

Steering Committee on Reduction of African American Child Death

**February 19, 2014
3:00 p.m. – 5:00 p.m.
Sierra Health Foundation
1331 Garden Highway**

Meeting Outcomes:

- To discuss the Steering Committee's meeting schedule and workgroups structure
- To discuss the process and function of the workgroups
- To discuss the roles of the Steering Committee and Workgroups

- 3:00 p.m.** **Welcome and Meeting Schedule Discussion**
Robert Philips, *Center for Health Program Management: Sierra Health Foundation*
- *Review previous meeting minutes*
 - *Discuss reoccurring meeting schedule*
 - *Discuss workgroup meeting schedule*
- 3:30 p.m.** **An Overview of the Steering Committee Workgroups Functions and Structure**
Robert Philips
Tyrone Netters, *Sacramento NAACP*
Chair, Steering Committee on Reduction of African American Child Death
- *Propose and discuss a structure/process to accomplish work of the Workgroups*
 - *Discuss workgroup strategies related to General Steering Committee*
 - *Workgroup focus: Policy/Advocacy, Communication, Action Steps*
- 4:15 p.m.** **Roles of Steering Committee and Workgroups Discussion**
Robert Phillips
- *Propose and discuss the role of the Steering Committee and workgroups*
- 4:45 p.m.** **Next Steps Summary and Meeting Evaluation**
- *Meeting summary to be posted in two weeks*
 - *Follow-up items*
- 5:00 p.m.** **Adjourn**

Steering Committee on the Reduction of African American Child Deaths Minutes – February 19, 2014

Attendance:

20 members were present; 5 members were absent; 1 guest was present and 2 staff members were present.

1. Welcome and Introductions – Tyrone Netters

- Tyrone Netters welcomed the group
- Minutes from the January meeting were approved with one abstention

2. Overview of Steering Committee Workgroups and Function – Robert Phillips

- Robert reviewed the structure of the workgroups proposed by Sierra Health Foundation: an Executive Committee, plus workgroups that would work on a strategic plan and evaluation framework.
- The Committee decided to structure workgroups by issue area: Perinatal, Infant Sleep Related, CAN Homicides, Third Party Homicides and Evaluation
- Workgroup Chairs will form the Executive Committee, along with Steering Committee appointed President, Vice President and Secretary.
- The Committee opted to change the time of the general Steering Committee meeting to 2pm-4pm on the 3rd Wednesdays to accommodate those who attend the County Children's Coalition meetings
- Workgroup meetings will be shared with the public once meeting dates and times are finalized
- Workgroups differ from the Blue Ribbon Commission workgroups because they will develop specific strategy, beyond recommendations. These strategies will include step-by-step procedures and evaluation measures to know the group is making progress

3. Roles of Steering Committee and Workgroup Discussion – Robert Phillips

- Robert reviewed the role of Steering Committee members in general membership.
- Workgroups can be added or deleted as the Committee sees fit
- Robert recommended using gradients of agreements, removing abstain. The Steering Committee agreed to make a commitment to explain reservations and describe what would make them move from “disagree” to “agree with reservations”.

4. Workgroups

- Committee members broke into workgroups to discuss meeting times and Chair members

5. Next Steps and Remaining Questions

- Committee members were asked to fill out an evaluation and offer any updates to the contact sheet

Reduction of African American Child Deaths in Sacramento County

Steering Committee Meeting

February 19, 2014

Coalition Building Opportunity

■ Charter

- Provide coordination and oversight
- Create a strategic plan,
- Monitor implementation. Evaluate, and report on progress

■ Mission and Impact

- TBD

■ The Structure

- High integration
- Workgroups (chair and co-chair)
- Steering Committee (5-7 members)
- General Meetings (decision making; high level strategy)

Steering Committee Strategy Development Process

1. Workgroup considers the approach for each area and brings forward recommended approach (workgroups use 5 questions as a guide to discuss, add, revise, recommend priority approaches to address the its focus areas)
 - ✓ workgroups determine both “what to” support and “how to” support the proposed strategies, and “what to measure” to ensure impact and systems/policy change
2. Executive Committee reviews each workgroups strategy with an eye toward cobbling together each recommendation into a comprehensive strategy
3. Proposed strategies are presented to full Steering Committee for consensus
4. All priorities and strategies are shared with Sacramento County Board of Supervisors

Workgroup meets on respective focus areas, asks and answers 5 guiding questions

Workgroups identify policy priorities, pick strategies that would support proposed policy priorities, and measure of success

Executive Committee reviews each workgroup strategy and incorporates it into a comprehensive strategy

Strategy Including in Strategic Plan and Implementation Plan

All priorities and strategies are shared with Sac. Co. BOS

Proposed strategies are presented to full SC for consensus on Strategy for Focus area

The 5 Questions?

Result	What is the “end”? For each of the Focus Areas identify one or more corresponding indicators for gauging progress.
Indicator	How children doing? For each of the Focus Areas, what are the <u>key</u> corresponding indicators for gauging progress. Graph the trend line – both historic and forecasted – for the indicator(s).
Story Behind the Curve	What is the story behind the “curve” of the trend line for the chosen indicator? Identify the root causes (positive and negative, historic and forecasted) with the greatest influence on the slope or “curve” of the trend line of the indicator.
What Would Turn The Curve?	What are the options for strategies to turn the curve? Generate options for changes in policies, practices and systems that would, by addressing the most important root causes, turn the curve of the trend line.
Proposed Strategies	What do we propose to do to turn the curve? Determine what changes in policies, practices and systems the Steering Committee proposes be implemented to turn the curve of the trend line.

Taking on Leadership Roles

- Steering Committee (5-7 members)

- 4 Issue Work Groups
 - 1) Third-Party Homicide;
 - 2) Infant Sleep-Related Deaths;
 - 3) Child Abuse and Neglect (CAN) Homicides;
 - 4) Perinatal Conditions
 - Will address 4 functional areas—Policy, Communications, Assessment and Sustainability

- Evaluation and Assessment Work Group

Steering Committee Structure—next 6-8 months



Executive Committee

Role:

The Executive Committee is the guiding body for the Steering Committee.

Member Responsibilities:

1. Reviews workgroup contribution to strategic and implementation plans, progress reports, and timeline to ensure accomplishment of the stated goals.
2. Offers suggestions and input to general membership regarding progress, future activities and allocation of funds in the implementation plan of the Steering Committee.
3. Makes decisions about the administrative needs of the Steering Committee, selection and role of consultants.
4. Provides recommendations to the Steering Committee at-large for discussion vote and implementation.
5. Reviews and approves Workgroup recommendations or return to workgroups with suggestions for changes.
6. Develops the agenda for general meetings with input from appropriate individuals as needed.
7. Responds to other needs and questions of the Steering Committee members.

Workgroups

Role:

Workgroups meet to address specific needs of the Steering Committee. Workgroups may be added or deleted as needed and identified by the Executive Committee.

Members Responsibilities:

1. Attend regular workgroup meetings and participate actively as needed.
2. Use individual perspective and expertise to craft recommendations for inclusion in a strategic plan and an implementation plan across 5 functional areas—Policy, Advocacy and Community Engagement, Communications, Assessment and Sustainability

Recommended Workgroups:

- 1) Third-Party Homicide;
- 2) Infant Sleep-Related Deaths;
- 3) CAN/Homicide;
- 4) Perinatal Conditions
- 5) Evaluation and Assessment

Alternative Workgroup Structure:

- 1) *Policy*
- 2) *Advocacy and Community Engagement*
- 3) *Communications*
- 4) *Evaluation and Assessment*
- 5) *Sustainability*

General Membership

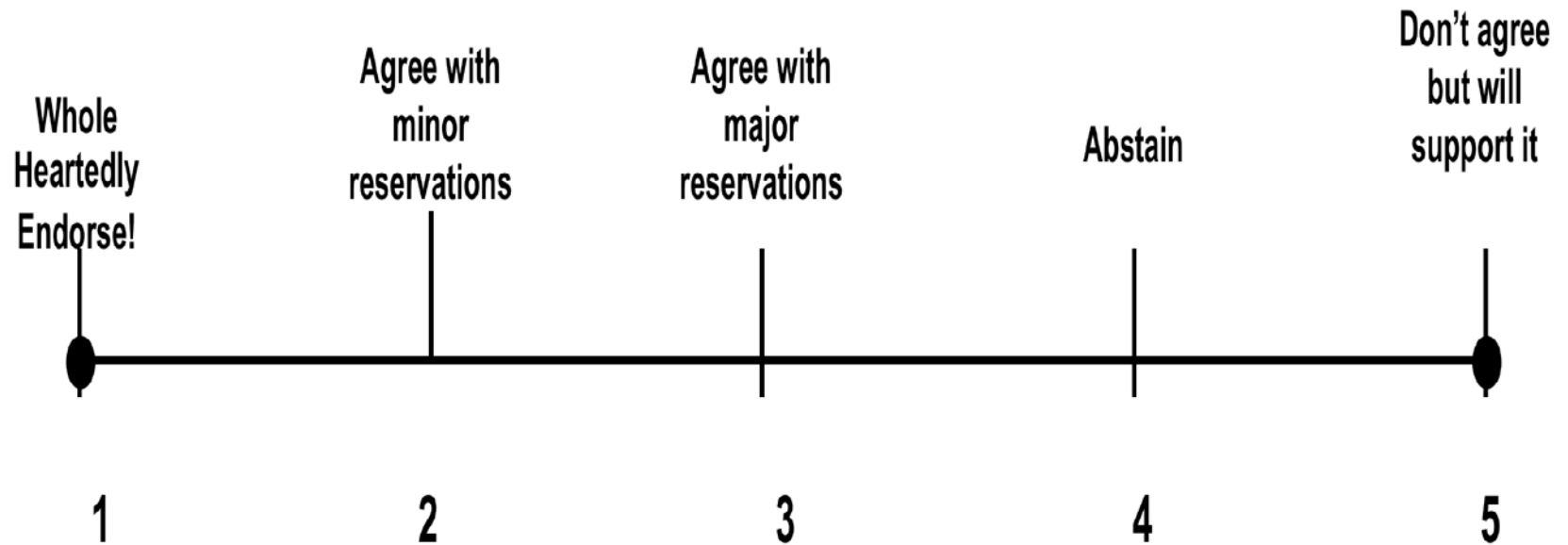
Role:

To participate in general meetings and represent the views and interests of the community and/or the organization the individual represents to achieve the goal of reducing African American Child Deaths.

Member Responsibilities:

1. Attend regular meetings and participate actively in meetings and in committees as needed.
 2. Influence policy change at their organization, in their organizations community work in accordance with Steering Committee goals and objectives.
 3. Be willing to work on community and organizational transformation within the scope of their influence.
 4. Participate in voting on priorities for inclusion in Steering Committee strategic and implementation plans.
 5. Review materials prior to meetings provided by Sierra Health Foundation to move the steering committee's process forward.
-

GRADIENTS OF AGREEMENT



Contact Information

Robert Phillips

Sierra Health Foundation

rphillips@sierrahealth.org

(916) 922-4755 ext. 3317

Madeline Sabatoni

Sierra Health Foundation

msabatoni@sierrahealth.org

916-922-4755 x3328

Center for
Health Program
Management
SIERRA HEALTH FOUNDATION

Center for
Health Program
Management
SIERRA HEALTH FOUNDATION

**Steering Committee on the Reduction of
 African American Child Deaths
 Evaluation Summary
 Feb. 19, 2014**

Please check the extent to which you agree or disagree with each of the following statements:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
• The meeting was well facilitated.	1		1	3	6
• I understand the difference between the role of the workgroups and the role of the steering committee.	1			3	7
• The way the workgroups will function is clear.	1		1	5	4
• The role of the steering committee is clear.	1			5	5
• Explanations of the steering committee and workgroup roles and processes were easy to follow.	1		1	4	5
• I learned something new about disproportionate African American child deaths in Sacramento at this meeting	1	1	6	1	

How could the meeting content, process and/or agenda have been improved?

- I think Robert does an excellent job helping this group process
- Great meeting – would be a great idea to find out which other committees the members are working on
- Change the evaluation form – maybe change bullet #6 to ask if you learned anything new
- Robert – you did a great job and I appreciate you being open to suggestions and facilitating the questions I had about meeting times and issues versus functions! Thanks Gina

What type of information or discussion would you like to see in future convenings?

- More info on report out structure
- I'd like to see more physicians included in the process. Reducing poor outcomes in this group depends heavily on access to care. Heath care. KEH, MD
- Timelines for workgroups