

John Scott Health Care Commission Meeting Minutes  
February 27, 2019  
Illinois Prairie Community Foundation @ The Foundry  
915 E. Washington Street, Bloomington

Approved 4-24-19

Commission members present: Holly Ambuehl, Deb Halperin, Dr. Scott Hamilton, Donna Hartweg (via phone), Angie McLaughlin, Deb Skillrud, Brandi Sweeney, Jennifer Toney, and Sue Grant  
Excused: Dr. John Couillard, Dr. Jim Swanson

- I. The meeting was called to order at 5:30 pm by Chair Sue Grant.
- II. Consent agenda:
  - January meeting minutes were inadvertently left out of the meeting packet; Jennifer will send them to commission member via email and ask for a quick response for approval, by Friday this week, if possible.
  - Jennifer submitted the January staff administrator's invoice; there was approval for payment.
  - Invoice payment policy was developed by Brandi per city request.
- III. February staff administrator's report
  - Jennifer asked that commission members complete and send her the bio forms she sent out; the information will be included on the Scott Commission's website.
  - \$305,000.00 in grants were approved for FY2019 and checks went out to the all the agencies.
  - Still waiting for the health department contract with signatures for their FY2019 grant from the Scott fund.
  - Grants management software purchase contract has been approved by the city.
  - The JMS Court report was approved by Attorney John Yoder, the guardian ad litem; Tom Herr, attorney for the Scott trust has the document now. Donna reminded that the court report is also to be reviewed by the Commission prior to submission to the court, per the new by-laws.
  - Website work continues.
- IV. CHCC luncheon: Holly reserved a table; it will not be reserved under the JMS Commission name. Commission members are welcome to join her for the luncheon and are to let her know if they plan to attend.
- V. Press contact list: Holly created a list. For now, any media requests will be handled by Sue; she will consult the city's communication specialist if needed.
- VI. Budget/Finance
  - Brandi requested that a monthly balance sheet be provided to verify the monthly budget; Jennifer will put her in touch with Scott, the city Finance manager.
  - FY20 revised budget was prepared by Brandi and presented to the commission.

- There was discussion of a FY19 audit. Would the Bronner group do additional work and look at the year as a follow-up to their previous work? The city does an annual audit that includes a very basic look at JMS budget data. It was decided by mutual agreement of commission members that were present, to wait until after May 1, 2019 to complete an FY19 audit.
- VII. FY19/FY20 Timeline review: Holly and Donna reviewed the efforts of the grants committee at their meeting earlier this month.
- VIII. Grants-Donna and Holly  
Presented information to the commission on the three grant categories. There will be a separate commission meeting dedicated to grants due to the amount of material that needs commission discussion and approval. The members need an update on what services are available locally; Holly will prepare a document that covers current services and an overview of community needs. A focus for JMS grants will be on identified gaps.
- IX. Membership:
- A reminder to send bio information to Jennifer for inclusion on the JMS website listing of commission members.
  - Open seats on the commission: Donna will be stepping down prior to the beginning of the new fiscal year on May 1. Sue has contacted Dr. Colton Sylvester, a local dentist, about his interest in serving and will be meeting with him soon to provide information about the commission and duties of commissioners. There has been discussion about filling the 11<sup>th</sup> seat on the commission with an individual with financial expertise. Donna has reached out to several folks, but no one has stepped up at this point. It was suggested contacting some local CPA firms to assess interest. Filling this seat should be a priority of the commission.
  - Background checks: This was something brought up as something to consider. Cost would likely be \$30-\$60 per individual. It was reported that no other city commission or committee require the check, so the discussion was tabled for the current time.
  - Election of a Chairperson, Vice Chair, Secretary, and Treasurer will be voted upon at the April meeting of the commission as required by the revised by-laws. Sue will explore interest and put together a slate for approval at the next meeting.
- X. Next meeting date: Wednesday, April 24, 2019 at same location, will be a two-hour meeting beginning at 4:30 pm, in order to address grant work prior to the regular meeting.
- XI. Adjournment: The meeting was adjourned at 6:50 pm.

Minutes per Sue Grant