

RFP 2018-001 Evaluation Review Committee Minutes
Urbana, Illinois
April 3, 2018

Present: Van Anderson, Lynne Barnes, Cathy Emanuel, Stephanie Fortado, Jim Goss, Claudia Lennhoff, Jim McGuire, Al Nudo, Pius Weibel

Absent/Excused: Robert King

Also Present: Barb Mann, Patti Petrie, Aaron Esry

I. Call to Order

Chair Weibel called the meeting to order at 5:20 p.m.

II. Roll Call

Roll was called. A quorum was established.

III. Approval of Agenda

The committee approved the agenda as distributed (motion by Lennhoff, second by Goss, unanimous).

IV. Approval of Minutes

The committee approved the minutes of February 26, 2018 (motion by Lennhoff, second by Fortado, unanimous).

V. Public Participation

None.

VI. Communications

None.

VII. Procedural Discussion

Lynne Barnes entered the meeting at 5:25 p.m.

Barb Mann reviewed the criteria and requirements for the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). According to Ms. Mann, this committee meets the definition of a "public body". She reviewed the OMA exceptions that allow for closed sessions. Ms. Mann stated the only exception for the sale or lease of a property pertains to the setting of a price. Since the price was set in the RFP, there is not an OMA exception that would allow the deliberations of this committee to be held in closed session. Ms. Mann encouraged the committee to refrain from discussing or deliberating the evaluation during the facility tours, or the drives to and from those tours to ensure compliance with the OMA.

VIII. RFP Phase I Evaluation

Van Anderson reviewed the items contained in the Phase I Evaluation Form. He indicated that the items determined to be "non-responsive" at this time were still being completed. For instance, the Asset Purchase Agreement and the Operations Transfer Agreement were under review and that the

IDPH comfort letter would be sought following the completion of the due diligence period. He commented that his role is to provide this committee with the information it wants and needs to make an informed recommendation to the County Board. The committee requested additional information regarding the proposal, including the commitment to vendors, how they manage costs in light of late payments from the state, and quarterly evaluations of Alzheimer's and Dementia patients.

MOTION to deem the proposal received from Extended Care Clinical and Altitude Health Services as "responsive" and to move to Phase II Evaluation by Fortado; second by Barnes. Upon vote, **MOTION carried.**

IX. RFP Phase II Evaluation

Mr. Anderson reviewed the composite spreadsheet. The committee discussed its evaluation of several items, including financial stability and programs.

X. Facilities Tour

Mr. Anderson stated the tour is scheduled for Tuesday, April 17. He reviewed the schedule for the day, which includes three homes. The committee discussed the impact of OMA on this tour. Mr. Anderson asked each committee member to submit additional questions directly to him.

XI. RFP Non-Qualifying Offer

Mr. Anderson reviewed an offer that was non-responsive to the RFP and identified as a "Non Qualifying (sic) Offer" by the broker. He explained the potential buyer acknowledged they were not responding to the RFP (i.e., "will take a pass on the deal"), but wished to submit two options with conditions. Mr. Anderson reviewed those options with the committee including why the offer was disqualified from consideration per the RFP.

XII. Determination of Next Meeting Date & Time

The next meeting will be at 5:15 p.m. on Monday, April 16, 2018.

Mr. Anderson noted the proposer will make a presentation to the County Board on May 1, 2018.

XII. Other Business

XIII. Adjournment

Mr. Weibel declared the meeting adjourned 7:20 p.m.

Respectfully submitted:
Tammy Asplund
Recording Secretary