

**MINUTES**  
**Foundation Planning Task Force**  
**May 9, 2017, 7:00 p.m.**  
**Lakewood City Auditorium**

The meeting was called to order at 7:00 p.m.

**Members Present**

Daniel J. Cohn	Martha Halko	Vicki Smigelski
Katherine Collin	George Hillow	Kristin Warzocha
Phyllis Dykes	Erin Murphy	Michael Bentley
Charles Garven	Dawn Pyne	
Jeanine Gergel	Laura Rodriguez-Carbone	

**Others Present**

Michael P. Summers, Mayor  
Cindy Marx, City Council-at-Large  
Shannon Strachan, Executive Assistant to Mayor  
Randell McShepard, Guest

**Not Present:**

Brittany O'Connor, Judith Wright

1. Welcome Remarks by Mayor Summers.
2. The Mayor provided an update regarding Interim Chair Bryan de Boer who had resigned due to relocation to Akron, Ohio. He then welcomed new member Michael Bentley to replace Bryan de Boer. Michael Bentley provided a short introduction about himself for the members.
3. The next order of business was the selection of a Chair for the Task Force. Mayor Summers advised the group that Erin Murphy had stepped forward with an interest to Chair the Task Force. The Mayor indicated that prior to this meeting he had an opportunity to discuss the position with Erin. The Mayor gave a short recommendation of Erin for the position and then asked the group if there was a Motion to Appoint Erin Murphy as Chair of the Task Force. Chuck Garven motioned for the appointment, Jeanine Gergel seconded and the full group acknowledged in favor of the appointment. Motion passed.
4. The meeting was turned over by Mayor Summers to the new Chair of the Task Force, Erin Murphy. The Mayor adjourned from the meeting.
5. Erin Murphy indicated that the first order of business would be to hear from the Search Subcommittee about their search for a facilitator. Jeanine Gergel, representing the Search committee was invited to present their findings. A brief history was provided:
  - Developed an RFP which set forth the work needed by the Task Force into two phases
  - Reviewed the list of potential consultants submitted by the Task Force. Developed a list of eight potential consultants to send an RFP and developed a time-line for response and interviews as well as an Interview Question Spreadsheet and Scoring Rubric
  - Three proposals were received and on April 11, 2017 the sub-committee interviewed all three applicants. The applicants and their interviews and proposals were professional. At the conclusion of the interviews, the group felt they did not yet have the right applicant for the project. The sub-committee determined that they would look to find someone for Phase 1 first.
  - The RFP was sent to two additional applicants whose names were obtained from referrals to the members.
  - One additional proposal was received and the applicant was interviewed on April 26, 2017.

- The subcommittee was pleased with the last applicant, Randell McShepard and felt his proposal, experience and his style of delivery were what they had been looking for in a facilitator. Randell McShepard was invited to present to the full Task Force.
6. Jeanine Gergel and the sub-committee members consisting of: Dan Cohn, Katie Collins, Phyllis Dykes, Martha Halko, George Hillow and Vicki Smigelski entertained questions and comments from the rest of the Task Force members prior to inviting Randell McShepard to join the meeting.
  7. Erin Murphy indicated there was about ten minutes until Mr. McShepard joined the meeting and suggested there be a discussion about interest in a Co-Chair or Vice Chair for the Task Force. A short discussion was had amongst the group. Laura Rodriguez-Carbone indicated she would be interested in the position at that time. Later in the meeting Daniel Cohn also indicated an interest in the position. A general discussion about development of meeting procedures, consensus building tools (Fist of Five and Red, Yellow Green) and dates for next meetings was begun, but was tabled due to the arrival of Mr. McShepard. Erin indicated she would be reviewing and would recommend meeting procedures for the task force. (ACTION ITEM)
  8. Erin Murphy welcomed and introduced Randell McShepard and invited him to tell the group about his background and how he would help the Task Force through a process to accomplish their assigned tasks.
  9. Randell McShepard provided a history of his experience and a synopsis of how he would operate as the facilitator for the Task Force. He then opened up the opportunity for questions. A thirty minute question and answer period ensued with questions and comments being asked by almost every member of the Task Force.
  10. Erin Murphy then asked Randell McShepard if he would adjourn from the room for a few moments so the Task Force might have a discussion and make a determination on the sub-committee's recommendation for facilitator.
  11. Erin Murphy asked for comments by the Task Force regarding Randell McShepard. The Task Force had favorable comments and indicated a willingness to accept the sub-committee's recommendation. The Task Force reached consensus to approve the hiring of Randell McShepard.
  12. Erin Murphy invited Randell McShepard to rejoin the meeting and congratulated him on being approved by the Task Force for the position of facilitator.
  13. Erin Murphy and Randell McShepard next led the group through a discussion about next steps and potential meeting dates, including an initial four hour retreat. Potential meeting dates were set for:
 

June 3 -	Retreat from 8:30 a.m. – 1:00 p.m. Location TBD
June 14 -	6:00 – 7:30 p.m. – City Hall Auditorium Retreat Debrief Meeting
June 27 -	6:00 – 7:30 p.m. – City Hall Auditorium Invite Lakewood Hospital Foundation for update Invite some community stakeholders
  14. Action Item: Randell McShepard, in preparation for the retreat would be sending a list of questions to the Chair, Erin Murphy to distribute to the Task Force to answer. Questions would be sent out no later than May 20, 2017 and answers were asked to be returned to Randell McShepard by May 27, 2017.
  15. Meeting was adjourned at approximately 9:00 p.m.



Shannon Strachan, Interim Secretary

Date

**Foundation Planning Task Force**  
**May 9, 2017 - Meeting Documentation**

1. Meeting Agenda
2. Proposal from Randell McShepard
3. Draft Answers to Questions submitted to the Search Sub-committee by resident Dean Dilzell