

**MINUTES**  
**Foundation Planning Task Force**  
**September 26, 2017, 6:00 p.m.**  
**Lakewood City Auditorium**

The meeting was called to order at 6:02 p.m.

**Members Present (11)**

Mike Bentley    Katie Collin    Phyllis Dykes (via phone)  
Chuck Garven    Jeanine Gergel    Marth Halko  
Ben Miladin    Erin Murphey    Brittany O'Connor  
Dawn Pyne    Laura Rodriguez-Carbone

**Others Present**

Shannon Strachan, Executive Assistant to Mayor  
Randell McShepard, Facilitator

**Not Present (5):**

Daniel Cohn    George Hillow    Vicki Smigelski  
Kristen Warzocha    Judy Wright

1. Erin Murphy, Chair called the meeting to order. Welcome remarks were made
  2. The first order of business was to confirm and approve the minutes of the last meeting which were sent out for review prior to this meeting. The chair asked for any comments or corrections. There being no comments or changes the Chair advised the Minutes were approved by consensus.
  3. The Chair next invited Randy McShepard to introduce the guest speaker for the evening.
  4. Randy McShepard welcomed Mitch Balk, President of the Mt. Sinai Foundation and thanked him for coming in to spend time to speak and answer questions about the formation and operation of the Mt. Sinai Foundation which was a conversion foundation.
  5. Mr. Balk first provided a history of the creation of the Mt. Sinai Foundation. He shared that the current four areas of focus for the foundation are upstream of HealthCare – Not Healthcare:
    - a. Health of the Jewish Community
    - b. Health of the Urban Community (Mt. Sinai Hospital was a “safety-net” hospital)
    - c. Support of Academic Medicine and Bio-Science Research
    - d. Government Health Policy and Advocacy
- Mr. Balk indicated that the Mt. Sinai endowment was \$150M and approximately \$7.3M / year was given out in grant funding. The foundation is research based and data driven
  - Mr. Balk stated that Mt. Sinai is a Public Charity; part of the reason for this choice was historical. When Mt. Sinai faced losing its Public Charity status, it worked with the Jewish Foundation to become a hybrid Supporting Public Charity Foundation. Mt. Sinai and the Jewish Foundation sought requested an IRS Private Letter Ruling allowing each foundation to have a veto power over the other as to who sits on each other’s board. This allowed the foundation to be a supporting foundation and the two foundations do co-invest on some of their funds and they collaborate and do some strategic work together, but the foundations are each autonomous with separate boards and funds.
  - Mr. Balk indicated that the Mt. Sinai has 7 staff members and the Board consists of 27 members. Board has 3, 3 year terms for total of 9 years. All Board members participate in the site-visit process. Mr. Balk sees themselves in the “opportunities business” when seeking grants. Grant opportunities come from within and outside the foundation. An example of an opportunity presenting itself is the Senior Transportation Connection.
  - Mr. Balk closed by expressing the importance of engaging other organizations and foundations in the foundation’s work. The Cleveland Philanthropy market is a very

collaborative market. Small endowments can have great impact with small grants and with collaboration.

6. The next order of business was a presentation by Katie Collin as Chair for the Foundation Structure Subcommittee. Katie referred to the foundation structure spreadsheet which provided four foundation structure options, some features and pros and cons about each structure. (Copy attached) A discussion was had about how to expand the information in the spreadsheet to more fully inform the task force on these structure options. Katie asked that the current task force review and make comment on the current spreadsheet and it was agreed that the Foundation Structure Subcommittee would make a presentation to the full task force in October and would include a more full description of each type of structure, examples of current foundations with each structure as well as information on the future foundation's funding and growth and grant making potential as well as how the operating expenses would affect the ability to distribute funds. It was agreed that the October 19, 2017 meeting would be extended by 30 minutes to a 2 hour meeting to incorporate both a presentation by the Community Engagement Committee and the Foundation Structure Committee.
7. The Chair next called upon Michael Bentley to provide an update about the Communications Subcommittee. Mike shared that at the last meeting it was agreed to update the FPTF Webpage by summarizing the work so far – that summary is being reviewed. Discussions were had about how to promote the work of this group via social media, media releases and through water bills and Office on Aging newsletters. Mike also confirmed that the Communications Subcommittee is working on answers to questions that have been submitted to the task force in an FAQ format. He asked that the entire task force submit questions they have received from the community to him by Monday, October 2, 2017. The subcommittee would begin answering questions and posting them on the website and determining other ways to share them. Jeanine Gergel suggested the Lakewood Observer. Mike further advised the group that there would be an interactive way for residents to submit questions and receive answers so that others could see them on the website, similar to what was done for the Hospital Development Site Page on the city website. This would provide two opportunities to find Q&A. Randy McShepard said he had received feedback that there is a lot of information on the task force web page and is difficult to weed through and asked that any FAQ's be easy to find.
8. Erin asked that Martha Halko, in Phyllis Dyke's absence provide an update on the Community Engagement Subcommittee. Martha advised the group that the subcommittee had completed their interviews which took place from end of July through mid-September. Information on sixteen different population groups was sought. Eighty-seven individuals were interviewed and from them fifty-eight organizations were represented as well as 10 individual residents. The subcommittee will be ready to submit their community assessment at the October 19, 2017 meeting. Randy McShepard indicated that he will also be available to report out on the task force assessment based on each task force member's submittal of the same questionnaire used by the Community Engagement subcommittee.
9. Erin next asked Randy McShepard to discuss with the group recommendations on next steps for Community Engagement. Randy suggested that the group should not get too far into their work without a community forum/meeting and suggested that once the community assessment is complete next meeting might be a good time. A discussion was had and the task force determined to have a Community Forum in early to mid-November. Suggested dates were: November 8, 9, 14, 15, and 16. The group suggested using an alternate location. Suggestions were one of the city schools or United Methodist Church. Shannon Strachan to follow-up with both organizations to determine availability.
9. Erin next asked Jeanine Gergel to follow-up on the suggested education opportunity. Jeanine said that the St. Lukes Foundation had the rights to show a movie titled "Resilience". Jeanine suggested that this would be best used as an education opportunity for the eventual foundation's board.
10. Before closing the meeting the Chair reviewed the action items:

- a. Task Force members reminded to send a list of any questions (and proposed answers if they have one) to Michael Bentley so that the Communications subcommittee can begin compiling FAQs
  - b. Structure Subcommittee to prepare to present to the full task force at the October 19, 2017 meeting along with the Community Engagement Subcommittee.
  - c. October 19, 2017 meeting extended from one and one-half hours to two hours to accommodate both presentations.
  - d. Shannon Strachan to follow-up on availability of the city schools and United Methodist Church for a community forum.
11. Meeting was adjourned at approximately 7:50 p.m.



September 27, 2017

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Shannon Strachan, Secretary

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Date

**Foundation Planning Task Force**  
**September 26, 2017 - Meeting Documentation**

1. Meeting Agenda
2. Foundation Structure Spreadsheet