

John Scott Health Care Commission Meeting
Wednesday, July 24, 2019
Illinois Prairie Community Foundation @ The Foundry

Commission Members: Dr. John Couillard, Deb Skillrud, Sue Grant, Angie McLaughlin, Dr. Jim Swanson, Deb Halperin, Brandi Sweeney, Holly Ambuehl
Staff Administrator: Jennifer Toney
Guest: Colton Sylvester
Regrets: Scott Hamilton

- I. Meeting was called to order at 5:31pm by Chair, Holly Ambuehl.
- II. Consent Agenda
 - a. May & June Minutes
June Minutes were amended as follows:
“The commission approved the 2018 annual report. The lawyers will approve it and send it circuit court.”
“Holly asked all commissioners to review a summary table.”
Angie moved to accept the minutes as amended, Sue seconded. Motion passed.
 - b. Dr. Swanson moved to approve the June Staff invoice, Brandi seconded. Motion passed.
- III. Staff Administrator’s June Activities Report
 - a. FY19 grant reports are finalized.
 - b. Procurement process is complete so the software is ready to start development but it’s not ready to go live.
 - c. Lawyers approved 2018 but they will not take it to court until 2019 is ready. They will submit both at the same time to save on legal fees. An audit is not necessary because we have not had many expenses. The city’s audit will suffice. The lawyers were consulted about the upper and lower limits of budget allocation for grants. The lawyers recommended that the commission should spend the interest every year but the investment committee needs to meet and review the language and consider the five year rolling average. Holly will send out a copy of the investment guidelines.
- IV. Grants
 - a. The Community Meeting was held on Monday, July 22. Fifty-two people attended. Bill Kemp, historian from the McLean County Museum of History, gave a brief introduction to John M Scott. Sally Gambacorta reviewed the local health planning documents. Holly gave an overview of the grant process. Jennifer will share a copy of the sign in sheets. Mary Cullen from GLT covered the event.
 - b. Deb H discussed a proposal to hire an evaluator/researcher for the commission to study the impact of the new grants program. Commissioners advised to carefully consider the cost, define the deliverables, and confirm that it is an allowable expense under the trust. Jennifer will verify the amount available. Commissioners also suggested exploring partnerships with the local universities and with local leadership programs (MultiCultural Leadership Program or Leadership McLean County).
 - c. Since the software will not be ready, the commission will use Google forms to manage the grant-making process. A word document will be available so that grant writers can work off line. Holly will create the form and the associated scoring tool.

- d. Jennifer will determine where to archive the grants and scoring tools.
- e. The Commission will issue a press release on 8/1. Nora will contact Paul Sweich at the Pantagraph.
- f. Holly requested names of people who can serve as grant reviewers. The commission agreed that out-of-town reviewers are acceptable.
- g. At the next meeting (on July 30), the grants committee will consider how to manage the Q&A process during application period. The grants committee will also consider how to manage Category 3 grants.
- h. Holly clarified that Category 1 must be a nonprofit because of the purpose of Category 1 is to provide general operating support. This would exclude municipalities, hospitals, and units of government. Municipalities, hospitals, and units of government can apply under Category 2 for a specific program.

Angie moved to approve the RFP narrative background, the application, and the reporting requirements as submitted. Brandi seconded. Motion approved.

- V. Budget/Finance and Investment Committee will convene soon to discuss the audit and review policies and procedures.

VI. Miscellaneous

- a. Next meeting date is August 28, 2019. Deb Skillrud will be out of town. The commission will invite additional guests: Ruth Ann Fraker (investment committee), Tom Herr (attorney for the trust), and John Yoder (Guardian ad Litem).
- b. Sue has a financial person interested in joining the commission. The city is not currently confirming commission appointments.
- c. There should be an orientation for new board members.

- V. Dr. Swanson moved to adjourn the meeting, Sue Grant seconded. Motion approved and the meeting was adjourned at 6:38pm.

Submitted by:
Deborah Halperin
Secretary