

## Steering Committee on Reduction of African American Child Death

**March 19, 2014**  
**2:15 p.m. – 4:15 p.m.**  
**Sierra Health Foundation**  
**1321 Garden Highway**

**Meeting Outcomes:**

- To discuss the Steering Committee's indicators and objectives
- To discuss new membership to the Steering Committee
- To discuss Steering Committee policies and procedures

- 2:15 p.m.**                    **Welcome and Workgroup Report Out**  
Tyrone Netters, *Sacramento NAACP*  
*Chair, Steering Committee on Reduction of African American Child Death*
- *Review previous meeting minutes*
  - *Workgroup report on workgroup activity*
- 2:45 p.m.**                    **An Overview of the Steering Committee Timeline and Benchmarks**  
Robert Philips, *Center for Health Program Management: Sierra Health Foundation*
- *Propose and discuss a timeline for the Steering Committee work*
  - *Discuss Steering Committee indicators and objectives moving forward*
- 3:15p.m.**                    **Steering Committee Membership, Policies and Procedures**  
Robert Phillips
- *Discuss new membership for missing Steering Committee categories*
  - *Discuss membership policies and procedures*
- 3:45 p.m.**                    **Next Steps Summary and Meeting Evaluation**
- *Upcoming meetings: Discussion of strategic plan, field scan and case studies*
  - *Discuss June 18<sup>th</sup> Meeting*
  - *Steering Committee Contact Sheet*
  - *Follow-up items*
- 4:15 p.m.**                    **Adjourn**

# **Steering Committee on the Reduction of African American Child Deaths**

## **Minutes – March 19, 2014**

Attendance:

21 members were present; 4 members were absent; 2 guests were present and 2 staff members were present.

### 1. Welcome and Introductions – Tyrone Netters

- Minutes from the February meeting were approved

### 2. Workgroup Report Out – Robert Phillips

- Each workgroup reported on their meetings to this point. Two workgroups, Infant Sleep Related Deaths and Evaluation have not yet met.
- Common themes to carry through all workgroups include: orientation, prevention and empathy, mental health, trauma and economic impacts
- If workgroups are still coordinating, they should lean on Sierra Health to figure out how to proceed and find a way to meet, even if it's only a limited number of people

### 3. Steering Committee Timeline and Benchmarks – Robert Phillips and Madeline Sabatoni

- Madeline presented the proposed timeline for developing the Steering Committee strategy
- The Steering Committee should focus on strategies and not new indicators. The Committee will need to establish benchmarks for progress
- A template will be provided to all workgroups to monitor progress
- Strategy for the Steering Committee differs from the Blue Ribbon Commission because it is not just recommendations; it's about implementation with an evaluative process.

### 4. Steering Committee Membership, Policies and Procedures

- There are several empty seats that need to be filled, including youth seats.
- Sierra Health Foundation will create an email that can be forwarded to find people to fill these seats
- Madeline reviewed the process to fill the seats, according to the charter
- The Executive Committee will decide how to operationalize policies and procedures and bring them back to the group
- Agendas and minutes need to be public; Sierra Health will create a website for information to be posted
- Sierra Health will research county investments and allocations, as requested

### 5. Next Steps and Remaining Questions

- In the upcoming meetings, First5 Grantees will begin presentations of their funded work and the Steering Committee will look closely at a case study from the county
- 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

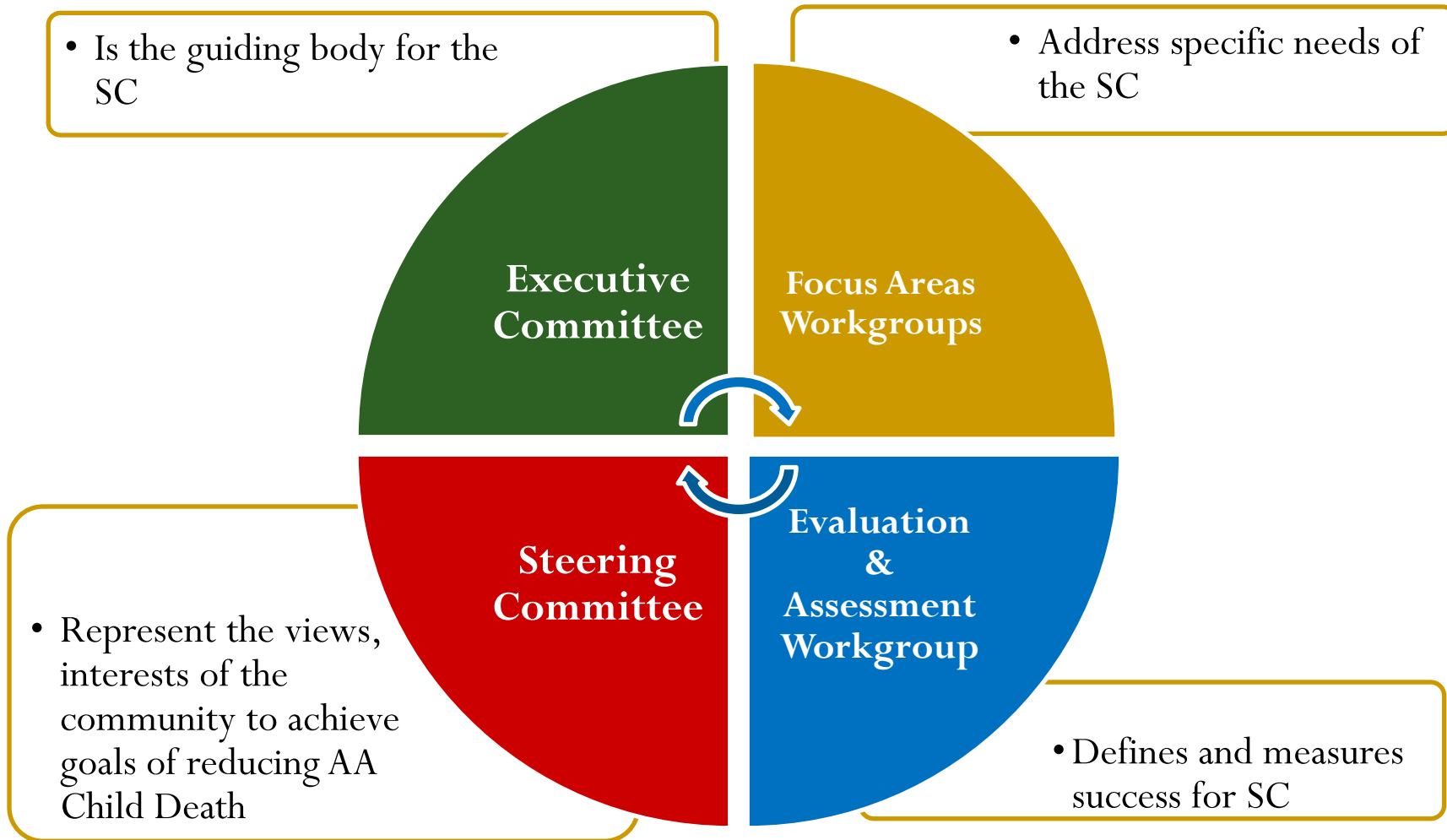
March 19, 2014

---

# Workgroups

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

# Steering Committee Structure—next 6-8 months



# Steering Committee Strategy Timeline

Goals:

Reporting Guidelines determined by Charter

- ✓ Develop Strategic Plan
- ✓ Annual Report to Board of Supervisors

January – June

- ✓ Develop Committee structure, procedures
- ✓ Begin workgroup meetings and strategy development
- ✓ Establish benchmarks
- ✓ Begin Evaluation process
- ✓ Reports from First5 Grantees to inform process

July- December

- ✓ Continued Reports from First5 Grantees
- ✓ Finalization of Evaluation and Communications Plans
- ✓ Development of Annual Report
- ✓ Presentation to Board of Supervisors

---

# Steering Committee Indicators and Objectives

- What are our indicators of progress?
  - For areas of workgroup focus
  - For functional areas
  
- What are our objectives for each indicator?
  
- How will we measure progress on our objectives ?

---

# Steering Committee To Dos

## **Meetings:**

- Monthly meetings for the first year
- Actions can be made with a quorum (50% +1)
- Members must attend 75% of the meetings (with unexcused absences or 50% with excused absences)
- Meetings are conducted according to the Brown Act

## **Membership:**

- Interested parties must submit an application
- A Nomination Committee will conduct interviews and recommendations
- Recommended appointees will be approved by the Board of Supervisors
- New members must submit a Conflict of Interest form within 30 days

## **Empty Seats:**

- Youth Representative (2)
  - Foundation (2)
  - Health Care Systems (1)
-



---

# Next Steps

## Upcoming Meetings

- Grantee Presentations
  - Discussion of the Strategic Plan
  - Field Scan of Services
  - Case Study
    - Further understand the landscape by using an actual case from Sacramento County
-

---

# Contact Information

Robert Phillips

Sierra Health Foundation

[rphillips@sierrahealth.org](mailto:rphillips@sierrahealth.org)

(916) 922-4755 ext. 3317

Madeline Sabatoni

Sierra Health Foundation

[msabatoni@sierrahealth.org](mailto:msabatoni@sierrahealth.org)

916-922-4755 x3328

---

*Center for*  
Health Program  
Management

SIERRA HEALTH FOUNDATION

---

**Steering Committee on the Reduction of  
 African American Child Deaths  
 Evaluation Summary  
 March 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	4	6
• The update on the Steering Committee was informative.				6	5
• I understand how the workgroups will help us progress towards the goal of reducing African American child deaths.				7	4
• The discussions of project funding and process were productive.			2	6	2

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

- We all need to be able to sit down and meet so we can get started with putting the data together
- It would help me if people speak louder
- No change, good meeting

**What aspect of the meeting was most valuable?**

- Clarifying roles and responsibilities and expectations
- Make sure we use social media and how to train people
- Get youth involved
- Dialogue
- The process/timeline/benchmarks

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

- Community discussion – getting that data from the community
- Looking forward to bringing in Grantees and to hearing more about what the community is doing