



CITY OF MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY

SPECIAL BOARD OF GRANTORS AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

June 25, 2020 – 5:30 PM

- A. CALL TO ORDER.
- B. DISCUSSION ITEMS.
1. Discussion and Consideration of approving the January 23, 2020 special meeting minutes, as submitted.
 2. Discussion and consideration of electing a Chairman, Vice-Chairman, and Secretary/Treasurer from the Board of Grantors to serve for a one-year term.
 3. Discussion and consideration of accepting the Year-End Report of the Trust Board of Grantors for fiscal year 2019-20.
 4. Discussion and consideration of establishing guidelines for the 2020 Midwest City Memorial Hospital Authority Board of Grantors COVID-19 Small Business Relief Program.
- C. PUBLIC DISCUSSION. The purpose of the "Public Discussion Section" of the Agenda is for members of the public to speak to the Grantors on any Subject not scheduled on the Regular Agenda. The Grantors shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Grantors will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE GRANTORS ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE GRANTORS.**
- D. ADJOURNMENT.

To make a special assistance request, call 739-1213 or email bbundy@midwestcityok.org no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.

The CDC recommendations will be followed to the extent allowed by the Oklahoma Open Meetings Act and temporary Amendment. Please stay home if you or anyone in your household is sick or think they may have had a COVID-19 exposure. If attending in person, please practice social distancing and wear a mask to protect yourself and others.



DISCUSSION ITEMS



Notice of this special meeting was filed with the City Clerk of Midwest City 48 hours prior to the meeting. Public Notice of this agenda was posted at City Hall and on the City of Midwest City's website, and accessible to the public at least 24 hours in advance of the meeting.

MINUTES OF MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY
TRUST BOARD OF GRANTORS SPECIAL MEETING

January 23, 2020 - 5:30 PM

This special meeting was held in the second floor conference room of City Hall, Midwest City, County of Oklahoma, and State of Oklahoma.

Chairman Sherry Beard called the meeting to order at 5:41 PM with the following members present: Vice-Chairman Sheila Rose, Secretary/ Treasurer Stacy Willard, Karen Blanton, *Edward Graham, **Dara McGlamery, Amy Otto, and Wade Moore. Absent: Joyce Jackson with General Manager/Administrator Tim Lyon, Secretary Sara Hancock, and City Attorney Heather Poole.

DISCUSSION ITEMS.

1. **Discussion and consideration of approving the September 5, 2019 special meeting minutes, as submitted.** Rose made a motion to approve the minutes, as submitted, seconded by McGlamery. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried.

2. **Discussion and consideration of reviewing the eligible and partially eligible FY 2019-20 grant applications and determining a recommendation for funding not to exceed the budgeted \$458,497 to be submitted to the Hospital Authority Trustees as Further Information on the February 11, 2020 Hospital Authority agenda for review.** The following motions were made:
 - Otto made a motion to fund \$35,000 to the Mid-Del Public Schools Foundation for the "Our Future is Bright, But We Need Shade!" request, seconded by Graham. Voting aye: Moore, Rose, Graham, Blanton, Otto, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried. Abstain: McGlamery and Willard.

 - Rose made a motion to fund \$10,000 to the MWC Public Works Department for the "Solar-Powered School Zone Signals Pilot Program" request, seconded by McGlamery. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried.

 - McGlamery made a motion to fund \$10,044.48 to the Mid-Del Technology Center for the "Long Term Care Nurse Assistant Program" request, seconded by Blanton. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried.

 - Graham made a motion to fund \$13,218.18 to the MWC Fire Department for the "Heavy Rescue Stabilization Equipment" request, seconded by Willard. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried.

- Rose made a motion to fund \$1,645 to Rose State College Foundation, Inc. for the “STEM Academy Cyber Security Essentials” request, seconded by McGlamery. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried. Abstain: Willard.
- Otto made a motion to fund \$65,000 to the MWC Grants Management Department for the “Municipal Complex Sidewalks” request, seconded by Rose. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried.
- Moore made a motion to fund \$11,755 to the Mid-Del Technology Center for the “Fire Extinguisher Training System” request, seconded by Blanton. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried.
- Blanton made a motion to fund \$1,120 to Rose State College for the “STEM Academy Cobots” request, seconded by McGlamery. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried. Abstain: Willard.
- Moore made a motion to fund \$6,318 to the Rose State College for the “STEM Academy 3D Printing” request, seconded by Rose. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried. Abstain: Willard.
- Otto made a motion to fund \$25,000 to Mid-Del Technology Center Practical Nursing Department for the “High-Fidelity Simulation Lab” request, seconded by Willard. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried.
- Rose made a motion to fund \$48,466.67 to the MWC Economic Development Department for the “Air Depot Corridor Improvement Study” request, seconded by Blanton. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried.
- McGlamery made a motion to fund \$37,205 to the MWC Public Works Department for the “Compost and Sand Bagger” request, seconded by Graham. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried.

At 6:24 PM, McGlamery left the meeting and returned at 6:24 PM.

- Rose made a motion to fund \$48,466.67 to the MWC Economic Development Department for the “Medical Plaza District Study” request, seconded by Blanton. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beaird. Nay: none. Absent: Jackson. Motion carried.

- Otto made a motion to fund \$2,100 to the Rose State College Foundation, Inc. for the “STEM Academy Flying Safely with Drones” request, seconded by McGlamery. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, and Chairman Beard. Nay: none. Absent: Jackson. Motion carried. Abstain: Willard.

At 6:31 PM, Graham left the meeting and returned at 6:32 PM.

- McGlamery made a motion to fund \$32,340 to the MWC Police Department for the “Animal Welfare Surgical Room Equipment” request, seconded by Moore. Voting aye: Moore, Rose, Graham, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried. Abstain: Blanton
- Willard made a motion to fund \$25,635 to the MWC Soccer Club for the “ThorGuard” request, seconded by Moore. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried.
- Otto made a motion to fund \$18,000 to the MWC Community Development Department for the “Traffic Collection for Trails” request, seconded by Moore. Voting aye: Moore, Rose, Graham, Blanton, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried.
- McGlamery made a motion to fund \$67,183 to the MWC Police Department for the “Animal Welfare Marquee Sign” request, seconded by Otto. Voting aye: Moore, Rose, Graham, Otto, McGlamery, Willard and Chairman Beard. Nay: none. Absent: Jackson. Motion carried. Abstain: Blanton

ADJOURNMENT.

At 7:06 PM, McGlamery made a motion to adjourn, seconded by Moore.

ATTEST:

SHERRY BEAIRD, Chairman

STACY WILLARD, Secretary/Treasurer



Memorial Hospital Authority
 100 North Midwest Boulevard,
 Midwest City, Oklahoma 73110
 (405) 739-1201
 tlyon@midwestcityok.org

MEMORANDUM

TO: The Trust Board of Grantors

FROM: Tim Lyon, General Manager/Administrator

DATE: June 25, 2020


SUBJECT: Discussion and consideration of electing a Chairman, Vice-Chairman, and Secretary/Treasurer from the Board of Grantors to serve for a one-year term.

The Bylaws of the Board of Grantors requires that officers be elected each year. The bylaws also preclude any Board member from serving more than two consecutive terms in any one office.

- Sherry Beaird, who is no longer a Grantor, was the Chairman in FY 2019-20. A new Chairman will need to be elected.
- Sheila Rose has served as the Vice-chairman for two years, so a new Vice-chairman will need to be elected. Sheila is eligible for election to another office.
- Stacy Willard is the Secretary/Treasurer, elected on June 27, 2019. Stacy is eligible for re-election as the Secretary/Treasurer or another office.

The following is the current status of the Board of Grantors: Vacant Chairperson

Appointee	Name	Original Date	Term Ending	BOG Position
Chamber	Stacy Willard	04/24/18	04/26/22	Secretary/Treasurer elected 06-27-19
Chamber	Dara McGlamery	04/26/16	04/26/24	
Ward 1	Amy Otto	11/14/17	04/26/24	Vice-Chair elected 06-27-19
Ward 2	Karen Blanton	04/24/18	04/26/22	
Ward 3	Sheila Rose	04/26/16	04/26/24	
Ward 4	Edward Graham	04/24/18	04/26/22	
Ward 5	Joyce Jackson	04/26/16	04/26/24	
Ward 6	Wade Moore	05/08/18	04/26/22	
Mayor	Amber Moody	05/12/20	04/26/24	


 Tim Lyon, General Manager/Administrator



**Memorial Hospital Authority
Board of Grantors**
100 North Midwest Boulevard,
Midwest City, Oklahoma 73110
(405) 739-1201 Fax (405) 739-1208
tlyon@midwestcityok.org

MEMORANDUM

TO: Board of Grantors

FROM: Tim Lyon, General Manager/Administrator

DATE: June 25, 2020

SUBJECT: Discussion and consideration of accepting the Year-End Report for fiscal year 2019-20.

As required by the Operating Contract between the Memorial Hospital Authority and the Trust Board of Grantors, attached is the FY 2019-20 Year End Report.

Action is at the Grantors discretion.

A handwritten signature in black ink, appearing to read "Tim Lyon", is written over a horizontal line.

Tim Lyon, General Manager/Administrator



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Board of Grantors**
100 North Midwest Boulevard
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tlyon@midwestcityok.org

Board of Grantors Year-End Report FY 2019-20

Current Grantor Status

Appointee	Name	Original Date	Term Ending	BOG Position
Chamber	Stacy Willard	04/24/18	04/26/22	Secretary/Treasurer elected 06-27-19
Chamber	Dara McGlamery	04/26/16	04/26/24	
Ward 1	Amy Otto	11/14/17	04/26/24	Vice-Chair elected 06-27-19
Ward 2	Karen Blanton	04/24/18	04/26/22	
Ward 3	Sheila Rose	04/26/16	04/26/24	
Ward 4	Edward Graham	04/24/18	04/26/22	
Ward 5	Joyce Jackson	04/26/16	04/26/24	
Ward 6	Wade Moore	05/08/18	04/26/22	
Mayor	Amber Moody	05/12/20	04/26/24	

2019-20 Calendar Summary

- Tuesday, September 3, 2019...Grant Applications available to the public.
- Friday, November 1, 2019.....Grant Application submissions close.
- Friday, November 8, 2019.....Grant Applications distributed to Grantors.
- Monday, January 6, 2020.....Grantors to submit initial evaluation forms.
- Thursday, January 23, 2020.... Meeting – evaluations and recommendations.
- Tuesday, February 11, 2020....Recommendations on the HA’s agenda under Further Information.
- Tuesday, February 25, 2020....Recommendations on the HA’s agenda under Discussion Items.
- Thursday, June 25, 2020.....Meeting - electing officers, Year-end Report, and grant forms.

Community Improvement Grant Program Update

As a reminder, the grant program began in fiscal year (FY) 1998-99. To date, the Grantors have recommended and the Trustees have funded a total of 357 grants totaling \$8,800,611.17 with no funds made available in FY 2007-08.

In FY 2019-20, 32 grant applications were received with a requested amount of \$1,435,353.59 from all the applicants. Ten applications were deemed ineligible and 22 were eligible or partial eligible. As you know, eighteen were funded for a total of \$458,497, the allocated amount budgeted by the Trustees.

The FY 2018-19 grant project funds were due April 2020 with their Outcome Reports. There is an outstanding balance for FY 2018-19 of \$256,792.78. The Trustees have approved six-month extensions for three recipients that equal \$90,392.78. The grant recipients with the \$166,400 outstanding balances have been contacted.



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MEMORANDUM

TO: Board of Grantors

FROM: Tim Lyon, General Manager/Administrator

DATE: June 25, 2020

SUBJECT: Discussion and consideration of establishing guidelines for the 2020 Midwest City Memorial Hospital Authority Board of Grantors COVID-19 Small Business Relief Program.

Small business forms the backbone of the American economy and is responsible for an overwhelming percentage of new job growth. Government mandated closures recently taken to counter the spread of the COVID-19 virus resulted in significant hardships for small businesses throughout the country. Midwest City is home to hundreds of these establishments that were directly affected.

The Midwest City Memorial Hospital Authority (“Authority”) Board of Trustees expressed a desire to utilize funds traditionally budgeted for the Community Grants Program to help to local stores. The program already allows for spending on economic development endeavors, but these unusual circumstances may warrant a total commitment of funding.

Staff created the attached program guidelines by prioritized assistance to those who appear to be most affected by mandated closures.

Please direct any question to Robert Coleman, City of Midwest City Director of Economic Development at (405) 739-1218.

Staff recommends approval.

A handwritten signature in black ink, appearing to read "Tim Lyon".

Tim Lyon, General Manager/Administrator

Attachment: COVID-19 Small Business Relief Program Guidelines

MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY BOARD OF GRANTORS
COVID-19 DISASTER RECOVERY PROGRAM
FY 2020 - 2021



MIDWEST CITY
Community Improvement
GRANT PROGRAM

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Program Description

The COVID-19 Pandemic created several unforeseen hardships with potential long-term economic impacts. Government restrictions forced many local businesses to curtail operations or to shutter their doors altogether. Those who remained open often found it challenging to attract and retain sufficient labor necessary for curbside delivery. The Midwest City Hospital Authority's Board of Grantors ("BOG") seeks to remedy some of the virus' ill effects on the local economy by redirecting annual grant funds towards individual business assistance.

Most aid will be available in the form of cash grants. Other assistance may arrive in the form of reimbursement grants for advertising spent to recruit employees and/or to attract customers to Midwest City.

We will accept applications for assistance immediately. The first round of the program will continue until all funds are committed. Additional cycles may occur later, depending on the availability of funds. Participants must submit all required documentation in a timely fashion to remain in contention for funding. Failure to meet any requirement will delay consideration and could lead to disqualification.

Establishments meeting the minimum criteria are eligible to apply:

1. Publicly facing, for-profit, privately held Midwest City located businesses.
2. In business on or before March 1, 2020, and still in operation at least 40 hours per week.
3. Have applied for United States Small Business COVID Disaster Relief or PPP program(s).

Three categories were created based on the estimated impact on specific businesses. The highest amount of funding is set aside for public-facing, small employers who were forced to close the earliest. The lowest pool of cash is allotted to businesses who were included in a closure order but are not sales tax collecting/and or may have been able to work off-premises.

The categories are described as follows:

Tier 1 Establishments. Small, independent, sales tax producing businesses operating solely in Midwest City with limited means to deliver products and/or services. Includes, but is not limited to, the following North American Industry Classification Standard (NAICS) coded businesses:

713940	Fitness & Recreational Sports Center
713950	Bowling Centers
72241001	Drinking Places Alcoholic Beverages
72251	Restaurants and Other Eating Places

Maximum Award: \$4000

Tier 2 Establishments: Oklahoma-based for-profit small, independent sales tax producing businesses operating in Midwest City but with other units operating elsewhere in the state. Includes, but is not limited to, the following NAICS coded businesses:

713940	Fitness & Recreational Sports Center
72251	Restaurants and Other Eating Places

Maximum Award: \$2000

Tier 3 Establishments: Single-unit Midwest City operators that faced complete closure under state or local mandate. Includes, but is not limited to the following NAICS coded establishments:

6211	Offices of Physicians
6212	Offices of Dentists
62131	Offices of Chiropractors
62132	Offices of Optometrists
812111	Barber Shops
812112	Beauty Salons
812113	Nail Salons
81219	Other Personal Care Service
812910	Pet Care (Except Veterinary)

Maximum Award: \$1500

Grant Amount

Individual funding within each category shall be weighted on criteria based on the following elements:

1. Amount of request and proposed use of funds. All funds **must** be spent at (the) Midwest City location(s), even if the establishment has other units operating elsewhere.
2. Total sales for the period beginning December 1, 2019, and ending on February 29, 2020.
3. Number of years operating in Midwest City.
4. Number of locations in Midwest City.
5. Number of employees.

Application, Review Process

1. Download application from the City of Midwest City website (MidwestCityOK.org).
2. Minimal submittal to include the following completed documents:
 - A. Notarized Board of Grantors Application
 - B. IRS W-9 Form
 - C. Proof of Good Standing with the Oklahoma Secretary of State's Office
3. Submit documentation electronically to:
economic_development@CityofMidwestCityOK.org or via USPS to:
Business Assistance Program
c/o Economic Development Dept.
City of Midwest City
100 N Midwest BL
Midwest City, OK 73110
4. Staff shall review all submittals to determine eligibility and to verify there are no outstanding debt(s) owed to the City or its authorities. Applicants must satisfy all City-related debts but may use grant funds for this purpose.

5. Applications meeting requirements will be forwarded to the BOG for consideration. Those submitting incomplete applications shall be notified of any errors, omissions, and/or disqualifications. Corrections must be received within one (1) week of notification, or the application will be deemed null and void.
6. The BOG shall evaluate applications before making a recommendation to the Hospital Authority. The Trustees will review the BOG's recommendations before approving or rejecting any grant. The entire process may be completed in as little as four weeks following the submittal of a qualified application.
7. Important Notes:
 - A. The applicant is responsible for the cost of preparing and submitting all documents. Once submitted, applications become the property of the Midwest City Memorial Hospital Authority.
 - B. Complete applications meeting program requirements shall be considered on a "first come, first served" basis. Postmarks do not constitute "received," and applicants are encouraged to follow up with a telephone call if they have not heard from Staff within five (5) days of applying.
 - C. Ownership name(s) and all address(es) must match on all documents. Payment will be issued to the name of the record on the IRS W-9 form.
 - D. Documents, once received, shall become public records, are subject to the Oklahoma Open Records Act, and will not be returned.
 - E. Applicants agree to abide by the Program's Terms and Conditions as stated herein. Decisions made by the Authority shall become final and are not subject to appeal.

Terms and Conditions

Grant Terms, Conditions (All Tiers)

1. Those receiving grant approvals will likely receive payment at their address of record, minus deductions for any outstanding debts owed to the City or its authorities, within 2 weeks of receiving the award.
2. Applicants are responsible for all liabilities associated with the program, including local, state, or federal taxes.
3. Applicants must submit receipts proving expenditures were used as requested within ninety (90) days of award.

Business Information: **Time in Operation:** Years: _____ Months: _____
Legal Structure: _____ Sole Proprietorship _____ Corporation
 _____ Limited Liability Corp. _____ S-Corp.
 _____ Partnership

Have you applied for Federal assistance or any other type of grant program(s): ___ Yes ___ No
Applications(s) Status: ___ Pending ___ Rejected ___ Approved

If approved, how much assistance did you receive in total: \$ _____
 ___ Grant(s) _____ Loans(s) _____ Combination of Both

LOSSES:

What is the total loss of revenue in comparing receipts for March 1, 2019 through April 30, 2019 versus the same time in 2020? _____%

How to compute losses:

Receipts for 3/1/2019 – 4/30/2019:	\$ 45,000	$\$17,500 \div \$45,000 = 38.89\%$
Receipts for 3/1/2020 – 4/30/2020:	\$ 27,500	
Difference:	\$ 17,500	

Do you own similar businesses in other communities? YES NO **Total units owned:** _____
 (Please describe other businesses owned on a separate sheet of paper and attach to this application.)

Planned Expenditures Details:	Rent or Mortgage:	\$ _____	.00
	Other Debt Service:	\$ _____	.00
	Personnel or Benefits:	\$ _____	.00
	Materials or Supplies:	\$ _____	.00
	Contract Labor:	\$ _____	.00
	Utilities:	\$ _____	.00
	Advertising:	\$ _____	.00
	Other*:	\$ _____	.00
	*(Attach details)		
	Total Request:	\$ _____	.00

Please Attach The Following Documents:

- ___ A signed statement explaining how obtaining this grant will affect the future of your business in Midwest City.
- ___ A Certificate of good standing from the Oklahoma Secretary of State (Order at: <https://www.sos.ok.gov/corp/order/orderDefault.aspx>)
- ___ Completed Internal Revenue Service Form W-9

Program Calendar

June

23 MCMHA meeting to review program, proposed changes to documents

Press release announcing program.

25 Board of Grantors meeting to review program guidelines.

29 Press release, begin receiving applications.

July

21 Deadline for applications.

August

6 SPECIAL MEETING: Board of Grantors meeting to review applications for awards.

18 SPECIAL MEETING: MCMHA to review applications and finalize awards.



PUBLIC DISCUSSION

