

Health Forward Foundation
COMMUNITY ADVISORY COMMITTEE (CAC)
Minutes of the Review Committee Meeting Held
Thursday, March 7, 2019 at 1:15 p.m.
Location: 2300 Main Street, Suite 304, Jonas Room
Kansas City, Missouri 64108

Attendance

Committee Members in Attendance: Susan Mills-Gray (Chair), Art Chaudry, Damon Daniel, Mary Jo Moore, Lisa Peek, Thuylinh Pham, and Carey Spain.

Health Forward Associates in Attendance: Paula Cornwell; Bridget McCandless, Karol Shadle and Jennifer Sykes (by phone).

Guests in Attendance: Natasha Sims, Consultant; Alan Flory, CAC Member

Call to Order

Susan Mills-Gray, Chair, called the meeting to order at 1:21 p.m. and thanked everyone for their commitment to the Health Forward Foundation and their participation on this committee.

Natasha Sims, Health Forward consultant who is writing the report for the committee, stated she had a separate call with Art Chaudry, who had been assigned the review of the Finance and Investments Committee minutes, to decide what and how much financial information should be included.

Committee members shared impressions, questions and concerns gathered during their preliminary review of the 2018 Health Forward Board/committee meeting minutes. Some of the comments were as follows:

- Community Advisory Committee Section: This information was almost the same as the information provided in last year's report;
- Introduction: This section was the same as in last year's report except that she removed the information on the Community Dialogue Project; Natasha should add "2019" to the sentence about the Review Committee meeting in the first couple months (for clarity);
- Delete Bridget's retirement announcement from the report; consider including it in the annual report in the cover letter;

- The new name and logo write-up will be placed at the beginning and not under the Communications Section, as it was one of the major events of the year;
- Remove any references to Health Forward as HFF; we are not using that acronym;
- Remove the paragraph about funding on the permanent home and just state Health Forward is exploring options.
- Some of the language under the Programs/Grants section is unclear; needs more clarity;
- In reviewing the Executive minutes, it is suggested that the use of all the acronyms assumes a familiarity with the organization; try to avoid using acronyms in minutes, unless they are explained.
- Include an explanation on why the funding areas do not receive equal funding;
- Rearrange the order of Policy and Advocacy Initiatives to: 1) Missouri Medicaid Expansion; 2) Tides Foundation grant; 3) Tobacco Prevention Project; and 4) Tobacco 21.
- The write-up on the finance and investments minutes to not give the complete financial story; it was suggested to reword using the December financial results and to focus on investment and budget performance.
- In the Governance section, remove “after lengthy discussion”; reword or remove the information on sunseting the Admin and Logistics Committee;
- Remove the section on retirement plan;
- Alan Flory will write something to include under the Equity Task Force.

Natasha stated the next draft will be sent to the committee by April 4th so they have time to review before the next committee meeting on April 11th.

Adjournment

Having no further business, the meeting adjourned at 2:32 p.m.

Minutes prepared by Karol Shadle, Governance Coordinator

Reviewed PC 4.2.19; BMcC 4.8.19; SMG 4.8.19