

**Twin Falls Health Initiatives Trust
Board Meeting 4/11/08**

Location: Family Health Services Office, Twin Falls

Present: Curtis Eaton, Jamie Kelley-Kinyon, Janet Holcomb, Patty Kleinkopf, James Schroeder, Tom Mikesell, and Monica Castaneda-Kessel

Absent: Robert Valentine

Staff: Misti Lockie

Guests: none

Mr. Eaton called the meeting to order at 4:45 pm. A quorum was declared.

Ms. Castaneda-Kessel presented minutes were reviewed from previous meetings: 8/1/07, 10/31/07, 12/12/07, 1/10/08, 1/30/08, 2/26/08. For various reasons, these minutes had not been previously approved.

Upon review of 8/1/07: one statement was stricken from record and Ms. Kelley-Kinyon asked for spelling correction of her name; Ms. Castaneda-Kessel moved to approve minutes as amended, Ms. Kleinkopf seconded the motion. Motion accepted.

Upon review of 10/31/07: it was stated that Ms. Kleinkopf should be removed from attendees; Mr. Schroeder moved to approve minutes as amended, Ms. Kelley-Kinyon seconded the motion. Motion accepted.

Upon review of 12/12/07: it was stated Mr. Schroeder should be removed from attendees; Ms. Kelley-Kinyon moved to approve minutes as amended, Ms. Kleinkopf seconded the motion. Motion accepted.

Upon review of 1/10/08: Mr. Eaton requested that Ms. Lockie summarize the minutes; Ms. Kleinkopf moved to review minutes again post-summary, Mr. Schroeder seconded the motion. Motion accepted. Mr. Eaton instructed Ms. Lockie to consult with Mr. Schroeder and himself as to the summary.

Upon review of 1/30/08: there was one grammatical change to minutes; Ms. Kleinkopf moved to approve minutes as amended, Ms. Kelley-Kinyon seconded the motion. Motion accepted.

Upon review of 2/26/08: Mr. Schroeder moved to accept minutes as stated, Ms. Kleinkopf seconded the motion. Motion accepted.

Administrative note: Mr. Eaton requested that future recorded minutes should state proper names such as Mr. or Ms.

Mr. Schroeder opened a discussion about formal approval of the contract for Ms. Lockie to act as an independent contractor providing services to the Board.

All members of the Board will be given a copy of the contract for their files.

The contract outlines the relationship between Ms. Lockie and the Board as an independent contractor, and is set up on a 30-day automatic renewal basis until further notice. The contract is set up in this manner to allow for flexibility for the Board to determine the evolution of the position and to allow for evolution of the Board.

Basic statements covered in the document are as follows: contractor is set up as 1099 status and responsible for her own tax filings, office space, supplies, insurance, etc. Work product is to be determined by the Board and must be completed in a timely manner. Hours are not to exceed 40 hours per week. Contractor will be reimbursed for items such as mileage and postage or extraordinary supplies. Exhibit A is attached to contract and states basic duties for the contractor. These job duties can and will change over time.

Ms. Lockie expressed her acknowledgment of the contract status as a 30-day renewal, and is completely aware and acceptable of this arrangement. She is willing to evolve with the position and the Board as needed.

Ms. Kelley-Kinyon moved to accept the contract as stated; Ms. Holcomb seconded the motion. Motion accepted.

The Board moved on to discussion led by Ms. Castaneda-Kessel about the data analysis of resident surveys.

Ms. Castaneda-Kessel analyzed data received from approximately 1300 resident surveys that were received. There were 38 data sets for each. She provided a PowerPoint summary of the data. The resident surveys are very helpful because they cover more than just the Twin Falls area.

There is more information contained in specific written comments from the surveys that needs to be compiled. Ms. Castaneda-Kessel will provide this information to Ms. Lockie and she will compile these comments for the Board. Mr. Schroeder will provide guidance on how to compile this information and structure it into useable format.

The Board progressed through specific discussion of the data contained in the PowerPoint. Some of the questions were unclear and therefore data received from their responses was not useable. Some of these questions were specifically pertaining to what health care provider is used, and the location of your health care provider. These questions will be revised for any future surveys. Also, in future surveys, the contact

person for any information should be switched over to Ms. Lockie. Mr. Mikesell will ensure a copy of the survey gets posted on the County website.

The next surveys to be distributed will be the Agency or Organizational Surveys; sent by mail Wednesday 4/16 with prepaid return envelopes to approximately 300 recipients. They have two weeks to respond; Ms. Lockie will gather this information as it comes in to analyze and compile for use at the Strategic Planning meeting.

The Board thanked Ms. Castaneda-Kessel for her work on the Resident Surveys.

Discussion moved on to the Strategic Planning meeting. The facilitator, Sherry Dyer, is reserved for both May 6 & 7. The Board wants to try to complete meeting within the timeframe of one day, so they can choose either the 6th or the 7th. There are several decisions about the meeting that need to be made beforehand.

Some of these decisions are: The Board had hoped to have all survey information available, as well as interviews completed with community leaders to assist in strategic planning. However, the interviews have not been completed as yet. Therefore, the Board needs to decide whether to proceed with strategic planning now, and integrate interview information later – or to wait.

Also: The Board can try to complete the Community Plan, Grant Processes and Board Development all at once, or tackle just the Community Plan now and progress to the other items later. There are advantages and disadvantages to both.

Mr. Schroeder recommended that for now it would be beneficial to complete the Community Plan now during the May Strategic Planning Meeting as Step One of the process. Step 2 would be Board Development, and Step 3 would be the Grants Process.

Ms. Castaneda-Kessel stated that the timeframe is very important – and asked for clarification on the Community Plan and Strategic Plan. Are they the same document?

Mr. Mikesell noted that they are connected documents, but are not the same. He also stated that priorities for these items are very important. The Grants Process could be adapted from some other organization and adjusted to be used for this Board's purposes. That would save a lot of time and work. The most important items are the two to three year Strategic Plan and the Community Plan. Those items can highlight where funds can be granted.

Mr. Eaton stated that it would be helpful not to focus at first so directly on the Plans, but on the goals that the Plans are meant to help achieve. The Board needs structure for the committees to operate under and move forward. The processes will follow accordingly. Mr. Mikesell agreed that we should progress with planning in that format.

There are three parts:

- Community Plan

- Programs/Grants Committee Structure
- Finance Committee Structure

Ms. Kleinkopf agreed by saying it would be important to wait on bringing in any new members to the Board until Board Development is completed.

Therefore, the Board decided that the following items should be completed at the May Strategic Planning Meeting.

- Detailed Community Plan completed
- Operating structure for two committees completed
- Board Development ideas: how to move forward
 - This involves two things: Full appreciation by current Board of bylaws, history etc, and also the initiation process of new members

Mr. Eaton noted that in reference to Board Development, we do not want to define in too much detail yet, but provide a framework for development to happen. Mr. Schroeder suggested that the structures and policies of the framework could be produced by the committees.

Mr. Mikesell stated that the Community Plan must be a living, breathing document.

The Board agreed it would be best to complete Strategic Planning Meeting in one day. Ms. Lockie was instructed to make contact and reservation plans to meet at the Priory in Jerome: Contact Father Norbert at 324-2377. Ms. Lockie will also get in contact with Ms. Dyer (facilitator) to determine what other items are needed. In addition, she will set up interviews with Ms. Dyer and the Board members prior to the meeting.

Meeting shall occur as follows:

8:30 am – Breakfast treats

9:00 am – Planning Meeting begins

Group will have Lunch & Dinner at location

All Board members will assist to provide bullet points for structure before meeting.

It was also noted that an electronic copy of the By-Laws needs to be obtained. Members will check prior emails to find one, forward to Ms. Lockie, and she will distribute to the group.

Mr. Eaton began discussion on the Finance Committee. The chair, Mr. Valentine, was not present. Ms. Kleinkopf, as a member of the Committee, stated that they have not met. Mr. Mikesell stated that he would be able to send out the financials to all the members electronically. He said the County would like to have some type of report from the Board, but basically just needs the balance.

The meeting was adjourned at 6:10 pm.

