

John Scott Health Care Commission Meeting  
Wednesday, June 26, 2019  
Illinois Prairie Community Foundation @ The Foundry  
915 E. Washington Street, Bloomington  
5:30 pm

*Approved July 24, 2019*

Attendance: Sue Grant, Holly Ambuehl, Jennifer Toney, Dr. John Couillard, Dr. Jim Swanson, Deb Skillrud, Deborah Halperin, Brandi Sweeney, Dr. Hamilton  
Absent: Angie McLaughlin  
Guest: Dr. Colton Sylvester

I. The meeting was called to order by Chair Holly Ambuehl at 5:33pm. We welcomed Dr. Colton Sylvester, local dentist, to the meeting. Dr. Sylvester will be a new member of the commission pending council/trustee approval.

## II. Old Business

### a. Consent Agenda

- i. Dr. Couillard moved to approve the April minutes as distributed by Sue Grant, Brandi seconded. Motion passed.
- ii. May Minutes will be available at the July meeting
- iii. Sue Grant moved to approve the May staff invoice, Dr. Couillard seconded. Motion passed. Holly thanked Jennifer for all of her hard work.

## III. Staff Administrator's report – Jennifer

Jennifer updated her report to share that the software will be ready in early July. Jennifer has a meeting with the lawyers on June 27.

Dr. Swanson moved to accept the commission's annual report, Dr. Hamilton seconded the motion. Motion passed. The lawyers will approve it and send it circuit court.

Holly showed the current website. Jennifer will create a new page just for grants. Minutes and materials will be added. Jennifer will create a folder for minutes.

Dr. Swanson moved to approve the bio and background document to publish to the web, Deb Skillrud seconded the motion. Motion passed.

## IV. Action Items

### a. Approve RFP docs emailed on 6-20-19:

The Grants Committee met in the morning of June 26. Holly presented the RFP document that has been shared with all commissioners along with committee updates.

Holly brought to the Commission's attention:

- The Grants Committee is clarifying language to make sure there is alignment with other documents. When the Investment Committee

reviews policies and procedures, the RFP document will be updated to align with any updates

- In the RFP section, oral health will be included as a priority.
- Holly asked all commissioners to review a summary table.
- In the general requirements, the eligibility will be clarified.
- Key Date: July 22. The community meeting will be held at the McLean County Museum of History. Time is Noon – 1:30pm. Jennifer suggested that use an electronic invitation system (such as sign-up genius) to keep track of RSVPs. Bill Kemp will discuss history of John Scott. Other leaders will talk about SDH and CHIP. We will issue a press release and send invitations to key contacts. The city will issue the press release. Jennifer will draft the press release and share it with the commission in advance.
- Key Date: Aug 1. If the on line system isn't ready by August 1, we open for nominations and will receive applications on paper. We will stick to the Aug 1 launch.
- Brandi suggested that we ask for the Tax ID # and the DUNS # (optional).
- Budgets forms will be in excel and match the grant category. They will be compatible with the web-based software.
- The grants committee recommends that the mid-term reports are written and the annual report is due via facilitated convening. The grantees would be brought together to discuss lessons learned. Convening would include category 1 and 2 grantees. After discussing multiple options, the Commission decided to further consider the exact reporting requirements.
- If someone has a question during the grant writing process, they will be directed to Jennifer who will then farm out questions.

Dr. Hamilton moved to approve documents #1-5 as presented with the understanding that the grants will continue to be edited for minor errors and to comply with the software capabilities, Deb Skillrud seconded the motion. Motion passed. Complete, updated documents will be sent to all commissioners by Jennifer Toney.

b. Approve recommendation for new Commissioners – this item was not needed.

c. Approve Committee Assignments – this item was tabled for a future meeting.

## V. Committee Updates

### a. Executive Committee

i. Holly sent an email to prior grantees to inform them of the current plans.

ii. Holly will make a presentation to the Golden Kiwanis presentation on August 19

- iii. July Meeting will be held on July 24.
- b. Grants Committee: Sue Grant shared that the Grants Committee will meet again on Wednesday July 10 9-11 am at Foundry to finalize the RFP and budget.
- c. The Budget/Finance Committee has not met. Jennifer will ask the lawyers whether they prefer a combined audit for FY19 and FY20. There are funds in the budget for the audit expense.
- d. The Investment Committee did not meet in May. The Investment Committee will consider whether to merge with the Budget/Finance Committee. The transfer policy will go before council to make sure it's ready when funds need to move.

VI. Next meeting date – July 24, 2019 at 5:30pm at the Foundry.

VII. Adjournment: Dr. Hamilton moved to adjourn the meeting, Dr. Couillard seconded. Motion passed.