

John M Scott Health Commission  
August 28, 2019  
The Foundry

*Approved on September 25, 2019*

Present: Holly Ambuehl, Angie McLaughlin, Brent Sylvester, Dr. John Couillard, Brandi Sweeney, Sue Grant, Deborah Halperin, Deb Skillrud, Jennifer Toney, Dr. Scott Hamilton

Regrets: Dr. Jim Swanson

Guest: Bernie Wrezinski

1. Call to order: the meeting was called to order at 5:32pm by Chair, Holly Ambuehl. We welcomed Bernie Wrezinski.
2. Dr. Hamilton moved to accept the July minutes; Sue seconded the motion. Motion carried.
3. Staff report: Jennifer reported that the website has been updated but needs additional bios. There have been more hours on the invoice than usual because of grant season. FY19 grant reports have been finalized. FY19 court report is 90% finished. Holly asked Jennifer to hold off on formally completing the creation of our on line portal.
4. Chair Report: The commission will merge finance and investment committees. The committee will offer new language for a combined committee for approval by the commission. This is a by-laws change that will need to be approved by the trustee. Deb Skillrud will no longer serve on the Grants Committee to avoid any perception of a conflict of interest. For anyone who plans on going on a grants committee, there should be a clear procedure about conflicts. An agenda for a meeting with the city was circulated.
5. Grants Committee Report: Holly distributed an overview of the current applications and handout with the grant decision-making process.

Applications are due by Aug 31, which is a Saturday. The commission discussed whether to extend the deadline to the following Monday but decided to keep the original deadline. Holly will field any calls or emails regarding last minute questions. Holly and Jennifer shared some of the questions that have been received and reported that the process has been smooth so far. Holly reviewed the FAQ list on the website so that commissioners agreed with the language used when responding to questions.

Holly reviewed the grant-making process and the role of the commissioners. Sue will screen all applications to weed out those that are disqualified. All commissioners will read and score all Category 1 applications. In Category 2, at least three people will review each grant including a content expert, a program design/grant expert, and a commissioner. The scoring window is

Sept 1-15. Commissioners should read all of the grants first and then score them using the scoring form.

Brandi recommended that we ask for a confidentiality agreement from reviewers. Brandi will provide one for the grant reviewers to sign. It was agreed that the commission will get confidentiality agreements back from judges before the judges are sent applications to read. Holly circulated a list of grant reviewers. Commissioners were asked to help secure judges.

The grant committee will consider all scores and create a recommended slate of grantees. Category 1 and 2 will both be presented as a portfolio at the Sept 25 meeting which will be held from 4:30-6:30pm.

Holly asked commissioners to consider creating an oral health grant award in honor of Dr. Steven Doran and perhaps also establishing a grant in honor of Rev McSwain.

Category 3: No decisions have been made yet for Category 3. Because townships do respond to crises, category 3 may be an opportunity to consider a different funding model separate from other applicants.

Jennifer and Holly will set a meeting with city leadership to discuss the workload required to support the commission and the grant-making process.

6. Finance and Investment: The committee met recently. Brandi says the commission has the ability to provide more funds. Committee is working on matching the investment committee and finance policies and procedures. The committee will produce an annual report. No future meetings are set. The treasurer will serve as the chair of the combined committee. Ruth Ann Fraker will remain as a committee member.

7. Sue presented Bernie Wrezinski as a new candidate for the commission. Dr. Hamilton moved to approve the nomination of Mr Wrezenski; Dr. Couillard seconded. Motion carried. Jennifer will need Mr. Wrezinski's application to move the official approval process forward to council.

8. Future meetings will be 9/25 (4:30-6:30pm), 10/23, 11/20, and 12/18. Please note the extended time in September and the changes in November and December meetings due to the holidays.

9. Dr. Hamilton moved to adjourn the meeting, Sue seconded. Motion carried. The meeting was adjourned by Holly.

Submitted by  
Deborah Halperin  
Secretary