

**The Community Advisory Committee (“CAC”)
Review Committee
Minutes of Meeting
Held Wednesday, March 2, 2016 at 2:00 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.

Review Committee Members not in Attendance:

Aaron Link
Siobhan McLaughlin-Lesley
May Jo Moore (notified prior to meeting of inability to attend)

Health Care Foundation (HCF) Associates in Attendance:

Bridget McCandless, M.D., President/CEO
Rhonda Holman, Vice President/COO
Jennifer Sykes, Communications Officer
Victoria McNack, Administrative Assistant

Guests in Attendance:

None

Mike Enos, Chair, called the meeting to order at 2:05 p.m. and thanked everyone for coming.

Members introduced themselves and discussed their involvement with the CAC and, more specifically, the Review Committee.

Discussion of 2015 Report: Chair Enos shared his perspective, noting his marketing background as the lens through which he read the 2014 Performance Review; it is his understanding that the annual performance review is the objective assessment of the Health Care Foundation’s activities throughout the previous year. There is a great responsibility in writing this document as it may be the first point of contact an individual has with the Foundation itself and the target audience for the report is fairly broad.

Chair Enos thanked Alan Powell, M.D., for his leadership of this committee in the past as well as Brent Schondelmeyer in his ten years of dedication to this annual document. It is the Chair’s hope that the 2015 review will be published no later than this June.

The committee took time to discuss their opinions of the previous report and how it influences the version that will be written this year:

- The 2014 review serves as a good template for future documents. Dr. Powell noted that he appreciates the variety of information it transmits.
- While the document is informative, the quantity of information can be rather intimidating. Chair Enos recommends that this year's review be more succinct.
- The "emerging issues" section of the document seems to be rather subjective component. Instead of removing this section in its entirety, it may be beneficial to rename it and/or provide context explaining how the CAC decided which issues to highlight. Melissa Harmon stated that this section could be entitled "Concerns of the Committee," or a similar title that shows the committee's opinions without disregarding the opinion of the readers.
- The financial section of the document is rather lengthy. Chair Enos proposed the possibility of making this section more concise.

The committee discussed the purpose of the document in what knowledge they would like readers to gain upon reading it. Along with defining the purpose, committee members also took time to brainstorm what could be done better in the upcoming version of this review. The points discussed were as follows:

- This review is an opportunity to inform the public on the Foundation's successes at pursuing its mission.
- Providing information about grants funded and their various purposes.
- Aligning the report with the CAC Community Input Committee's findings from their listening sessions, the Community Conversation of 2014 and the health director forums.
- Better portrayal of the supporting organization relationship between the CAC and the Health Care Foundation; this includes awareness of the fact that this review is a legal requirement of the CAC.
- This document currently serves two functions: It is a performance review and a report of the previous year's activities. While it may not be necessary to make two separate documents, it is important for the readers to know whose perspective is being shared (the CAC perspective versus HCF staff, etc.). Ms. Harmon stated that the report component would be more factual whereas the CAC's review would be more evaluative in nature
- The committee is confident that redundancies in the previous reports will be eliminated in the process of making the 2015 report more succinct.

A frequent discussion within HCF has been whether or not there ought to be an annual report. Jennifer Sykes stated that this idea is still in the works, but the format would include separate pages for each funding focus area, then lists of grants funded, while using language from each respective RFP (request for proposals). The committee discussed the possibility of publishing a two-part document: An annual report of the Foundation's activities and results, including grants funded, and the CAC's review of the Foundation's success at pursuing its mission during 2015.

Ms. Holman stated that HCF funding has been very broad in the past, but now the goal is to be more strategic in grant making and have the ability to tell a larger story than individual grant outputs and outcomes. The Foundation is working to sharpen the focus of its programming dollars, to make the goals of its programming clearer, and have the ability to evaluate the success of its programming. It is the

hoped that in the future, HCF will be able to tell *one* aggregate story about its outputs and outcomes instead of fragmented accounts from many discrete grants and projects.

The committee took time to ask questions about HCF's funding of multi-year grants. Ms. Holman stated that multi-year funding is booked within the initial year that it is awarded in order to guarantee that the money is available regardless of the state of the economy and effects on subsequent years' budgets.

The committee brainstormed ideas of how to tell the larger grant making story in this review:

- Ms. Harmon recommended that one larger story be told within each grant focus area
- Chair Enos recommended that there be a mini case study to give a relatable feel to the document.
- Ms. Sykes stated that in the past they've done cluster reports; however, these reports are quite time-intensive to create.

Old Business: None

New Business: The committee scheduled their next meeting which will be to review the past documents and organize this upcoming review of 2015.

The next CAC Review Committee meeting will be held on Thursday, March 10, 2016 at 2:30 p.m.