

## **John M. Scott Health Care Commission August 2021 Meeting Minutes**

Meeting Details: August 25, 2021 via Zoom

### Attendance

Commissioners Present: Karen Schmidt, Karen Stipp, Kyana Wilkinson, Angela Chasensky, Catherine Crockett, Adam Houghton, Feli Sebastian, Brad Secord, and Colton Sylvester.

Commissioners Absent: Elaine Hardy and Judy Neubrandner.

Staff: William Bessler (Staff Administrator) and Genevieve Rappold (Illinois State University Stevenson Fellow with the City of Bloomington)

### Call to Order

Commission Chairperson and Presiding Officer Karen Schmidt called the meeting to order at 6:31PM CST and requested a roll call of Commissioners present. Staff Administrator Bessler called the roll. Quorum present.

### Election of Officers

Chairperson Schmidt opened the discussion by stating that the Commission needs to fill the Treasurer position in this meeting due to the resignation of Commissioner Secord in the June 2021 meeting. Staff sought a legal opinion from the Commission's legal team regarding the level of financial experience and expertise required to fill the Treasurer position. Chairperson Schmidt asked Mr. Bessler to summarize the legal opinion. Staff Administrator Bessler stated the legal opinion confirmed the Treasurer position needed to have a commissioner with some form of financial experience. For example, running a business or grant management with a financial component. Commissioner Secord would obviously be providing a wealth of financial knowledge and experience, so the Treasurer position would primarily be chairing the Finance Committee and filling the needed role. Once a commissioner or commissioners volunteer, a motion, a second to the motion, and a roll call vote for their nomination will be needed.

Commissioner Sylvester, with experience running his business, volunteered to become the Treasurer. Chairperson Schmidt thanked Commissioner Sylvester for volunteering to take the role and asked for a motion.

Commissioner Secord nominated Colton Sylvester for Treasurer. Commissioner Crockett seconded the nomination. Ayes: Schmidt, Stipp, Wilkinson, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Nomination carries.

## Consent Agenda

Chairperson Schmidt stated the Consent Agenda held four items—staff invoices for June and July 2021 for Mr. Bessler, a Neighborly software license invoice, and the June 2021 meeting minutes as presented. Chairperson Schmidt asked for a motion to approve the Consent Agenda unless a Commissioner wanted to move a Consent Agenda item for further discussion.

Commissioner Secord motioned to approve the Consent Agenda as presented. Commissioner Sylvester seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Motion carries.

## Action Items

Presiding Officer Schmidt asked Grants Committee Chairperson Stipp to introduce the series of action items related to the Fiscal Year 2023 grant funding process. Commissioner Stipp discussed the development process of the FY2023 applications for Category I and II funding and the FY2023 reporting forms for funded grantees. A timeline for the FY2023 funding process was included in the meeting packet. Staff Administrator Bessler will send the approved applications and reporting forms to Neighborly the day after this Commission meeting for development. Chairperson Schmidt thanked the Grants Committee and stated the applications are more streamlined for applicants. Mr. Bessler thanked the Grants Committee and Committee Chairperson Stipp for their work and leadership on these items. Chairperson Schmidt asked for details on the request for proposals (RFPs) regarding FY2023 funding. Mr. Bessler outlined that the RFP would be placed on the City's website in addition to other methods to reach community organizations. Once the RFP is launched there will be an opportunity for potential applicants to ask questions in a community meeting. Commissioner Stipp discussed some of the steps for the RFP in last fiscal year and the discussion in the previous Grants Committee meeting regarding the RFP. Mr. Bessler stated approval of the RFP and the outreach plan would be voted on by the Grants Committee and Commission in September 2021.

Commissioner Sylvester motioned to approve the FY2023 Applications for Category I, Category II-Program, and Category II-Capital funding. Commissioner Sebastian seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Motion carries.

Commissioner Stipp asked Staff Administrator Bessler to clarify the FY2023 reporting form votes. Mr. Bessler stated the reporting forms for FY2023 would be used for FY2022 as well. The FY2023 reporting forms can be easily adapted to fit a different fiscal year with modifications to the dates. FY2022 reporting may need to be in Google Forms instead of Neighborly if Neighborly would encounter problems. Commissioner Crockett asked for a clarification on the software used. Staff Administrator explained the Neighborly software to the Commission

Commissioner Secord motioned to approve the FY2023 Reporting Forms for Category I, Category II-Program, and Category II-Capital grantees. Commissioner Houghton seconded the

motion. Ayes: Schmidt, Stipp, Wilkinson, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Motion carries.

Commissioner Houghton motioned to approve the FY2023 Reporting Forms to be used for FY2022 grantees. Commissioner Secord seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Motion carries.

Commissioner Secord motioned to approve Staff Administrator Authority to Make Modifications to Approved Applications and Reporting Forms for FY2022 and FY2023, with Grants Committee and Commission Chairperson Approval, when Implementing the Documents in Neighborly. Commissioner Crockett seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Motion carries.

### Discussion Items

Staff Administrator explained the return to in-person Commission meetings was put on hold after a discussion with Executive Officers regarding increased cases of COVID-19. With high transmission of COVID-19, the Executive Officers decided to stay virtual until the Pandemic is under better control. The Commission expressed that they would like Mr. Bessler to evaluate the situation with COVID on a monthly basis and stay virtual until the situation improved.

### Staff Report

Staff Administrator Bessler stated the filling of vacancies was ongoing within the Economic and Community Development Department and the Grants Coordinator position should be filled soon. Mr. Bessler asked the department's Illinois State University Stevenson Fellow to introduce herself to the Commission and detailed her roles with the Commission.

### Discussion of Non-Agenda Items

Chairperson Schmidt asked Grants Committee Chairperson Stipp to discuss the BIPOC grant idea. Commissioner Stipp indicated that development on the idea will be slowed down to ensure there is adequate time to develop the idea. It will remain on the agenda for the Grants Committee moving forward, but the focus will be on Category I and II grant funding applications. Category III funding may be needed for COVID-19 vaccine booster shots as well.

### Adjournment

With no further discussion, Chairperson Schmidt asked for a motion to adjourn the meeting. Commissioner Secord motioned to adjourn the meeting. Commissioner Houghton seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Chasensky, Crockett, Houghton, Sebastian, Secord, and Sylvester. Nays: None. Motion carries.

Meeting adjourned at 7:05PM CST.