

**MINUTES OF THE COMMUNITY ADVISORY COMMITTEE MEETING
OF THE REACH HEALTHCARE FOUNDATION**

August 16, 2012

Members present: Heather Flick Jon Marshall
Michelle Haley Jennifer Rhodus
Addie Hawkins Steve Scherer
Vicki Hohenstein Brenda Sharpe, Ex-Officio
Andy Klocke Cecilia Ysaac-Belmares
Denny Kurogi

Absent: Tom Burke
Georgia Masterson
Debra Staecker-Mollohan

Guest present: Bill Bruning, Board Chair
Terrie Barnes, Administrative Assistant

Minutes

Chair Andy Klocke called the meeting to order at 5:33 p.m. Terrie Barnes, the Foundation's new Administrative Assistant, was welcomed to the REACH Staff. The minutes of the May 3, 2012 meeting were reviewed. A motion was made by Steve Scherer and seconded by Cecilia Ysaac-Belmares to approve the May minutes.

CAC Business & Responsibilities

Brenda Sharpe welcomed the new CAC appointees, including Heather Flick, Vicki Hohenstein and Jennifer Rhodus. Both Vicki Hohenstein and Heather Flick completed orientation on August 16th, 2012. Brenda will schedule Jennifer's orientation in the coming weeks.

Brenda Sharpe discussed the CAC nominations process and timeline, and shared the work transpiring with legal counsel concerning proposed amendments to the by-laws. One such amendment is a change in the number of nominees for each vacancy that the CAC is required to bring before the Board for consideration. The change suggests that the Board and CAC will work together to specify the number of nominees for the slate in a given year, which is intended to reduce the number of rejections of highly-qualified candidates. The committee is encouraged to provide feedback to Brenda regarding this by-law amendment, as the Board will be considering the proposed revisions at their September 20th Board meeting.

Between now and January 2013, communications announcing the 2013 Board nominations process utilizing our extensive database of media, professional association and community service organizations. The current dates listed for the timeline are not concrete, therefore, committee members are encouraged to contact Brenda and advise of any potential conflicts. It may be possible to collapse the interview and decision-making into a one day event, depending upon how many vacancies need to be filled, which is influenced in part by how many incumbents plan to seek re-nomination. Andy Klocke noted that January and February are the busiest months of activity for the CAC. The committee should begin considering potential candidates and notify Brenda when they have identified a prospect. Brenda and staff will provide follow-up materials and inform prospects of the online application process. Brenda also offered to go with CAC members to meet prospects or provide any other follow-up that would be helpful. The CAC was reminded that all nominees must provide conflicts of interest disclosures and background checks before serving on the Board and its committees. Cecilia Ysaac-Belmares moved to approve the 2013 Board Nominating process timeline. Jon Marshall seconded the motion, and the motion passed.

Brenda Sharpe reviewed the 2013 Board Matrix, placing emphasis on the top one-third (five) incumbents whose terms expire in 2013. The matrix reflects the board terms and class sizes required under the foundation's current by-laws. CAC members were reminded that all candidates must reside in the Foundation's service area, and elected officials are ineligible for service. With respect to diversity, the intent of the by-laws is to identify nominees that represent the broad interests and diversity that exists in our service area. Andy Klocke stated the objective of the matrix is to focus on certain areas of expertise and asked Bill Bruning, Board Chair, and Brenda to reflect on whether or not the Board is lacking in any specific areas. Brenda stated the Board of Directors has not yet reviewed the updated matrix, but their feedback would be sought this fall, as well as which incumbents plan to pursue re-nomination. Discussion ensued focusing on the "emerging leader column" of the matrix. The initial goal of this column has been surpassed due to tenure and involvement of committee members. Michelle Haley questioned the disparity in the number of individuals in each class. Brenda clarified this has to do in part with when members began their terms, with some members opting not to serve a second term three years ago.

Brenda Sharpe reported that our outside accounting firm, BKD, had issued a clean opinion following their audit of the foundation's 2011 financial statements. She proceeded to review and highlight a few items of note in the audit.

Brenda reported on the 2013 Grant Guidelines. A total of 120 participants attended two Pre-Proposal Conferences held in mid-August. Cecilia Ysaac-Belmares inquired about the number of organizations representing Wyandotte County that were in attendance. Brenda stated there were a number present that are both located in Wyandotte and that serve Wyandotte residents, particularly at the pre-proposal conference held in Kansas City, Kansas. Cecilia requested a list of organizations represented at the pre-proposal conferences and Brenda agreed to email the list to the committee.

Brenda shared that the 2013 Grant Guidelines for competitive core operating and program grants were sent to the CAC and Board of Directors, distributed through e-news, and mailed to potential applicant organizations. The grant guidelines incorporate the Foundation's adopted Theory of Change and reflect REACH's core strategies, outcomes, and indicators of long-term impact. The Theory of Change, adopted by the Board in 2011, is incorporated into the review process to help determine fit for proposals submitted in the competitive cycle. Grantees are requested to identify which change strategies they plan to pursue, as well as the metrics they are willing to measure during the grant term. Brenda also reminded the CAC that organizations submitting proposals that are determined not to be a fit always have the opportunity to meet with REACH staff to receive feedback on their proposals. Should their mission and strategies ultimately align with the Theory of Change but they lack in a particular area of organizational capacity, other grant and technical assistance opportunities are offered by REACH throughout the year that they may choose to pursue.

Brenda Sharpe reviewed the upcoming Board and CAC development events. Anyone interested in registering for an event should contact Terrie Barnes. The committee was reminded of the Board Social for REACH Staff, CAC & Board Members at Bill Bruning's home on Friday, September 28th, 2012. Invitations and details are forthcoming.

Chair's Report

Andy Klocke noted the next CAC meeting will be held on January 17, 2013 at 5:30 p.m. The next Board of Directors meeting will be September 20th, 2012.

There being no further business, the meeting adjourned at 6:35 p.m.

Respectfully submitted,

Terrie Barnes
Administrative Assistant