

John M. Scott Health Care Commission

Meeting Minutes

October 28<sup>th</sup>, 2020

Via Zoom

Attendance: Angie Chasensky, John Couillard, Sue Grant, Willie Halbert, Judy Neubrandner, Feli Sebastian, Jim Swanson, and Karen Stipp

Staff Administrator(s): Jennifer Toney, Zach Fabos

Regrets: Holly Ambuehl, Colton Sylvester

Absent: Bernie Wrezinski

### **Welcome and Meeting Opening:**

Meeting commenced at 7:00

### **Consent Agenda:**

- John motioned to approve Staff invoice and September meeting minutes Willie seconded. Motion passed.

### **Grants Committee Report:**

- **Budget**
  - Judy motioned for a discussion on the grants budget. Willie seconded. Motion passed. Discussion commenced.
  - Jennifer gave break down of proposed fiscal year 2022 budget and answered questions related to funds already allocated and their corresponding categories.
  - Jennifer explained reasoning for proposition to allocate funds to cover fellow's administrative fees on neighborly in fiscal year 2021 budget.
  - Jennifer pointed out that with the current allocation of funds for administration lies at 9.85% of the total budget.
  - \$31,500 proposed to be allocated to new Grants Specialist position salary, at .35 FTE in fiscal year 2022 budget.
  - John motioned to approve \$31,500 at .35 FTE for the new Grants Specialist position salary. Seconded by Willie. Motion passed.
  - Judy moved to make a motion to approve the proposed fiscal year 2022 budget of \$848,600. Angie seconded. Motion passed.

- Allocation of Budgeted Funds for Category I Application Development and Fellow's Software Administrative Fees
  - Willie and Angie voiced agreement on proposed allocation of funds for administrative neighborly fees for fellow.
  - Jennifer explained reasoning for proposing a separate Category I application. Having the Category I and II applications combined is overly complicated for the programmers and since each category has different dates in which they are open to apply, it may confuse applicants. Jennifer recommended moving \$2,000 from unused budget categories to pay for the development of a Category I application.
  - Sue moved to make a motion on approving suggested changes to the fiscal year 2021 budget to cover fellow's administrative fees and the creation of a separate Category I application. Willie seconded.
  - Motion passed, \$3,800 will be allocated from the "Technical Assistance" category in the fiscal year 2021 budget to the "Other Purchased Services" category to cover the fellow's administrative fees and Category I software fees on the grant software (Neighborly).

### **Request for Proposals**

- Jennifer gave an explanation of the draft RFP, (request for proposals). This RFP will be open to Category II Program and Capital Grants. Local units of government will be eligible.
- Jennifer proposed having the application open on November 15<sup>th</sup> and close on December 30<sup>th</sup>. Review would begin January 7<sup>th</sup> and recipients would be approved in March.
- Willie motioned to approve the proposed RFP for Category II Program and Capital Grants. Judy seconded. Motion passed.

### **Staff Report**

- Jennifer explained that a presentation of the Neighborly Category II application will be given to any commissioner that would like to see it after the meeting.
- Zach gave brief explanation of check-in with grant specialists. Sue asked if a report will be written following check-ins. Zach explained that there will be an individual report, or a report as a part of his capstone project, as required by the Illinois State University.

### **Action Items:**

- Schedule meeting for release of RFP
- Go over Grants Scoring Tool at next commission meeting

### **Adjournment**

- Sue motioned to adjourn the meeting. John Seconded. Motion passed.
- Meeting adjourned at 8:01.