

**Community Health Endowment
Board of Trustees Meeting
April 22, 2020, 1:30 pm
Zoom Conference Call**

Minutes

Trustees Present: (15) Preeti Bansal, Eric Buchanan, Kathy Campbell, Don Herz, Dan Marvin, Kim Moore, Marilyn Moore, John Reinhardt, Rusty Vanneman, Janice Walker, John Thompson, Derek Vance, Michelle Petersen MD (1:34 p.m.) Russ Gronewold (1:38 p.m.), Pat Lopez (2:50 p.m.).

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

Welcome: Ms. Campbell encouraged Trustees to visit www.TestNebraska.com. Ms. Campbell called the meeting to order at 1:33 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. Motion: K. Moore moved to approve the agenda. Second by Herz. **Vote:** Yes (12) Bansal, Buchanan, Campbell, Herz, Marvin, K. Moore, M. Moore, Reinhardt, Vanneman, Walker, Thompson, Vance. No (0). Abstain (0).

Dr. Petersen joined the meeting at 1:34 p.m.

1. Approval of the Minutes for January 22, 2020 and March 18, 2020.

Motion: Moved by Walker to approve the minutes as presented. Second by K. Moore. (13) Bansal, Buchanan, Campbell, Herz, Marvin, K. Moore, M. Moore, Reinhardt, Vanneman, Walker, Thompson, Vance, Petersen. No (0). Abstain (0).

2. Chairman's Report. Ms. Campbell stated that Ms. Lopez would join the meeting later to provide the Trustees with an update of COVID-19 response efforts.

Ms. Campbell noted that, due to Mr. Herz's time constraints, he would present the Treasurer's Report earlier in the agenda.

Mr. Gronewold joined the meeting at 1:38 p.m.

3. Finance Committee.

A. Treasurers Report for March 2020. Mr. Herz reviewed the Treasurer's Report for March 2020. He stated that 58% of the budget year is complete. He noted no concerns. Ms. Campbell acknowledged acceptance of the Treasurer's Report.

- B. Preliminary SSGA Performance Report as of March 31, 2020. Mr. Herz noted that the CHE fund had a cumulative loss in the SSGA portfolio of \$10,369,370 during the period of January 1 – March 31, 2020. He estimated that the fund had rebounded by \$2,356,381 in April. Mr. Herz noted that these SSGA balances do not include approximately \$2.6 million in cash assets held by the City Treasurer to fund current CHE grant commitments.
- C. Meeting with SSGA. Mr. Herz stated that the Investment/Finance Committee met on February 6, 2020 with Mary Guy and Rob Guiliano from SSGA. In addition to Committee members, Committee Advisors (Bill Lester, Britt Miller, Mike Tavlin and Tina Udell) also attended the meeting. The Investment/Finance Committee met again on March 26, 2020. They discussed SSGA's performance and the initiation of a Request for Proposal (RFP) process for investment management services currently provided by SSGA. This process is seen as a due diligence matter. Mr. Herz noted the RFP process would move forward when pandemic conditions are better contained. Mr. Herz and Ms. Seibel will prepare the RFP documents, using templates obtained by Ms. Seibel. The board will be kept informed of the process in the coming months.

Mr. Herz noted that he and Ms. Seibel continue to work on a policy to address grant-making levels based on investment status. He noted this would be a subject for future Investment/Finance Committee and Board discussions.

- D. CPI Calculation. Mr. Herz reviewed the CPI calculation through March 31, 2020. He noted the balance of CHE assets as of March 31, 2020 was \$55,283,842. After subtracting CHE grant obligations, the actual value of the CHE fund is \$53,643,968. In summary, as of March 31, 2020, the actual value of the CHE fund was less than the inflation-adjusted target valuation by \$6,832,248. This represents a decrease to the "cushion" of approximately \$11 million in the last quarter.

Ms. Lopez joined the meeting at 2:50 p.m.

- E. FY2020/2021 and FY 2021/2022 Budget. Mr. Herz noted that the proposed budget presented in the Board packet represents a biennial budget. Ms. Seibel stated that the Administration Committee met to determine the budget for personnel and office operations for both fiscal budget years. She stated that a 3% increase was included as a placeholder for salaries/benefits pending staff evaluations. She noted a reduction of 1% for FY 2020/2021 and a 3% reduction for FY2021/2022 in office operations. She stated that these reductions were Mayoral directives for city departments. She added that, while not obligated to comply, CHE has historically aligned with the Mayor's directive.

Ms. Seibel stated that the Investment/Finance Committee discussed total return and inflation projections to determine a budget for Community Disbursements. She noted that that pandemic-related market volatility has created a difficult environment for making

financial projections. The Committee determined that they would make their recommendation based on “normal” circumstances and revise the Community Disbursements budget at a later time if needed. As such, the Investment/Finance Committee is recommending Community Disbursement budgets of \$2 million for FY2020/2021 and \$2,100,000 for FY 2021/2022. These budgets are subject to revision based on future investment performance over the biennial budget period. She stated that the budgets were developed based on a 6% total return and 2% inflation. Ms. Seibel reminded Trustees that CHE’s grant funding activities have been suspended for the Spring and Fall, 2020. **Motion:** Moved by Gronewold to approve the FY2020/2021 and FY2021/2022 biennial budget. Second by Marvin. Yes (15) Bansal, Buchanan, Campbell, Herz, Marvin, K. Moore, M. Moore, Reinhardt, Vanneman, Walker, Thompson, Vance, Petersen, Gronewold, Lopez. No (0). Abstain (0).

Ms. Campbell resumed the Chairman’s Report.

- A. COVID-19 Community Response Update. Ms. Campbell extended her thanks to Ms. Lopez and the staff of Lincoln-Lancaster County Health Department (LLCHD) for their diligent work in response to the COVID-19 Pandemic. Ms. Lopez briefed Trustees on recent activities of LLCHD staff and other community organizations. Ms. Lopez thanked Bryan Health and St. Elizabeth/CHI Health for their cooperation and common goals during the pandemic crisis. She noted the high level of cooperation within the community to adjust to the health recommendations.

Mr. Buchanan left the meeting at 2:07 p.m.

Ms. Lopez thanked Ms. Seibel and CHE for leading the process of moving more than 50 women and children from the People’s City Mission to an alternate location to improve social distancing and reduce over-crowding. She noted that 40 men would be relocated from the Mission to further reduce over-crowding. She stated that there are also quarantine and isolation sites at the Mission. The hospitals have also established drive-through testing sites for vulnerable populations.

Ms. Lopez thanked the many community agencies who are manufacturing facemasks and gowns for front-line workers. She noted that 3-D printers are also being used to manufacture testing swabs. She thanked Mr. Gronewold and Mr. Vance for their tremendous support in the community.

Mr. Gronewold stated that he greatly appreciates the tremendous amount of cooperation in the community. He noted that physicians meet each day to discuss pandemic-related issues and that both hospital systems are working throughout the state to provide health care advice and services. He added that he anticipates the COVID-19 pandemic will peak in the next 10 -14 days. To date, Lincoln has done a phenomenal job of “flattening the curve.”

Ms. Lopez stated that LLCHD has been working closely with the local cultural centers. She stated that deeper education and awareness has been the most identified need. Ms. Lopez noted that the next 10 days would be a critical time in Nebraska. Mr. Gronewold stated a mobile unit has been equipped to provide testing to smaller communities.

Dr. Petersen inquired about testing protocol at day care centers. Ms. Lopez stated if respiratory illnesses are reported, tests are completed immediately and quarantine protocol is implemented. LLCHD provides surveillance of day cares. Ms. Lopez stated that LLCHD staff have been reassigned for contact tracing support. Ms. Campbell expressed her thanks to Mr. Gronewold, Ms. Lopez and Mr. Vance for their fine work. Ms. Lopez thanked Trustees for their continued support.

Ms. Lopez left the meeting at 2:27 p.m.

B. Policy Revision; President/CEO Expenditure Authority. Ms. Seibel stated that this policy revision was recommended as part of the Reflection Report and would increase the President/CEO's authority to approve administrative payments from \$5,000 to \$10,000 (with the exception of payroll). She noted this payment authority had increased three previous times over the past 20 years. She stated that the Funding Committee and Administration Committee have recommended approval of this policy revision. Ms. Campbell asked if action was required at this time. Ms. Seibel indicated Board action on this policy would be considered at the May CHE Board of Trustees meeting. Dr. Reinhardt noted a typo in the last line of paragraph 2: "either may designate the Vice-Chair ~~of~~ or Secretary to approve such expenditure." Ms. Seibel noted that revision would be made prior to board consideration in May.

4. President's Report.

- A. Monthly Summary. Ms. Seibel stated that a Summary of Activities for March-April, 2020 was included in the Board packet and offered to answer any questions. She noted that Live Kind Lincoln events have been delayed/postponed due to the pandemic. She reviewed meeting highlights and community interactions.
- B. COVID-19 Awards by CHE. Ms. Seibel noted that CHE funding (\$50,000) has been committed to relocate women and children from the People's City Mission. The funds will be used to provide alternative shelter and basic needs, including case management, to approximately 60 women and children. She noted that Ms. Lopez indicated that funds for this purpose might be eligible for federal reimbursement. Ms. Seibel reviewed other CHE-funded awards to provide basic supplies to low-income individuals and families.
- C. COVID-19 Response Fund. Ms. Seibel stated that the CHE Board of Trustees approved a contribution of up to \$50,000 to the Lincoln Community Foundation for the COVID-19 Response Fund. The current balance in the fund is approximately \$900,000. She reviewed a

list of grant recipients that have totaled \$517,000 in three rounds of funding. Ms. Bansal, who serves on the fund's selection Committee with Ms. Seibel, stated the process has been well functioning and members have a broad range of community experience and expertise.

Derek Vance left the meeting at 2:40 p.m.

- D. Other. Ms. Seibel stated a COVID-19 survey was conducted on May 18 and 19, 2020. The target audience was membership of the Lancaster County Homeless Coalition. Forty-three telephone surveys were completed. Five interviewers, including Ellen Weissinger, Ms. Wyrick, Ms. Loos, Ms. White, and Ms. Seibel, conducted the surveys. She noted that most respondents reported concerns about personal protection equipment, referrals for testing, quarantine protocols, and the impact of the pandemic on agency fundraising.

Mr. Herz left the meeting at 2:44 p.m.

She added that Ms. White has been telephoning CHE grantees to determine how they have been impacted by the pandemic. She shared a "word cloud" of responses from agencies and noted that many feel both hopeful and challenged. She stated that the agencies have appreciated communication by CHE. Ms. White stated that she would complete the telephone contacts in the next few days and provide a report in the near future.

Mr. Gronewold left the meeting at 2:50 p.m.

Ms. Seibel thanked Ms. Walker for providing 60 masks during the relocation of women/children from the People's City Mission.

5. **Funding Committee**. Ms. K. Moore reminded Trustees that the Board of Trustees has suspended the Spring and Fall funding cycles. She stated that she hopes that there will be a clearer picture of how to move forward by June 1. Ms. Seibel stated that, while applicants with grants currently under consideration by CHE have been disappointed, they have understood the decision. Ms. K. Moore thanked Ms. Seibel and Ms. White for their communication with grantees.
- A. Quarterly Report Highlights. Ms. K. Moore stated that the Quarterly Report Highlights were excerpted from January reports. Staff are reviewing April Quarterly Reports and highlights will be included in the May board packet.
- B. CHE Trustee Site Visit Interest Indicator. Ms. K. Moore stated that site visits during April – June were suspended due to the pandemic conditions. Trustees should contact Ms. White if they are interested in listed site visits.

C. Site Visit Reports.

1. Cancer Prevention, Education & Navigation (El Centro de las Americas). Ms. Moore stated that El Centro must “patch” funding from many sources to achieve their mission and address the needs of those they serve. While the project is progressing, there are cultural challenges related to breast and prostate cancer. The relationship with the agency and CHE staff is strong. Mr. Reinhardt stated he was impressed with the dedication of El Centro staff. Despite staff turnover, the program remains on track.
2. Enhancing Mental Health Services (Asian Community & Cultural Center). Ms. Walker noted the grantee’s staff commitment to the project. She noted that there is a strong relationship between the project’s psychologist and the peer staff. Dr. Reinhardt noted that they have 1600-1800 clients and they interact with each client 7 times annually.
3. Choose Healthy Here (Nebraska Extension). Ms. Campbell stated this was CHE’s first Zoom site visit, which resulted in challenges. Without a clear sequence to the presentation, it was difficult to gain full understanding of the project. She did note that the grantee has struggled with turnover in their food market contacts. Aggregate data was not provided. Ms. Bansal stated that she did not think the grantee was focused on relationship-building with the food markets and they are not being empowered to make decisions. Ms. Campbell stated that this is a project to watch.

Mr. Vanneman left the meeting at 3:15 p.m.

4. Commonsense Parenting (Boys Town). Ms. Bansal stated that she was impressed with the project. They have developed a good working model with Lincoln Public Schools. Dr. Petersen stated she was impressed with the history of the program and its evidence base. She noted that it was good to see the peers support each another.

D. Other. Ms. K. Moore stated that a site visit Participation Report was included in the board packet. She noted that no site visits would be scheduled/attended at this time. She noted that minutes from the Funding Committee meetings on January 29 and February 24, 2020 were included in the board packet.

5. Administration Committee.

- A. Move More Lincoln. Dr. M. Moore stated that the proposal and budget for Move More Lincoln was presented to and recommended by the Administration Committee on January 30, 2020. It is not known if the program will proceed this year. Ms. Seibel has approved the budget of \$3,286 using her discretionary authority.
- B. Other. Dr. M. Moore reviewed Administration Committee activities that resulted from the Reflection Process.

- **Revision to LMO 4.16.50 that allows the CHE Board of Trustees to make amendments to the CHE by laws without City approval.**
 Dr. M. Moore stated that she, Ms. Seibel and Ms. Campbell met with the Chair, City Council, City Attorney and Mayor’s staff and there is no resistance to the revision at present. Ms. Seibel will prepare revised language for review by the Board of Trustees.
- **Revision to LMO 4.16.010 and CHE Bylaws Article I Section 1 that a CHE Trustee must “be a resident of the city.”**
 Dr. M. Moore stated this item was discussed with the City Attorney and Mayor’s staff. Concerns were raised about non-city residents serving as Trustees. This item will be revisited at the next Administration Committee meeting.
- **Eligibility of current employees of local non-profit or government agencies (who would be eligible to be funded by CHE” to serve on the CHE Board of Trustees.**
 Dr. M. Moore stated that this item was discussed by the Administration Committee, City Attorney and Mayor’s staff. While there is general support, there are also concerns. Further research is needed.
- **Dr. M. Moore stated that two other items from the Reflection Report have been completed:**
 - **Policy re: President/CEO Expenditure Authority.** This policy was presented at the Board meeting today and will be presented for board action in May.
 - **Policy re: Executive Performance Review and Executive Compensation.** The Board of Trustees previously approved this policy.

6. Public Visibility/Correspondence/Other. Ms. Campbell encouraged Trustees to review the letters and articles included under the Correspondence tab.

Ms. Seibel stated that CHE staff continue to meet twice weekly via Zoom. She thanked Ms. Loos for continuing to work at the CHE office. She noted that she and Ms. White also meet by Zoom with the Funders Group weekly.

Ms. Campbell inquired if anyone has tracked the number of non-profits that have applied for small business loans from federal government. Ms. Bansal stated there has been an effort to provide information to non-profits and many have made application.

Dr. Reinhardt noted that he attended the virtual Mayor’s Interfaith Prayer Breakfast and said it was an exceptional event. He thanked Ms. Bansal for her efforts.

7. Adjourn. With no further business, the meeting adjourned at 3:32 p.m.