

**The Health Care Foundation**  
**COMMUNITY ADVISORY COMMITTEE (CAC)**  
Minutes of the Review Committee Meeting Held  
Thursday, March 8, 2018 at 2:30 p.m.

**Committee Members in Attendance:** Aaron Link; Lisa Peek; Susan Mills-Gray; Mary Jo Moore; Mike Enos

**Committee Members Unable to Attend:** Siobhan McLaughlin-Lesley

**HCF Associates in Attendance:** Paula Cornwell

**Additional Attendees:** Joy Torchia, Consultant and Victoria McNack, Contractor (telephone)

**Call to Order**

Aaron Link, Chair, called the meeting to order at 2:45 p.m.

**Clarification of Annual Report Structure**

Paula Cornwell corrected a previous comment regarding the Foundation's Annual Report. In years past, the CAC letter and review have been included within the Annual Report. In order to use the CAC's portion as a separate tool, particularly when communicating with appointing authorities, the letter and review will be a standalone document to supplement the Annual Report.

**Preliminary Review of Board/Committee Activities in 2018**

Committee members shared impressions, questions and concerns gathered during their preliminary review of the 2017 HCF Board/committee meeting minutes. Some of the primary concerns were as follows:

- The Administration & Logistics Committee meeting minutes state that four positions were approved, yet five were listed as in hiring process or hired;
- The HCF website appeared to be missing minutes from the Permanent Home Ad Hoc Committee;
- At times, the minutes did not clearly notate the purpose for closed session nor close the loop on topics/issues raised in earlier meetings;
- Some portions of the minutes lack detail that could be useful for readers;
- Civic Engagement Pilot Initiative seemed to be an outlying program compared to others funded and could be controversial;
- CEP survey reports that the Foundation scored lower marks on responsiveness;

Commendations that arose from the meeting included the following:

- The Foundation is extremely well-run with strong attention to detail
- The Board clearly addresses concerns of committee members, particularly concerns that arose from the Governance Committee regarding Board diversity;
- Board education goals continue to progress, and the Executive Committee meeting was moved to an earlier start time to allow for more substantive conversations;
- Excellent 2017 audit results, thorough review of insurance policies, and determination of a whistleblower policy;
- Significant work took place on the staff's part to develop and implement the Theory of Change;

- Many consultants were engaged throughout the year for various projects, yet the Foundation continued to operate within their means;
- Approval of the 2018 grants budget indicates a slight increase in grantmaking dollars due to the receipt of lawsuit proceeds;
- CEP survey reports high marks on community impact and transparency.

Questions that arose during the conversation included:

- Audit company and investment manager RFP schedule;
- The length of time that AON has served as the investment manager;
- The precise time at which all lawsuit proceeds were fully invested.

After a robust discussion regarding the Foundation's activities throughout 2017, Chair Link highlighted that strategic areas used to organize the 2016 Review, including evaluation, advocacy/policy agenda, capacity building for community engagement, finance and investments, governance, communications, operations, and impact of the move.

The committee discussed the relevance of the topics and suggested that Joy Torchia, consultant, provide feedback about what could be added or removed depending on today's discussion and individual committee member minutes review. Additional areas might include the lawsuit, special initiatives, community forums, and the move.

Ms. Torchia will compile all notes into a single document for the committee's review. A first draft will be provided electronically for discussion at this committee's meeting in April.

Committee members agreed that this review document will be a tool for citizens in addition to appointing authorities. While participation on this committee requires analysis and critical thinking, it has allowed many CAC members to become more familiar with the Foundation and provide the necessary feedback to assess alignment with the organization's mission.

#### **Approval of Previous Meeting Minutes**

***Susan Mills-Gray made a motion to approve the minutes of the February 1, 2018 meeting. Mary Jo Moore seconded and the motion was approved by unanimous voice vote***

#### **Adjourn**

The meeting was adjourned at 3:41 p.m.