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## **Mendocino Coast Health Care District**

### **BOARD RETREAT FACILITATION**

Proposal | June 20, 2023

#### **Situation**

While the Mendocino Coast Health Care District (MCHCD, Client) and Mendocino Coast Hospital were founded in the early 1970's, the responsibilities and composition of the District's Board of Directors changed significantly in 2020 when the hospital affiliated with Adventist Health.

While affiliation solved many of the hospital's immediate financial challenges, because the District functions as the Hospital's landlord the Board is still tasked with deciding whether and how to retrofit or build a new hospital building to satisfy California earthquake standards. This is a critical and complex project, and one that requires the Board's full attention and support.

At the same time, the Board is experiencing issues that include: poor communication and low trust among members of the newly-formed body; difficulty conducting meetings and making decisions; lack of agreed-upon mission, vision, or value statements; and lack of a strategic plan.

To address these concerns, the Board is seeking an experienced consultant to support it in planning, facilitating, and following up on a full-day, off-site retreat on July 21, 2023, at the Stanford Inn in Mendocino, CA. The retreat is being organized by an ad hoc committee that is comprised of board members Susan Savage and Sara Spring (Committee). Christine Poremski Rodrigues (Consultant) developed this proposal in coordination with the Committee.

#### **Objectives**

- Assess where MCHCD stands in a traditional strategic planning process model.
- Identify a set of SMART goals for the coming year.
- Establish new ground rules and procedures to ensure that future meetings are timely, productive, and respectful.
- Board members learn more about each other and their motivations for serving MCHDC.

- When surveyed at the conclusion of the retreat, participants will report feeling that their opinions were heard, that their contributions were respected, and that the meeting was a good use of their time.

## **Value**

As a result of achieving the above objectives, MCHCD will:

- Enhance the functioning of the Board as a governing body
- Improve the satisfaction of individual board members
- Support effective decision-making
- Improve its relationship with the community

## **Methodology**

### **1. Meeting Design and Preparation**

Consultant will work with the Retreat Ad Hoc Committee (The Committee) to:

- Develop and collect a pre-meeting survey from board members to identify the topics and challenges they most want to address in the meeting
- Develop a meeting agenda that supports team building and decision making
- Produce and share a pre-read packet to ensure that participating board members have the same information
- Create reports and handouts for the meeting

### **2. Meeting Facilitation**

Consultant will oversee a full-day planning retreat that includes:

- Room setup and breakdown
- Meeting facilitation
- Identification of SMART goals
- Recording meeting audio and capturing white board notes

### **3. Follow-Up**

Consultant will work with the Committee to:

- Collect and analyze an anonymous post-meeting evaluation survey
- Compile meeting notes, action items, and recommendations in a written report

## **Deliverables**

The Consultant will complete and deliver the following items to MCHCD.

- An assessment survey will be sent to board members approximately two weeks prior to the meeting.
- A pre-read packet will be sent to board members approximately one week in advance of the meeting, and it will include the agenda and survey results.
- Participants will be surveyed immediately after the retreat to assess their satisfaction with the meeting and their feelings about the work ahead.
- A follow-up report will detail the major decisions, discussion points, and action items that were covered in the meeting.

## **Timing**

This project may start immediately upon acceptance of this proposal to achieve the following milestone dates:

- Assessment survey sent by Friday, July 7
- Pre-read packet sent by Friday, July 14
- Follow-up report sent by August 18, or on another date mutually agreed upon by Client and Consultant

## **Joint Responsibilities**

### **Consultant agrees to:**

- Create and/or format all handouts, reports, and other written materials
- Schedule all Committee meetings, including invitations and reminders
- Provide Committee meeting summaries and identify action steps
- Facilitate the planning retreat, as well as all related in-person, telephone and videoconference meetings
- Pay for travel expenses to the meeting site

### **Client agrees to:**

- Respond to requests promptly
- Host the planning retreat, which includes inviting and reminding participants, providing the meeting room, equipment, and catering
- Pay for any additional out-of-pocket expenses that fall outside of the scope of this contract (with prior approval)

### **Client and Consultant agree to:**

- Agree on a project completion date

## Terms and Conditions

Consultant charges a single fee of \$4,800 for work on this project, based on a rate of \$200/hour.

1. Meeting Design and Preparation (11 hours) .....	\$2,200
2. Meeting Facilitation (9 hours) .....	\$1,800
3. Follow-Up (4 hours).....	<u>\$ 800</u>
Total	\$4,800

A deposit of \$2,400 is due at start of project, and a second payment of \$2,400 will be due upon completion project deliverables.

## Acceptance

Your signature below indicates acceptance of this proposal and its terms.

This proposal is accepted and forms an agreement between Mendocino Coast Health Care District, as represented by Susan Savage, and R&P Associates LLC, as represented by Christine Poremski Rodrigues.

For MCHCD:

For R&P Associates LLC:

\_\_\_\_\_  
Susan Savage

Board Member

\_\_\_\_\_  
Christine Poremski Rodrigues

Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_