

**Community Health Endowment
Board of Trustees Meeting
May 27, 2020, 1:30 pm
Zoom Conference Call**

Minutes

Trustees Present: (14) Preeta Bansal, Eric Buchanan, Kathy Campbell, Don Herz, Dan Marvin, Kim Moore, John Reinhardt, Rusty Vanneman, Janice Walker, John Thompson, Derek Vance, Michelle Petersen MD, Russ Gronewold, Pat Lopez.

Trustees Absent: (1) Marilyn Moore PhD

Staff Present: (3) Lori Seibel, Marcia White, and Jodi Loos.

Welcome: Ms. Campbell called the meeting to order at 1:32 p.m. and welcomed those in attendance. Ms. Campbell thanked CHE staff for their ongoing support of CHE services in these unique times.

Approval of the Agenda. No revisions were made to the agenda.

1. Approval of the Minutes for April 22, 2020.

Motion: Moved by Moore to approve the minutes as presented. Second by Walker. (12) Bansal, Buchanan, Campbell, Herz, Marvin, K. Moore, Lopez, Reinhardt, Vanneman, Walker, Thompson, Vance. No (0). Abstain (0).

2. Chairman's Report. Ms. Campbell stated that Ms. Lopez would provide an update on COVID-19 response efforts. She recognized Ms. Lopez for her public recognition and thanked her for her response to the pandemic.

A. Covid-19 Community Response Update. Ms. Lopez stated that Lincoln has recorded 1,097 cases of Covid-19. She noted that 700 of those cases are being monitored, and recovery information is under review. She noted that most cases are related to the Smithfield plant in Crete. Test Nebraska will be in the vicinity until the end of the week and then return to Lincoln during the last two weeks of June.

Governor Ricketts will issue new a health directive effective June 1. The emphasis will be on wearing face coverings, washing hands, and distancing. She noted that LLCHD has been working with long-term care centers, physicians, and the Lancaster County Medical Society (LCMS) and that protective equipment is arriving more frequently for distribution to providers. Bryan Health and CHE/St. Elizabeth are excellent community partners.

Dr. Petersen joined the meeting at 1:35 p.m.

A Covid-19 testing event will be held on Friday in cooperation with the Cultural Centers and other partners. She encouraged Trustees to share the testing information. She added that testing would also be offered at other locations in the near future.

Ms. Lopez outlined efforts made to protect homeless individuals during the pandemic. LLCHD is continuing to provide Covid-19 education. Ms. Seibel is working with LCMS on a video that will provide a physician's update on Covid-19.

Ms. Lopez thanked CHE and Ms. Seibel for their help during the pandemic. Ms. Campbell noted daily press conferences will continue by the Governor and the Mayor.

- B. Policy Revision: President/CEO Expenditure Authority. Ms. Campbell ask for questions or comments related to the proposed policy to increase the President/CEO approval authority from \$5,000 to \$10,000. This policy was presented to the Board of Trustees at their meeting on April 22, 2020. No concerns were noted. **Motion:** Moved by K. Moore to approve the policy. Second by Gronewold. **Vote:** Yes (13) Bansal, Buchanan, Campbell, Herz, Marvin, Moore, Reinhardt, Walker, Thompson, Vance, Petersen, Gronewold, Lopez. No (0). Abstain (0).

3. **President's Report.**

- A. Monthly Summary. Ms. Seibel stated that a Summary of Activities for April-May, 2020 was included in the Board packet and offered to answer questions. She thanked staff for continued support of CHE office operations throughout the pandemic. She noted all staff would fully transition back to the office on June 8, 2020.

Ms. Campbell inquired about discussions Mourning Hope regarding wellness services. Ms. Seibel indicated that Mourning Hope is interviewing partners who are interested in occupancy at their new location. Ms. Seibel has encouraged Mourning Hope to continue their focus on wellness and addressing adverse childhood experiences.

- B. COVID-19 Activity. Ms. Seibel stated that the Funders Group meets weekly to discuss gaps and disparities created by the pandemic, non-profit sustainability following the pandemic and longer-term collective support of non-profits.
- C. COVID-19 Response Fund. Ms. Seibel referenced a list of grants awarded by the Lincoln COVID-19 Response Fund through May 15, 2020. Of the \$1.4 million raised, approximately \$740,000 has been awarded. Mr. Thompson inquired if there was common thread among the requests. Ms. Seibel stated that funding to nonprofits to assist in providing basic needs to individuals is the most frequent request. Ms. Bansal added that the provision of some limited support to organizations with access to unique communities was also a common

request, in order that they could help with outreach to individuals from such communities and help direct them to other community resources for direct assistance. Ms. Campbell inquired if funded agencies could reapply. Ms. Seibel indicated that they could reapply.

Mr. Vanneman joined the meeting at 2:00 p.m.

D. Schroeder Park Wellness Campus. Ms. Seibel referenced photos of Schroeder Park included in the Board packet. She noted the installation of the park gates is complete. Ms. Campbell inquired about the status of Mourning Hope fundraising. Ms. White stated that the agency continues to raise funds and does have some concerns about unrealized pledges.

4. Funding Committee.

A. Fall Funding Strategy. K. Moore stated that the Funding Committee will meet to discuss a future funding strategy.

B. Extension Requests. K. Moore stated a contract extension occurs when a grantee requests a continuation of the grant program past the grant term. An extension request under \$10,000 can be approved by Ms. Seibel and reported to the Board. An extension request of more than \$10,000 requires Board approval. Three grants have been identified for Board approval.

- Active Parenting and Short-Term Crisis Therapy (Hope Spoke) - 12 month extension
- Health Care System Navigation for Arabic-Speaking Communities (UNL) – 12 month extension
- Schroeder Park Improvements (Lincoln Parks Foundation) – 6 month extension

Motion: Moved by Ms. Walker to approve the three grant extensions. Second by Bansal.

Vote: Yes (14) Bansal, Buchanan, Campbell, Herz, Marvin, K. Moore, Reinhardt, Walker, Thompson, Vance, Petersen, Gronewold, Lopez, Vanneman. No (0). Abstain (0).

C. Quarterly Report Highlights: January-March 2020. K. Moore stated that quarterly reports were received prior to the full impact of the Covid-19 Pandemic hit. She stated that the next quarterly report highlights will contain more information on how agencies have been impacted by the pandemic. Ms. Seibel and Ms. White responded to questions related to the report. Ms. Seibel encouraged Trustees to review the highlights, and added that Ms. White does a great job in her review and highlights of each project.

D. Report: Survey of Current CHE Grantees. K. Moore noted that many positive comments were received from the different agencies regarding the report.

E. Site Visits. K. Moore stated CHE staff is contacting grantees to schedule site visits by Zoom. She noted Ms. White would reach out to Trustees for their interest and availability.

5. Finance Committee.

- A. Treasurers Report for April 2020. Mr. Herz reviewed the Treasurer's Report for March 2020. He stated that 67% of the budget year is complete. He noted no concerns. Ms. Campbell acknowledged acceptance of the Treasurer's Report.
- B. Preliminary SSGA Performance Report for April 2020. Mr. Herz noted that the CHE fund had rebounded by \$3,755,279 in April, bringing the balance to \$56,286,622.

Mr. Herz reviewed asset class weights and asset class attributions, noting that Commodities outperformed the benchmark whereas global equities underperformed. He noted some additional recovery in May.

Mr. Vanneman provided a review of Risk Statistics, Asset Class Weights, and Asset Class Returns. He noted these three areas are a good criteria to assess how well SSGA is performing. These criteria should be addressed at the next meeting with SSGA.

- C. RFP Process. Mr. Herz stated that he was part of selecting SSGA as CHE's investment manager 10 years ago. He stated that due diligence was the main reason to initiate an RFP process at this time. Ms. Seibel stated that a draft RFP has been distributed to members of the Investment/Finance Committee for review. The RFP interviews will be conducted by Zoom. Ms. Seibel stated that, in addition to the CHE Finance Committee, the RFP Review Team will include the City Finance Director and two advisors (Mike Tavlin and Tom Sullivan).

Trustees discussed the RFP, noting that it contained standard language. Mr. Thompson indicated he would submit his comments to Ms. Seibel by email.

Ms. Seibel requested a vote of the Board of Trustees to endorse the RFP process. She added that the members of the RFP Review Team would finalize the RFP. **Motion:** Moved by K. Moore to move forward with the RFP process. Second by Petersen. Vote: Yes (14) Bansal, Buchanan, Campbell, Herz, Marvin, K. Moore, Reinhardt, Walker, Thompson, Vance, Petersen, Gronewold, Vanneman, Lopez. No (0). Abstain (0).

- C. Investment Policy Draft. Mr. Herz noted that this policy would compare the actual CHE fund balance to the inflation-adjusted goal. Based on that comparison, the Investment/Finance Committee would determine the grant making budget.

For example:

- If the actual balance is within +/- 10% of the inflation-adjusted amount, CHE would continue a grant making at a 100% level.
- If the actual balance is more than 110% of the inflation-adjusted amount, CHE will consider an increase in grant making.

- If the actual balance is below 90% of the inflation-adjusted amount, CHE will progressively decrease funding.
- If the balance of the fund reaches \$37.8 million, CHE will suspend grant making.

Mr. Herz requested comments/questions. Trustees discussed the proposed policy. Mr. Marvin noted that the draft seems “very mechanical” and lacks flexibility. He questioned how the policy would be impacted by a potential drawdown of \$9.25 million by the city in case of a “public health disaster.” Mr. Herz stated that CHE may wish to include language that allows the board to consider extenuating circumstances. He noted that the policy is a guideline only. Ms. Seibel stated that the draft policy does include language that allows the Board of Trustees to exercise discretion.

Ms. Lopez stated that the city’s goal is to exhaust every source of available funds to address the pandemic before accessing any CHE funds.

Mr. Herz requested that Trustees forward comments regarding the proposed policy to him or Ms. Seibel. Mr. Marvin stated that he will forward his suggestions to Mr. Herz.

D. Other. Mr. Herz noted copies of minutes and offered to answer any questions.

6. Administration Committee.

A. Return to the Office Plan. Ms. Seibel stated that she and Ms. Loos drafted a “Return to the Office Plan” that outlines guiding principles for all staff. Ms. Campbell thanked staff for the thorough document.

B. Other.

7. Public Visibility/Correspondence/Other. Ms. Campbell encouraged Trustees to read the items under Tab 7. She reminded Trustees that the CHE Board of Trustees will meet again on June 24, 2020 at 1:30 p.m.

8. Analytics. Ms. Seibel noted the website analytics under tab 8. Ms. Seibel also noted that Ms. White and Ms. Moran developed Website Quarterly Maintenance Procedures that will be used to keep the website updated and make sure all links are secure.

9. Adjourn. With no further business, the meeting adjourned at 3:00 p.m.