

MINUTES
Foundation Planning Task Force
April 10, 2018, 6:00 p.m.
Lakewood City Hall Auditorium

The meeting was called to order at 6:05 p.m.

Members Present (13)

Mike Bentley Katie Collin Chuck Garven Daniel Cohn Phyllis Dykes
Jeanine Gergel Martha Halko Ben Miladin Erin Murphy Brittany O'Connor
Dawn Pyne Vicki Smigelski Kristin Warzocha

Others Present

Randell McShepard, Facilitator
Susan Scheutzow, Legal Counsel, Kohrman Jackson Krantz
Shannon Strachan, Executive Assistant to Mayor
Mike Summers, Mayor
Kevin Butler, Law Director
Sam O'Leary, Council President
Meghan George, Council at-Large
Daniel O'Malley, Ward 4

Not Present (2):

George Hilow Laura Rodriguez-Carbone

1. Erin Murphy, Chair called the meeting to order. Welcome remarks were made by the Chair.
2. The first order of business was to confirm and approve the minutes from the February 8, 2018 meeting which were sent out for review prior to this meeting. The Chair acknowledged she had received a few corrections which were included in the most recent draft minutes and asked for any comments or further corrections. There was one additional question concerning the number of task force members required to be on the new board. The minutes were thereafter approved by consensus.
3. Prior to moving to agenda, the Chair advised that she would like to revisit the time-line and address what time-frame made sense to prepare for to speak to City Council. After some discussion and a recommendation from the Law Director that the Code of Regulations could be presented at the same time as the Board slate, it was agreed that the Task Force would work with City Council to determine appropriate dates for presentations. The task force may attend separate meetings so City Council has time to review, and also so task force can bring info in stages. Lakewood Hospital Association would be invited to the meeting(s) as well.
4. The Chair next asked the task force members to review the final draft Guiding Principles. The Chair directed their attention to principle 4 and asked which one of the bracketed words should be selected. A suggestion was made that all three words were appropriate and should be kept separated by the word "and":

"Initiatives, opportunities and strategies should leverage new and existing resources that result in sustainable impact"

The Guiding Principles were approved by consensus.

6. The Chair next asked that Legal Counsel, Susan Scheutzow, lead the task force through a conversation on the revised Code of Regulations. The following aspects of the proposed Code of Regulations were specifically addressed or discussed:

- a. Article VI title changed to: Community Engagement & Accountability
 - add the words “and accountability” after Community Engagement in the 2nd , 14th, 15th and 16th sentence.
 - add “and including the amount of all grants made and received” in the 15th line after the words “previous year”
- b. Susan clarified that task force wanted total of 9-year term limit, no re-election after 9 years served
- c. Added requirement for annual report that includes community engagement activities, as well as all grants made and received with amounts
- d. Added requirement for community engagement plan to be completed 1 year after inaugural board is constituted, re-examined every year, and re-done every 3 years
- e. Clarified that no director receives compensation
- f. Will edit all words “chairman” to “chair”
- g. Clarified that code of regs allows foundation to potentially grant funds to local government entities (a senior center, for example)

The Chair asked the task force members, given the discussion and proposed changes from this evening’s conversation, whether the suggested edits were sufficient for Susan to make the final edits. The task force agreed. The Chair thanked Susan Scheutzow for her work and leading the discussion and advised the task force members that upon receipt, she would distribute the revised Code of Regulations to the full task force for review, comment and further discussion or approval by consensus at the next meeting.

7. The Chair next addressed the group about a name for the new foundation. Susan Scheutzow indicated she had checked on various forms of a name using the words “Lakewood”, “Wellness”, “Health” and “Foundation”. After discussion it was determined that the name of the new foundation would be Healthy Lakewood Foundation. Susan advised that she would take the necessary steps to reserve the name with the Ohio Secretary of State.

8. The Chair next advised that she and Dan Cohn had put together three potential Board Selection processes for the group to review and discuss. After discussion, it was determined that Process A would be utilized. The group was asked who might be willing to sit on a Board Selection Committee which Dan Cohn had offered to Chair. Volunteers: Erin Murphy, Martha Halko, Jeanine Gergel, Brittany O’Connor, Chuck Garven and Phyllis Dykes. Katie Collin advised she would participate as available but her schedule prevented her from officially sitting on the committee. Vicki Smigelski advised she would be available for interviewing.

A discussion about what third-party consultant to utilize was had and it was determined that the group would pursue an arrangement with BVU given initial outreach had begun and BVU had confirmed this was the type of work they do. Initial pricing was reasonable.

9. The Chair asked for quick updates from the subcommittees.

- a. Community Engagement - Phyllis Dykes advised that the Community Engagement committee agreed that they would begin preparations for a Community forum after the June 4th Council Meeting, probably the week of June 11th.

- b. Communications – Mike Bentley advised that the website information had been updated and that the communications committee would work with Dan and the Board Selection committee to promote the Board application process.

10. A review of the action items from this meeting are:

- a. Susan Scheutzow to revise the Code of Regulations in accordance with the discussion and forward revision to the Chair for distribution.
- b. Board Selection committee to reach out to Julie Clark from BVU and finalize contract arrangements and solidify the time-line.
- c. Board Selection committee to begin meeting to establish time-line, finalize application and begin application dissemination process.

11. The Chair next invited guests for public comment.
12. Meeting was adjourned at approximately 8:35 p.m.



May 1, 2018

Shannon Strachan, Secretary

Date

Foundation Planning Task Force
April 10, 2018 - Meeting Documentation

1. Meeting Agenda
2. General Principles (Draft)
3. Board Selection Process Options