**Welcome and Updates**

*Dr. Woods Andrews, Co-Chair, Steering Committee on RAACD* opened the meeting with an overview of the agenda.

**Approval of Minutes**

Pastor Robert Jones noted a correction to his attendance in the May meeting minutes – his absence was excused due to extended leave. Aliane Murphy-Hasan moved to approve the minutes with this change. Dr. Olivia Kasirye seconded. All approved.

**CIL Review Process and Funding Recommendations**

*Diane Littlefield, Vice President of Programs and Partnerships, Sierra Health Foundation: Center for Health Program Management* reminded the Committee that Center staff were asked to gather additional information to inform the decision on a Community Incubator Lead (CIL) awardee for Oak Parks. To ensure a thorough and fair review, the Center hired independent reviewers to conduct the review and make a recommendation to the Steering Committee.
Kindra Montgomery-Block, RAACD Program Officer, presented the funding opportunity processes, including the introduction of independent reviewers Lyn Corbett of the Pivotal Group and bel Reyes of Innovation Bridge, the process for review and next steps. Please see attached power point slides.

Steering Committee members were asked to review the charter and roster, noting that certain members have weighted votes. Please see the attached charter and roster.

Steering Committee members were asked to review the conflict of interest policy. Please see the attached conflict of interest policy.

Steering Committee members were asked to declare their conflict of interest for the CIL grant opportunity for Oak Park in writing and out loud. Please see the attached form that members were asked to submit related to the current funding opportunities.

Declarations of Conflict:
- Pastor Alice Baber Banks: none
- Debra Cummings: none
- Dr. Ethan Cutts: none
- Gladys Deloney: none
- Paris Dye: none
- Linda Fong Somera: none
- Keith Herron: Board Member with ONTRACK Program Resources; recuse for Oak Park
- Dr. Olivia Kasirye: none
- Leslie Moore: none
- Aliane Murphy-Hasan: none
- Wendy Petko: none
- Tina Roberts: Association with 4 Your Ephiphany; recuse for Oak Park
- Kim Williams: none
- Natalie Woods Andrews: none
- Marlon Yarber: none
- Essence Webb: none

Recusals: Keith Herron, Tina Roberts

Independent Reviewer’s Recommended Organization: Greater Sacramento Urban League

Summary: bel Reyes and Lyn Corbett acted as independent reviewers, conducting interviews of the top two applicants, ONTRACK and the Greater Sacramento Urban League. Each applicant organization was asked the same questions during the interviews. This recommendation is based on three emerging themes: organizational approach, philosophical alignment and sustainability. The independent reviewers shared their findings with the Steering Committee. Please see the attached slides.
Greater Sacramento Urban League (GSUL)
Summary: Independent reviewers gave an overview of GSUL related to organizational approach, philosophical alignment and sustainability, including examples of strategies and partnerships. Partners named during discussion included UC Davis Medical Center, St. Hope, Sacramento City Gang Prevention Task Force, Women's Civic Group, Father Keith McKinney Elementary School, Collette Perry, and St. Paul Church

ONTRACK
Summary: Independent reviewers gave an overview of ONTRACK related to organizational approach, philosophical alignment and sustainability, including examples of strategies and partnerships. Partners named during discussion included: St. Paul Church, WEAVE, WellSpace, Oak Park Community Center, and C-SECT

Other Applicants
4 Your Epiphany

Public Comment: none

Vote on Community Incubator Lead Funding recommendation for Oak Park
The Steering Committee on the Reduction of African American Child Deaths recommends the Greater Sacramento Urban League to Sierra Health Foundation: Center for Health Program Management as the Community Incubator Lead for the Oak Park neighborhood.

Vote: Unanimous approval.

Review Steering Committee Campaign Name Choices and Process
Spitfire Strategies gave a follow up presentation to the March Steering Committee meeting where they led the group in a communications training. This presentation included information on potential campaign names for this work. Please see attached slides.

Discussion: Members discussed the use of specific words such as “Black,” “African American,” “Rescue,” “Children,” and “Saving.” Members stated they would like a campaign to demonstrate diversity in age and gender and noted the importance of including youth voice. Members noted the importance of a universal approach.

Public comment: Larry Lee of the Observer Media Group noted that this will be an umbrella message and that they will conduct focus groups for specific populations as the RAACD Communications Consultant.

Vote on Steering Committee Campaign Name Recommendation
Pastor Robert Jones moved to table the vote on a specific name. Dr. Ethan Cutts seconded.

Vote: Yes – Unanimous

Announcements: Important Dates and Events
• Community Incubator Launch is June 23
• This will be Leslie Moore’s last meeting, as she is stepping down from the Steering Committee. She will continue to work on the evaluation workgroup. Leslie recommends that Charlaine Hamilton apply for her seat on the committee.

• The external Multi-Disciplinary Team (MDT) workgroup met at the South Sacramento Christian Center, who will pilot the MDT strategy. They are hoping to be up and running by the end of June.

• Night Life Turned Right will begin on June 30 and run every Thurs-Sat from 7:30 p.m. – 11 p.m. at the Robertson Community Center.

• The 5th Annual MBK Summit will be July 21 and is free.

• Liberty Towers, in partnership with the Probation Department, is forming a Men’s Baseball League. More information to follow.

• The next Steering Committee meeting will be canceled due to lack of quorum. A large group, including CIL Leads, Advocacy workgroup members and CLR members will be attending the Proctor Institute for Child Advocacy conference that week.

• We have several open committee seats. Members are encouraged to share the application, which can be found at: www.shfcenter.org/raacd.

Public Comment
Carolyn Curtis gave a brief overview of her work with Resilient Sacramento (formerly ACES Sacramento) regarding the need to screen for trauma.

Meeting adjourned: 4:36 p.m.
Steering Committee on Reduction of African American Child Deaths

Steering Committee Meeting June 15, 2016
Voting Process and Procedures
Community Incubator Lead Oak Park
Spitfire Messaging & Branding
# RAACD Decision Making Process

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Review Proposals: Individual review and rating of proposals (Review Team)</th>
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</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Review Team Meeting: Discuss the top-rated proposals to determine which of those will be selected for interviews (Review Team)</td>
</tr>
<tr>
<td>Step 3</td>
<td>Proposer Site Visits/Interviews: Proposers clarify Review Team’s questions and provide more information on proposals (Review Team and MDT County Members)</td>
</tr>
<tr>
<td>Step 4</td>
<td>Develop Review Team Recommendations: Determine final funding recommendations based on proposal review, review team discussions and information from interviews. (Review Team)</td>
</tr>
<tr>
<td>Step 5</td>
<td>RAACD Steering Committee (SC) Funding Recommendation Meeting: SC deliberates on presented recommendations and develops final funding recommendations to the Center for Health Program Management.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Grantmaking: A due diligence check is done on recommended proposers and the contracting process begins (the Center)</td>
</tr>
</tbody>
</table>

Contract Term: May/June 2016 to May/June 2019 – grant renewals in year 4/5
Consider the funding recommendations as brought forth by the external review team.

Make final funding recommendations based on:
- Merit of the statements, proposals, and interviews in relation to goals of the funding opportunities
- Available funding
<table>
<thead>
<tr>
<th>Members by Category</th>
<th>Number of Voting Members</th>
<th>Number of Votes Per Category</th>
<th>Member</th>
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</thead>
<tbody>
<tr>
<td>3. County Public Health Officer</td>
<td>[1]</td>
<td>[1]</td>
<td>Dr. Olivia Kasirye</td>
</tr>
<tr>
<td>8. Community Based Health Provider</td>
<td>[1]</td>
<td>[1]</td>
<td>Wendy Petko</td>
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<td>10. Law Enforcement (Sheriff/Probation)</td>
<td>[2]</td>
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<td>Robert Davis- Sheriff Marlon Yarber - Probation</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td><strong>44</strong></td>
<td>Current Members = 24</td>
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</table>
Rationale
Steering Committee on Reduction of African American Deaths members have a commitment to conduct all responsibilities of the RAACD in a manner consistent with the best interest of the RAACD mission. This requires that all decisions and actions of members on behalf of the RAACD must be made or taken solely with a desire to serve in the best interest of the community, rather than a desire to serve in the best interest of individual agencies.

With this information, the RAACD can take action to ensure there is an impartial decision-making process. In such a case when there is an apparent or perceived conflict of interest, action may consist of one or more of the following:

• RAACD member will recuse himself or herself from the discussion
• RAACD member will recuse himself or herself from any vote regarding the specific matter
• RAACD member will recuse himself or herself from the review and rating of grant proposals
Definition of Actual or Potential Conflict of Interest
The following is provided to identify the types of volunteer activities that may create actual or perceived conflicts of interest.

- Directly or indirectly influencing the allocation of funds based on a personal or family interest in or an affiliation with specific agencies.

- Current affiliations or past affiliations within the prior two years present a potential conflict of interest if a RAACD member or a family member has:
  
  An affiliation that is inclusive of, but not limited to, service as an employee, board member, advisory committee member, volunteer, intern, consultant, advisor and/or client with an organization that is seeking a RAACD grant.
Members who have a conflict of interest as defined by the Fair Political Practices Act, AB 1797 (January 1, 2003) and any other applicable state law must do the following:

1. Announce the conflict;
2. Describe the nature of the conflict; and
3. Recuse themselves and leave the meeting room until after disposition of the item giving rise to the conflict.
Steering Committee on Reduction of African American Child Deaths
Conflict of Interest- Vote Procedures April 20, 2016

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Check The Box If There Is a Conflict With This Applicant</th>
<th>Describe the Nature of the Conflict</th>
<th>Name Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organization Name</td>
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<tr>
<td>2. Organization Name</td>
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</table>

8/17/2016
#5 Community Incubator Lead (CIL)

RAACD Neighborhood: Oak Park

- Review Conflict of Interest
- Recommendation and Discussion
- Public Comment
- Vote
Recommendation for Oak Park CIL

Greater Sacramento Urban League

- Philosophical Alignment
- Organizational Approach
- Sustainability
Sierra Health Foundation –
Center for Health Program Management

NAMING OPTIONS

Edit Ruano
June 15, 2016
BLACK CHILDREN RISE

• Based on Maya Angelou’s “Still I Rise”

• Creates Powerful Image

• Focused on African-American Children’s Success
FIGHT FOR OUR BLACK CHILDREN

• Strong and direct

• Build’s a sense of emergency

• Focuses on empowering communities
RESCUE BLACK CHILDREN’S FUTURE

- Focuses on turning things around
- Empowers community
- Gives audiences an opportunity to be heroes
QUESTIONS TO CONSIDER

Do you feel empowered by the name? Is it strong?

Does the name reflect community? Will it resonate with your audience(s)?

Does the name speak to your end goal?

Are there certain words that you like/don’t like?
DISCUSSION
BLACK CHILDREN RISE
FIGHT FOR OUR BLACK CHILDREN
RESCUE BLACK CHILDREN’S FUTURE
Thank you!

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VOTING – RAACD Campaign Name (Spitfire)

- Recommendation
- Discussion
- Public Comment
- Vote
  - Majority vote approval

8/17/2016
RAACD: Important Dates

- June 22, 2016 Meadowview Proposals due
- June 23, 2016 – CIL Launch Symposium
  Sierra Health Foundation 9am-4pm
- Early July, 2016 - Oak Park CIL Announcement
- July 18-22 Proctor Institute, Clinton, Tennessee
- Early August - Meadowview CIL Announcement
- August 18, 2016 – 1st CIL Professional Learning Community
Thank you!
Steering Committee Charter
Reduction of African American Child Deaths
Sacramento County

Purpose: The purpose of the Steering Committee is to provide coordination and oversight of efforts, create a strategic plan, monitor implementation, evaluate, and report on progress towards reducing the disproportional number of African American child deaths in Sacramento County.

Authority: Board of Supervisors, Resolution #2013-0728, dated October 22, 2013.

Sponsor/Convener: Department of Health and Human Services.

Scope of Work: The Steering Committee will carry forward the recommendations developed by the Blue Ribbon Commission to Reduce African American Child Deaths, as supported by the Sacramento County Board of Supervisors on May 7, 2013. The scope of work will include, but not be limited to the following items:

1. Serve in a public leadership role to engage and mobilize the community to make sustainable change to achieve a reduction in preventable African American child deaths.
2. Organize an infrastructure for the coordination of county-wide efforts.
3. Build mechanisms to facilitate on-going community outreach, education, and involvement.
4. Create a strategic plan.
5. Develop and monitor an implementation plan.
6. Develop and monitor a data collection and evaluation plan.
7. In collaboration with the Child Abuse Prevention Council, provide annual progress reports to the Board of Supervisors.
8. Advise participating entities on public education campaigns, direct service delivery and policy matters.
9. Seek funding to sustain the effort.

Membership: The Board of Supervisors will establish and appoint a 31 member Steering Committee. Members will serve two-year terms. There is no limit to how many consecutive terms a member may serve.

Members in seats representing Civic Groups, Faith-Based Organizations, Parent Representatives, Youth Representatives and Advocates will have two votes each. All other members will have one vote each. Regardless of the category a member may belong to, a member’s vote(s) is unique to that member and may not be cast by anyone besides that member.
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<tr>
<td>2. Department of Human Assistance</td>
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<tr>
<td>3. County Public Health Officer</td>
<td>[1]</td>
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<tr>
<td>4. First 5 Sacramento Commission</td>
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<td>8. Community-based Health Provider</td>
<td>[1]</td>
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<tr>
<td>9. MCAH Advisory Board</td>
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<tr>
<td>10. Sheriff’s Department</td>
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<tr>
<td>12. Education</td>
<td>[1]</td>
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<tr>
<td>13. Workforce Development</td>
<td>[1]</td>
<td>[1]</td>
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<tr>
<td>18. Youth Representatives (up to age 25)</td>
<td>[2]</td>
<td>[4]</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
<td><strong>43</strong></td>
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**Process to Fill Member Seats:** Interested parties must complete an application form and indicate which category/categories of membership they are qualified to represent. A Nominations Committee will review applications, conduct interviews as needed and make recommendations to the full Steering Committee. Recommended appointees will be approved by the Board of Supervisors. New members must submit a Conflict of Interest Form 700 to the Clerk of the Board within 30-days of approval and on an annual basis thereafter.

**Absenteeism:** Steering Committee members who miss more than 25% of meetings (unexcused absences) and 50% of meetings (excused absences) in subsequent years will be automatically removed from the committee.

**Meetings:** The Steering Committee must meet at least monthly during the first year of operations and at least quarterly thereafter.

**Meeting Rules:** All meetings will be conducted in accordance with the Brown Act. All meetings will have a published and posted agenda. Topics not on the agenda will not be discussed or considered but may be placed on a future agenda. Actions will be made by majority rule of members present with an established quorum. The presence in person of a majority (50% plus one) of the appointed membership shall constitute a quorum. All matters submitted for determination shall be decided by a majority of those voting. Members may call in but cannot vote according to the Brown Act. Continuity of the discussions is essential to the success of this effort therefore alternates will not be seated. Additional staff members of any organization may certainly attend any meetings as the meetings are public. Content experts
may be invited to speak and will be placed on the agenda. Public attendees will be allowed to comment prior to any action on an item.

**Conflict of Interest:** Members who have a conflict of interest as defined by the Fair Political Practices Act, AB 1797 (January 1, 2003) and any other applicable state law must do the following:

1. Announce the conflict;
2. Describe the nature of the conflict; and
3. Recuse themselves and leave the meeting room until after disposition of the item giving rise to the conflict.

**Chair/Vice-Chair/Secretary:** The general membership will select a Chair, Vice-Chair, and Secretary on an annual basis. The Chairperson shall preside over meetings and maintain orderly procedures as guided by the Brown Act and Robert’s Rules of Order. The Vice-Chair will preside over meetings in the absence of the Chair. In the absence or inability to act of both the Chairperson and the Vice-Chairperson, the members present shall select one of the members present to act as temporary Chairperson.

**Reporting:** The Steering Committee will produce a written report on progress to the Board of Supervisors on an annual basis. In addition, a public presentation highlighting progress will be made to the Board of Supervisors on an annual basis.

**Changes to the Charter:** Any proposed changes to the Charter, including modification of the categories of membership, may be considered with a majority vote of the appointed members. The changes must then be approved by the Board of Supervisors.
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Current Members = 24
**Steering Committee on the Reduction of African American Child Deaths**

**Conflict of Interest Policy**

**Introduction**
This policy applies to the volunteers who serve as members of the Steering Committee on the Reduction of African American Deaths (RAACD). It is intended to define actual and perceived conflicts of interests in relation to RAACD members’ role in the review and selection of grant proposals.

This policy is not intended to inhibit, prevent or discourage agencies affiliated with RAACD members from applying for RAACD grant funds. The purpose of this policy is to ensure an impartial development of the RAACD local community services RFP and the review and rating of RAACD grant proposals.

**Rationale**
Steering Committee on The Reduction of African American Deaths members have a commitment to conduct all responsibilities of the RAACD in a manner consistent with the best interest of the RAACD mission. This requires that all decisions and actions of members on behalf of the RAACD must be made or taken solely with a desire to serve in the best interest of the community, rather than a desire to serve in the best interest of individual agencies.

Since the RAACD Steering Committee members are volunteers who are committed to the Steering Committee's purpose, it would be a challenge to recruit community representatives to the RAACD who would be free from potential conflicts of interest on the RAACD. It is understood that there is the potential for RAACD members to have some apparent or perceived conflict of interest.

With this information, the RAACD can take action to ensure there is an impartial decision-making process. In such a case when there is an apparent or perceived conflict of interest, action may consist of one or more of the following:

a. RAACD member will recuse himself or herself from the discussion
b. RAACD member will recuse himself or herself from any vote regarding the specific matter
c. RAACD member will recuse himself or herself from the review and rating of grant proposals

**Definition of Actual or Potential Conflict of Interest**
The following is provided to identify the types of volunteer activities that may create actual or perceived conflicts of interest.

a. Directly or indirectly influencing the allocation of funds based on a personal or family interest in or an affiliation with specific agencies.

b. Current affiliations or past affiliations within the prior two years present a potential conflict of interest if a RAACD member or a family member has:
   i. An affiliation that is inclusive of, but not limited to, service as an employee, board member, advisory committee member, volunteer, intern, consultant, advisor and/or client with an organization that is seeking a RAACD grant.
Disclosure of Potential Conflicts of Interest
RAACD members will be asked to disclose any potential conflicts of interest related to them and their family members. Disclosures should encompass current affiliations as well as affiliations within the prior two years.

RAACD members will be provided with a disclosure statement attesting that:

1. S/he understands and agrees to comply with the Conflict of Interest Policy and;

2. Except as specifically described in the disclosure statement, neither s/he nor, to the best of his/her knowledge, any of his/her family members has during the past two years been engaged in any conduct that may be a potential conflict of interest.

Recusal from RAACD Grant Development and Proposal Review Process
RAACD members with an actual or perceived conflict of interest will be asked to recuse themselves from the RAACD grant proposal review and rating process.

Failure of Recusal
In the case in which there is an actual or perceived conflict of interest between an agency and a RAACD member, and the RAACD member has not recused himself or herself from the review and rating of RAACD grant proposals, the agency that applied for funding is not eligible to receive respite services funds.

Capitalize terms used in this Disclosure Statement have the meaning(s) set forth in the attached Conflict of Interest Policy.

I, __________________________________________, certify that:

1. I understand and agree to comply with the attached Conflict of Interest Policy.

2. Neither I nor, to the best of my knowledge, any of my Family Members has, during the past 24 months, been involved in any activity or circumstances that constitutes a Conflict of Interest, except as specifically described below:

Identify any current or past affiliations within the prior two years that would present an Actual or Potential Conflict of Interest for you or your Family Member(s). Attach additional pages, if necessary. If none, so state.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Fully describe any facts or circumstances that you wish reviewed in order to determine whether or not such facts or circumstances constitute a Conflict of Interest. Attach additional pages, if necessary. If none, so state.
3. The name and address of my principal organization or occupation is:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Type of Organization</th>
<th>My Job Title</th>
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<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td>Zip Code</td>
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</table>

SIGNATURE: ____________________________________________

NAME: ________________________________________________

(PLEASE PRINT)

DATE: ____________________________
# Steering Committee on Reduction of African American Child Deaths

**Conflict of Interest- Vote Procedures June 15, 2016**

<table>
<thead>
<tr>
<th>RAACD Target Neighborhood</th>
<th>Applicant</th>
<th>Check The Box If There Is a Conflict With This Applicant</th>
<th>Describe the Nature of the Conflict</th>
<th>Name Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak Park (CIL)</td>
<td>1. ONTRACK Program Resources, Inc.</td>
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<tr>
<td></td>
<td>2. Greater Sacramento Urban League</td>
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<td></td>
<td>3. 4 Your Epiphany</td>
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</table>

- If you checked a box – you will be asked to recuse yourself from the discussion and vote regarding this grant/contract applicant or group of applications. (Please leave the room when the applicant comes up for vote)