

John M. Scott Health Care Commission Meeting Minutes  
Wednesday, June 27, 2018  
Advocate BroMenn Heart Center Conference Room  
5:30-7:30 pm  
(APPROVED 8-1-18)

Present: Sue Grant, Chair, Dr. John Couillard, Dr. Scott Hamilton, Brandi Sweeney, Dr. Jim Swanson, Dr. David Wyse, Donna Hartweg  
City administrator: Jennifer Toney  
Absent: Deb Skillrud

I. Call to order

Vice-Chair Hartweg called the meeting to order as Chair Grant notified her of delayed arrival.

II. Introductions: Jennifer Toney, the City of Bloomington Community Development Grants Coordinator was introduced and welcomed as the new Bloomington Staff Administrator for John M. Scott Health Resources. She explained her current role and background with grants' management. Ms. Toney's role with the Commissioners and with the Trustees was discussed, including her willingness to provide oral reports to the Trustees.

III. Review of Minutes

Minutes of April 25, 2018 were reviewed. Dr. Couillard moved for approval; Brandi Sweeney seconded; Approved unanimously.

Minutes of March 28, 2018 were discussed. These initially were created by Ms. Skillrud from a tape recording. All present Commissioners felt these were unclear in their current form. Ms. Hartweg mentioned she had tried to format these in usual minute format but with difficulty. She suggested the approval vote be placed on hold; she will attempt to outline the major action items, with final review and approval at the next meeting. The original taped narrative can be attached for reference. All agreed by consensus.

Revised minutes of the February 28, 2018 meeting were discussed. All additions and corrections were presented using a basic highlighting tool. Dr. Couillard moved to approve; Dr. Wyse seconded the motion. These were unanimously approved.

Ms. Grant arrived and assumed chair role. Commissioners discussed the need to ensure only approved, corrected minutes are posted on the J. M. Scott website. Ms. Toney agreed and will coordinate these efforts with the City's webmaster.

IV. Review of Activities

Review of activities revealed continued decline in referrals, with one new client accepted in May.

V. Review of Financial Statements

Financial statement of May 31, 2018 was briefly reviewed noting total assets of

\$12,920,985.52. Commissioners noted a disparity between the profit/loss sheet and the bill to the city for reimbursement to Township. Ms. Toney stated she would ask for clarification.

VI. Grant Committee: Donna Hartweg, Grant Committee Chair

Ms. Hartweg reported all agencies receiving grant funding in FY18 had received letters updating them of ongoing Scott activities, including the vote by Trustees.

Ms. Hartweg proposed forming a committee of the whole to serve as a grant Committee throughout this transition year, and include other grant experts in the discussion, particularly in formulating all policies and procedures. All Commissioners agreed to invite Holly Ambuehl, a previous member of the Commission with grant expertise, to meetings, if she is willing. Ms. Hartweg will contact Ms. Ambuehl.

Jennifer Toney explained the grant schedule for the city. All Commissioners concurred this approximated the past grant schedule for Scott and was workable. Agencies have usually received notification of funding in late fall. This will be considered as procedures and policies are developed.

Ms. Hartweg reported that she, Ms. Grant and Ms. Toney had met with the Illinois Prairie Community Foundation (IPCF) about possible utilization of their grant software. Ms. Toney will investigate other types of software. However, the fully online software of IPCF seemed streamlined and simple for online submission, use by reviewers, reporting by grant recipients.

VII. Finance Committee: Brandi Sweeny, Chair

The Finance Committee has not met.

Commissioners discussed the termination date for Scott reimbursement of Township for staff expenses and for payment to dentists, etc. Assuming approval of the all grants program on July 2, Commissioners agreed by consensus for payments through August 2.

Ms. Grant presented the bill from the City of Bloomington Township to the John M. Scott Health Resources Center dated 6/8/2018. The total expenditures were \$2,641.09 for administration/staff compensation and benefits and \$1484.84 for service expenses (dental referral services, gas and fuel, prescription, medical supplies). Dr. Wyse moved and Dr. Hamilton seconded a motion to pay the May expenditures of \$4183.62. The motion was approved unanimously. Ms. Toney will see that Township is reimbursed for May.

Commissioners agreed to review the June and July bills from Township prior to payment through the City.

Concern was expressed that bills to city did not match the report from Ms. Skillrud. Ms. Toney will contact City Finance as the two reports should be consistent.

VIII. Old Business

a. Court Action: Chair Grant reported the Circuit Court will review Ms. Skillrud's court reports for fiscal years, 15, 16, 17 on July 2. With the Trustee vote, Trust attorney Herr felt these would be approved, including the change from Township to City management. The FY18 court report needs to be completed by Ms. Skillrud; This report should come to the Commission and to the Trustees prior to submission to the Guardian ad litem. Ms. Toney

agreed to remind Ms. Skillrud to complete this report for presentation to Commission on August 1.

b. Budget: Assuming Court approval on July 2, the Commission will plan to amend the FY19 budget for presentation to Trustees at their second August meeting.

The Trustees are working from a budget prepared by Ms. Skillrud, that was not approved by Commissioners. Assuming the July 2 approval by the Court, Ms. Sweeny will redo the Commissioners' budget to include significant legal fees and anticipated expenses with the transition. Ms. Toney did not believe the administrative costs for her work would near the projected \$30,000. Ms. Hartweg stated legal fees could be over \$30,000. With the May bill from Township, we can now anticipate expenses for May through July. Ms. Grant will let Ms. Sweeny know the legal expenses once approved by the court. The amended budget will be presented at the next Commission meeting, with final approval by Trustees, hopefully in August.

The projected revenue for FY19 was 354,000. It was suggested the Investment Committee meet in July to determine amount to place into the Scott account prior to the amended budget.

#### IX. New Business

##### a. Transition activities between Township and City.

Ms. Grant and Ms. Toney led discussion on practicalities of transfer of official Scott documents and all property from the Township offices to the City.

Dr. Hamilton moved and Dr. Swanson seconded a motion that all existing property (including the van and all furniture) be given to Township after an inventory is conducted. Motion passed unanimously.

Ms. Toney will investigate necessary steps for transfer of the van to Township. Any revenue from sale of property will be deposited in the Scott account.

Transition of all records was discussed. Despite an agreement related to J. M. Scott having access to the Township building, Commissioners recommended all formal records be moved to the City for storage, possibly in the basement of the city building. Current and future records, including agendas and minutes, will be added to a newly created Scott website accessible through the City of Bloomington website. Significant discussion ensued about the historical documents. Several members suggested investigating the use of interns at McLean County Historical Museum to archive historical documents related to John M. Scott and his Trust.

Actions necessary for transition:

1. Consent agenda of August meeting of Trustees
2. Press release to Pantagraph and others after July 2 court hearing. Ms. Grant will draft Press Release and will forward to Ms. Toney for review by the City Communications staff.
3. Website: Ms. Toney will investigate steps for creating Scott website on Bloomington City link.
4. Ms. Skillrud is to notify all clients with current vouchers of the August 1 expiration, with all services stopped by July 15. Ms. Grant will ask to review

the letter sent to service providers prior to its release. She will also ask for a list of agencies/individuals who received the letters.

5. Transfer of credit cards, Vanguard access, etc needs to occur as soon as possible. Ms. Toney will email Jeff Jurgens, city attorney, about transferring her name to Vanguard account and removing Ms. Skillrud's. She will also investigate the closure of credit cards, both Visa and gas cards.

X. Current and Future Membership

Ms. Hartweg distributed a handout on the Scott Membership initiative, including the terms of all current members, criteria for appointment based on new Bylaws and other considerations. All current members agreed to remain on the Commission through current terms. Through FY19, there are three open positions. Ms. Hartweg's and Ms. Grant's terms end April, 2019. With their exit, five positions will be open. Criteria for appointment based on the new bylaws were reviewed. Ms. Hartweg suggested the recruitment and vetting process should include seeking members willing to serve on the executive committee, considering the empowered Commission.

As the new Bylaws call for the executive committee to vet new members but with no official "executive committee", the members agreed to work as a committee of the whole. They suggested inviting prospective members to meetings, to interview one on one, as needed, and most of all to keep the process simple, yet with integrity toward the Scott mission and the necessary skill sets for members. Holly Ambuehl, a past Commissioner with grant expertise will be invited to the next meeting. Others mentioned were Steve Doran, Ruth Ann Fraker, Greg Shaw, and Deb Halperin. Unknown is Ms. Skillrud's desire to remain on the Commission. Ms. Grant will contact her.

XI. Future meetings times and locations

- a. The next scheduled meeting will be Wednesday, August 1 in the Advocate BroMenn Heart Center Classroom. Ms. Sweeny agreed to book the room.
- b. Action to Trustees is targeted for second meeting in August. This will include the following:
  - i. Amended budget for FY19
  - ii. Court Report for FY18
  - iii. Goals for year
  - iv. Sale of property
  - v. Location of documents
  - vi. Report of transition activities

XII. Adjournment

- a. Dr. Hamilton moved to adjourn; Dr. Couillard seconded. The meeting was adjourned at 7:30 pm.

Prepared by Donna Hartweg, Scribe of the Day