

**ATTACHMENT 1**

<b><i>DRAFT AGENDA</i></b> <b><i>Wider Horizons Board of Directors</i></b>		<b>Monday, March 14, 2022</b> <b>11:30 – 2:00</b> <b>Zoom</b>	
<b>DRAFT AGENDA</b>		<b>Facilitator: Debbie Ward (DW)</b>	
<b>Time</b>	<b>Item</b>	<b>Presenter/ Facilitator</b>	<b>Outcome</b>
11:30	President’s Report	Nancy Hooyman	Grounding & inspiration
11:35	<b>Consent Agenda</b> [need motion to accept all of these without discussion]: <ul style="list-style-type: none"> <li>• Agenda (Att. 1)</li> <li>• Minutes of the 2.14.22 Board Meeting (Att. 2)</li> <li>• Executive Director’s Report (Att. 3)</li> <li>• Graph of 2014-2021 Fundraising Results</li> </ul>	Mailed in advance	A member may request an item be moved from the consent agenda. That item may then be considered at once or at the end of the meeting, at the President’s discretion.
11:45	Governance TF, Adopt <ul style="list-style-type: none"> <li>• Scope of Work (Att. 4a)</li> <li>• Recommendations (Att. 4b)</li> <li>• Timetable for New Board Member Recruitment (Att. 4c)</li> </ul>	Jeanne Marie Thomas	Task Force Charge will be adopted and timetable for new Board member recruitment, confirmed
12:00	Input for Roles/Responsibilities TF	Nancy Hooyman	Board discussion of roles/responsibilities Task Force
12:30	<b>B R E A K</b>		We have the strength to go on
12:40	Discuss/Adopt Recommendations from Member Input TF (Att. 5)	Ann Lawrence	Task Force recommendations will be adopted
1:10	Input to Life Plan Task Force (Atts. 6a & 6b)	Bob Anderson	Provide direction to Life Plan Task Force
1:30	Other Business <ul style="list-style-type: none"> <li>• Report from the Social Work contractor group</li> <li>• In-person Board meetings?</li> <li>• Member input</li> </ul>	Nancy	
1:50	Acknowledge contributions to the success of this Board meeting	Nancy	Closure and evaluation
2:00	Adjourn	Nancy	

**Invited:** Susan Adler, Bob Anderson, Nancy Hooyman, Ann Lawrence, Denise Lishner, Nancy Robb, John Rochford, Jeanne Marie Thomas

**Facilitator:** Debbie Ward

**Staff:** Denise Klein

**Next Meeting: Monday, April 11, 2022 - 11:30 am to 2:00 pm**

## Attachment 4a

### Governance Task Force Scope of Work

Task Force Members: Jeanne Marie Thomas, Chair; Nancy Hooyman; Bill Lippe; Staff, Denise Klein

**Background:** The *Wider Horizons* Board of Directors has begun work to clarify *Wider Horizons* organizational systems and processes so they are transparent, accountable and well understood and endorsed by the Board itself, the ED, and members. One key element of this effort is a review our governance policies and identify issues needing clarification.

**Scope of Work:** The preliminary focus of the Governance Task Force is a review of governance policies, both current and desired. The first set of issues to be considered, and on which recommendations will be brought forth, are those that require input from *Wider Horizons* members.

The current list of topics for consideration is presented below. list may be added to at any time per suggestions by Board members, the ED, or members. Each topic will be considered at a meeting of the Governance Task Force and recommendations brought to the Board for adoption as they are developed:

1. Who nominates Board members?
2. How are Board members elected?
3. How will member input into Board decision making occur? (see recommendations of the Member Input Task Force?)
4. How does the Board establish new standing committees?
5. Should the Board establish a Board Development Committee?
6. What is the best size for the Board?
7. How often should the Board meet?
8. How is the Board evaluated?
9. Who evaluates the ED: How and with what scope?

## Attachment 4b

### Governance Task Force Recommendations

**Method of Nomination of Members of the *Wider Horizons* Board of Directors (Board).** A special<sup>1</sup> annual Nominating Committee whose Chair is a Board member appointed by the Board President will identify a slate of active members who are willing to serve as members of the Board. Members of *Wider Horizons* will be asked to, and may, nominate other active members who have agreed to be nominated. The Committee may also nominate up to two non-members who have agreed to serve.<sup>2</sup> Members may suggest non-members they wish the Committee to consider.<sup>3</sup>

**Method of Election of Board Members.** All members will vote, by email or mailed ballot<sup>4</sup>, for the number of active members specified by the Committee. Two members of the Nominating Committee will tally the votes. The results will be reported to the members and at the December meeting, the Board will adopt all those selected as per above (non-members nominated by the Committee and members elected by the membership).

**Exigent Appointment.** If the number of Board members, through resignation or other event, falls below the required minimum number, the President will appoint an active member to serve up to the time of the December election. That individual may or may not be nominated and elected to become a Board member after the exigent circumstance has passed. If they are nominated and elected, the time spent as an appointed member does not count toward their allowed term of office.

---

<sup>1</sup> A “special” committee is one whose membership includes two Board members (one of whom is the Chair) and one active member not currently serving on the Board. The ED is a non-voting member of all committees.

<sup>2</sup> Per our current Bylaws

<sup>3</sup> At this time, no recommendation is being made about the size of the Board. The Nominating Committee will decide how many total new members need to be selected in view of whatever the Board decides about total size as well as the number of vacancies that will occur by the end of the year due to “terming out.”

<sup>4</sup> Even though there is a slight chance someone could vote twice if we allow both, let the “honor system” prevail.

## **Attachment 4c**

### **Draft Timetable for New Board Member Recruitment**

By April 15:

**Appoint Special Nominating Committee** of two Board members and at least one active member.

By September 15:

**Committee will propose a slate equal to the number of positions to be filled**, as well as any non-member Board member nominees.

By October 15:

**Slate will be mailed to all members for election.**

By November 1:

**Results of election will be tallied.**

By December 1:

**New Board members will be notified and invited to attend the December meeting of the Board of Directors**

## Attachment 5

### Member Input Task Force Proposals

#### Ensuring Member Connection to the *Wider Horizons* Village Community

##### Policy Statement:

It is important to ensure that all members are engaged and participating to the extent that is comfortable for them in both program activities and organization governance. We also recognize that members differ in the amount and type of participation they need and desire, as well as the value they place on participating in any given activity or issue discussion.

The following strategies are among those already in place to lubricate the free flow of information and dialog among members and between them and *Wider Horizons* designated leaders: regularly scheduled phone tree calls; weekly member Zoom calls to chat about various subjects; small groups doing fun things together; an all-member listserv; weekly memos from the Executive Director; website event posting and dissemination of emailed flyers about events; check-ins with members who are ill or homebound; circulation of Board meeting minutes, agendas, and other materials.

Comments about Board strategy and policy are always welcome and, in many instances, will be actively solicited by email.

##### Other Proposals/Motions:

1. Hold a lightly-structured annual event in May, chaired by a skilled member, to which any member can come and talk about anything they wish.<sup>1</sup> Board members and the ED will be expected to attend.
2. On each Board meeting agenda, under New Business, there will be listed an item labeled “Member Input.” In this space, any Board member can share relevant ideas that have come to them via members.
3. Board members will consider, on a case-by-case basis, how best to get member input in a timely and authentic way for any policy and strategic decisions they make.

---

<sup>1</sup> Call it a Fireside Chat, Member Input Circle, or just a fun time to come and share thoughts about what you’d like to see happening.

## WH Life Plan Program Task Force - Scope of Work

The Life Plan Task Force is commissioned by the Board to prepare a plan to design and implement a Life Plan Program for WH members. This project is aimed at providing a professional resource to members who wish to develop a plan for their changing needs as they age. It is a pilot program to be tested in 2022 with an end of year evaluation based on criteria for success developed by the TF in consultation with the Board, ED and the Program Coordinator. It is estimated that 12 WH members will be in the pilot program.

### Process/Timetable

- The TF chair appointed by the Board President will recruit members to the TF in consultation with the ED who will staff the TF - **2/22**
- TF meets for initial planning session – **3/1**
- The TF will draft sample policy issues and solicit input on scope of work and policy issues from the Board at its March meeting before developing a detailed plan for the project design - **3/7 Bd. packet/Bd mtg. 3/14**
- The TF chair will outline a detailed plan for Board review - **4/4 Bd. packet/Bd. Mtg. 4/11**
- The TF will develop a statement of qualifications for the LP Program Coordinator position (considering the possibility of a joint position with the SW Program Coordinator) and will provide advice and counsel on candidates - **April**
- Recruitment and interviewing of candidates - **April/May**
- Program launch - **Mid-May**

*Draft 3-4-22 BA*

## **Policy Issues re: Life Plan Program**

*This document addresses potential policy issues that the LPP Task Force surfaced in their first meeting on the Life Plan Program proposal. We used the template of the Social Worker project to draft these LPP Policy Issues. We anticipate that our Board discussion will identify other issues.*

## **Program Purposes and Potential Outcome**

To provide a professional resource to members who wish to develop a plan for their changing needs as they age. This Life Plan Program (LPP) would provide a vetted and subsidized service for members to explore options and prepare better for when they need more support (physical, emotional, mental, spiritual, etc.) either at home or a care facility.

## **Potential Policy Issues:**

1. **Access and Availability** would be limited to approximately 12 members in 2022 beginning in May.
  - How will members learn about the opportunity to participate in the LPP?  
*The TF proposes multiple communication messages (Monday Morning Memo, Newsletter, Special Email, Listserv, etc.) and one or two open forums to present the Program*
  - Which members would receive the services during this pilot period? If demand exceeds the target number of 12 members, how would the selection be established? Would there be a measure related to urgency?  
*The TF favors applying this urgency/timeliness criterion for priority setting.*
2. **Cost Sharing** – If demand exceeds the budgeted amount, will these LPP services be offered on a cost-sharing basis or at the member's full expense or should we wait until the pilot program is concluded at the end of 2022 to determine the format for the LPP going forward?  
*The TF favors limiting the number through the pilot period.*
3. **The Unit to Be Served** – Would the unit of service be the member (members if a couple) or could it include family members identified by the WH member as important to the planning process?  
*The TF favors the comprehensive approach as preferred by the member.*
4. **Confidentiality:**
  - How will confidentiality of participant information be protected?  
*The Task Force suggests that information about individuals receiving one-on-one services and/or participating in a group will not be identified other than by the ED and the Program Coordinator.*
  - What norm will be established for members participating in group sessions?  
*The Task Force suggests that all members participating in group sessions will agree not to share anything about what other members have done or said during the sessions.*

**ATTACHMENT 2**

<p><b><i>D R A F T Minutes</i></b>  <b><i>Wider Horizons Board of Directors</i></b>  <i>Facilitator: Debbie Ward</i></p>		<p><b>Monday, February 14, 2022</b>  <b>11:30 – 2:00</b>  <b>Zoom</b></p>
<b>Time</b>	<b>Item</b>	
11:30	<p>President’s Report, Nancy Hooyman</p> <ul style="list-style-type: none"> <li>• The Annual Meeting was an incredible success, energized by our members’ enthusiasm, wisdom and resilience—so many people Nancy would like to meet to get to know better and become friends with.</li> <li>• She observed that “as you have seen from the proposed future agenda items, we have a packed year that will require all of us to be engaged, informed, and ready to step up for various tasks. For those of us who might have wished for fewer or shorter meetings, that is not an option in the near future.”</li> <li>• She expressed hope that 2022 will be a year of deep satisfaction from ensuring that WH and the Board be even stronger and more responsive to members. In addition, the proposed future agendas are not set in stone. We can be flexible if an item requires more calendar time to fully address.</li> </ul>	
11:35	<p><b>Consent Agenda</b></p> <p>The “Consent Agenda” was accepted unanimously.</p>	
11:45	<p><b>Purpose Statement</b> – Denise Lishner</p> <p>Denise L. reviewed the process and criteria used by the Purpose Task Force and was pleased that we received feedback from many members through various vehicles. She called for screen sharing of the Task Force proposed purpose statement and an alternative version proposed by Bob Anderson (the only Board member to provide feedback prior to the meeting). A robust discussion concluded with a second alternative purpose statement proposed by Jeanne Marie that the group word-smithed. The final version included elements of all three proposals. A unanimous vote accepted the result as a “preferred draft.” The Purpose Task Force was directed to finalize a statement and send it out for a vote to adopt via email. After that, the Task Force will also look at the current mission statement to see how it might overlay, be revised, or be eliminated in light of the content of the final purpose statement. Comments about the ways in which the purpose statement could be useful included: could be articulated in WH products and flyers, help the Board set priorities and achieve clarity and as an elevator speech.</p>	
12:15	<p><b>B R E A K</b></p>	
12:25	<p><b>Scope of Work for Member Input Task Force</b> – Ann Lawrence</p> <ul style="list-style-type: none"> <li>• The proposed policy was unanimously adopted with the addition of the word “elicited” by Denise Lishner: <i>Members’ voices and ideas will be elicited, heard, and their input seriously considered by the Board and Executive Director.</i></li> <li>• With respect to the input structures brought forward by the Task Force, the Board heartily endorsed the idea of twice-a-year Member Input Circles, making the point that the structure of these would be important.</li> <li>• The Ombudsman idea was not endorsed. Rather the alternative of a well-thought out grievance procedure that went beyond existing norms was brought up and will be pursued.</li> <li>• New Business seemed a satisfactory place to discuss any member concerns that had come to the attention of Board members.</li> </ul>	



	<ul style="list-style-type: none"> <li>• The Task Force will proceed with soliciting member feedback on the member input proposals. Several Board members suggested that we should make sure members are also aware of all the vehicles currently used to communicate their interests and concerns.</li> </ul>
1:15	<p><b>Input to Governance Task Force</b> – Jeanne Marie Thomas</p> <p>Jeanne Marie took members through the history of this work, acknowledging the ambiguity surrounding it. She shared her thought process and the resulting document, both of which envision governance work as ongoing. Consensus was reached that the Task Force, once formed, would first focus on the desirable size of the Board and how elections are to be held. The work on roles and responsibilities will articulate with the governance work. Board development and education was supported as important by several Board members as a topic to be considered under governance. Rather than bringing forward a package of recommendations, each Task Force recommendation will be brought to the Board as it is finalized and dealt with as time allows on the Board agenda.</p>
1:35	<p><b>Report on All-Member Meeting</b> – Ann Lawrence</p> <p>A class act; radical hospitality; new members discussing their experiences made a great ice-breaker; the awards added fun; the small group purpose exercise was well structured and useful for the Purpose TF; not important to focus on why some members didn't show up; good outreach/publicity</p>
1:45	<p><b>Other Business – Social Work Position</b> – Nancy Hooyman</p> <p>Nancy reported that we hadn't gotten very many qualified applicants and asked for ideas which will be processed by the Task Force at its next meeting. Here were the ideas:</p> <ul style="list-style-type: none"> <li>• Think about other backgrounds than MSW like counseling</li> <li>• Pay more</li> <li>• Combine with Life Planning</li> <li>• Share with another agency's part-time person (e.g., Full Life Care)</li> <li>• Ann will send job description to her consulting group</li> <li>• New members discussing their experience made a great ice-breaker</li> </ul>
1:50	<p><b>Acknowledge contributions to the success of this meeting</b></p> <p>Great work by TF leaders; TF leaders open to new ideas; good tone and tempo; well-maintained; good listening—liked 30 second pause; positive attitude re asking for input; continuity of comments on a topic. Nancy added that what everyone said above was her inspirational close.</p>
2:00	<p><b>Adjourn</b></p>

**Attended:** Susan Adler, Bob Anderson, Nancy Hooyman, Ann Lawrence, Denise Lishner, John Rochford, Jeanne Marie Thomas

**Facilitator:** Debbie Ward

**Staff:** Denise Klein

**Next Meeting: Monday, March 14, 2022 - 11:30 am to 2:00 pm**

## ATTACHMENT 3

### March 2022 Executive Director's Report

3.7.22

#### **Goal 1. For ourselves as members: Support our members to age successfully and safely with as much independence, choice, and sense of well-being as possible.**

- a. Louise Andersen, after drafting a member survey that will be distributed the week of March 12 (when the state dials back its mask mandate), is reducing her involvement to assisting with the larger social events. Denise/ED can manage the implementation with the help of various engaged members.
- b. A contracted social worker has been selected and will begin on .
- c. *The Democracy Action Group* is
- d. The **Somesuch Players** will read member **Romney Humphrey's** play, *Obit*, in March. Under the **Somesuch** rubric, **Michael Kischner** offered a 4-session workshop on Shakespeare's *The Winter's Tale* in February and March. It was a great experience!
- e. A new Movie Group watched (separately or in small groups) its second film, *The Peacock Spring* and held a Zoom discussion on Monday, 2.28. The next film, on 4.25, will be *Casablanca*.
- f. The February *Storytelling* event, moderated by **Dick Zerbe** and included storytellers **Denise Lishner, Victoria Bestock, Kathleen O'Connor, and Wolfgang Kluge. Debbie Ward** will moderate the March *Storytelling* event on 3.17.
- g. **Susan Adler** and **Denise Klein** are working with a committee to plan and implement 2022 Forums, including a session on **Sunday, March 6**, about the "denial of death" with the Ernest Becker group and a workshop (not yet scheduled) by *Grandmothers Against Gun Violence* (**Kay Beisee** is organizing).
- h. **Bob Anderson** will moderate an April 3 Forum, "How to Influence the Path of Democracy." The speaker is Morton Kondracke. A panel of **Sue Lerner, Mark Stensager, and David Brewster** will engage in discussion with Kondracke, followed by Q & A. Members of other villages are invited as well as members of Folio.
- i. The phone tree was "triggered" for the 35th time on March 1.
- j. **Eleanor Dills** and **Ann Lawrence** have continued to organize garden trips on some Fridays.
- k. Members are beginning to host small dinner gatherings in their homes. Denise will shortly field a survey about other social activities we are able to help organize.
- l. Denise and Micki Lippi have organized a low-vision support group to meet later in March for the first time. Perhaps our new social worker will facilitate it.

**Goal 2. For our organization: Nurture a responsive and dynamic organization that will be sustained over time.**

- a. Membership has declined to 103 due to Donna Sunkel's death and the departure of another household that moved to Skyway. Many prospective members but just one or two in the immediate pipeline.
- b. The Membership Committee, chaired by **Debbie Ward**, has finalized a list of neighborhoods and will be notifying members. These will not replace pods but be another resource that members can call upon.
- c. Multiple Board task forces have completed or are carrying out their work:
  - The Purpose Task Force, led by **Denise Lishner** (with **Debbie Ward** and **Denise Klein**) recommendations were approved at the February Board meeting.
  - The Member Input Task Force, led by **Ann Lawrence** (with **Nancy Robb**, **Audrey Hansen**, and **Denise Klein**) will present final recommendations at the Board's March meeting.
  - The Governance Task Force, led by **Jeanne Marie Thomas**, (and including **Nancy Hooyman** and **Bill Lippe** has met for the first time and is bringing its first recommendations for Board approval its March meeting.
  - The Social Work Committee (**Nancy Hooyman**, **Joanne Donohue**, **Jean Lanz**, and **Sue Lerner** met several times and interviewed three social workers. An offer is in process.
  - The Life Plan Committee (**Bob Anderson**, **Deirdre Cochran**, **Anne Focke**, **Charles Heaney**, met for the first time and will be seeking input from the Board at its March meeting.
- d. The Planned Giving Fund continues to grow and added a gift of more than \$25,000 in March.

**Goal 3: For our Community: Weave a sense of kinship and cooperation into our relationships within our surrounding neighborhoods in a way that reflects our values.**

- a. Denise participated, along with reps of other local villages, in a presentation about villages sponsored by the University of Washington Retiree Association. About 75 people attended. So far, no follow-up inquiries.
- b. Kaiser is offering us a similar opportunity later this spring.
- c. Denise attended a workshop on fundraising sponsored by the Village to Village Network. One useful tip from that was to apply to participate in Give65, an annual event sponsored by Home Instead. Non-profits apply by mid-May to participate in a mid-July event in which donor contributions are matched. We have applied.
- d. Ann Lawrence attended another VtV Network event – a celebration of 20 years of villages.

## Attachment 4a

### Governance Task Force Scope of Work

Task Force Members: Jeanne Marie Thomas, Chair; Nancy Hooyman; Bill Lippe; Staff, Denise Klein

**Background:** The *Wider Horizons* Board of Directors has begun work to clarify *Wider Horizons* organizational systems and processes so they are transparent, accountable and well understood and endorsed by the Board itself, the ED, and members. One key element of this effort is a review our governance policies and identify issues needing clarification.

**Scope of Work:** The preliminary focus of the Governance Task Force is a review of governance policies, both current and desired. The first set of issues to be considered, and on which recommendations will be brought forth, are those that require input from *Wider Horizons* members.

The current list of topics for consideration is presented below. list may be added to at any time per suggestions by Board members, the ED, or members. Each topic will be considered at a meeting of the Governance Task Force and recommendations brought to the Board for adoption as they are developed:

1. Who nominates Board members?
2. How are Board members elected?
3. How will member input into Board decision making occur? (see recommendations of the Member Input Task Force?)
4. How does the Board establish new standing committees?
5. Should the Board establish a Board Development Committee?
6. What is the best size for the Board?
7. How often should the Board meet?
8. How is the Board evaluated?
9. Who evaluates the ED: How and with what scope?

## Attachment 4b

### Governance Task Force Recommendations

**Method of Nomination of Members of the *Wider Horizons* Board of Directors (Board).** A special<sup>1</sup> annual Nominating Committee whose Chair is a Board member appointed by the Board President will identify a slate of active members who are willing to serve as members of the Board. Members of *Wider Horizons* will be asked to, and may, nominate other active members who have agreed to be nominated. The Committee may also nominate up to two non-members who have agreed to serve.<sup>2</sup> Members may suggest non-members they wish the Committee to consider.<sup>3</sup>

**Method of Election of Board Members.** All members will vote, by email or mailed ballot<sup>4</sup>, for the number of active members specified by the Committee. Two members of the Nominating Committee will tally the votes. The results will be reported to the members and at the December meeting, the Board will adopt all those selected as per above (non-members nominated by the Committee and members elected by the membership).

**Exigent Appointment.** If the number of Board members, through resignation or other event, falls below the required minimum number, the President will appoint an active member to serve up to the time of the December election. That individual may or may not be nominated and elected to become a Board member after the exigent circumstance has passed. If they are nominated and elected, the time spent as an appointed member does not count toward their allowed term of office.

---

<sup>1</sup> A “special” committee is one whose membership includes two Board members (one of whom is the Chair) and one active member not currently serving on the Board. The ED is a non-voting member of all committees.

<sup>2</sup> Per our current Bylaws

<sup>3</sup> At this time, no recommendation is being made about the size of the Board. The Nominating Committee will decide how many total new members need to be selected in view of whatever the Board decides about total size as well as the number of vacancies that will occur by the end of the year due to “terming out.”

<sup>4</sup> Even though there is a slight chance someone could vote twice if we allow both, let the “honor system” prevail.

## **Attachment 4c**

### **Draft Timetable for New Board Member Recruitment**

By April 15:

**Appoint Special Nominating Committee** of two Board members and at least one active member.

By September 15:

**Committee will propose a slate equal to the number of positions to be filled**, as well as any non-member Board member nominees.

By October 15:

**Slate will be mailed to all members for election.**

By November 1:

**Results of election will be tallied.**

By December 1:

**New Board members will be notified and invited to attend the December meeting of the Board of Directors**

## Attachment 5

### Member Input Task Force Proposals

#### Ensuring Member Connection to the *Wider Horizons* Village Community

##### Policy Statement:

It is important to ensure that all members are engaged and participating to the extent that is comfortable for them in both program activities and organization governance. We also recognize that members differ in the amount and type of participation they need and desire, as well as the value they place on participating in any given activity or issue discussion.

The following strategies are among those already in place to lubricate the free flow of information and dialog among members and between them and *Wider Horizons* designated leaders: regularly scheduled phone tree calls; weekly member Zoom calls to chat about various subjects; small groups doing fun things together; an all-member listserv; weekly memos from the Executive Director; website event posting and dissemination of emailed flyers about events; check-ins with members who are ill or homebound; circulation of Board meeting minutes, agendas, and other materials.

Comments about Board strategy and policy are always welcome and, in many instances, will be actively solicited by email.

##### Other Proposals/Motions:

1. Hold a lightly-structured annual event in May, chaired by a skilled member, to which any member can come and talk about anything they wish.<sup>1</sup> Board members and the ED will be expected to attend.
2. On each Board meeting agenda, under New Business, there will be listed an item labeled “Member Input.” In this space, any Board member can share relevant ideas that have come to them via members.
3. Board members will consider, on a case-by-case basis, how best to get member input in a timely and authentic way for any policy and strategic decisions they make.

---

<sup>1</sup> Call it a Fireside Chat, Member Input Circle, or just a fun time to come and share thoughts about what you’d like to see happening.

## WH Life Plan Program Task Force - Scope of Work

The Life Plan Task Force is commissioned by the Board to prepare a plan to design and implement a Life Plan Program for WH members. This project is aimed at providing a professional resource to members who wish to develop a plan for their changing needs as they age. It is a pilot program to be tested in 2022 with an end of year evaluation based on criteria for success developed by the TF in consultation with the Board, ED and the Program Coordinator. It is estimated that 12 WH members will be in the pilot program.

### Process/Timetable

- The TF chair appointed by the Board President will recruit members to the TF in consultation with the ED who will staff the TF - **2/22**
- TF meets for initial planning session – **3/1**
- The TF will draft sample policy issues and solicit input on scope of work and policy issues from the Board at its March meeting before developing a detailed plan for the project design - **3/7 Bd. packet/Bd mtg. 3/14**
- The TF chair will outline a detailed plan for Board review - **4/4 Bd. packet/Bd. Mtg. 4/11**
- The TF will develop a statement of qualifications for the LP Program Coordinator position (considering the possibility of a joint position with the SW Program Coordinator) and will provide advice and counsel on candidates - **April**
- Recruitment and interviewing of candidates - **April/May**
- Program launch - **Mid-May**

*Draft 3-4-22 BA*



## **Policy Issues re: Life Plan Program**

*This document addresses potential policy issues that the LPP Task Force surfaced in their first meeting on the Life Plan Program proposal. We used the template of the Social Worker project to draft these LPP Policy Issues. We anticipate that our Board discussion will identify other issues.*

## **Program Purposes and Potential Outcome**

To provide a professional resource to members who wish to develop a plan for their changing needs as they age. This Life Plan Program (LPP) would provide a vetted and subsidized service for members to explore options and prepare better for when they need more support (physical, emotional, mental, spiritual, etc.) either at home or a care facility.

## **Potential Policy Issues:**

1. **Access and Availability** would be limited to approximately 12 members in 2022 beginning in May.
  - How will members learn about the opportunity to participate in the LPP?  
*The TF proposes multiple communication messages (Monday Morning Memo, Newsletter, Special Email, Listserv, etc.) and one or two open forums to present the Program*
  - Which members would receive the services during this pilot period? If demand exceeds the target number of 12 members, how would the selection be established? Would there be a measure related to urgency?  
*The TF favors applying this urgency/timeliness criterion for priority setting.*
2. **Cost Sharing** – If demand exceeds the budgeted amount, will these LPP services be offered on a cost-sharing basis or at the member's full expense or should we wait until the pilot program is concluded at the end of 2022 to determine the format for the LPP going forward?  
*The TF favors limiting the number through the pilot period.*
3. **The Unit to Be Served** – Would the unit of service be the member (members if a couple) or could it include family members identified by the WH member as important to the planning process?  
*The TF favors the comprehensive approach as preferred by the member.*
4. **Confidentiality:**
  - How will confidentiality of participant information be protected?  
*The Task Force suggests that information about individuals receiving one-on-one services and/or participating in a group will not be identified other than by the ED and the Program Coordinator.*
  - What norm will be established for members participating in group sessions?  
*The Task Force suggests that all members participating in group sessions will agree not to share anything about what other members have done or said during the sessions.*

Year	Member	Non-Member	Total
2014	\$ 1,000	\$ 9,465	\$ 10,465
2015	\$ 8,465	\$ 6,451	\$ 14,916
2016	\$ 8,230	\$ 9,221	\$ 17,451
2017	\$ 9,697	\$ 21,847	\$ 31,544
2018	\$ 11,025	\$ 16,400	\$ 27,425
2019	\$ 12,355	\$ 18,990	\$ 31,345
2020	\$ 21,135	\$ 32,175	\$ 53,310
2021	\$ 28,215	\$ 30,107	\$ 58,322

**Individual Fundraising Results: 2014-2021**

