HEALTH CARE FOUNDATION OF GREATER KANSAS CITY
(HCF)
Administration & Logistics Committee
Minutes of Meeting held January 23, 2014 - 9:00 a.m.
Location: Pioneer Campus Penn Valley Community College
2700 E. 18th Street, Suite 211
Kansas City, Missouri 64127

Committee Members attending:
Bernard Franklin, Ph.D., Chair
Roberta Austin Coker
Sheilahn Davis-Wyatt
Thomas Carignan
Jon R. Gray
Jim Nunnelly
Ken Stremming
Susan B. Wilson, Ph.D.

Committee Members not in attendance:
Edwin M. Galan, MA, MSN, ARNP-notified in advance of inability to attend

HCF Board Members and Associates attending:
Bridget McCandless, M.D., President/CEO
Rhonda Holman, Vice President/COO
Melanie Patek, Administrative Assistant

Community Advisory Committee Members attending: None

Guests: None

Call to Order:
The meeting was called to order by Bernard Franklin, Ph.D. at 9:00 a.m.

Review/Approval of Committee Charter:
The first item on the agenda was review and approval of the committee charter. No changes were suggested for 2014 and the charter was unanimously approved.

2014 Associates Handbook preview and discussion:
Ms. Holman gave a preview of the updates being made to the 2014 Associate Handbook. The handbook will be presented to the committee for full approval at the next meeting on March 20, 2014. Updates for 2014 are minor and include items such as the 2013 history and Associate and Board/Board Committee revisions. One new item being developed by legal counsel is the addition of language explaining the employee probationary period for new hires. Once drafted, this language will be emailed to committee members for review/input prior to the March meeting. Toward the end of the handbook discussion, a recommendation was made to seek and possibly retain an HCF Occupational Health Provider in case one is needed in the future.

2013 Strategic Plan (STRAP) presentation:
At the last meeting Ms. Holman was asked to develop a summary of the 2013 Strategic Plan progress. She was asked to identify items that weren’t fully addressed or not addressed at all to determine if they should be included in the next Strategic Plan.
Ms. Holman informed the committee that progress was made on 57 of the 60 tactics included in the 2013 Plan. The remaining three (3) tactics showed no activity. Items that may need more attention in the upcoming Strategic Plan include:

♦ Expansion of the foundation’s network for disseminating its publications

♦ Additional efforts to use Directors’ meeting prep time and Board and committee meetings in optimal ways

♦ Additional efforts to work with the CAC’s Community Input Committee in ongoing communications with uninsured and underserved consumers in the foundation’s service area

2014 Committee Activities Charter:
Rhonda Holman reviewed the 2014 activities calendar. The language in the committee charter states that the committee should meet at least once quarterly. Scheduled meeting dates for 2014 include:

- March 20, 2014
- May 15, 2014
- July 17, 2014—*to be determined*
- September 18, 2014
- November 20, 2014

2014 Board Retreat:
Bridget McCandless, M.D. presented the idea of holding the next Board retreat in 2015. She asked members for input on the idea of using 2014 for information gathering from consumers and other foundation stakeholders. She explained that a Community Conversation similar to the recent Town Hall meeting on Mental Health is being explored. She estimated the project will take at least eight (8) months. The committee was in favor of this idea; however, some members felt that a small Board of Directors’ gathering should take place for new Board members later in the year.

Adjourn:
Rhonda Holman informed committee members that this was the final meeting for committee chair Bernard Franklin, Ph.D. Dr. Franklin will reach his term limit at the conclusion of the February Board meeting. Ms. Holman thanked him for his leadership and dedication to the foundation and stated that he will be truly missed. The meeting was adjourned at 9:50 a.m.