

VISIONEERING WICHITA BUSINESS COALITION ON HEALTH

Interim Executive Director

Key Tasks And Proposed Consulting Engagement

I. COMPLETE THE STRATEGIC PLAN

As the Coalition is being developed it will be important to establish a clear set of strategic priorities. The development of the strategic plan will also be an important part of building interest and support for the Coalition. Beyond setting a framework for action for the Coalition, the strategic plan will provide a unique overview of the regional healthcare market from multiple stakeholder perspectives.

The process for completing the strategic plan will include:

A. Interviews/Meetings

Interviews with stakeholders throughout the region, including:

- Business leaders
- Human resource leaders
- Healthcare industry leaders
- Other stakeholders
- Steering committee/Founders

The interviews will be used to gather information regarding:

- Strengths of the region's healthcare community from a business and employer's perspective
- Challenges facing businesses with regard to healthcare in the region
- Opportunities to address employers healthcare concerns
- Specific health issues (e.g. obesity, heart disease, etc.) that are of concern to employers

B. Data Gathering

The data gathered will help identify opportunities for improvement and help to define the strategic priorities. Data will include:

- Regional market data
- Regional healthcare resources
- Best practices from other coalitions
- Additional data available through founder's organizations

C. Regular Steering Committee Meetings

These meetings will be an important part of the strategic planning process and will provide the opportunity to:

- Review data and information from the strategic planning process
- Review strategic plan drafts
- Share information about the development of the Coalition

II. BUILD AWARENESS AND SUPPORT

The Interim Executive Director will also seek opportunities to increase awareness regarding the Coalition, including:

A. Presentations and Education

- Presentations regarding the Coalition to Community Groups – e.g. Rotary, SHRM, etc.
- Sponsoring of educational events, including potentially helping to bring in outside speakers

B. Continue to Build Interest Among Regional Employers

C. Identify Additional Sources of Funding

D. Develop Strategic Partnerships

III. OTHER TASKS

Additional tasks and responsibilities may be requested by the Steering Committee to help support the development and implementation of the Coalition.

IV. PROPOSED FEES AND FEE STRUCTURE

It is anticipated that the tasks outlined for the Interim Executive Director will require an average of 80 hours per month over the course of three months. The consulting fees for this engagement will be based on an hourly rate for non-profit organizations of \$180 per hour. The total consulting fees for this engagement will be capped at a not-to-exceed of \$40,000.

As I will be working out of my own office for this engagement there will be no other expenses associated with minor office or infrastructure requirements. However, consulting fees are exclusive of printing costs or such things as mass mailings etc.

I will need access to meeting space throughout the process, although I would anticipate that this could be made available through one or more of the Founder's organizations. There will be no costs associated with travel, food, or other incidentals.