

John M. Scott Health Care Commission May 2022 Meeting Minutes

Meeting Details: May 25th, 2022 via Zoom

Attendance

Commissioners Present: Karen Stipp, Kyana Wilkinson, Karen Schmidt, Elaine Hardy, Adam Houghton, and Brad Secord

Commissioners Absent: Angela Chasensky, Catharine Crockett, Judy Neubrandner, Feli Sebastian, and Colton Sylvester

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

Call to Order

Presiding Officer Karen Schmidt called the meeting to order at 6:36PM CST and requested a roll call of Commissioners present. Staff Administrator Bessler called the role. Quorum present.

Election of Officers

Election of Chairperson of the Commission: Mr. Bessler outlined the process for election officers. Chairperson Schmidt asked if nominations could be made for people who are not present. Mr. Bessler stated that that is allowed.

Chairperson Schmidt stated that she discussed with Commissioner Chasensky about her interest in becoming Chairperson and stated that Commissioner Chasensky would like to be considered for Chairperson in FY24, but not this year due to other commitments. Chairperson Schmidt nominated Commissioner Stipp for the position. Commissioner Stipp accepted the nomination.

Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord. Nays: None. Nomination carries.

Election of Vice-Chairperson of the Commission: Chairperson Stipp nominated Commissioner Wilkinson for this position. Commissioner Wilkinson accepted the nomination.

Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Nomination carries.

Election of Treasurer of the Commission: Chairperson Stipp nominated Commissioner Schmidt for this position. Commissioner Schmidt asked for confirmation from Commissioner Secord that he would be unable to take this position. Commissioner Secord confirmed that information. Commissioner Schmidt accepted the nomination.

Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Nomination carries.

Election of Secretary of the Commission: Chairperson Stipp stated that that several Commissioners were recommended. Chairperson Stipp asked if Commissioner Houghton would be interested. Commissioner Houghton asked what the role of Secretary entails. Mr. Bessler stated that this role was originally tasked with recording minutes, but staff has traditionally accomplished this duty. Mr. Bessler stated that the role of Secretary is somewhat open, with it remaining as an opportunity for commissioners to get experience in a leadership position and work alongside the Executive Committee. Commissioner Houghton stated that he is willing to take the position but is also willing to concede the position to someone more interested. Chairperson Stipp asked Commissioner Hardy if she would be interested. Chairperson Stipp stated that there have been recommendations that the Secretary could aid staff in organizing the scoring of applications. Commissioner Hardy accepted the nomination.

Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Nomination carries.

Treasurer Schmidt stated that there have been discussions with staff about improving and formalizing the officer election process for next fiscal year.

Fiscal Year 2023 Committee Assignments

Approval of Committee Assignments as Presented: Chairperson Stipp asked for guidance on the approval of Committee Assignments. Mr. Bessler outlined the process. Mr. Bessler stated that the Committee Assignments remain mostly the same, apart from one less Ad Hoc Member on the Grants Committee. Chairperson Stipp asked about the vacancy in the Finance Committee. Mr. Bessler stated that Commissioner Sylvester is currently a holdover Commissioner until a replacement is found, and so he will fill that vacancy until the new Commissioner is added. Chairperson Stipp asked if there was a requirement that that role must be filled by someone in oral health. Mr. Bessler stated that that is what has been historically done but is not a requirement.

Commissioner Houghton motioned to approve the consent agenda. Commissioner Secord seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Motion carries.

Consent Agenda

Commissioner Secord motioned to approve the consent agenda. Treasurer Schmidt seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Motion carries.

Action Items

Approval of Fiscal Year 2022 Grant Extension of Six Months for Children's Home and Aid:

Chairperson Stipp stated that Children's Home & Aid is asking for an extension due to a staff vacancy that has since been filled. Mr. Bessler stated that the request came in late, especially considering the large amount still leftover. Mr. Bessler stated that staff have concerns about the tardiness, the large amount leftover, and about the organization's ability to spend the FY22 funding and the FY23 funding. Mr. Bessler also reminded the Commission that this was an organization that the Commission had concerns with certain budget requests and did not fully fund for FY23. Additionally, Mr. Bessler stated that line-item budgets are not currently included in grant agreements, unlike state and federal grant programs. Mr. Bessler stated that staff does recommend approval on this action item but does believe the Commission should keep this in mind for future funding decisions. Chairperson Stipp asked what requirements there are about reporting spending and requests for extensions. Mr. Bessler stated that grantees are required to report twice – a mid-year and final report. Mr. Bessler stated that these problems were alluded to in the mid-year report, but staff believed the issue would have been solved more quickly. Additionally, Mr. Bessler stated that the mid-year report only includes data until October 31st. He stated that state and federal grants generally require quarterly reports, but the Commission only requires two reports to put less burden on organizations. Mr. Bessler also stated that there is nothing currently requiring organizations to let staff know about issues spending funding outside of nominal reporting. He stated that the grant agreements for FY23 do require that requests for extensions are made before the end of the Fiscal Year. Chairperson Stipp stated that she does not believe that the Commission needs to move to quarterly reporting.

Commissioner Secord asked if an extension was given at the last Commission meeting. Mr. Bessler confirmed. Commissioner Secord stated that precedent had been set and that he may have voted against approval if that precedent had not already been set. Treasurer Schmidt stated that she would like to see that the agreement amendment to Children's Home & Aid remind the organization of the reporting due dates. Mr. Bessler stated that if the Commission approves this extension, staff will make an amendment to the grant agreement extending the deadline by six months, with an additional report required thirty days after the deadline. Mr. Bessler stated that staff will make this clear to the organization. He also stated that the extension request from Heartland Head Start was more reasonable, citing their early request, their extenuating circumstances, and their clear plan for spending the money in time.

Commissioner Houghton motioned to approve the Fiscal Year 2022 Grant Extension of Six Months for Children's Home and Aid. Vice-Chairperson Wilkinson seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Motion carries.

Approval of Fiscal Year 2023 Commission Meeting Time of the Fourth Wednesday of the Month at 6:30PM: Chairperson Stipp stated that she may have conflicts come January but suggested keeping the same time until then. Mr. Bessler stated that the Commission may want to revisit this when the vacancy is filled.

Commissioner Secord motioned to approve the Fiscal Year 2023 Commission Meeting Time of the Fourth Wednesday of the Month at 6:30PM. Commissioner Houghton seconded the motion. Ayes: Schmidt, Stipp, Wilkinson, Hardy, Houghton, and Secord Nays: None. Motion carries.

Discussion Items

Fiscal Year 2022 Budget Update: Mr. Bessler stated both the City's and the Commission's fiscal year has ended. The Commission came under budget, in part because of underutilization of Category III and administration line-items. Mr. Bessler did say that the budget could change if additional invoices come in before Friday.

Commission Vacancy Update: Mr. Bessler stated that there have been no applicants for Commissioner Sylvester's vacancy, despite efforts by Commission members. Mr. Bessler stated that staff plans to set up an Executive Committee meeting in June to discuss this issue. Commissioner Houghton asked if outreach had been done. Treasurer Schmidt stated that she reached out to a few people who had declined. Commissioner Houghton suggested additional community members. Chairperson Stipp asked what interested individuals should do to apply for this position. Mr. Bessler stated that they can be directed to himself, and he will discuss the position with them and direct them to the online application.

Category III Grants Update: Ms. Rappold summarized the current draft outline for Category III. Chairperson Stipp stated that she has set up a meeting with the President and Vice President of the NAACP for the end of June to discuss Category III with them. She stated that the FCRC will also be represented there. Chairperson Stipp stated that, initially, she thought of this grant as a jumping-off point for organizations to apply for Category II. She stated that Secretary Hardy had suggested that this grant could be stand-alone, without the implication that then organizations should apply for the larger Category II grant, and Chairperson Stipp said that she agreed with this idea. Treasurer Schmidt suggested that some of the details for Category III should stem from these conversations with the organizations most likely to apply. Secretary Hardy asked if any other organizations besides NAACP had been invited to the June meeting. Chairperson Stipp stated that only NAACP and FCRC were expected to be at the meeting and that the meeting was just planned as a brainstorming session to acquire feedback, but other organizations could be invited. Secretary Hardy stated that she wanted other organizations to have the chance to get the same information as NAACP and FCRC, especially if they will be competing for the same funding. Chairperson Stipp asked if there were funding limits for Category III applications. Ms. Rappold stated that currently, it is \$1000-\$10,000. Mr. Bessler stated that the current FY23 funding for Category III is \$27,500 in aggregate. Chairperson Stipp stated that the people who join the June discussion do not necessarily have to be with organizations that would apply to Category III. She stated that it would still be helpful to just have a discussion with community leaders who may have some insight into this topic. Secretary Hardy suggested inviting the Greek organizations, LINKS, Black Nurses Association, and 100 Black Men. Mr. Bessler offered Chairperson Stipp the use of the Commission's Zoom account for the June meeting.

Discussion of Non-Agenda Items

Mr. Bessler took a moment to thank Ms. Rappold for their work with the City and with the Commission. He stated that this may be her last meeting, depending on internal City discussions.

Adjournment

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

Meeting adjourned at 7:42PM CST.