

Approved February 26, 2020

Attendance: Holly Ambuehl, Dr. John Couillard, Brandi Sweeney, Sue Grant, Jennifer Toney (staff administrator), Deborah Halperin, Dr. Scott Hamilton, Dr. James Swanson

Absent: Bernie Wrezenski, Dr. Colton Sylvester, Angie McLaughlin, Deb Skillrud

Meeting was called to order at 5:38pm by Holly Ambuehl.

Dr. Hamilton moved to accept the consent agenda; seconded by Dr. Swanson. Motion carried.

Staff Administrator's report:

Agreements and checks are being managed. The Commission will move forward with the Neighborly grants management software (required materials will be needed and should be updated before the February commission meeting). The funds needed for the software are already in the budget. New policies and procedures and the budget are being presented to city council. Any changes to the budget must happen quickly in order to be presented to the council before 2/24. Jennifer is managing the process to establish the administrative support staff person and it is hoped that this person can be hired by May or June. The application for the Stevenson Fellow is due before the next meeting. One item that needs attention would be the physical space for a fellow to work. Jennifer will see if the city can accommodate this person.

Chair Report:

- Holly is representing the commission on a state-level group exploring public-private partnerships.
- Nominations: Commissioners that are due to cycle off (Angie, Dr. Hamilton, Deb Skillrud, and Brandi) should notify the Chair before the February meeting whether there is interest in continuing on the commission. Everyone should help to identify others who can serve on the commission and bring one name to the next meeting. If you represent a specialty (mental health, grants expertise, Second Presbyterian, etc.), please identify someone who can fill that role.
- Planning ahead: We will need a preliminary grant budget for FY22. The grants committee should convene to set a FY22 grants timeline. Grants committee should set a meeting schedule for the year.
- Oral Health: A community organization approached Holly to inquire whether the Commission would consider a capital funding proposal to help launch a new oral health clinic. After some discussion, the Commission requested that Holly notify them that the Commission is not ready to hear a proposal at this time.
- Budget: The bank account should be reconciled. Jennifer and Brandi will look closer at the budget and accounts. Dr Swanson moved to roll up to \$30,000 of unspent funds into FY21 budget under contingency in time for the February trustee meeting (subject to reconciliation of the cash account). Sue seconded. All approve. The finance committee should also set a meeting schedule for the year.

Grants Committee:

The grantee meeting was held earlier tonight. It was productive and well attended. The Category 3 grant reports are due on March 15.

Dr Swanson moved to adjourn the meeting; seconded by Sue. Motion passed.

Submitted by Deborah Halperin