

Meeting MINUTES

John M. Scott Health Care Commission Meeting
Wednesday, August 1, 2018
Advocate BroMenn Heart Center Conference Room
5:30-6:30 pm
(Approved 10-24-18)

Present: Sue Grant, Chair, Dr. John Couillard, Dr. Scott Hamilton, Brandi Sweeney, Dr. Jim Swanson, Donna Hartweg, Deb Skillrud
City administrator: Jennifer Toney
Guests: Holly Ambuehl; Ruth Ann Fraker for the Investment Committee

I. Call to order

Chair Sue Grant called the meeting to order at 5:30 pm.

II. Review of Minutes

Chair Grant called for review of the March 28, 2018 minutes. Dr. Couillard moved to have minutes resent, with voting at the September meeting as the copies distributed were missing pages. Ms. Skillrud stated she would rewrite the minutes, which she originally sent in verbatim form. Commissioners agreed by consensus.

Minutes of June 27, 2018 were reviewed. Ms. Toney asked to have her title corrected from community development administrator to community development grants coordinator. Dr. Hamilton moved to approve as amended; Dr. Couillard seconded; approved as amended.

III. Review of Activities: Deb Skillrud

Ms. Skillrud reported on Scott Health activities through Township, including the dissolution from Optum. One individual was served in June, 2018. Ms. Skillrud will have a final report for July expenses at the next meeting.

Ms. Hartweg questioned if all volunteers and service providers had been formally thanked for their contributions to the mission of Scott Health Resources. Ms. Skillrud stated Township was hosting a small gathering. Discussion ensued with all Commissioners agreeing that all drivers, health department providers, dentists, etc should be formally thanked through a letter from Commissioners. Ms. Skillrud will complete a list of all these individuals. Ms. Grant and Hartweg will draft a letter.

IV. Review of Financial Statements: Deb Skillrud

Ms. Skillrud presented the Vendor expense sheet for June; Ms. Hartweg stated these May expenses had been approved at the June meeting. Ms. Toney reported she had received the correct June expense sheet and will email to all Commissioners tomorrow for approval.

V. Report by Staff Administrator: Jennifer Toney

See August 2018 Staff Administrator report (attached).

1. Grant Management Software: Ms. Toney has reviewed two additional types of grant software beyond that of the Illinois Prairie Community Foundation (IPCF). She reported her preference for Neighborly Software, based on its utility and cost. Ms. Toney will clarify with Michele Evans, at IPCF, if their set up of \$3000 is an annual fee or one-time fee. Discussion ensued about criteria for selection of software.

2. Budget Amendment: Ms. Toney updated Commissioners on policies related to amending the budget, now on hold at the City. The Staff Administrator can request line item transfers when the bottom line budget doesn't change. If the Commission recommends carrying forward remainder of unspent funds from last year to increase the amended budget, then the action must be taken to the Trustees for approval.

3. Account Access Update: Ms. Toney reported on arrangements for money transfer from Township to the Scott account in the City.

The Township has provided Jeff Jurgens, City Legal Department, with paperwork to transfer Vanguard account access and will follow up within the week.

The Township will maintain the checking account as it is in the Township account used only for JMScott Business as well as the credit card. City Finance reported roughly \$75,000 is currently in that account. Township will issue the City a check for the balance of the account after August 2, 2018. Township will also include the final bank statement with the check.

4. Van transfer: Ms. Toney reported the Trustees need to approve the transfer of the Van to Township, which will occur in her report to the Trustees on August 27th.

5. Invoice Payment Policy: Ms. Toney stated the City Finance Department has requested the Commission formalize a process allowing the Staff Administrator to submit invoices for payment. Ms. Sweeny will lead the Finance Committee to develop a procedure for approval of paying bills, sign off on expenses, etc.

Ms. Toney has also made initial contact with the City staff related to the creation and management of the Scott Health website. She is meeting this week to set up the basic page, which will include approved minutes, agendas, meeting schedule, and Commission membership. jms@cityblm.gov. The Press release to the Pantagraph will also be included.

Print materials from John M. Scott, now located at Township offices, will be transferred to the City. The City staff will move between 30-50 boxes. Ms. Skillrud will mark those containing patient materials and a list will be kept of patient materials to be destroyed. The History Museum staff has shown interest in the archival materials. Ms. Sweeny will offer expertise on the shredding of patient records.

Ms. Toney will report this information to the Trustees on August 27th.

VI. Report of Court Action for FY15, FY16, FY17 on July 2: Sue Grant

Chair Grant distributed the *Order Approving Petition to Amend the Declaration of Trust* approved by Circuit Court Judge Rebecca Foley, July 2, 2018. Trust attorney Tom Herr presented the order, which included moving operations to an all grants model and termination of any inter-governmental agreements with the Township of the City of Bloomington. (Attached document)

Ms. Grant reported the judge approved the order without dissent or discussion. Guardian Ad Litem attorney John Yoder presented the annual court reports for FY15, FY16, FY17 prepared by Ms. Skillrud. These were accepted by the court. Legal fees were later approved by Judge Foley; Ms. Toney reported she is working with the City to see these fees are paid.

VII. Grant Committee: Donna Hartweg, Chair

Ms. Hartweg proposed a round table of those in the healthcare community to take a pulse of the community on gaps and other issues. Commissioners agreed by consensus to host a one hour meeting preceding our next regular meeting for a general discussion of perceptions of local needs and gaps. In addition to agencies receiving past grants, others to be invited include PATH, and Invest Health: Building Health Communities. Ms. Ambuehl will provide a list of names for contact.

Ms. Hartweg identified two continued priorities: selection of grant software, which is ongoing; and development of policies and procedures for grant funding. The latter includes consideration of criteria for entities to receive grants.

VIII. Finance Committee: Brandi Sweeney, Chair

A. Investment Committee: Ruth Ann Fraker, Investment Committee Chair

Ms. Fraker reported on the May 9, 2018 Investment Committee meeting. (See Minutes)
Mr. Concklin reported a gain of 11% for the year over the prior year with a Vanguard account balance on 3/31/18 of \$12, 575, 248.

Ms. Fraker reviewed recommendations from the committee:

1. The transfer of funds for FY19 should be taken from equities.
2. The current investment policy should remain
3. Actual transfer of funds for FY19 should occur after Trustee vote in May to an all-grants program, and subsequent approval of a budget (if necessary).

B. Budget Amendment for FY19

Ms. Toney reported an amended budget does not have to be presented to the Trustees, if the bottom line is not altered.

Ms. Sweeny presented a second amended budget for FY19. Suggestions were made to increase the expenses for Grant software and for legal fees related filing of the FY18 court report.

Ms. Skillrud suggested an independent audit be completed for the prior year (FY18) considering the transfer of funds from one body to another. Commissioners suggested this be added to the FY20 budget after all transfer of funds are completed.

Ms. Toney will determine whose signature is needed for transactions and if these are to be bonded.

IX. Old Business

A. FY18 Court Report

Ms. Skillrud will prepare the final court report under Township administration for FY18. She stated this will be presented to the Commission at the September meeting.

B. Current and Future Membership -

The process for selection and vetting of new members was discussed. Holly Ambuehl's name will be submitted to the Trustees at the August Trustee meeting. John Couillard will submit his resume and application to the city. Ms. Hartweg invited Commissioners to a meeting with Deb Halperin, a grant expert from IWU involved in many initiatives for the underserved.. She will be considered at the next meeting. Ruth Ann Fraker agreed to continue serving in an Ad Hoc position through this year.

X. New Business

A. Report to Trustees in August

Ms. Toney will report to the Trustees at the August 27th meeting; all report items must be to Ms. Toney by August 14th. This will include approval of the modified budget for FY19; Holly Ambuehl as new Commissioner, and transfer of the Van and other property.

XI. Future meeting times and locations

The next meeting time will be set through Doodle responses to Ms. Toney. Members suggested mid-September, to allow for planning for the Roundtable.

XII. Adjournment

Dr. Couillard moved to adjourn; Ms. Hartweg seconded. Meeting adjourned at 7 pm.

