



Ad Hoc Funding Committee Meeting of the McLean County Board of Health; Thursday, March 28, 2019, 5:00 p.m., at 200 W. Front Street, Room 322, Bloomington, Illinois.

AD HOC FUNDING COMMITTEE MEETING MINUTES

Members Present: Judy Buchanan, Cory Tello, Wanda Holloway, Dan Deneen, Susan Schafer, Laurie Wollrab,

Members Absent: Rick Bleichner, Brian Mohr, Vern McGinnis, Trisha Mallott, Alan Ginzburg

Staff Present: Camille Rodriguez, Amy Hancock, Mandy McCambridge

Call to Order: Meeting was called to order at 5:07

Public Participation: None

Approval of Minutes from March 5, 2019: Motion by Buchanan to approve minutes from March 5, 2019. Motion carried

Items for Discussion

Embedded Schools Project: discuss evaluation proposal

Amy spoke about the evaluator for the Embedded School Project. Amy stated that the Evaluator is at doctorate level and has done a wonderful job in taking what Amy has communicated to her and putting it into what we want. Amy stated that right now the evaluator doesn't want her name to be public. Her billing fee is \$100 per hour for up to 50 hours with a maximum fee of \$5,000. Amy stated that her bio is included in the packet of information. Camille stated that her entire proposal did include much more complex alternatives to what Amy is presenting in this meeting today. Camille thinks at this point it is more than we wanted, but it was very helpful that she gave us more options. Cory stated that she is thrilled that someone is willing to evaluate the program. Judy asked if we have the money in the budget to do this. Camille stated that she is going to confer with Cathy Dreyer to see where in the budget it should be taken from.

Cory stated that we do have funds that are unallocated that could be used for this project. Susan feels that the unallocated funds should be used so it doesn't have to go for a transfer or a budget amendment. Amy stated that the evaluator hopes to be done with the project before school starts so she should have it done by August 15th. She will start working on the project in June. Dan asked if she could start May 15th when the semester ends. Amy will check with her once it is approved by the BOH for the evaluator to do the project.

Susan asked if Amy talked with the evaluator about working with anybody at the health department to help guide them to be able to look at some of these things to be able to help us in the future. Amy stated that part of her proposal is to be able to give us recommendations regarding future evaluations. Right now, the evaluator is planning on having contact with Amy. Amy will help her read the data and access the electronic health system. Amy will also help her connect with CHS and Chestnut.

A question was asked on where the evaluator will be working. Amy stated she will not be housed here in the Health Department; she will be working at home or in her office. Amy will share with the evaluator that this group would like to meet with her before she does the evaluation.

Judy stated that she would like the evaluator to do a one-time presentation to the BOH and the MHAB once she is done with the evaluation. Amy will talk with the evaluator about the expectation of her to share the information at the BOH meeting. We would invite the MHAB members to attend the BOH meeting where she will share the information.

Cory stated that she hopes that this evaluation is both formative and summative. What we are wanting to leave with is what is the best possible criteria and things that need to be in place to make this be the most effective program for McLean County kids and families. Amy stated that under deliverables she is going to talk with the evaluator about is to have thoughts on how to help the schools improve and information on how to approach future funding.

Wanda asked who would own this data. Amy still needs to talk with Camille about this.

Consensus to move this to the board and have it on April's BOH Agenda.

Susan stated that she noticed that addresses were uploaded into the Behavioral Health System. Amy is going to check with Alex Campbell, IT EMK Consultant, about the addresses and have his just put a zip code instead of the address.

Judy introduced Laurie Wollrab as the new MHAB member. She took Scott Murphy's place as a representative of the BOH.

Requirements and Guidelines for Funding document

Judy thanked everyone for their input of the funding document. Amy went over the Funding Timeline document and the plan for what will be done each month.

- In **February**- Amy introduced the concept of the stakeholder's survey and had discussions with the current grantees on changes with the RFP process.
- In **March**- Amy distributed the stakeholders survey. She stated that she has heard from 60 people thus far. The survey will close Friday, April 5th.
- **April** -Amy will be sharing research data to help start identifying target populations and the focus areas. Also, in April we will be reviewing the Funding Criteria and Guidelines document. We will also utilize initial research data identifying target population shared.
- In **May**-We will utilize initial research data identifying target population shared and approve the Funding Guideline document.
- **June**- Action item for BOH to identify target populations and gaps in services. Also, in June there is a MHAB meeting on the 28th where we will go over updates on the RFP process and discuss NOFO(s) and RFP(s) that need to be written using target populations identified. We will also be writing Notice of Funding Opportunities and writing requests for proposal RFP(s)
- **July**-Action item to approve NOFO and RFP. Also identify 3-member Selection Committee(s) including MHAB members. 2 of the members would be on either the BOH or the MHAB and the 3rd member would not be a member of either board. Amy included a sample page of a NOFO, so people have a feel of what that looks like. Also, in July Amy will be working writing and formatting the RFP application.
- **August**- Release Notice of Funding Opportunity on August 5th. On August 19th release RFP applications. And at the MHAB meeting on August 23rd we will give updates on the RFP process and discuss possible contract templates.
- **September**- The application for the RFP are due on September 16th. The 17th-23rd the Selection Committees will be reviewing the applications. On September 24th the Selection Committees will meet to discuss outcomes and reviews and give their final recommendations.
- **October**- On October 9th there are 2 Action Items for the BOH meeting one is to approve Selection Committee recommendations for BOH funding and the other is to approve the contract template. At the MHAB meeting on October 25th will be giving updates on the RFP process and discuss outcomes in contracts.
- **November**- Finalize contracts following approval by the McLean County Board of 2020 budget.
- **December**- Contracts executed with CY 2020 funded agencies and update the CY 2021 Funding Timeline
- **2020**- Review Funding Criteria Guidelines and Document

Amy stated that the RFP process may be changing as far as them not uploading the

application on the electronic Behavioral Health System. We will create a format for the application and have them send it to the same email that they send the financials. Camille stated that some of the background on why we may change the process is that every time we have to make a change to the electronic Health System it comes at a cost. The system isn't the easiest to work with and we want to make it easier for our applicants and make it more customer friendly.

Cory asked when will the BOH approves the recommendations of the Selection Committees. Amy stated that it would be on October 9th with Item for Action to approve the recommendations, but the actual approval for the funding wouldn't be until the County Board approves the budget in November. Dan stated that he would like to see on behalf of the MHAB an affirmation or an approval of recommendations before they are presented to the BOH. He would like the MHAB to be a part of the process and have some input. Amy stated that she will set up a special MHAB that will take place sometime in September to review the recommendations of the Selection Committees.

Recommend to Board of Health adoption of Requirements and Guidelines for Funding document

Camille stated that she appreciates all the work that Amy did on the Guidelines for Funding document. She did a good job of compiling everyone's input. Camille stated that she appreciates everyone's input on the document. This document is mostly internal for us and for our staff to guide us through the process and to build a system that is consistent and iterative. Camille stated she still has some small editing and tweaks that need to be made to the document. There was further discussion on this document during this meeting on how some things in the document are worded.

- **Page 10 Item 10**

Agency accounting records must be supported by such source documentation as cancelled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual agreements, and subaward documentation.

Dan Suggested change-Agency accounting records must be **internally** supported by such source documentation as cancelled checks, back statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual agreements, and subaward documentation.

- **Page 9 Item 3**

There shall be a 10 percent of the total cost of the program cap on funding allowed to be allocated to indirect or administrative costs. Judy asked if the 10 percent is a standard figure. Camille stated that it is a standard figure that the state generally caps administrative costs at, so we decided to reflect that expectation.

- **Page 10 Item 8**

Any revenue surplus over 5% in a fiscal year in a Board-funded cost center or where Board funds provide partial funding, shall be used to fund similar services in the following fiscal year, or the Board shall reduce by

such an amount its funding in the following fiscal year. Judy asked about why this item that is highlighted. Camille stated that she highlighted this portion to see if it is something that the board would like to add. Judy stated she feels that it would be appropriate to add.

▪ **Page 5 Item 6**

Contract dollars provided through the Board shall not supplement Medicaid. Illinois Department of Healthcare and Family Services (HFS) is responsible for establishing rates for all eligible services in the Illinois Medicaid Program. The HFS-established rate is the maximum allowable rate for each eligible service. Reimbursement of a Medicaid service by a public payer in any amount up to the maximum allowable rate published by HFS shall be considered payment in full and cannot be supplemented in any way.

Laurie asked if this includes an organization using money raised through fund raising as well. If Medicaid doesn't reimburse a full payment can the money that is raised through fund raising and supplement it that way?

The group discussed Laurie's concern with how to phrase the need for the Board dollars to assist individuals that do not have insurance coverage, or their insurance plan does not cover the needed behavioral health services, or the copay and/or deductible on the client's insurance is too high for them to be able to receive behavioral health services. There are not any current grantees that receive payment for care of clients; thus, this concept does not currently apply. However, the group discussed the need for this issue to be resolved as we move forward to CY20 funding. Camille stated she would request feedback from legal on how to appropriately word our needs for our funding to not supplement private or public insurance.

▪ **Page 6 Section C Item 2**

The agency's submitted application and collaboration between the MCHD and agency shall be used to complete the Initial Statement of Work section in the Boards contract template. The Initial Statement of work shall include the following information: Scope, Tasks, Documentation, Deliverables, Objectives and Outcomes (3), Acceptance Criteria, Schedule of Performance, and Compensation Schedule. Cori feels that each one of the following needs to be defined so they don't draw conclusions on what they mean- Scope, Tasks, Documentation, Deliverables, Objectives and Outcomes (3), Acceptance Criteria, Schedule of Performance, and Compensation Schedule. Susan stated that Objectives and Outcomes shouldn't be 3 because they can be different for each agency. Some might only have 1 objective and 10 outcomes, it just depends upon what exactly you are looking at. Amy will look at how we can reword this.

- **Page 9 Section A Item 1**

An agency under contract with the Board Agrees to provide any requested financial information or **access** to any financial record, so that the Board may make such determinations. The group discussed how to define access to any financial record and who would have ownership of the information. Susan stated that she feels like this item needs to be discussed with Trevor or Jessica in legal. The group agreed. Judy feels that we need to look at the word access in the whole document and make sure that it is defined.

- **Page 11 Item 5**

The Board shall have the right to access the information provided under the services provided by Board funding. The Board shall have access to the information as requires by such duties, provided that: (i) the Board agrees to keep the confidential information: (ii) the Board does not use the information for their own benefit or the benefit of any person or entity besides the Board. The agency awarded the contract shall sign a Data Usage Agreement (DUA), if required by the Board, outlining the agreement of sharing information with the McLean County Health Department.

Susan stated that ownership and access need to be defined in this paragraph. Amy stated that we need to include somewhere in this paragraph that they are expected to store their own files. Judy feels that this paragraph needs to be discussed with Trevor. Judy also stated again that the word access needs to be defined in the whole document.

Judy would like to meet again to discuss the Funding Document. In the meantime, Camille and Amy will meet with legal and have them review the document

There was a discussion on Historical Comparison

Susan feels that we should have an historical comparison to be able to look at trends and to know if this is making a difference. She suggested that we ask for the last 3 years of data from the agencies. Susan stated that maybe this could be added to the contract, so we can get past information. Cory agreed that 3 years is a good number to look at and it would help us to know if things are improving. Amy stated that our system has data that goes back to 2017, but the data is skewed because it shows data for the entirety of their programs. Wanda suggested that we ask the agencies to physically separate our data for the services that we are funding. Amy said we can include this in the yearly report and have them include this year's data and last year's data. There was discussion on how the agencies will define the data in the yearly report.

Adjournment:

Motion by Dan

Motion carried