



**Ministries Foundation Steering Committee
Thursday, February 10, 2022; 7:30 – 9:00 am
Zoom Virtual Meeting**

DRAFT

In Attendance: Kevin Berg; Beth Bird; Anita S. Duckor; Meg Gillespie, CSJ; Marybeth Lorbiecki; Brian Mullen; Kris Smyth; Jill Underdahl, CSJ; Lacy Sietsema

The Ministries Foundation Steering Committee convened on Thursday, February 10, 2022 via Zoom. Chair Brian Mullen called the meeting to order at 7:30 am.

Prayer: Anita led the prayer.

Introduction of Marybeth Lorbiecki

Brian introduced Marybeth Lorbiecki to the Steering Committee. Marybeth is the new Ministries Foundation Communications Consultant. She is a former St. Kate's graduate and began her career in marketing communications. She has expertise in communications planning and has been involved in different campaigns throughout her career. She loves the legacy and history of the Sisters of St. Joseph and is honored to be a part of this project. Steering Committee members introduced themselves to Marybeth, stating their connection to the Ministries Foundation and the wider CSJ community.

Minutes: Brian asked for Approval of the February 3, 2022 minutes. Meg made the motion to approve the minutes and Kevin seconded. The minutes are approved.

Review/Discuss Each Sub-Group's Risk Assessment

Brian introduced the Subcommittee Risk Assessment/Due Diligence documents. We're going through these today to get a sense of how interconnected they are and to understand how much the groups will be working together. In the coming weeks, Brian looks forward to updates on how everyone is doing and where they are at on the timeline.

Organizational Design: Brian introduced the Organizational Design Subcommittee document. There will be work on naming the new organization and identifying any new positions that will be needed within it. Anita added that the critical thing that will come out of this will be the design, scope of work, accountability and delegation of authority that will be articulated.

Governance: Anita presented the Governance Risk Assessment/Due Diligence document. Jean Wincek, CSJ is a consultant for this group. They've identified that there will be a major redesign on the Ministries Foundation Board. Jean is putting together a document that will detail how this will impact the governance of the Board. Another thing that has become clear is the need for a timeline for getting this work accomplished. There will be revisions of the Board Handbook, Policy Manual, and Employee handbook. Anita added that the details are really going to matter and we need to explain the rationale for any changes.

Human Resources: Brian presented the Human Resources Risk Assessment/Due Diligence document. He has already reach out to Kim Wagner, the Province HR Director, after reading the information requests from Beth and her team on the Finance and Legal Subcommittee. The information should not be too difficult to obtain, it'll just take time to get everything collected and in front of people. His group is working on reviewing and updating job descriptions within the ministries and the Ministry Foundation, finding out how much everything will cost, researching benefits subsidies and work comp. The goal is to have a good idea of the cost that will be associated with bringing people on board. There will be a transition of employees from one organization to another, and there is a need to really look at any changes and how they will impact staff.

Ministries Programs and Services: Meg presented the Ministries Programs and Services Risk Assessment/Due Diligence document. The group has already met, looked at next steps and set up a timeline. They plan to begin interviewing ministry directors. They would also like to review some of the questions in the Fox Report with them. They will then create a SWAT analysis and put together an impact grid to see what is worth pursuing versus not pursuing. Some good questions to ask are where the ministries are going and where the directors would like things to go. After these initial interviews are completed, the group would like to expand out and talk to other people, i.e. the Director of Facilities and Operations. Anita added that they want to look at potential risks and opportunities. Some guiding approaches will be drafted with regards to future growth and how to approach new opportunities down the road. Brian pointed out that the Province will be retaining a couple of ministries, like St. Mary's Health Clinics. Meg said they will be looking at these ministries as well, since there is future potential to incorporate them in the new organization.

Communications and Information Support: Kris presented the Communications Risk Assessment/Due Diligence document. They will be working with Marybeth Lorbiecki. Kris stated that all the ministries have their own websites, mailing lists, messaging, and mailings that we don't have access to as a Foundation. The group needs to identify exactly what all the ministries have. She asked if she should email her questions or ask the directors on her own. Brian said that he will be the contact person for Kim Wagner so that she doesn't get multiple requests for the same thing. There was a brief discussion about the donor lists of each ministry and who owns them. Kris said everyone has their own lists and this is information the group needs. Brian added that he will be talking about the donor lists with the MOU Committee as well.

Kevin pointed out that as the Steering Committee interacts with Province employees and staff, it's important that they are given a unified and concise message about what is being done and why. Jobs may or may not be involved, there will be rumors and untrue facts, and the Committee needs to stay ahead of this. Kris stated that she is working on talking points.

Marybeth brought up timelines and all the work on these risk assessment documents. She said it would be helpful for everyone in the subcommittees to know what tools they will be using and to be aware of how much time will be involved in using these tools. She stressed the importance of knowing what can be accomplished by the end of June and to set realistic expectations. She suggested that everyone go through key words in their document, see where they might intersect with others, and figure out what can be delivered at different stages.

Anita added that initially the Steering Committee planned to bring in the four ministry directors and have contact at one point. The approach for this needs to be well thought out and the Steering Committee needs to set the stage for the purpose, cooperation, and alignment with everyone. She asked that the Committee thinks about how to collect this without having to sit down with five different interviews. Marybeth suggested that the groups do their own surveys of easily obtainable information (websites, etc.) so that some things don't need to go through the interview process.

Anita added that perhaps the Steering Committee could have a meeting with the directors before there is any communication between them and the subcommittees. There should be introductions and we need to know what is new today and any other ideas going forward. Marybeth suggested also asking the directors about longed-for resources. Jill added that the Committee should think about including John Croke, especially if information about ministry properties is needed.

Finance and Legal: Beth Bird presented the Financial and Legal Risk Assessment document. She has also developed Finance and Legal document request sheet that has been presented to Ralph and Jim Reetz. A lot of this is to identify what is already in place. They want to look at current commitments, obligations. Beth added that it's clear that there needs to be a lot of communication between everyone. A lot of the information is available and is currently being compiled. Some of this will lead to more questions and clarifications. Kevin said that there's a lot of documents and third-parties involved, so this process will be a little complex. He asked if it makes any sense to direct all document requests through one channel and suggested that document delivery can be sent over in batches to prevent overwhelming the group with a ton of information at once. Anita asked if the group is looking at any potential HR losses from the past five years. Brian said that is on the list and has been sent to Kim. He asked Lacy to email out the Finance and Legal Information Request/Checklist to everyone on the Steering Committee. Brian reminded everyone that this will be a lot of work and the importance of being realistic about the timeline and what needs to be done to meet the deadline.

There was further discussion about having a meeting with all the ministry directors. Anita stated that she could envision having all the directors and John at the meeting, a PowerPoint presentation could be created about the process and why this meeting is happening, with an emphasis on wanting the directors to be a part of the process. This ensures that everyone receives the same message. It was asked if the liaisons (Cathy Steffens, Susan Hames) to the ministries should also be invited to the meeting. Marybeth suggested having the MOU Committee in the same meeting, so they would hear the same thing. After the directors leave the meeting, the MOU Committee could remain on. Jill added that this maintains transparency and Marybeth reiterated that this would ensure that everyone hears everything at the same time and all are on the same page. Brian will tentatively have this meeting planned two weeks from this meeting.

Meeting Recap and Review

In the coming weeks, Brian looks forward to getting updates from each area. Marybeth stated that it would be helpful if each group figures out what comes first and second, which information intersects with another group, and thinks about what is accomplishable. Groups need to be specific and know what tools they will need and figure out how much time things will take. Anita suggested that the Chairs of each subcommittee should put a timeline together. Marybeth added that groups should figure out what deliverables they need. She also added that as the group works through spring, it would be helpful to know peoples' schedules, especially with regards to vacations. This will impact timelines.

Volunteer for Next Meeting's Prayer: Meg will lead the prayer on February 17.

Other: Anita asked if the Steering Committee will continue to meet weekly. Brian said yes, unless there's a reason not to.

Next Meeting: Thursday February 17, 2022 at 7:30 a.m.

Adjournment: the meeting adjourned at 8:36 am.

Respectfully Submitted,
Lacy Sietsema, CSJ Ministries Foundation