

DRAFT MINUTES

John M. Scott Health Care Commission Meeting
Wednesday, December 19, 2018
IL Prairie Community Foundation @ the Foundry
921 E. Washington Street, Bloomington

Approved January 23, 2019

Commissioners Present: Holly Ambuehl, Dr. John Couillard, Sue Grant, Dr. Scott Hamilton, Deborah Halperin, Donna Hartweg, Dr. James Swanson, Brandi Sweeney,
Staff Administrator: Jennifer Toney, City of Bloomington
Members Absent with regret: Deb Skillrud

I. Call to order

Sue Grant called the meeting to order at 5:30 p.m.

II. Approval of minutes

Minutes of the November 28, 2018, meeting were reviewed. Dr. Hamilton moved approval; Dr. Couillard seconded; motion passed. Ms. Toney will make minor spelling corrections and post on the website as approved minutes.

III. Staff Administrator's report

Ms. Toney presented the December Staff Administrator report.

- a. The Grant Management Neighborly software: A demonstration of the software was held on Dec. 14th for the City Finance staff and available JMScott Commissioners. Approval of an agreement with Neighborly has been forward to the legal department and will be signed by the City Manager.
- b. Grant Program: The policy and procedure documents will be presented for approval at this meeting and will be forwarded to the JM Scott Trustees. Next steps will include developing the application and a scoring rubric. These documents will need approval prior to the use of Neighborly software.
- c. Court Report: Ms. Toney presented the FY18 Court report for approval. After review by Tom Herr, the Trust Attorney, and John Yoder, Guardian ad Litem, the report will return to the Commission for vote and recommendation to the Trustees. Ms. Hartweg pointed out some internal inconsistencies in the document and will forward those to Ms. Toney.
- d. Budgets: Ms. Toney attached the FY19 YTD budget. Expenses to date are \$35,930.23 on a total budget of \$354,027. The Commission expects a remainder of approximately \$130,000 unspent funds available for grants in FY19 after projected approval and distribution of FY18 matching grants. A proposed FY2020 budget was briefly reviewed. The Commission previously approved a total budget of \$500,000 at the November meeting.
- e. Vanguard Reports: Ms. Toney distributed the Vanguard reports from September, October, and November, 2018. The November 30 account showed \$12, 901,840.68.
- f. Finance Director: Ms. Toney reported that Scott Rathbun, the City of Bloomington Finance Director asked to attend the January meeting. One point of discussion is the required signatures for the Vanguard account. The Commissioners welcomed his attendance.

- g. Van: Ms. Toney reported that the city is keeping the JMScott van and will dispose of it; the cost for repair is greater than its value.
- h. Webpage: Ms. Toney has worked with city staff to create a John M. Scott Commission webpage that will include all meeting dates, membership, application for the Commission, all reports, such as minutes, etc. This will also be the link for organizations to access grant information, application, and reports.
- i. Invoices: Ms. Toney presented invoices for Oct and Nov. for her time; these were approved by consensus. After brief discussion on such routine items, Ms. Ambuehl suggested a consent agenda within each agenda. Only items requiring Commissioner action will be printed. Commissioners agreed to try this approach.

Commissioners thanked Ms. Toney for her very thorough reporting.

IV. Grant funding for FY2019

Ms. Hartweg summarized the outcomes from FY18 grant recipients, with comparisons to FY17 outcomes. (See attached). After review of all outcomes and discussion of needs, Ms. Ambuehl moved to approve the same level of funding as FY18; Ms. Halperin seconded; motion approved unanimously. The amounts are as follows:

Community Health Care Clinic (CHCC): \$60,000.

Community Health Care Clinic Pharmacy: \$15,000

Center for Human Services: \$55,000.

Center for Youth and Family Solutions (CYFS): (Counseling for CHCC patients): \$10,000.

Center for Youth and Family Solutions: (Telepsych): \$10,000.

Peace Meal for low income seniors: \$10,000.

McLean County Health Department Dental Clinic: \$15,000.

Two agencies requested flexibility in use of the funds. The McLean County Health Department requested use of the funds for their Children's Clinic; CYFS requested their funds be used to care for patients beyond CHCC patients, as long as CHCC patients' needs were the priority. Discussion ensued on the impact of United Way's decreased funding on these agencies and programs. Dr. Swanson moved to approve flexible use of grant funds as requested; Dr. Hamilton seconded, motion passed. Agencies will be asked to include all funding sources for these additional funded programs in the future. Ms. Toney will notify agencies prior to the holidays, with funds distributed in the future.

V. FY2020 Budget

Ms. Sweeney indicated her follow up with John Concklin and Ruth Ann Fraker on the available income available for this budget for FY2020.

VI. Grant Policy and Procedures

Ms. Hartweg presented a revised draft grant policy and procedures document discussed at the last meeting to reflect that conversation. Ms. Ambuehl moved approval; Ms. Sweeney seconded; with all Commissioners voting approval. The document will now be forwarded to the John M. Scott Trustees.

VII. Open seats on the Commission

Ms. Grant reported Angela McLaughlin, past CEO of the Community Health Care Clinic, will be submitting her application in the next few days. Ms. Hartweg and Ms. Grant continue to seek a Commissioner with finance expertise.

VIII. Next meeting date

The next meeting will be Wednesday, January 23, 5:30 pm at the Foundry in the Illinois Prairie Community Foundation conference room.

IX. Adjournment

Dr. Hamilton moved to adjourn; Ms. Sweeney seconded; the meeting adjourned.

Respectfully submitted by Donna Hartweg, Scribe of the Day