



**Meeting of the Illinois Medical District Commission
Via Videoconference
May 17, 2022, 12:00 p.m.**

Minutes for May 17, 2022

Commissioners present: Michael Eaddy, Judy Frydland, Eleanor Gorski, Nicolas Guzman, Stephen Hackney, Ann Kalayil, and Peter O'Brien

Others present: Allyson Hansen, Kate Schellinger, Chris Fahey, Ryan Gage, Gina Oka, Tom Strachan, Jeanne Cotini, Judy Salgado, Nicole Vahl, Gabriel Magana, and Mike Nardini (CBRE)

Approval of Minutes

President O'Brien called the meeting to order, and Ms. Oka took the roll call of Commissioners. Commissioner Eaddy moved and Commissioner Frydland seconded that the minutes from the March 15, 2022, meeting be approved. The motion carried by roll call vote.

Executive Director Report

Ms. Hansen thanked those who attended the Welcome Reception, and provided the following report:

Return to Office - A full staff discussion was hosted last week. A gradual return to the office is planned while enforcing and monitoring COVID rates and individual staff needs. The plan is meant to be flexible as there continues to be uncertainty about the spread of the virus.

Listening Tour - Continues. Moving into forming councils to keep us informed and share the excellent work organizations in and around the District are doing.

Office Foundational Elements - All the staff position descriptions have been updated to reflect the roles and needs of the IMD. Also, aligned the vacation earn out and pay out to be in line with industry standards and best practice. The personnel handbook was updated to reflect these changes.

Monthly Walk Tours - A monthly walk tour will start on May 27th to assess what's going well and what is needed in the District. Everyone is welcome to join.

RFP for Real Estate - Continues. On track with a new agreement by the end of June. Letters to firms indicating the evaluation committee's selection will be sent out this month.

RFQ for Legal Services - In April, a RFQ for a Qualified Pool of Legal Services was issued. Five responses were received, and the evaluation committee will be meeting this week to discuss. Expecting to sign engagement letters by July 1st.

CLEAR – Subscribed to this Thomson Reuters product to enhance due diligence process for prospective tenants.

FOIA – Recently received several media inquires. Reminder to let Ms. Oka know so that she can respond on behalf of the IMD. You can also direct the requester directly to our FOIA email at FOIA@medicaldistrict.org.

Marketing and Communications – Outreach on QR Codes initiatives have been conducted with IMD business cards, IMD CTA train stations, UIC west campus, Dr. Murphy’s Food Hall, and Gateway Retail Center.

Upcoming Engagements – Will present to ConFab through Foxglove Alliance on May 19th. Also, will participate in two panel events: Metro Edge Healthcare Executive of Color and Bisnow. These are great opportunities to highlight the IMD in conversations about issues that affect the District.

Community and Collaboration – Started to convene an Arts Council for the IMD. It aims to promote opportunities that already exist within the IMD to experience art in all forms, as well as to encourage new collaborative projects. Key partners for this group include Cook County Health, RUSH University Medical Center, Urban Prairie School, CAN-TV, ChiCAT, Snow City Arts, Illinois Action for Children, the Julie & Michael Tracy Foundation/Urban Autism Solutions and Chicago Lighthouse for the Blind.

We also will sponsor the **Rise to Shine accessible 5/10K and 1 mile run** through the District. This run is hosted by The Chicago Lighthouse and the Central Lion’s Club. The run is planned for October 23rd and will be followed by a Family Festival for the runners and their families.

Real Estate and Development - We are now at 88% occupied at our buildings. The vacancies include 2225 W. Harrison (lab/office), 600 S. Hoyne, and 2240 W. Ogden.

Strategy – A summary of the Strategic plan was provided based on the listening tour, the needs of the District and internal team discussions.

Ms. Hansen, Ms. Oka, and Mr. Fahey addressed the commissioners’ questions.

Commissioner Gorski joined the meeting at 12:40p.m.

Financial Report

Mr. Strachan provided a financial report and noted the following:

- Accounts receivable are down compared to last year
- Non-current assets – cash and investment restricted
- Grant accounts related to land improvements are up

- Operating expenses are down
- Revenue is improved
- Cost increase in utilities
- Working on a 5-year budget plan

Old Business

There was no old business to discuss.

Executive Session

Commissioner Eaddy moved and Commissioner Gorski seconded that the Commission go into executive session pursuant to 5 ILCS 120/2(c)(1), (5) and (11). The motion carried by roll call vote.

Commissioner Kalayil departed the meeting during executive session.

Open Session (resumed)

The Commission returned to open session.

New Business

Fiscal Year 2023 Budget - Mr. Strachan presented the 2023 budget and compared it to 2022 budget. All questions were addressed. Ms. Oka summarized the resolution approving the Fiscal Year 2023 budget. Commissioner Guzman moved that the resolution be approved, Commissioner Gorski seconded, and the resolution was approved by roll call vote.

Commissioner Guzman moved and Commissioner Frydland seconded that the meeting be adjourned. The motion carried by roll call vote.

Respectfully submitted,

Nicolas Guzman, Secretary