

MINUTES
Foundation Planning Task Force
Search Sub-Committee
March 7, 2017, 5:00 p.m.
Mayor's Conference Room

The meeting began at approximately 5:10 p.m.

Sub-Committee Members Present

Daniel J. Cohn	Martha Halko	Vicki Smigelski
Katherine Collin	George Hillow	
Phyllis Dykes	Jeanine Gergel	

Others Present

Shannon Strachan, Executive Assistant to Mayor

1. Shannon Strachan passed out a sample Draft RFP for the Task Force solicitation of a Facilitator.
2. The sub-committee had a general discussion about the Draft RFP. The majority of the discussion was on the Scope of Work and the Project Time-line and the description of the required deliverables to be in the proposal.
3. It was agreed that Shannon Strachan would make the proposed revisions to the Draft RFP and send out to the group for final comments. The goal is to release the RFP on Friday March 10, 2017. The group discussed the time-line to send out the RFP, receive and review proposals, interview potential facilitators and present the top two to the full FPTF. It was determined that it would be necessary to push out the next full meeting to the first part of May and cancel the April 24, 2017 meeting date. The dates to be proposed to the full task force to hold were May 8 and May 9.
4. The next issue to be addressed was the list of the facilitator/consultants to which the RFP would be sent.
5. The committee reviewed the list of potential consultants that the full Task Force had compiled. It was determined that the RFP would be sent to all consultants located in the Cleveland area. Out of town consultants were not included because it was important to have the consultant present to facilitate at all meetings. A total of eight (8) RFP's would be sent.
6. Next meeting date of the sub-committee was determined to be March 27, 2017 at 7:00 p.m. since the full Task Force would no longer be meeting on that date.
7. Meeting was adjourned at approximately 6:30 p.m.



Shannon Strachan, Interim Secretary


Date

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**New Lakewood Wellness Foundation
Request for Proposal – Foundation Creation Planning
Released March 9, 2017**

PURPOSE

The Foundation Planning Task Force (FPTF) for the city of Lakewood seeks to solicit proposals from consultants experienced in facilitating board and committee work. Specifically the consultant will need to assess the extreme talent of the task force; harness the talent and experience of the task force; help the task force efficiently and effectively develop a road map for the design and creation of the new Lakewood Wellness foundation.

SITUATION

The new Lakewood wellness foundation is being created pursuant to the closing of Lakewood Hospital. On December 21, 2015 a Master Agreement was entered into by and among the City of Lakewood, the Lakewood Hospital Association and The Cleveland Clinic Foundation. In this agreement, the parties recognized the transformation of health care from an inpatient hospital-based model to a population-based model of comprehensive healthcare delivered primarily in outpatient and home settings designed to improve the health of an entire community by helping people live healthier lives and treating their health conditions early to prevent chronic diseases.

As a result of this agreement, Lakewood Hospital Association and The Cleveland Clinic Foundation closed the hospital inpatient services on February 5, 2016. The Cleveland Clinic Foundation continues to operate the Emergency Department in Lakewood and also is investing over \$34 million to purchase land and construct a new Family Health Center in Lakewood. The Lakewood Hospital Association has agreed that upon its dissolution it will contribute \$24.4 million dollars to a new Lakewood wellness foundation for the purpose of addressing community health and wellness needs in the City of Lakewood. The process and creation of the foundation will be agreed upon by the City of Lakewood and the Lakewood Hospital Foundation. The city of Lakewood and the Lakewood Hospital Association (jointly the "Regulators") will receive the recommendations of the FPTF and will respond to and approve of the final proposed foundation creation plan.

As a result, the creation of Foundation Planning Task Force was proposed to develop a process and represent the community in the creation of the new foundation. Outreach to the community for applicants was made by the city in June 2016. Forty-four applications were received and by January this year, seventeen (17) members were appointed to the task force by

the Mayor and City Council. Information on the current task force and its members may be found on the city's website at: <http://www.onelakewood.com/wellness-foundation-task-force/>

SCOPE OF WORK

The consultant will leverage the skills, talents and resources of the members of the Foundation Planning Task Force and facilitate the meetings and conversations so that the task force members maintain focus to efficiently and effectively create a plan to design a structure for creation of the new wellness foundation and a time-line for effective execution of the plan, including but not limited to addressing the following:

- Mission and Vision planning
- Governance (by-laws, articles)
- Non-profit Tax structure and application
- Developing a plan for populating the leadership of the new foundation (ex. Board of Trustees, Community Advisory Committee)
- Communication plan to the community and Regulators about the new foundation

PROJECT TIMELINE

The project will begin in April and is expected to be completed within a ___ week period or sooner.

PROPOSAL, SUBMISSION AND DEADLINES

A complete proposal should include the following:

- How you would approach the scope of work sought including parameters such as timeline
- Who would be involved and their scope of involvement
- Deliverables and milestones to be met
- A clear and accurate cost proposal
- A statement of consultant experience and qualifications
- Client examples and reference projects similar in scope to this request, along with contact information for people at three nonprofit organizations who have been your clients during the last 36 months whom we can call on as references.

Complete proposals should be submitted no later than March 17, 2017, to Shannon.strachan@lakewoodoh.net or send to the Foundation Planning Task Force, c/o Mayor's Office, Lakewood City Hall, 12560 Detroit Avenue, Lakewood, OH 44107.

Candidates to be interviewed will be notified by March 20, 2017.

If there are questions, contact Shannon Strachan in the Mayor's office at 216-529-6093.

DRAFT