

John M. Scott Commission Meeting Minutes
October 24, 2018
Government Center, Lower Level Conference Room
5:30-6:30 pm
(Approved November 28, 2018)

Commissioners present: John Couillard, Scott Hamilton, Deb Skillrud, Jim Swanson, Brandi Sweeney, Sue Grant, Jennifer Toney-City Development Director
Absent: Donna Hartweg (out of town), Brandi Sweeney (ill)
Guests: Holly Ambuehl and Deb Halperin

Call to order: Chair Grant called the meeting to order. Congratulations were extended to Deb Halperin, recent winner of the Athena Award from the McLean County Chamber of Commerce; it is an award that recognizes professional excellence, community service, and actively assisting women in their attainment of professional excellence and leadership skills.

Review/Approval of minutes: Copies of minutes were sent electronically with the meeting notice; paper copies were distributed at the meeting. Abridged minutes prepared by Donna Hartweg from the March 2018 meeting were considered for approval. J. Swanson moved to approve with a second from S. Hamilton; the motion was approved. Next were minutes from the August, 2018 meeting; S. Hamilton moved to approve with a second from J. Couillard. The August minutes were approved as presented. September, 2018 meeting minutes were presented; D. Skillrud moved to approve with a second by S. Hamilton. All minutes were approved as written. All minutes will be added to the website by J. Toney.

Administrator's Report: Jennifer went over the written report she provided to commission members. A copy is attached. Highlights include:

- 1) The software purchase for grant use is in process and should go to the city council for approval by the end of November
- 2) Jennifer will add to D. Skillrud's JMS 2017 court report and should have it ready by year's end
- 3) Reported a concern that the Vanguard account has only one bonded signer, now the city Finance Director; the city would prefer a two-signer process and will be looking into making that happen
- 4) Received a bill for tire purchase for the JMS van; 2 tires at a cost of \$230.74. D. Skillrud reported the van has not moved since July, 2018; it was struck and damaged by a tire that flew off a passing car, but has not been repaired. She was unaware of the tire change. Jennifer will do additional research into when and why the tires were changed prior to the commission authorizing payment.

Budget for FY2020: B. Sweeney prepared a budget; Holly presented the information in Brandi's absence. The FY2020 budget will be \$350,000. There will be further discussion and approval of the budget at the next meeting. Holly will send a line item proposal and additional information prior to the November meeting. A budget overview will be done at the November meeting.

Investment committee: Needs additional members; looking for suggestions. There will be more discussion at a future meeting.

Grant Processes: Discussion at a future meeting

Member status: The City Council has not yet voted on approval for membership for current members who are continuing on the commission or for new members, H. Ambuehl and D. Halperin. The city

should notify members when the vote to approve is on the council's meeting agenda; it will likely be a part of the council's consent agenda when added.

The commission needs to add two additional members. D. Hartweg has been working on finding someone with financial expertise. With Dr. Wyse's resignation, a dentist would be a good addition as well. S. Grant will reach out to local dentists to assess interest. Angie McLaughlin has resigned as Executive Director of the Community Health Care Clinic to take a position as practice manager of a local medical practice. Her expertise in working with vulnerable populations would be a valuable addition to the JMS commission. H. Ambuehl will contact Angie to assess her interest in a position on the Commission.

Discussion on grant funding for FY2019: In light of the delay in the city's purchase of grant software and work being done on grant processes, S. Grant suggested that the Commission consider awarding sustaining grants at the same level as last year. Each of last year's sustaining grant recipients would be asked to submit narrative reports of what was done with the funds they received from JMS and how they would utilize funds if a similar amount were awarded this year. This would allow funds to be distributed to agencies who have depended on the monies from JMS.

Funding in this manner would provide adequate time for the software purchase and the establishment of grant processes and guidelines with a target of a spring roll-out for offering grant opportunities to other agencies in the community. J. Swanson moved to approve the awarding of grants to agencies previously funded; J. Couillard seconded the motion. The motion passed. Each agency will be asked to provide documentation of the use of the past year's funds and how it impacted their programs. These will be reviewed by the Commission prior to the awarding of funds.

Future meeting dates and location: A room is available at Bloomington City Hall on the 4th Wednesday of each month if the meeting time is moved to 6:00 pm. Most of the commission preferred to keep the time of the meeting at 5:30 pm. H. Ambuehl suggested a community room is available to organizations at the Green Top Grocer complex on East Washington Street in Bloomington. It is a convenient location with adequate parking. She will check on availability and let the commission members know if it's an option. It was decided the commission will meet on Wednesday, November 28th; if the room at the Green Top complex is available, Holly will book it for the November meeting and let members know.

A motion to adjourn the meeting at 6:35 pm was made by S. Hamilton, seconded by J. Couillard, and approved by all.

Minutes per S. Grant