Board Working Session  
February 3 – 4, 2020  
CAPC Offices, NY, NY

MEETING OBJECTIVES

☐ Identify and discuss environmental trends and factors that could impact the field or Coalition
☐ Identify and prioritize actions aligned with the Coalition’s strategic priorities
☐ Strengthen linkages among the Board, Coalition staff, and Member organizations
☐ Conduct Board business/consent agenda items

AGENDA

| DAY 1 – Monday, February 3, 2020, 6:30 pm ET  
| Dinner: Gennaro’s-665 Amsterdam Avenue, NY, NY |

6:30 – 8:30 PM
Meet in hotel lobby at 6:00 and travel together to restaurant (for those staying at the Aloft Harlem)

Group discussion: “Hot Topics” & Environmental Scan
- What is going well or has you most excited?
- What, if anything, has you most worried or concerned about the Coalition’s current focus or direction?
- What are 1-2 key challenges or issues that could impact the field or the Coalition’s strategic priorities?
- Onboarding new Members NAHC, SCC
- New year, new decade, predictions for 2020?
- Strengthfinders for Board development, Spring 2020

Attachment A – Coalition’s Strategic Priorities  
Attachment B - November Board Minutes/Wrap Up Email

| DAY 2 – Tuesday, February 4, 2020  
| CAPC Offices  
| 55 West 125th Street, Suite 1302  
| New York, NY 10027  
| (breakfast available at 8:00 am ET) |

8:30 – 8:45 AM
Welcome & agenda review:
- Opening Remarks from Board President
- Executive Director Update/Review of Agenda

8:45 – 9:30 AM
Strategic Priority: Quality  
Coalition Message Lab Summit
Inform: Message Lab Subcontract Award Received (via email msg), 1/3/20
Discuss: Coalition’s proposal and plan to engage Coalition Members and other Stakeholders; convening a Summit in late 2020 or early 2021 to engage partners.
- Goals of the Message Summit/engagement
- Formation of an Advisory Committee
- Involvement of the Board, Coalition Communications Workgroup

Attachment C – Coalition Message Lab Summit Statement of Work  
Attachment D – Draft Invite List
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<td>9:30-10:15 AM</td>
<td><strong>Pediatric Palliative Care Group Proposal</strong>&lt;br&gt;Inform/Discuss: Pediatric Palliative Care Working Group (PPCWG) Proposal and Budget received to become a Working Group of the Coalition. Proposal includes a fully funded part-time Project Director and budget (for travel, overhead, governance consultant, etc).&lt;br&gt;Decide: What is the impact for the field and for the Coalition if the proposal is implemented? Does the Board need additional information before considering this proposal?</td>
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<td>10:15 – 10:30 AM</td>
<td>BREAK</td>
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<td>10:30 – 12:00 PM</td>
<td><strong>Governance Issues (Important links below)</strong>&lt;br&gt;Cathy Allen will be joining us by phone to respond to any questions or comments.&lt;br&gt;&lt;br&gt;Inform: Governance Task Force (Banach, King, Melnick) working with a governance consultant, Cathy Allen, <em>The Board Doctor</em>, has identified gaps in Board governance and the Coalition by-laws that need revision.&lt;br&gt;Discuss: Draft governance changes to enhance Board operations, establish a nominating Committee and create a transparent Board election process will be shared.&lt;br&gt;Decide: What questions/concerns does the Board have with these proposed changes to Coalition and Board governance? Is the Task Force moving in the right direction?</td>
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<td>12:00 – 12:45 PM</td>
<td>Working Lunch – <em>Break and Transition to Lunch</em></td>
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| 12:45 – 2:00 PM | **New Member Interest/Stakeholder Engagement**<br>Inform:<br>*Palliative Care Quality Collaborative (PCQC)* and the *CSU-Shiley Institute of Palliative Care* (Jennifer Ballentine) have expressed interest in joining the Coalition. CTAC has expressed interest in working together on a specific project, such as joint outreach to CMMI on the rollout of PCF/SIP and Direct Contracting.<br>*Better Medicare Alliance* has invited the Coalition to join (no cost) the Alliance and would like an opportunity to collaborate.
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| 2:00 – 2:30  | Discuss: Interest in these two organizations membership; working with CTAC; becoming an ‘ally’ of the Better Medicare Alliance.  
Decide: What questions/concerns does the Board have with these two organizations joining the Coalition? What questions/concerns does the Board have with working with CTAC on CMMI issues? What questions/concerns does the Board have with working with BMA and MA plans generally? |
| 2:30 – 3:00  | **Strategic Priority: Payment New CMMI Models: PCF/SiP, Direct Contracting, Medicare Advantage-Hospice Carve-In**  
Inform/Discuss: What is the Coalition’s role continued role in the CMMI communication/dissemination regarding these new models? Is the Coalition’s role clear and is the process working well? Coalition will be planning at least one Coalition webinar for 2020 and will be working with the Advocacy Workgroup to identify most salient topics |
| 3:00 – 3:30 PM | **Budget Review/Approval** (Board communication & Board Portal (password is Board123))  
Decide: Board vote on 2020 budget  
Attachments I / J  
- 2019 Coalition End of Year Financials  
- Revised 2020 Budget  
**New Website**, Launching February 10  
Inform: Board final review of new website |
| 3:30 – 4:00  | **Emerging Quality Issue: NCP Guidelines**  
Inform/Discuss: There is interest from Coalition Members in creating an “essential elements” Task Force to use the NCP Guidelines to create a set of streamlined standards that would be more use-friendly with specific health care audiences. |
| Time TBD     | **Open Topics** - As time permits  
*Review and discuss key challenges and identify opportunities to strengthen linkages between the Board, Coalition staff, and Member organizations* |