



Medical SSMID Commission Meeting Minutes

May 11, 2016

8:00 a.m. – 9:30 a.m.

Tallgrass Business Resources

Present: John Albert, Tim Charles, Richard Cooley, Gordon Epping, Michelle Jensen, Kathy McCauley, Karen Smith, Mike Sundall, Julianne Thomas, Ted Townsend

Absent: Mary Meisterling, Julie Sterling

Guests: Jim Flitz, Sandi Fowler, Richard Pankey

Economic Alliance Staff: Sherokee Eder, Doug Neumann, Phil Wasta

Welcome & Call to Order:

The meeting was called to order at 8:00 a.m.

Consent Agenda:

Clarification was given on last month's financials. Epping verified that the negative balance shown in the previous statement of Net Assets under Prepaid Expenses was due to an entry error that has been corrected. Townsend moved to approve the consent agenda. Smith seconded the motion. The consent agenda was unanimously approved.

Commission training on City Boards & Commissions:

Flitz expressed to commission members that the training session should be viewed as an exercise to raise awareness, not as a lecture. He continued on to point out the importance of knowing why the commission exists.

Reiterating the training given by Fowler in the previous meeting, Flitz reminded the commission members that they are not to speak on behalf of the Commission. It is acceptable to provide one's opinion, as long as it is absolutely clear that the individual is speaking on behalf of themselves rather than the Commission.

Charles made an inquiry about the level of latitude Wasta has versus the Commission, since he holds the position of executive director. He further clarified the desire to know if Wasta is able to represent the Commission or the actions taken by Commission. Flitz informed the Commission that Wasta is able to pass along information, but is not to speak on behalf of the actions the Commission will take.

The Iowa Open Meetings Law permits the general public to attend Commission meetings. Flitz asked the Commission to think about accessibility. It's important that anyone who wishes to attend is able. Too many stairs could serve as a hindrance to someone who has mobility issues. Being wheelchair accessible

is something to consider. Flitz reminded Commission members that agendas need to be reasonably specific so that the public knows what will be discussed.

With a Commission of twelve, a “meeting” would be defined as seven or more of the twelve getting together to talk or take action. At any point, if seven of the twelve get together for discussion pertaining to business, it is considered a meeting. Flitz advised Commission members to involve himself and Fowler when they feel a closed meeting is necessary.

Charles requested a document to provide specific language to include in an agenda if the Commission wishes to convene a closed meeting. Flitz agreed to provide this, but advised the Commission to proceed with caution. It is important that the Commission only discuss what is on the agenda for the meeting. Getting off task runs into issues of legality. The law requires all closed meetings to be audio recorded and for detailed minutes to be kept in a sealed envelope.

The law has not kept up with technology, but Flitz advised the commission to still be wary of e-mails and text messages. If a Commission member sends out a mass message, and enough people reply, it starts to look like a meeting. This is not to say Commission members can’t communicate through these mediums, but to avoid talking about issues over them. If an issue arises, Commission members should add it to the agenda and discuss it at the meeting.

Charles inquired about public requests for e-mails. Flitz said he cannot speak on behalf of the authorities, but there are cases where someone will request all communication from one date to another. This can be narrowed by asking questions due to the costs of retrieval. The main focus is on the content of the communication.

Fowler and Flitz discussed with the board how to handle sub-committees. Sub-committees may seek out which ever resources will be helpful to them however, those resources have no voting power, or pull in what actions occur. Flitz stressed the importance of transparency to the public.

In relation to conflict of interest, Charles asked if Mercy was put in jeopardy to have contracts with the City. Flitz doesn’t believe this to be an issue, but informed Commission members they would have to look at it contract by contract.

Flitz reminded the board to consider when receiving something of value, to consider if the person giving is a restricted donor. If this is the case, it’s important to make sure that person is being given something of equal value. Flitz also noted the Board of Ethics would be able to provide further insight to this topic.

Discussion – How the MedQuarter can be more engaged in the Blue Zones initiative in Cedar Rapids:

Fowler provided the Commission with background on Blue Zones. Fowler would like to see someone hired to continue to make Blue Zone a community effort. The idea would be to receive \$25,000 from the MedQuarter, \$25,000 from the City of Cedar Rapids, and \$25,000 in private donations for a three year period. This would cover the expenses to hire that individual such as salary and benefits. Fowler would like to see MedQuarter involved in this process as a partner with the city.

Commission members expressed concerns about additional costs to sustain the initiative above and beyond the costs of an employee. While the board would like to support Blue Zones, they would like Fowler to produce more information about programmatic content and budgets as well as examples of

successes in other communities. Charles directed Wasta to work with Fowler on program content and collaboration between the MedQuarter and City.

Charles said this discussion would be continued at another time.

Action – Review and approve MOA between MedQuarter Inc. (2.0) and Medical SSMID:

Charles mentioned the Commission members should review the document provided in the agenda packet, but that it is a draft. He specifically called attention to the term of the agreement needing revision. This will be tabled and discussed again at the next meeting.

Action – Review and approve RFP for website update:

A handout of the Scope of Services portion of the RFP was provided. Wasta informed the Commission that he met with Judy Lehman on May 10th to review the RFP Language. One question was whether or not the new website had to be ADA compliant. Lehman indicated that Wasta would need to ask that question of Sandi Fowler. Wasta is waiting on an answer. With this, the website RFP is not ready for approval. Thomas recommended that the item be tabled.

Sundall voiced concerns about the budget and future expenditures. Wasta agreed to bring the fiscal year 2017 breakdown to the next meeting for review.

Action – Review and approve 2016 Executive Director performance measures:

Epping moved to approve the 2016 Executive Director Performance Appraisal document included in the agenda packet. McCauley seconded the motion. The 2016 performance measures were unanimously approved.

Committee Updates:

Charles informed the Commission that Meisterling has requested to be moved to the Economic Development Committee rather than Operations. Epping has offered to assume the role as Chair of the Operations Committee from Meisterling. These changes will take effect immediately.

Executive Director's report:

Wasta handed out his April, 2016 activities report to Commission members. The format has been revised to account for his activities within the structure of the 2016 Performance Appraisal categories.

Other Business:

Charles gave a quick recap of key points discussed during the meeting. Items to be addressed at the next Commission Meeting include:

- Follow-up on the education provided by Fowler and Flitz
- MOA approval
- RFP approval
- Information regarding programming for the Blue Zones proposal to further understand the financial commitment (this will be provided by Wasta)
- A review of sponsorships and benefits received (this will be provided by Wasta)
- FY'17 Budget breakdown

Adjournment:

The meeting was adjourned at 9:42 a.m.