

MEETING MINUTES

ROSELAND MEDICAL DISTRICT COMMISSION

Date: June 12, 2023
Time: 8:39 am
Meeting called to order by: Acting President Sharron Mathews, Ex Officio Commissioner

IN ATTENDANCE

Commissioners:

Ciere Boatright, Joseph Harrington, Tiffany Hightower, Darrell Hill, Dennis O'Malley, Tina Sanders, Harry Wilkins

Pending Commissioner

Timothy Egan

Ex-Officio Commissioners

Sharron Mathews, Amaal Tokars

Far South CDC Staff

Acting Executive Director, Abraham Lacy
Patricia Ballay, Executive Administrator
Katanya Raby, VP of Planning + Development
William Bouman, Project Program Coordinator
Crystal Birl, Digital Marketing Specialist

ABSENT

Ex-Officio Commissioners:

Amaal Tokars

I. MOTION TO APPOINT ACTING PRESIDENT FOR MEETING

Mr. Lacy opened the meeting with the following statement, since we do not have approved officers of the Commission, I request without objection the Commission will appoint an Acting President of the Commission, who is not a nominee for an officer position, that will conduct the meeting and will call the meeting to order. Based on the Commissioners on the call, there is a quorum to vote to appoint an Acting President. I will ask that an Ex-Officio Commissioner serve as the Acting President, which will be Sharron Matthews or Amaal Tokars.

Mr. Lacy asked for a commissioner to Introduce a Motion to appoint Sharron Matthews or Amaal Tokars as the Acting President of the Commission for this Commissioner's Meeting, June 12, 2023. Commissioner Wilkins Motioned to appoint Ex Officio Sharon Matthews to preside as acting president for today's Commission meeting. Motion seconded by Commissioner Harrington and was unanimously approved by board.

II. CALL TO ORDER

Acting Commission President, Sharron Matthews welcomed the Commissioners and the general public to the Roseland Medical District Commissioner's Meeting. Meeting was called to order by acting President Ex Officio Commissioner Matthews at 8:39 am on Monday, June 12, 2023.

III. ROLL CALL

For the purposes of establishing a quorum, Ms. Matthews asked the Acting Executive Director, Abraham Lacy, to do the Roll Call of Commissioners and Ex-Officio Commissioners. Roll Call was completed by Acting Director Abraham Lacy. In accordance with the Roseland Community Medical District Act 70 ILCS 935/10e, a quorum is established, and the Commission may legally transact business with the minimum seven (7) Commissioners.

IV. APPROVAL OF MEETING MINUTES – APRIL 24, 2023

Acting Commission President, Sharron Matthews asked all Commissioners whether they received the meeting minutes, had to time review, and proposed any corrections. Acting Commission President, Sharron Matthews requested Mr. Lacy to notate corrections since the Commission has not appointed a Secretary of the Commission. Ms. Matthews asked for a Motion to Accept the April 24, 2023, Meeting Minutes with/without corrections. Motion presented by Commissioner Hill, Seconded by Commissioner Harrington, and unanimously approved by board.

V. COMMISSION OFFICER ELECTION

Acting Commission President, Sharron Matthews presented the candidates for Commission Officers. Ms. Matthews requested Mr. Lacy to notate the votes to be reflected in the Meeting Minutes.

President of the Commission:

Each Commissioner will be required to voice their nomination for the President of the Commission. The two candidates seeking the President position are Tiffany Hightower and Joseph Harrington.

Votes for Tiffany Hightower: Tina Sanders, Ciere Boatright, Harry Wilkins

Votes for Joseph Harrington: Dennis O'Malley, Darrell Hill, Sharron Matthews

There was a question as to whether Ex-Officio Commissioners are allowed to vote for Commission Officer Elections and who would be the "tiebreaker". Based on the approved Bylaws, Ex-Officio Commissioners are allowed to vote in Officer Elections. The election for President ended in a draw with each candidate receiving three votes each. The next election will be held at the July 24th meeting. Mr. Lacy was tasked with reviewing the Bylaws regarding election of officers.

Vice-President of the Commission:

Based on the Motion passed on April 24, 2023, the candidate was not successful in securing the President position would automatically be placed in the position of Vice President of the Commission. Since the President position ended in a draw, the Vice President position will be determined by the next Commission meeting in July.

Secretary of the Commission:

On April 24, 2023, Tim Egan was nominated to be Secretary of the Commission. Ms. Matthews called for a Motion to approve Tim Egan as Secretary of the Commission. Motion presented by Commissioner Harrington, seconded by Commissioner Hill, and passed unanimously by the Commission.

Treasurer of the Commission:

On April 24, 2023, Dennis O'Malley was nominated to be Treasurer of the Commission. Ms. Matthews called for a Motion to approve Dennis O'Malley as Treasurer of the Commission. Motion presented by Commissioner Hill, seconded by Commissioner Boatright, and passed unanimously by the Commission.

VI. FY2021-2022 AUDIT EXAMINATION REVIEW

Acting Commission President, Sharron Matthews requested Mr. Lacy to present the FY2021-2022 Audit Examination Review. Mr. Lacy explained the review schedule will start in early June and be complete by mid-to-late September of 2023. The RMD staff have already received a list of document requests from the Office of the Auditor General and are working to complete the required tasks. The auditors have requested the contact information for the President and another available Commissioner to review any findings and follow up questions. Commissioner Hill requested the final draft report with our responses be available for review by the Commission before made public.

VII. COMMISSION REQUIREMENTS

Acting Commission President, Sharron Matthews asked Mr. Lacy to review the Commission Compliance Requirements with the Roseland Community Medical District Act:

1. President and Treasurer will need to be added to the signature cards for the Roseland Medical District's Bank Account and the former names removed.
2. Each Commissioner must complete the Oath of Office Declaration and submit to Patricia Ballay.
3. Each Commissioner will need to complete the Statement of Economic Interest Form.
4. The newly appointed President and Vice President will need to work together to fill Commission vacancies.

Commissioner Boatright requested the RMD staff to schedule a time for the Secretary of State office and the Cook County Clerk's office to attend an available Commissioner's Meeting to assist in the required document submission as required by the Roseland Community Medical District Act.

VIII. NEXT STEPS

Acting Commission President, Sharron Matthews asked Mr. Lacy to review the Next Steps for the following:

Old Items:

1. RMD staff has engaged Goldstein & McClintock LLLP to assist in the development of the Bylaws, Fiscal Policies and Procedures, and Personnel Policies and Procedures. They will need to schedule time to meet with the Officers of the Commission to establish the policies and procedures for review by the entire Commission.
2. RMD staff is working with the State to begin working on the \$25 million contract with the Illinois Department of Commerce & Economic Opportunity (DCEO). It is imperative the Commission begin this process as these funds will have to be re-appropriated every year and it is not a guarantee.
3. RMD staff is working to develop a framework for the Strategic Plan that can be used as a guide in the Request for Proposal process and selection of a Strategic Planning firm.

New Items:

1. Review of funding for office operations and developing a 2024 Budget.
2. 2024 Schedule of Community Outreach Events
3. Commission Search Committee for an Executive Director, including job description.

Mr. Lacy stated his staff will be working over the next few months in putting together list of items to be reviewed, edited, and approved by the Commission.

IX. PUBLIC TESTIMONY

No members of the public were present to testify on June 12, 2023, Meeting.

X. ADJOURNMENT

The motion to adjourn was presented by Commissioner Hill and seconded by Commissioner Hightower. The meeting was adjourned at 9:51 am on June 12, 2023.