

**AGENDA**  
**PUBLIC HEALTH AND HUMAN SERVICES COMMITTEE**  
**FRIDAY, NOVEMBER 4, 2011 – 8:15 a.m.**  
**McHenry County Government Center – Administration Building**  
**667 Ware Road – County Board Conference Room**  
**Woodstock, IL 60098**

- 1.0 Call to Order
- 2.0 Minute Approval
- 3.0 Public Comment
- 4.0 Presentation
  - 4.05 Breast and Cervical Cancer Program
- 5.0 New Business
  - 5.05 Veteran's Assistance Commission – Office Space
  - 5.10 Senior Services Grant Commission Membership
- 6.0 Old Business
- 7.0 Executive Session (as necessary)
- 8.0 Reports to Committee, as applicable
  - 8.05 Workforce Network/WIB
  - 8.10 Housing Authority
  - 8.15 Board of Health
  - 8.20 Mental Health Board
  - 8.25 Senior Service Grant Commission
  - 8.30 VAC
  - 8.35 Valley Hi
  - 8.40 Human Service Advocates
- 9.0 Other Business, as applicable
- 10.0 Adjournment

**PUBLIC HEALTH AND HUMAN SERVICES COMMITTEE**  
**McHenry County Government Center – Administration Building**  
**667 Ware Road – Conference Room A**  
**Woodstock, IL 60098**

MINUTES OF FRIDAY, OCTOBER 21, 2011

Chairman Peschke called the Public Health and Human Services Committee meeting to order at 8:15 a.m. The following members were present: Virginia Peschke, Chairman; Mary Donner; Kathleen Bergan Schmidt; Sandra Salgado; Randy Donley and Anna May Miller. Donna Kurtz arrived at 8:22a.m. Also in attendance: Peter Austin, County Administrator; Pat McNulty, Health Department; John Labaj, Deputy County Administrator; Tom Annarella, Valley Hi; Julie Courtney and Jeff Poynter, Workforce Network; Sandy Lewis, Mental Health and Pam Cumpata, EDC.

	Virginia Peschke, Chairman	
Randy Donley		Mary L. Donner
Donna Kurtz		Anna May Miller
Sandra Salgado		Kathleen Bergan Schmidt

MINUTE APPROVAL:

Committee members reviewed the Public Health and Human Services Committee minutes of September 16, 2011. Ms. Miller made a motion, seconded by Ms. Salgado, to recommend approval of the minutes as submitted. The minutes were approved with a unanimous voice vote of all ayes.

PUBLIC COMMENT

None

PRESENTATIONS

*Valley Hi Admittance Policy:* Mr. Tom Annarella, joined committee members to provide committee members with the process for admittance to Valley Hi and the breakdown of what the current case mix is. Long ago, townships were active in getting residents admitted to Valley Hi. These admissions had to be sponsored by the County Board Chairman. Those practices no longer exist. Now admission is based on what your needs are and the availability to fill these needs. Committee members were provided a copy of the Valley Hi Admittance Policy as well as a copy of the presentation provided at today's meeting.

The McHenry County Board has established a case mix of 80-20-20. This means that 80 beds are to be utilized for Medicaid residents. 20 beds are to be utilized for Medicare A, short term rehabilitation and 20 beds are to be utilized for Private Pay residents. The remaining 8 beds can be used for any of the above. This is just a guideline. As of yesterday they had 15 males, 110 females, 17 of where were Medicare, 68 were Medicaid, 12 were Medicaid/Hospice and the remaining 21 residents are private pay. Of these private paying residents, 8 are pending Medicaid approval retroactively.

Valley Hi applies specific uniform guidelines for staff to follow in admitting residents to the facility. The facility is currently past the Medicaid case number. Many of the long term care facilities are getting out of serving Medicaid residents altogether. They no longer are willing to do business with the State of Illinois. During next week's veto session further cuts to nursing homes are expected. Admission eligibility includes: the resident must be competent to reside at Valley Hi, therefore is not a danger to themselves or others. They must provide Valley Hi with adequate medical and social information. They must enter into a contract with Valley Hi as required by the Illinois Department of Public Health (IDPH) and must be eligible for admission into a nursing home and not be an Identified Offender as determined by the State of Illinois.

Social information is obtained in order to match roommates. This includes a complex review prior to admission.

Committee members questioned why the facility does not accept just McHenry County residents. They were informed that since the facility accepts both state and federal dollars it is illegal to restrict admissions to the facility. They also must give special consideration to those with special needs. An individual may be given priority admission if they are a resident of the County on the date of admission to the facility, have a family member or responsible party of a prospective resident who resides in the County or may be readmitted if they have been transferred from Valley Hi to another health care facility pursuant to the Nursing Home Care Act and Illinois Medicaid rules. They look at the residents to see if they have had a prior history for admission as well. There is a complex balance between male and female, unless they are agreeable to that. They do allow married couples into the same room.

PUBLIC HEALTH AND HUMAN SERVICES COMMITTEE

October 21, 2011

Page 2

Priority admissions will be given special consideration provided that a bed is available in the section of the facility that provides the needed appropriate level of care. The prospective resident meets admission requirements. Immediate admission is necessary to provide for the safety and wellbeing of the prospective resident or is an individual who was once a resident.

Valley Hi has many different types of admissions. Direct from home, direct from the hospital, direct from a lower acuity care facility or direct from another skilled nursing facility. If the prospective resident comes from another facility, they may have to wait for a bed to become available. If a resident is coming from the hospital, the admission is normally a Medicare A short term stay resident. In order to get admitted from the hospital, they are required to have three midnight stays and then they are eligible for short-term care to the facility. They look solely at the residents themselves in order to get them admitted to the facility.

Committee members were informed there is not a "waiting" list. There is a list of perspective residents with an alternate list of the type of bed that is available. This includes the type of needs and pay source.

Of the 124 residents currently admitted to the facility, there are only 17 that are connected in any way to County employees or County Board members. Most of those that have connections are short-term rehab residents. One resident is related to a Valley Hi doctor, seven are related to Valley Hi employees, two County Board members had admissions come in for short term rehabilitation and three are related to retired County personnel. 11% have a connection to a County employee or County Board member. Mr. Donley and Ms. Kurtz voiced concern that there are 11% that have employee/county board connections. Chairman Peschke stated that many individuals apply for work at the facility because they have a relative in the facility. She noted that even if they are related, they didn't get admitted to the facility because they had a relative that works there though sometimes a person applies for work there because they have a relative that is a resident there.

Ms. Salgado questioned who determines if they are "over" in terms of Medicaid beds? Mr. Annarella replied that there could be 25 private pay residents with eight of them ready to be converted at any time. When the State catches up, they can go back six months. The facility tries to remain at 80, but those numbers can change quickly. There are currently 8 pending that will convert to Public Aid at some point in the near future. He stated it is not unusual to have a six month rollback. Medicare is only approved for 120 days and then they have to convert to some other pay source.

It is not uncommon to have relatives of staff members living at Valley Hi.

Ms. Miller stated the county is moving in another direction with the hiring of an Operating Board. They are distancing themselves and the township supervisors on how decisions are made concerning admissions. In the past there were many more instances of preferential treatment than we do now. What Mr. Brandt previously referred to, his mother was a Medicaid recipient, but it looks like we have exceeded the number of that class of residents. In the meantime, her financial circumstances changed, causing admissions issues for this individual.

Committee members stated that Valley Hi is a gem and as long as the process for entry into the facility is the same for everyone there is not a problem. They as County Board members should not be punished as well. If there is a need for a relative or ourselves to request entrance to the facility, it is hopeful that they would have the same requirements as everyone else.

Committee members stated that the community doesn't understand that this facility is available to them. There needs to be a different process on how to apply for admission to the facility. They stated they would like to see more public relations information sent out about the facility.

Mr. Annarella stated that a "nurse liaison" position was created for this purpose. This employee goes into the area hospitals, doctor offices and senior groups to inform them of the Medicare program at the facility. Mr. Austin stated that the goal is to market Valley Hi as a high-quality Medicare option.

Mr. Annarella stated that as a Nursing Home Facility they do not look at the "family". They review the patient and the patient needs and question if the facility can meet this persons needs.

Committee members questioned how many married couples are living at the facility. There are currently two married couples at the facility. This is not unusual as there are typically two to three married couples at the facility at the same time. Some married couples may live be in the same room. If they have different needs, they may be in different rooms.

PUBLIC HEALTH AND HUMAN SERVICES

October 21, 2011

Page 3

Committee members questioned what the admissions policy is surrounding the time they may be admitted to the facility. They were informed they are a 24/7 day operation, even during holidays. He stated this wasn't always the case. Previously they only allowed admissions before 3:30pm Monday through Friday.

Mr. Annarella stated that the facility operates the same as other nursing homes in the State of Illinois. The facility is allowed to keep Medicare residents for a maximum of 100 days for high-intensity patients. Each patient gets a maximum of 100 days, or until a therapist says you have met your maximum improvement level. Sometimes these patients go home or get admitted to an assisted living facility.

Committee members again voiced concern that the County public is unaware of Valley Hi. Mr. Annarella stated that when he started at the facility they only had three Medicaid residents. This has now increased to 17. Hospitals and physicians are now learning about the facility. The education piece is working, though this takes time. He questioned that as more facilities don't take Medicaid residents, who will take their loved ones, if Valley Hi wasn't there? He stated that Valley Hi provides a great service to the community.

*2011 McHenry County Labor Report/Workforce Investment Board, Workforce Network, Economic Development Corporation:* Committee members were joined by Ms. Courtney, Mr. Poynter and Ms. Cumpata for presentation of the labor report for 2011. Mr. Poynter stated that they joined as a group to address the older document from 2008. This is a snapshot of where the county is and where it potentially could be. This document will not answer all of the questions but will answer some of the questions that have been asked.

The report includes basic demographics of the County. There are also some comparisons of McHenry County to Lake and Kane Counties. The exogenous investment is dollars coming from outside the County to build the County's labor force. As well as State and Federal dollars coming into the County for road projects etc.

20% of the McHenry County residents work outside of the County. If you review the demographics from the labor department there are about 180,000 people in the workforce in McHenry County. This includes people from ages 18 to 65, which is a very broad definition.

Committee members were informed that on page 10 and 11 of the report the unemployment rates are included compared to state, region and national rates. These are also broken out based on industry.

Ms. Salgado noted that the largest unemployment group is those aged 30 – 44. She stated that she hears the reason for this is because the baby boomers are staying in the workforce longer and as the younger people are coming up, this age group is getting squeezed out. Committee members reviewed the top job openings from January to August were reviewed. There were 404 unique job postings listed. The average job paid from \$12.06 per hour to \$36 per hour. Wages for those going through the workforce program were slightly higher. Training has definitely helped. Mr. Poynter noted that they call of the employers to ask what type of skills they are looking for. They want to make sure they are training individuals for skills that are needed.

This report is on the workforce website for those interested. A link will be created under the County Website for this report.

Chairman Peschke informed committee members that they would forgo the Breast and Cervical Cancer presentation until the next committee meeting.

NEW BUSINESS

*Resolution Supporting Hospital Tax-Exempt Status:* Chairman Peschke informed committee members that she spoke with Mr. O'Sullivan, who is the manager for Government Relations for the Metropolitan Chicago Healthcare Council, on this issue. She questioned if this "support" could be achieved by letter of support signed by the County Board Chairman or from the County Board. She stated that this is a tax issue and not a health issue so this resolution should not be considered by this committee. She recommended this resolution be forwarded to the Finance and Audit Committee and Legislative Committee for consideration. It was noted that the goal was to have this resolution go before the County Board on November 1<sup>st</sup>. This issue has been included on two other agenda's next week. Chairman Peschke noted that she was informed there are two other methods that could be used to accomplish this issue.

Ms. Miller left committee at 9:34 a.m.

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PUBLIC HEALTH AND HUMAN SERVICES COMMITTEE

October 21, 2011

Page 4

Committee members questioned what county facilities this issue may pertain to. Mr. O'Sullivan informed committee members that the Metropolitan Chicago Healthcare Council includes 150 healthcare organizations. Members include 93 hospitals that are located in the metro area, as well as Mercy and Centegra Hospitals. The numbers within the resolution are for those hospitals located in the County and those organizations in the County that have to file with the Illinois Attorney General for Communities Benefit Act. These are based on 2009 filings, which are the numbers being reviewed. Committee members questioned how much tax revenues could have been achieved if they were taxing bodies. Mr. O'Sullivan replied that he does not know. This would be based on the tax assessments of a facility. This resolution does not determine this. He stated that they are not asking the County Board to say they should provide a specific amount of charity care. They are looking for the general assembly delegation and the governor to look at charity care, the diverse care and how much hospitals can contribute to them. Ms. Schmidt stated that she looked into the Community Benefit Act which reported that the group provided over \$31 million dollars of care. The Chicago Tribune gave the amount in millions. The report stated that Children's hospital only contributed .4% in charity, you would have thought this would have been higher. She stated that she finds this information relevant as it shows what proportion of the total revenue an institution receives compared to that they are giving to charity.

Committee members questioned what portion of the revenues are they giving? Mr. O'Sullivan stated that there is a diversity between the needs and what the hospitals are doing. If there is a set level of charity care, they wouldn't qualify. The Shriner's do not charge so they would not qualify. Committee members stated they are hopeful that the Governor and General Assembly will consider this.

Mr. Donley stated that Mr. O'Sullivan met with Chairman Koehler and Mr. Donley requested information regarding this meeting. Mr. O'Sullivan stated that he met with the Chairman and provided him with a template resolution for consideration. He stated that he followed up and found the resolution on this committee agenda for consideration. He stated that he has also sent this resolution for consideration to Will County, which passed the resolution yesterday, Kane County, Lake County, DuPage County, Cook County as well as some others.

Chairman Peschke stated that Chairman Koehler could write a letter of support on this issue though she informed committee members that she feels this item should be forwarded to the Legislative and Intergovernmental Affairs Committee (LIA) for consideration. Ms. Kurtz stated that she would like to vote on this issue at this committee as there is an issue of care and finances that should be considered. She stated that she would like to see what the taxation revenues are prior to consideration of this issue. Chairman Peschke stated that she does not feel this is an issue for this committee. She stated she feels this is a real estate tax issue that should be reviewed by LIA and the Finance and Audit Committees. She questioned if this is an appropriate issue to be considered by this committee. Ms. McCann agreed and stated this is not a health issue, but a tax exempt issue. Mr. Donley made a motion, seconded by Ms. Kurtz to recommend this committee vote on the Resolution supporting hospital tax-exempt status. Ms. Kurtz asked the motion be amended to recommend the committee vote today the above Resolution today. Mr. Donley agreed to amend the motion. The motion failed with two ayes (Donley, Kurtz) and four nays (Donner, Salgado, Schmidt, Peschke) Ms. Salgado made a motion, seconded by Ms. McCann recommending the Resolution Supporting Hospital Tax-Exempt Status be forwarded to the Legislative and Intergovernmental Affairs Committee for consideration. The motion carried with the majority of member's present voting aye on a voice vote.

*Resolution Authorizing the Acceptance of the IL Department of Commerce and Economic Opportunity Grant #10-662002:* Ms. McCann made a motion, seconded by Ms. Salgado recommending approval of the above Resolution as presented. Ms. Courtney informed committee members that this is additional funding to be used to administer the trade adjustment act for people who qualify for the program. These funds are strictly to be used for training. There are approximately 45 people currently in training. These must be McHenry County residents. The motion carried with all members present voting aye on a roll call vote (Donley, Donner, Kurtz, Salgado, Schmidt, Peschke)

*Resolution Authorizing the Acceptance of a Modification to the IL Department of Commerce and Economic Opportunity Grant #10-653002 and an Emergency Appropriation to the McHenry County Workforce Network Fiscal Year 2011 Budget:* Ms. Salgado made a motion, seconded by Ms. Kurtz to recommend approval of the above Resolution as presented. Committee members were informed that these funds are to help with the transportation costs for the dislocated workers. The motion carried with all members present voting aye on a roll call vote (Donley, Donner, Kurtz, Salgado, Schmidt, Peschke)

OLD BUSINESS

None.

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REPORTS TO COMMITTEE

*Workforce Network/WIB:* Ms. Kurtz stated yesterday she spoke with the Executive Board of the Workforce Investment Board (WIB). One of the items discussed was a discussion on how we are going to create jobs and bring new business into the County. One of the topics discussed was the lack of a trained workforce. At their November meeting there is a legislative meeting scheduled and they will be looking at employment and workforce issues.

*Housing Authority:* There was a Housing Authority meeting held on Monday. Committee members were informed that if a disabled individual wants access to services from the Housing Authority, they are not provided with preferential treatment just because you are disabled. This is part of HUD's requirements. It was stated that the HUD members questioned why all the CDBG meetings keep getting cancelled. They noted that one of the reps on the CDBG is a representative from the Housing Authority. Mr. Labaj noted that he attended the Planning and Development Committee meeting yesterday and they reviewed the draft changes to the by-laws of the CDBG. There is a suggestion to change the makeup of this board. It was suggested that they cut down the number of members from 17 to 7, change the physical makeup of the board and to change the voting membership of the group. There is a lot of transition for this commission. Ms. Kurtz requested that updates from the Community Development office be provided to this committee.

Committee members were informed that Section 8 isn't issuing any more vouchers at this time. They currently have 948 clients. Public Housing is 100% occupied and they have 128 families on the waiting list. Senior centers that previously helped seniors obtain LIHEAP (low income home energy assistance program) funds have been focusing on other benefits for the seniors. LIHEAP benefits can be obtained through other organizations.

At the Housing Authority Board meeting, Ms. Kurtz stated there is a new development for low income and very low income housing that was discussed.

Prairie Trail Apartments has 59 rental units. The developers, Banner Properties, are partnering with a non-profit provider because of HUD requirements. The gentleman that spoke mentioned that they had identified a non-profit provider that would be able to provide the services needed for the project. When asked what the pay would be for these services he indicated conservatively it would be \$150,000 for a onetime fee and then \$25,000 annually for being a provider. The provider was questioned on what the non-profit would be doing for this fee. He stated that, because of their role in the community, they will bring in non-profit programming and outreach services. Ms. Kurtz noted that she thought it might be helpful if everyone understood the approach used for these programs. This is a standard HUD practice where you build a facility and then you reach out to a non-profit provider for help for the very economically challenged people. This individual was again asked what they have to do and he stated that will be decided at some point when the contracts get signed. Ms. Kurtz noted that for the non-profit provider, this is a wonderful situation. She stated that they don't have to put any effort into this process. She noted they receive an annual fee coming to them as well as a pretty substantial payment. It was noted that community development staff recommended this particular non-profit. Committee members questioned who the non-profit company is and if there is a corporate name of the not for profit group. They are not a CHDO yet, just a non-profit. It was stated that Chris Koehler is the individual responsible for this non-profit. Committee members questioned what the HUD regulations are for this program. Committee members questioned what program this falls under for HUD? Ms. Kurtz noted that she is unsure as she left the information at home but would call Chairman Peschke with the information after she returns home. Mr. Labaj stated that typically under HUD regulations where they require a not-for-profit sponsor, the not-for-profit has to be substantially involved in the project. They can also be involved in the management of the project so a management fee could be charged as well. Ms. Kurtz noted that this gentleman did not mention any of this work when questioned. Mr. Labaj noted that may still be a point of negotiation between him and the not-for-profit. Committee members noted that a list of appropriate not for profit groups should be provided for these types of project, with phone numbers. They should not be provided with one name and phone number to obtain these services. Committee members stated this type of work should require an RFQ. Ms. Kurtz stated, when she questioned this gentleman about this project he stated that he was provided the name of Chris Koehler by County staff, who told him that he was to contact Chris Koehler for this project. She stated that she thought the County would have some sort of bidding process for these projects. She stated this process should be objective. She reminded committee members that this is not an approved project. She just wanted to provide information to the committee members. Chairman Peschke stated that she is on the Housing Commission and she has not heard anything about this project. She stated that if this is discussed she would bring this information back to the committee.

Ms. Donner reported that they had a meeting for the Emergency Food and Shelter program board. Last year they received \$200,000 for this program. This year they were funded with \$15,000. Most of this allocation went to the

PUBLIC HEALTH AND HUMAN SERVICES COMMITTEE

October 21, 2011

Page 6

Northern Illinois Food Bank to distribute food to the food pantries. Home of the Sparrow, Turning Point and PADS received some funding. All of these funds must be spend by the end of the year.

*Board of Health:* Mr. McNulty informed committee members last month that they are transitioning behavior health services over to Family Services. As a result of this transition, the department will have six (6) fewer employees. With other grant reductions there will be a total of 9.8 less employees than in previous years due to the reduction in funding sources.

The Department had another “reptile” case in Crystal Lake that resulted in a python and alligator being removed from this home and moved to a licensed facility in the Chicago area. This is the second case where they have found large alligators inside a home. Illinois has strict laws governing exotic animals, unless properly licensed.

The department has implemented a focus group to streamline/simplify what is required to obtain a permit and the conditions needed in order to apply for a permit. They will share this process with a group of people who represented most of the interest groups in the County to see how they react to the new program. This will then be rolled out to the whole community.

Mr. McNulty informed committee members that the flu vaccine is almost all gone. They are holding a clinic next week but the supply is rapidly diminishing.

*Mental Health Board:* Ms. Donner reported that last night there was a “mixer” at the drop in center on Elm Street for the Mental Health Board, Transitional Living Services (TLS) and Veterans. This was a great event. Mr. Jung suggested they make a presentation to the County Board on what is going on at the facility.

The Mental Health Board is moving into the new side of the building today. They will start on Monday with the life safety upgrades to the facility. An Open House is being scheduled for December.

On November 21<sup>st</sup> and 28<sup>th</sup> the Mental Health Board will make fund allocations to the agencies.

The Mental Health Board will need to address State facility closures that will be coming up. This is expected to be devastating.

*Senior Services Grant Commission:* Mr. Labaj reported that the Senior Services Grant Commission is winding down their 2011 program year. They are also working on their new funding year that starts on December 1<sup>st</sup>.

VAC: Committee members were informed that the VAC mobile office is on display downstairs for those interested.

**OTHER BUSINESS**

Committee members asked if there are issues that need to be voted on by the members of the committee to please bring these issues forward at the beginning of the committee meeting. They stated this would allow members of the committee to leave if needed.

**ADJOURNMENT:**

Noting no further business, Ms. Salgado made a motion, seconded by Mr. Donley to adjourn the meeting at 10:20 a.m. The motion carried with a unanimous voice vote of all members present.

\* \* \* \* \*

**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

Resolution Authorizing the Acceptance of the IL Department of Commerce and Economic Opportunity Grant #10-662002  
Resolution Authorizing the Acceptance of a Modification to the IL Department of Commerce and Economic Opportunity Grant #10-653002 and an Emergency Appropriation to the McHenry County Workforce Network Fiscal Year 2011 Budget

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## **BY-LAWS**

### **McHENRY COUNTY SENIOR SERVICES GRANT FUND**

#### **SENIOR SERVICES GRANT COMMISSION**

##### **1. BACKGROUND**

McHenry County has established a tax rate levy not to exceed .025% for the provision of providing social services for senior citizens as applicable under Illinois State Statutes 55 ILCS 5/5-1034, 5/5-1005(19) and 5/5-1091. In order to provide for the effective and efficient allocation of collected funds, the McHenry County Board has established a Senior Services Grant Commission as a sub-committee of the Public Health and Human Services Committee to advise the Committee on programs and projects for funding.

Within the statutory requirements of Illinois law the Senior Services Grant Fund can only be used for:

- 1) Providing supportive social services designed to prevent the unnecessary institutionalization of elderly residents
- 2) Providing for the operation of, and equipment for senior citizen centers
- 3) Providing social services to senior citizens
- 4) Providing for transportation vehicles or services for senior citizens

It is intended that the Senior Services Grant Commission will review applications and recommend projects for grant funding to the Public Health and Human Services Committee. The McHenry County Board will make the final determination regarding the use of Senior Services Grant funds. The County Board, through its Chairman, is delegated the responsibility for operating and maintaining this program in compliance with applicable state statutes and all related County rules and regulations.

##### **II. PURPOSE**

It shall be the purpose of the Senior Services Grant Commission to act as a representative body of elected officials and citizens to ascertain facts, coordinate activities, set priorities for funding, make recommendations for project and program funding and undertake such other activities that may be necessary and appropriate to accomplish the purpose of State Statutes 55 ILCS 5/5-1034, 5/5-1005(19) and 5/5-1091 and any procedures or policies as may be adopted by the Public Health and Human Services Committee and the McHenry County Board relative to the implementation of said statutes.

### **III. MEMBERSHIP**

The Senior Services Grant Commission shall consist of seventeen (17) members. The Chairman of the McHenry County Board shall appoint the Chairman of the Senior Services Grant Commission from the membership of the Public Health and Human Services Committee. All other members of the Public Health and Human Services Committee shall also be appointed by the Chairman of the County Board to serve on the Senior Services Grant Commission. Additional membership on the Senior Services Grant Commission shall include the following:

The McHenry County Council of Governments may recommend one (1) member, consisting of a Mayor, Village President, Trustee, Council Member or his or her designee.

The McHenry County Township Highway Commissioners Association may recommend one (1) Township Highway Commissioner.

One (1) McHenry County Township Supervisor may be appointed.

The McHenry County Housing Authority Board of Commissioners may recommend one (1) Commissioner or staff member of the McHenry County Housing Authority.

The Public Health and Human Services Committee will recommend three (3) persons representing not-for-profit organizations located in McHenry County.

The Public Health and Human Services Committee will recommend three (3) citizens at large who reside in McHenry County who are knowledgeable of issues affecting the senior population of McHenry County.

The Public Health and Human Services Committee will make a recommendation of the membership of the Senior Services Grant Commission to the Chairman of the McHenry County Board. All appointed members of the Senior Services Grant Commission shall be approved by the McHenry County Board.

- A. **TERM:** Each Senior Services Grant Commission member shall be appointed for a term of two years from the date of appointment.
- B. **VACANCIES:** When a position on the Senior Services Grant Commission becomes vacant, the vacancy shall be filled in a timely fashion in the same manner of appointment and by a person of the qualifications as prescribed in Section III above.
- C. **ABSENCES:** Whenever a Senior Services Grant Commission member fails to attend three consecutive Commission meetings without transmitting prior notification to the Chairman or Secretary of the Commission, such member's

membership shall be deemed to have been terminated. The subsequent vacancy shall be filled in accordance with Section III. B above.

#### **IV. OFFICERS**

There shall be a Chairman, Vice Chairman, and Secretary of the Senior Services Grant Commission. The Chairman shall be so designated by the Chairman of the McHenry County Board. The Vice-Chairman and the Secretary shall be elected by the Senior Services Grant Commission members from among the membership.

##### **A. DUTIES:**

1. **CHAIRMAN:** Shall preside at all Senior Services Grant Commission meetings and perform such duties as prescribed by the Commission.
2. **VICE-CHAIRMAN:** Shall serve and perform all duties and exercise all powers of the Chairman in the absence of or given the inability of the Chairman to act. The Vice-Chairman shall assist the Chair as requested.
3. **SECRETARY:** The County Board Office shall provide clerical support to the Senior Services Grant Commission and its Secretary. The Secretary shall notice all meetings at least five (5) days prior to any such meeting; provide an agenda and related documents for each such meeting at least five days in advance for general distribution; prepare minutes of all meetings; and maintain all records of the Senior Services Grant Commission.

- B. **TERMS:** Officers shall serve from the date of their appointment/election for a term of two (2) years.

#### **V. MEETINGS**

All meetings of the Senior Services Grant Commission shall be open to the public and shall be conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/2 et. seq.) as may be amended from time to time. Notice of meeting place and time shall be provided to each member at least five (5) days prior to said meeting.

- A. **REGULAR MEETINGS:** There shall be a sufficient number of meetings scheduled for Senior Services Grant Commission to interview organizations, hold deliberative proceedings and make appropriate recommendations for the funding of projects and programs from the Senior Services Grant Fund.
- B. **PLACE:** All meetings of the Senior Services Grant Commission shall be held in the Administration Building located with the McHenry County Government Center Complex, unless otherwise designated by the Senior Services Grant Commission.

C. **ORDER OF BUSINESS:** The Senior Services Grant Commission shall generally observe the following order of business at all meetings:

1. Call to Order
2. Roll Call of Members
3. Approval of Minutes
4. Public Participation
5. Old Business
6. New Business
7. Reports to the Commission
8. Members Comments, Miscellaneous Business and Announcements
9. Adjournment

#### **VI. QUORUM**

A quorum shall consist of a majority of members (9). A quorum shall be required for the conduct of business by the Senior Services Grant Commission.

#### **VII. VOTING REQUIREMENTS**

Each member, or his or her designee in the case of the Counsel of Governments, is entitled to one (1) vote on all matters coming before the Senior Services Grant Commission and requiring a vote. No absentee voting shall be permitted.

All actions of the Senior Services Grant Commission shall require a majority of the members present, provided there is a quorum present.

A vote on a motion to reconsider may be made at any time prior to the adjournment of the meeting at which the original motion was voted upon. A motion for reconsideration must be made by a member who voted on the prevailing side of the original motion.

#### **VIII. RULES OF ORDER**

The Chairman shall preside at all Senior Services Grant Commission meetings, shall preserve decorum and shall conduct said meetings in an orderly fashion. The Chairman may speak to points of order and shall decide all questions of procedure. The Chairman shall vote in case of a tie and may vote on any matter before the Senior Services Grant Commission. Questions of procedure for meetings of the Senior Services Grant Commission not covered by these By-Laws, shall be governed by the latest edition of Roberts Rules of Order, Revised. In the case of any disturbance or disorderly conduct, the Chairman shall have the power to remove the cause of same or suspend the meeting.

## **IX. DISQUALIFICATION**

No member who has an individual financial or other material interest in any matter coming before the Senior Services Grant Commission shall participate in the deliberations or the decisions in such matters. Additionally, no member who is a board member or staff member of an organization seeking Senior Services Grant funding shall participate in the deliberations or the decisions in such matters. Furthermore, members who recognize that they may have such an interest shall so state during the public deliberations of the Senior Services Grant Commission.

## **X. RESCISSION**

No action of the Senior Services Grant Commission shall be rescinded at any meeting of the Senior Services Grant Commission unless there shall be present at such special meeting at least as many members as were present at the meeting at which such action was originally approved.

## **XI. DURATION**

The Senior Services Grant Commission shall continue to exist as long as the County of McHenry shall impose a levy and collect funds pursuant to State Statutes 55 ILCS 5/5-1034, 5/5-1005(19) and 5/5-1091.

## **XII. AMENDMENT**

These By-Laws may be amended by Resolution of the McHenry County Board by simple majority of those voting at a regular or special meeting thereof.

## **XIII. SEVERABILITY**

If any provision of these By-Laws is found to be invalid for any reason, such invalidation shall not affect other provisions of the By-Laws which can be given effect without the invalid provision, and to this end, to provisions of the By-Laws are to be severable.

## **XIV. LEGAL COUNSEL**

The Senior Services Grant Commission shall seek appropriate legal advice if, and/or when, it is needed, from the McHenry County State's Attorney.

**XV. FISCAL/PROGRAM YEAR**

The Senior Services Grant Commission shall operate on a Program Year concurrently with the County of McHenry's Fiscal Year (December 1<sup>st</sup> through November 30<sup>th</sup>).

**XVI. EFFECTIVE DATE**

These By-Laws shall become effective upon approval of the McHenry County Board. Any amendment to these By-Laws shall take effect immediately upon approval by the McHenry County Board.

**APPROVED:**

m/CountyBoard/SeniorServicesgrant Fund/AlCOmmBy-Laws



TO: Public Health and Human Services Committee

FROM: John W. Labaj, Deputy County Administrator

DATE: October 31, 2011

RE: Senior Services Grant Commission Membership

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Currently there are five vacant positions on the Senior Service Grant Commission. The McHenry County Housing Authority and the McHenry County Township Supervisor positions are currently vacant. Those organizations have been contacted for their nominees for these vacancies.

Not for Profit Agency representatives, Norman Joyce and Richard Hattan have resigned. There is also one Citizen at Large position vacant. The County has advertised these positions and has received one application from Kevin Sarnwick who wishes to remain on the Commission.

A copy of the Commission's current By-Laws is attached. The Committee may wish to review the current By-Laws as we attempt to fill the vacant positions on the Commission.

Please feel free to contact me if you have any questions.