

**The Community Advisory Committee (“CAC”)
Review Committee
Minutes of Meeting
Held Thursday, April 14, 2016 at 1:00 p.m.**

Location: 2700 East 18th Street, Jonas Board Room (Suite 211), Kansas City, Missouri 64127

Review Committee Members in Attendance:

Mike Enos, Chair
Melissa Harmon
Alan Powell, M.D.
Siobhan McLaughlin-Lesley
May Jo Moore

Review Committee Members Not in Attendance:

Aaron Link (notified prior to meeting of inability to attend)

Health Care Foundation (HCF) Associates in Attendance:

Rhonda Holman, Vice President/COO
Victoria McNack, Administrative Assistant

Guests in Attendance:

None

Mike Enos, Chair, called the meeting to order at 1:05 p.m.

Approval of Previous Meeting Minutes: Alan Powell, M.D., motioned to approve the Minutes from previous Review Committee meetings held on March 2, 2016 and March 10, 2016. Melissa Harmon seconded and the motion was approved by unanimous voice vote.

Discussion of HCF Board Meeting Minutes: In an effort to better understand the Foundation’s activity over the past year, committee members read minutes from the 2015 HCF Board meetings. Chair Enos facilitated a discussion among attendees about what was read and how it can be applied to the upcoming review. Ms. Harmon and others expressed the need for additional conversation with Board members and/or staff in order to understand the outcomes of some discussions that occurred throughout past Board meetings.

Rhonda Holman discussed the Foundation’s 2015 Board retreat at which the strategic direction was established. Due to the expiration of the former strategic plan in 2013, the Board opted to postpone developing a new plan until last year. Chair Enos stated that the strategic planning is likely the most significant action of 2015.

A former HCF Board built the strategic plan around six key areas: Grant making, assessment/evaluation, advocacy, human capital, stewardship, and communications. In 2015, the Board added partnerships to the list of activity areas for the strategic direction.

Mary Jo Moore inquired as to whether we are reviewing process or outcomes. There are multiple goals through which the Foundation's success could be evaluated; for example, Board attendance and contribution, Board demographics, and in the case of finances, achieving an 8% annual return on investments. The mandate for this committee is to report to the public about how the Foundation met its mission – a concerns and commendations piece that joins what the Foundation did with the evaluative commentary.

Ms. Moore discussed the previously explored opportunity to become a 501(c)(4). Why would the Foundation have invested all that time and effort to explore the development of a (c)(4) organization? It was determined that the work of the committee would be greatly aided by the following:

- Consultants' report from the HCF board's strategic direction retreat
- Annual report material that Jen is putting together
- Strategic Plan itself

The committee took time to ask Ms. Holman questions about various Board decisions over the past few years. Among the discussion points were the following topics:

- HCF Facilities. The Foundation's time in the Pioneer Building is coming to an end as Metropolitan Community College no longer manages this building. KC Sustainable Development Partners is currently renovating the old Westport Middle School which is very likely to be the future home of HCF; not only are we pursuing tenancy, but also the possibility of being an equity investor in the property.
- High Impact Initiative. Beginning in 2014, the Board and its Program/Grants Committee pursued focus areas where the Foundation could achieve lasting improvements through its programming. Due to the negative health impacts of tobacco use and the fact that lifelong tobacco/nicotine use habits form in late adolescence and early adulthood, it was decided to focus the high impact initiative on tobacco/nicotine avoidance. Given the momentum of the recent Tobacco 21 initiative, this decision could not have been made at a more opportune time.

Status of HCF Annual Report Text: Ms. Holman and Jennifer Sykes will update the committee via email regarding the HCF Annual Report text.

Discussion of Timeline: Due to the many components of this report, it is difficult to establish an exact timeline for its completion at this time. Chair Enos discussed the need for a common voice in this document despite the fact that multiple people are assisting in the writing process. Ms. Sykes will provide details about an editor who will ensure continuity of style throughout the document.

Old Business: None

New Business: The committee discussed the best dates and times to next convene to work on the report.

The meeting was adjourned at 2:20 p.m.

The next CAC Review Committee meeting will be held on Friday, May 20, 2016 at 10:00 a.m.