

# **Steering Committee Charter**

## **Reduction of African American Child Deaths**

### **Sacramento County**

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**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.

<b>Members by Category</b>	<b>Number of Voting Members</b>	<b>Number of Votes Per Category</b>
1. Department of Health & Human Services	[ 1 ]	[ 1 ]
2. Department of Human Assistance	[ 1 ]	[ 1 ]
3. County Public Health Officer	[ 1 ]	[ 1 ]
4. First 5 Sacramento Commission	[ 1 ]	[ 1 ]
5. Child Abuse Prevention Council	[ 1 ]	[ 1 ]
6. Foundations	[ 3 ]	[ 3 ]
7. Health Care Systems	[ 4 ]	[ 4 ]
8. Community-based Health Provider	[ 1 ]	[ 1 ]
9. MCAH Advisory Board	[ 1 ]	[ 1 ]
10. Sheriff's Department	[ 1 ]	[ 1 ]
11. Judicial	[ 1 ]	[ 1 ]
12. Education	[ 1 ]	[ 1 ]
13. Workforce Development	[ 1 ]	[ 1 ]
14. Housing Advocacy and Policy	[ 1 ]	[ 1 ]
15. Civic Groups	[ 2 ]	[ 4 ]
16. Faith-Based Organizations	[ 2 ]	[ 4 ]
17. Parent Representatives	[ 2 ]	[ 4 ]
18. Youth Representatives (up to age 25)	[ 2 ]	[ 4 ]
19. Advocates	[ 4 ]	[ 8 ]
<b>Total</b>	<b>31</b>	<b>43</b>

**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.