



Succession Planning Projects

Overview

Description of Work Completed

- Revised original Executive Director's job description, that was developed in 2011, to include current duties and responsibilities
- Reviewed Adams County Medical Foundation (ACMF) documents to search for succession language and diversity statements and to discover where the language and statements need to be incorporated. The documents reviewed were the Foundation's Code of Regulations and Strategic Plan.
- Evaluated the ACMF leadership and Board structure
- Identified potential Board members for future leadership

Research Materials Utilized in the Planning Process

- "Effective Succession Planning" by William J. Rothwell
- University of Washington's Succession Planning Toolkit as a resource to guide work

Discoveries

- The ACMF needs to complete three succession planning projects in order to strengthen the organization. The projects include developing a succession plan for the organization; revising the Code of Regulations; and further developing the organization's strategic plan. These projects are outlined and further defined in the attached Succession Planning Projects document.
- ACMF needs to complete the planning projects in order to strengthen its SPF-PFS grant work and to fully support the organization's Coalition partners.

Narrative of Timeline

- The ACMF began working with Shantelle Jenkins on May 7 and meet with her on a monthly basis until September 17, 2021. The May 7th meeting was the first time the Foundation addressed succession planning for the organization so time was needed for research and evaluation prior to actually beginning the planning process. The work with Shantelle was very productive; however, more work is needed to help the Foundation finalize the project. The attached outline projects the timeline for the final projects to begin February 2022 and completion to be by August 2022.

Adams County Medical Foundation
Succession Planning Projects

Succession Projects	Timeline
<p>Succession Plan</p> <ul style="list-style-type: none"> • Develop a Succession Plan for the ACMF • Address Executive Director Leadership Succession • Address Board Succession 	February 2022 through June 2022
<p>Code of Regulations</p> <ul style="list-style-type: none"> • Review Document for Discovery Purposes • Add Succession Language to Document as necessary • Clarify the Foundation Board’s responsibilities for hiring the Executive Director • Further define and modify the Executive Director’s job responsibilities in preparation for the hiring process • Define how the Foundation’s Executive Board fills vacancies when positions become open • Address the Foundation’s role as the parent organization for the area’s health Coalitions • Focus on strengthening the Foundation as an organization • Define the Foundation’s role separating the organization from the hospital as a standalone entity • Develop Diversity Statement 	May 2022 through June 2022
<p>Strategic Plan</p> <ul style="list-style-type: none"> • Add a section to the Foundation’s Strategic Plan about Succession Planning • Hold a Strategic Planning Retreat for the Board in August • Address the Foundation as the Parent Organization for the area health Coalitions and how these organizations fit into the Foundation mission and activities • Develop the Strategic Plan to Guide the ACMF Budget Development • Include Foundation and Grant Activities into the Plan 	April 2022 through August 2022
<p>Review other Foundation documents that may be connected to succession planning</p>	TBA