

SPECIAL MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY

AND

SPECIAL MEMORIAL HOSPITAL AUTHORITY TRUST BOARD OF GRANTORS

MEETING AGENDA

Midwest City Council Conference room, second floor of City Hall
100 N. Midwest Boulevard

June 01, 2017 - 5:00 PM

Special Assistance requests – tcoplen@midwestcityok.org or 739-1002. (Please provide no less than 24 hours' notice) Special assistance request during a meeting call 739-1388.

- A. CALL TO ORDER.
- B. DISCUSSION ITEMS.
 - 1. Discussion and consideration of the Memorial Hospital Authority grant program. (City Manager - G. Henson)
- C. ADJOURNMENT.



Midwest City Memorial Hospital Authority

100 North Midwest Boulevard
Midwest City, Oklahoma 73110
Office (405) 739-1207 - Fax (405) 739-1208
E-mail: ghenson@midwestcityok.org

J. Guy Henson
*General Manager/
Administrator*

Trustees

Matthew D. Dukes II
Susan Eads
Pat Byrne
Rick Dawkins
M. Sean Reed
Christine Allen
Jeff Moore

Board of Grantors

Sherry Beaird
John Cauffiel
Marcia Conner
Pam Dimski
Dara McGlamery
Joyce Jackson
Charles McDade
Nancy Rice
Sheila Rose

MEMORANDUM

TO: Honorable Chairman and Trustees

FROM: J. Guy Henson, General Manager/Administrator

DATE: June 1, 2017

SUBJECT: Discussion and consideration of the Memorial Hospital Authority grant program.

At the May 23, 2017 Hospital Authority meeting, the Memorial Hospital Authority (the Authority) made a motion to meet with the Trust Board of Grantors (BOG) regarding the grant program process.

Among other ideas, I believe there is a question concerning the BOG's rating of projects and then the final ranking recommendations to the Authority. This process can be found in the "Policies and Procedures of the Midwest Memorial Hospital Authority Trust Board of Grantors."

Attached you will find the grant forms and the governing documents for the grant process including the Operating Contract by and between the Authority and the Board, the Bylaws of the Board, the Policies and Procedures of the BOG, and the current board members for your review.

I have also asked Terri Craft, our Grants Manager, to review the forms and process. Terri has not been involved in the MHA grant review process, so she can look at the process with a fresh set of eyes. Using her wealth of grant experience, she will be prepared to provide her input at the meeting.

J. Guy Henson
General Manager/Administrator

OPERATING CONTRACT BY AND BETWEEN
THE MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY
AND
THE TRUST BOARD OF GRANTORS

THIS CONTRACT, effective the 1st day of July, 1998, by and between the Midwest City Memorial Hospital Authority, a public trust (hereinafter the "Authority"), and the members of the Trust Board of Grantors (hereinafter the "Board of Grantors"),

WITNESSETH:

WHEREAS, the Authority's Amended and Restated Trust Indenture expressly authorizes the Authority to make and enter into management contracts and for the furnishing of any services or for the performance of any duties deemed by the trustees of the Authority (hereinafter the "Trustees") to be for and in the best interests of the administration of the trust estate; and

WHEREAS, the Authority deems a Board of Grantors to be the best vehicle by which to have certain duties and obligations performed in the Authority's best interests;

IT IS HEREBY CONTRACTED AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

I.

GENERAL PROVISIONS

1.1 Scope and Duration.

1.1.1 Scope. This contract shall be binding upon the Authority, its successors and assigns, and upon the Board of Grantors and its successors.

1.1.2 Duration. This contract shall continue in full force and effect for the duration of the trust or until either party gives the other party thirty (30) days written notice of termination.

1.2 Partial Ineffectiveness. The invalidity or ineffectiveness for any reason of any one or more words, phrases, clauses, sentences, paragraphs, subsections, sections or articles of this contract shall not affect the remaining portions so long as such remaining portions constitute a practicably operable instrument; and any provision herein which shall be in derogation of the obligations and duties of the Authority and which would

constitute a breach of trust under the law of trusts shall be ineffective and inoperative notwithstanding its inclusion herein. Any such invalid or ineffective portion was inserted conditionally upon it being valid and effective only as aforesaid and this contract shall be construed as if such invalid or ineffective portion had been omitted.

II.

THE BOARD OF GRANTORS

2.1 Establishment of Board. The Board of Grantors is established to perform the duties and with the powers hereinafter set forth. The Board of Grantors shall be composed of nine (9) members. A quorum of the Board of Grantors shall consist of a majority of its members and at least a majority of its members must be present in order for the Board of Grantors to take any action. Approval of an action shall require the affirmative vote of a majority of the members of the Board of Grantors present at a meeting at which a quorum is present.

2.2 Limitations on Board Members. No member of the Board of Grantors shall be eligible:

(a) To enter, directly or indirectly, into any contract for profit with the Authority or the Board of Grantors;

(b) To profit in any manner, directly or indirectly, by reason of membership on the Board of Grantors;

(c) To be employed by the Authority during his/her term or within two (2) years after expiration of the term for which such member was appointed;

(d) To serve more than two (2) consecutive four-year terms but appointment to serve an unexpired term shall be considered a full term for this purpose only if the appointee serves as such for a period in excess of two (2) years; or

(e) To receive compensation for serving as a member the Board of Grantors, however, members of the Board of Grantors may obtain reimbursement with approval of the Authority for their actual expenses incurred while performing or participating in activities directly related to their duties and responsibilities as members of the Board of Grantors.

2.3 Term, Appointment and Removal.

2.3.1 Term. Each member of the Board of Grantors shall serve a four-year term. No member of the Board of Grantors

shall be eligible to serve more than two (2) consecutive terms. A term shall consist of more than two years of membership.

2.3.2 Qualifications. Members of the Board of Grantors must be at least twenty-five (25) years of age and must be residents of or employed within the corporate limits of the city of Midwest City for at least one (1) year prior to appointment and throughout their term. Members of the Board of Grantors should be chosen for their business or community experience but can also be chosen based upon their representation of an at-risk segment of the Midwest City community.

2.3.3 Appointment. Each Trustee shall nominate one (1) member of the Board of Grantors, which member must be confirmed by an affirmative vote of a majority of the Trustees present to be eligible to serve on the Board of Grantors. The Midwest City Chamber of Commerce shall appoint two (2) members of the Board of Grantors. The initial appointees to the Board of Grantors based on nominations of the trustees who serve as the mayor and as councilmembers for Ward 1, Ward 3 and Ward 5 of the city of Midwest City and one of the Chamber of Commerce's appointees shall serve for a period of two (2) years so that, in the future, every two (2) years approximately one-half of the Board of Grantors shall be appointed or reappointed. In the event of a vacancy on the Board of Grantors, the entity that initially appointed the member last holding the vacant office shall nominate or appoint, as appropriate, a replacement subject to confirmation by an affirmative vote of a majority of the Trustees in the case of an appointment by a Trustee.

2.3.4 Removal. Any member of the Board of Grantors may be removed by the Authority for good and sufficient cause certified by a resolution of the Authority. "Good and sufficient cause" may be defined as, but not limited to, failing to attend more than one-half of all meetings of the Board of Grantors in any period of four (4) consecutive months.

III.

DUTIES OF BOARD OF GRANTORS

3.1 Obligations of Board of Grantors and Authority.

(a) The Board of Grantors shall have the duty to:

(1) Seek, request, apply for and receive, with the permission of the Authority, grants, gifts and donations, in money, property or services, from governmental agencies, individuals, entities, corporations or organizations by gift, devise, bequest or otherwise, absolutely or in trust;

(2) Beginning no later than September 1 of each year, publicly advertise and distribute materials to governmental agencies, individuals, entities, corporations or organizations seeking a grant from the Authority for any public purpose that directly benefits the Midwest City community which may include, but shall not be limited to:

- (i) Economic development;
- (ii) Education;
- (iii) Revitalization of the city of Midwest City;
- (iv) Community;
- (v) Housing;
- (vi) Safety;
- (vii) Youth and family; or
- (viii) Health;

(3) Review the grant applications received from governmental agencies, individuals, entities, corporations or organizations seeking a grant from the Authority and make recommendations to the Authority no later than March 1 each year of which grant applications to fund and in what amount within the budget set by the Authority each year;

(4) Periodically evaluate community needs to assist the Board of Grantors in making its grant funding recommendations to the Authority;

(5) Make such other recommendations to the Authority as may be appropriate for the continuing benefit of the Authority and perform such other duties and have such other powers as the Authority may determine from time to time.

(b) The Authority shall have the duty to:

(1) Review the Board of Grantors's recommendations and fund those grant applications that the Authority deems the most appropriate use of its funds;

(2) Review any other recommendations made by the Board of Grantors and take appropriate action based on those recommendations; and

(3) Determine and notify the Board of Grantors, prior to September 1 of each year, of the amount of the Authority's funds available for distribution for grants.

3.2 Staff.

(a) The City Manager for the City of Midwest City shall be the general manager and administrator of the Authority. He shall assist the Board of Grantors in performing its duties and obligations to the Authority. He shall have the authority and discretion to use the services of the staff of the City of Midwest City, for which the Authority shall reimburse the City, or he may hire such other staff as he deems appropriate to meet the needs of the Authority.

(b) The City Attorney for the City of Midwest City shall be the attorney for the Authority and for the Board of Grantors. The attorney shall attend such meetings and provide such legal advice as requested by the Board of Grantors.

IV.

REPORTS TO AUTHORITY; MEETINGS OF AUTHORITY

4.1 The Board of Grantors shall make a year-end report to the Authority no later than June 30 of each year. Such year-end reports shall contain some indication of the Board of Grantors's objectives, aims and goals.

4.2 At least one member of the Board of Grantors shall attend each meeting of the Authority if requested to do so by the Authority.

V.

MEETINGS OF THE BOARD OF GRANTORS

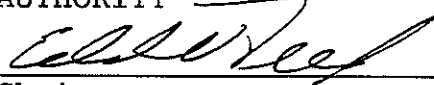
5.1 Organization. The Board of Grantors may determine its own methods of organization and functioning, and its officers and their duties. However, any bylaws of the Board of Grantors that are approved by the Board of Grantors must be approved by the Authority prior to being effective.

5.2 Meetings. The Board of Grantors shall meet as often as it deems appropriate. Notice of the time and place of each meeting of the Board of Grantors shall be given and posted as required by the Oklahoma Open Meetings Act. Copies of the notice and agenda of meetings and supporting documents of the Board of Grantors shall be furnished to members of the Authority and to the City Attorney of the City of Midwest City.


IN WITNESS WHEREOF, the parties hereto have executed this contract in multiple counterparts, each of which constitutes one and the same contract, to be effective as of July 1, 1998.

DATED this 28th day of July, 1998.

MIDWEST CITY MEMORIAL HOSPITAL
AUTHORITY


Chairman

ATTEST:



Secretary

MEMBERS OF THE TRUST BOARD OF
GRANTORS


8/04/98
Date


KEITH BEACHLER

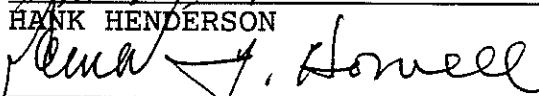
8/04/98
Date


PHILLIP HEIN

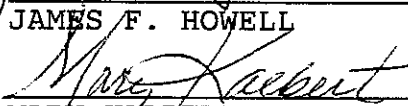
8/04/98
Date


HANK HENDERSON

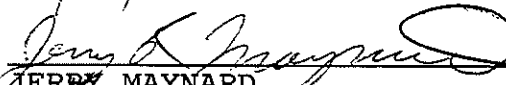
8/04/98
Date


JAMES F. HOWELL

8/04/98
Date


MARY KALBERT

8/04/98
Date


JERRY MAYNARD

8/04/98
Date


SMOKEY MCKINNEY

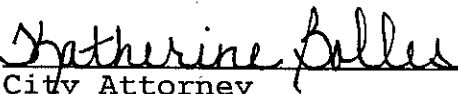
8/04/98
Date


JOHNNY MORGAN

8/04/98
Date


C. W. SNYDER

APPROVED AS TO FORM AND LEGALITY this 4th day of
August, 1998.


City Attorney

BYLAWS
OF
THE TRUST BOARD OF GRANTORS

PREAMBLE

For the purpose of these bylaws, the words "Board of Grantors" shall mean the Trust Board of Grantors and the word the "Authority" shall mean the Midwest City Memorial Hospital Authority.

Membership on the Board of Grantors carries with it a responsibility that makes it obligatory for each member of the Board of Grantors to perform the duties involved as conscientiously and as efficiently as possible.

The members of the Board of Grantors are appointed by the Authority and the Midwest City Chamber of Commerce, and shall perform their obligations and duties in accordance with the rules, regulations and procedures established by the Authority.

The Mission Statement governing the Board of Grantors when considering grant applications shall be to preserve, endow and support the betterment of the community of Midwest City.

ARTICLE I

OFFICERS OF THE BOARD OF GRANTORS

As soon as practicable after the initial Board of Grantors is appointed, and annually thereafter, the Board of Grantors shall meet and elect from among its members a chairman, a vice-chairman and a secretary/treasurer. No member of the Board of Grantors may serve more than two (2) consecutive one-year terms in any one office.

The chairman shall preside at all meetings and shall be an ex-officio member of all committees. S/he shall sign all official documents approved by the Board of Grantors.

The vice-chairman shall preside at all meetings and perform all other duties of the chairman when the chairman is absent or otherwise unable or unwilling to perform the duties of chairman. When acting as the chairman in the absence, inability or unwillingness of the chairman to act, the vice-chairman shall have all of the powers and authority of the chairman.

The secretary/treasurer shall keep the minutes and proceedings of all meetings of the Board of Grantors. The secretary/treasurer shall also be the custodian of all correspondence, reports and records of the Board of Grantors. The

secretary/treasurer is also responsible for the proper accounting of the recommendations to the Authority for the disbursement of grant funds.

ARTICLE II

COMMITTEES

Committees of the Board of Grantors shall be standing or special committees. Committees shall be created as necessary by a majority vote of the Board of Grantors.

ARTICLE III

MEETINGS OF THE BOARD OF GRANTORS

The fiscal year of the Board of Grantors shall be from July 1 through June 30. The Board of Grantors shall hold meetings as needed to accomplish its mission. Notice of the time and place of the Board of Grantors's regular meetings shall be made in writing by December 15 of each year to the Midwest City City Clerk indicating the date, time and place for each regular meeting for the following calendar year. Public notice of each meeting shall be filed and posted as required by the Oklahoma Open Meetings Act. Copies of the notice and agenda of meetings of the Board of Grantors and supporting documents shall be furnished to members of the Authority and to the attorney for the Board of Grantors and the Authority. A quorum of a majority of the members of the Board of Grantors must be present at any meeting for the Board of Grantors to conduct any business. Approval of an action shall require the affirmative vote of a majority of the members of the Board of Grantors present at a meeting at which a quorum is present. Members of the Board of Grantors may be subject to removal if they are absent from more than one-half of all of the meetings held by the Board of Grantors in any consecutive four-month period.

Special meetings may be called as necessary to carry out the purposes of the Board of Grantors. Special meetings may be called by the chairman or by written request to the secretary/treasurer of a majority of the members of the Board of Grantors. Notice of such special meeting shall be given to all members of the Board of Grantors.

The following is a suggested agenda for the Board of Grantors:

1. Call to order
2. Approval of minutes of previous meetings
3. Old business

4. New business
5. Reports of officers and committees
6. Communications
7. Other business.

IV.

DUTIES OF THE BOARD OF GRANTORS

The Board of Grantors shall have the duty to:

(a) Seek, request, apply for and receive, with the permission of the Authority, grants, gifts and donations, in money, property or services, from governmental agencies, individuals, entities, corporations or organizations by gift, devise, bequest or otherwise, absolutely or in trust;

(b) Beginning no later than September 1 of each year, publicly advertise and distribute materials to governmental agencies, individuals, entities, corporations or organizations seeking a grant from the Authority for any public purpose that directly benefits the Midwest City community which may include, but shall not be limited to:

- (1) Economic development;
- (2) Education;
- (3) Revitalization of the city of Midwest City;
- (4) Community;
- (5) Housing;
- (6) Safety;
- (7) Youth and family; or
- (8) Health;

(c) Review the grant applications received from governmental agencies, individuals, entities, corporations or organizations seeking a grant from the Authority and make recommendations to the Authority no later than March 1 each year of which grant applica-

tions to fund and in what amount within the budget set by the Authority each year;

(d) Periodically evaluate community needs to assist the Board of Grantors in making its grant funding recommendations to the Authority;

(e) Make such other recommendations to the Authority as may be appropriate for the continuing benefit of the Authority and perform such other duties and have such other powers as the Authority may determine from time to time; and

(f) Disclose any and all relationships that any member of the Board of Grantors has or may have with any governmental agency, individual, entity, corporation or organization that applies for a grant from the Authority. This duty also applies to each member of the Board of Grantors requiring that s/he disclose to the Board of Grantors any and all relationships s/he has or may have with any governmental agency, individual, entity, corporation or organization prior to the Board of Grantors's consideration of any grant application from a governmental agency, individual, entity, corporation or organization with which any member of the Board of Grantors has or may have a relationship of any kind or description.

V.

STAFF

The City Manager for the City of Midwest City shall be the general manager and administrator of the Authority. He shall assist the Board of Grantors in performing its duties and obligations to the Authority. He shall have the authority and discretion to use the services of the staff of the City of Midwest City, for which the Authority shall reimburse the City, or he may hire such other staff as he deems appropriate to meet the needs of the Authority. The Board of Grantors may adopt policies and procedures. These policies and procedures should guide the staff in its implementation of the Board of Grantors's duties and obligations to the Authority.

VI.

REPORTS TO, MEETINGS OF AUTHORITY

The Board of Grantors shall make a year-end report to the Authority no later than June 30 of each year. Such year-end reports shall contain some indication of the Board of Grantors's objectives, aims and goals.

At least one member of the Board of Grantors shall attend each meeting of the Authority if requested to do so by the Authority.

VII.

APPLICATIONS FOR GRANT FUNDS

(1) All applications for grant funds, to be eligible for consideration by the Board of Grantors, must contain the following information and such other information as the Board of Grantors may request:

(a) Name, address and telephone number of the applicant and the name of a specific contact person who shall represent the applicant during the application process;

(b) A specific description of for what the grant funds, if received, will be used; and

(c) A specific description of how the use of the grant funds, if received, will benefit the Midwest City community.

(2) All applications shall be reviewed and receive equal consideration regardless of the applicant's race, creed, color, religion, sex, handicap or national origin.

VIII.

INDEMNIFICATION OF THE BOARD OF GRANTORS

Every person who is now or shall be a member of the Board of Grantors in the future shall be indemnified by the Authority against all costs and expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon any member in connection with or resulting from any action, suit or proceeding of whatever nature to which such member is or shall be made a party by reason of being or having been a member of the Board of Grantors, whether or not such member holds that position at the time the member is made a party to such action, suit or proceeding or at the time such costs or expenses are incurred or imposed. The Authority shall not, however, indemnify any member of the Board of Grantors in any action, suit or proceeding when it has been determined that the member acted outside the scope of the member's duties as a member of the Board of Grantors.

IX.

AMENDMENTS TO BYLAWS

These bylaws may be amended after notice is given at any regular meeting of the Board of Grantors. At the next meeting following the meeting at which notice that the bylaws would be amended was provided, a two-thirds (2/3) majority of the members of the Board of Grantors present shall be required for adoption of the amendment. An amendment shall be effective upon its approval by the Authority.

X.

ADOPTION OF BYLAWS

These bylaws may be adopted at any meeting of the Board of Grantors and shall become effective when approved by the Board of Grantors and the Authority. In the event any of these bylaws shall be in conflict with the Amended and Restated Trust Indenture or the Operating Contract between the Authority and the Board of Grantors, the Amended and Restated Trust Indenture and the Operating Contract shall prevail over these bylaws.

THESE BYLAWS WERE PASSED, APPROVED AND ADOPTED by the Board of Grantors on the 7th day of July, 1998, and approved by the Authority on the 14th day of July, 1998.

TRUST BOARD OF GRANTORS

Robert J. Howell
Chairman

ATTEST:

Mary Kaibest
Secretary/Treasurer

MIDWEST CITY MEMORIAL HOSPITAL
AUTHORITY


Eddie O. Reed
Eddie O. Reed, Chairman

ATTEST:

Tommy Melton
Tommy Melton, Secretary

1998.

APPROVED AS TO FORM AND LEGALITY this 14th day of July,


City Attorney

POLICIES AND PROCEDURES OF
THE MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY
TRUST BOARD OF GRANTORS

DEFINITIONS:

Authority: The Midwest City Memorial Hospital Authority, a public trust, or, interchangeably, the trustees of that trust.

Board of Grantors or Board: The Trust Board of Grantors of the Authority or, interchangeably, the members of that board.

Policy: A basic principle by which the Board of Grantors guides its affairs and organization.

Procedure: An established method or manner by which the bylaws and policies of the Board of Grantors is implemented.

A. POLICIES

ADMINISTRATION:

(1) Purposes and objectives of the Board of Grantors:
The purposes and objectives of the Board of Grantors are to:

- (a) Seek, request, apply for and receive grants, gifts and donations;
- (b) Advertise and distribute materials to members of the public seeking a grant from the Authority;
- (c) Review the returned completed grant applications from members of the public seeking a grant from the Authority; and
- (d) Make recommendations to the Authority, within the funding limits set by the Authority each year, as to which grant applications should be funded.

(2) Duties and responsibilities of the Board officers:

Chairman: Preside at all meetings; be an ex-officio member of all committees; and sign all official documents approved by the Board of Grantors;

Vice-Chairman: Preside at all meetings; perform the duties of the chairman when the chairman is absent or unwilling to perform the duties of the chairman; and, when acting as the chairman, have all the powers and authority of the chairman.

Secretary/treasurer: Keep the minutes and proceedings of all meetings of the Board of Grantors; be the custodian of all correspondence, reports and records; and be responsible for the proper accounting of the disbursement of grant funds.

(3) Meetings: Prior to December 15 of each year a list of all of the dates and times of all of the regular meetings of the Board of Grantors for the next calendar year shall be forwarded to the Authority and the city clerk for the City of Midwest City. The Board of Grantors and all of its committees shall comply with the Oklahoma Open Meetings Act, as it may be amended from time to time.

(4) Equal opportunity statement: No employee of the Authority or grant applicant will be discriminated against because of race, color, creed, sex, age, religion, physical handicap or national origin.

B. PROCEDURES

(1) Board of Grantors: Seven (7) members of the Board of Grantors are appointed by the Authority and two (2) by the Midwest City Chamber of Commerce. The Board members shall elect a chairman, a vice-chairman and a secretary/treasurer.

(2) Committees: There shall be two types of committees of the Board of Grantors: standing and special. Committees shall be created as necessary by the chairman or by a majority vote of the Board of Grantors.

(3) Meetings: Unless otherwise indicated on the agenda, all meetings of the Board of Grantors will convene in the second floor conference room at Midwest City City Hall, 100 North Midwest Boulevard, Midwest City, Oklahoma. All dates, times and places of all committee meetings shall be given to the Secretary of the Authority at least 72 hours prior to each meeting. Special meetings of the Board of Grantors can be called on an as-needed basis as determined by the chairman or by a majority of the Board of Grantors. The Board of Grantors and all of its committees shall comply with the Oklahoma Open Meetings Act, as it may be amended from time to time.

(4) Duties of the Board of Grantors:

- (a) To seek, request, apply for and receive grants, gifts and donations to be administered by the Authority with the assistance of the Board of Grantors;
- (b) To review applications for the disbursement of grant monies ensuring that the applications comply with the Authority's objectives and the guidelines of the Operating Agreement between the Authority and the Board of Grantors. The following guidelines shall be used in the evaluation of each application:
 - (i) The primary and foremost consideration of the benefit to the community shall be the final determination whether to fund grant applications.
 - (ii) Each application will be individually reviewed and evaluated by each Board member uniformly and without bias prior to the ranking meeting. Each Board member shall complete evaluation forms that have a numerical weight to each area of the application for each application prior to the ranking meeting.
 - (iii) If there is an application that is illegible or that a Board member cannot understand, he/she shall seek advice of counsel prior to evaluating or abstain from evaluating that application. Any Board member that discovers he/she has a potential conflict of interest pertaining to any grant application must inform the Board of Grantors of that conflict and should abstain from evaluating that application.
- (c) To rate the submitted grant applications on a competitive basis using the following criteria:
 - (i) Need for the project in the community of Midwest City, Oklahoma;
 - (ii) Project description and specific plans for implementation and use of grant funds;

- (iii) Number of citizens or visitors that the project would benefit in the community;
- (iv) Positive impact the project would have in the community; and
- (v) Plans for project evaluation objectives;
- (d) Periodically conduct a community analysis and submit a report to the Authority as to the needs of the community. This can be a committee project and reviewed annually;
- (e) Send to the Authority by March 1 of each year a ranking list of those grant applications that meet the guidelines; and
- (f) Make recommendations to the Authority as may be appropriate for the benefit of the Authority, and perform such duties and have such other powers as the Authority may determine from time to time.

(5) Rating of grant applications: After each Board member has read all of the grant applications and completed an evaluation form for each with rating numbers, all sections of the evaluation form will be added together to determine that Board member's point total for each grant application. All of the Board members' point totals for each grant application will be added together and divided by the total number of evaluating Board members. This number then becomes the ranking number for that grant application. This procedure continues until all grant applications are evaluated and ranked from the highest to lowest. If clarification of a grant application or a project is needed, this can be accomplished by a visit by or to the Board of Grantors or by written clarification submitted by an applicant of specific areas of a grant application or a project at the sole and exclusive discretion of the Board of Grantors.

(6) Grant limitations: Only one application will be considered if two or more identical applications are submitted. No identical grant will be funded in subsequent years but multi-year grant applications will be considered. All grant applications must be double spaced and typewritten or printed in black ink, and must be received by the Secretary of the Authority prior to 5:00 p.m. on the designated deadline to qualify for consideration for funding by the Board of Grantors.

(7) Annual review: These procedures shall be reviewed annually or as directed by the chairman of the Board of Grantors or of the Authority.

(8) Attendance at Authority meetings: At least one member of the Board of Grantors shall attend meetings of the Authority when requested to do so by the Authority.

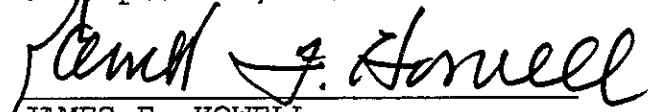
C. REPORTS TO THE AUTHORITY

(1) Ranking report: The Board of Grantors shall prepare and submit to the Authority a report ranking those grant applications with the highest total point averages as its recommendations as to which grant applications should be funded. At no time shall the funding recommendations of the Board of Grantors exceed the funding limits identified by the Authority no later than September 1 of each year as being available for distribution as grants.

(2) Year-end report: The Board of Grantors shall make a year-end report to the Authority no later than June 30 of each year. The year-end report will contain some indication of the objectives, aims and goals of the Board of Grantors.

(3) Budget: The Board of Grantors shall submit a budget of its intended expenditures for the following fiscal year to the Authority before May 1 of each year. This budget will be prepared by the Authority's Secretary and approved by the Board of Grantors prior to submission for the Authority's approval.

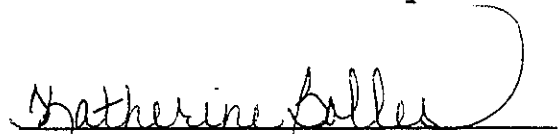
THESE POLICIES AND PROCEDURES were passed and approved by the Trust Board of Grantors of the Midwest City Memorial Hospital Authority on the 10th day of September, 1998.


JAMES F. HOWELL
Chairman

ATTEST:


MARY KALBERT
Secretary/Treasurer

APPROVED AS TO FORM AND LEGALITY this 10th day of September, 1998.


KATHERINE BOLLES
Attorney for the Trust Board
of Grantors

**MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY
TRUST BOARD OF GRANTORS**

(Council/Chamber appointed/approved - limit 2 terms per appointment dates/4 year terms)

Chamber Appointee - **Pam Dimski**

Original appointment: 05/26/10

1st Term ended 05/27/14

Term ends 05/13/18

Chamber – **Dara McGlamery**

Original appointment: 04/26/16

1st Term ends 04/26/20

Ward 1 - **John Cauffiel - Vice Chairman**

Original appointment: 11/22/11

Terms out on 04/26/20

Ward 2 - **Charles McDade**

Original appointment: 04/14/09

1st Term ended 05/13/14

Term ends 05/13/18

Ward 3 - **Sheila Rose**

Original appointment: 04/26/16

Term ends 04/26/20

Ward 4 - **Marcia Conner**

Original appointment: 04/08/14

Terms out on 05/13/18

Ward 5 – **Joyce Jackson**

Original appointment: 04/26/16

1st Term ends 04/26/20

Ward 6 - **Nancy Rice - Chairman**

Original appointment: 04/28/10

1st Term ended 04/08/14

Term out on 05/13/18

Mayor – **Sherry Beard, Secretary/Treasurer**

Original appointment: 11/09/10

Terms out on 04/26/20



Midwest City Memorial Hospital Authority

100 North Midwest Boulevard
Midwest City, Oklahoma 73110
(405) 739-1204 FAX (405) 739-1208

FY 2016-17 GRANT APPLICATION

Introduction

The purpose of the Midwest City Memorial Hospital Authority (MCMHA) grant program is to improve the quality of life by funding effective projects that address the diverse issues and opportunities facing the Midwest City community.

Applicants are encouraged to demonstrate that they have identified an existing or potential need within the community, and have developed a reasonable and cost-efficient method for addressing that need. However, grant funds are limited to non-reoccurring expenses.

The MCMHA appointed Board of Grantors (BOG) will score applications based on a project's long-term potential to achieve a significant impact on the Midwest City community.

The BOG scores will be compiled and funding recommendations made to the MCMHA by February 14, 2017. Final grant funding determinations will be made at a subsequent date by the MCMHA. All applicants will be notified regarding the final grant funding determinations.

All applicants awarded grants must complete a Grant Recipient Agreement (Agreement). This Agreement shall be between the grant recipient and MCMHA for the disbursement, utilization and accountability of any MCMHA funding awarded. The Grant Recipient must agree to use the awarded funds only for the specific purpose(s) and time period(s) stated in the grant application and Agreement.

All grant funds must be used within one year of the date that funds are dispersed. However, upon the written request of a grant recipient, the MCMHA general manager/administrator, in his sole discretion, may grant one or more six-month extensions of time within which to spend the grant funds, if proved necessary.

If grant funds are not spent in the manner described in the grant recipient's application and/or within the time specified, the grant funds must be repaid to the MCMHA.

As a public trust, MCMHA is subject to the Oklahoma Open Records Act. Thus, all grant documents including the applications and their supporting documentation are public records.

Finally, the MCMHA is required by the Internal Revenue Service to issue 1099 forms to all grant recipients; thus, grant funds received by an applicant may be taxable under the IRS Code.

Application Guidelines

1. Applications must be postmarked or hand delivered by 5:00 p.m. on Friday, November 4, 2016. This deadline is not flexible. Applications received after this deadline will not be considered for funding.
2. Applications must be double-spaced and typed or clearly printed in ink. All sections of the application must be completed. (“NA” can be used to address sections that are unrelated to the proposed project.)
3. Application packets should be stapled or clipped only. Do not bind the packets because all documents must be scanned to transmit them to the Board of Grantors.
4. City/trust employees cannot comment on the appropriateness of applications or proposed projects or how they will rate with the Board of Grantors.
 - a. All questions and/or concerns must be directed to:

J. Guy Henson - (405) 739-1204
General Manager/Administrator,
Midwest City Memorial Hospital Authority
100 North Midwest Blvd.
Midwest City, Oklahoma 73110.
 - b. Deviations from these Application Guidelines must be addressed with the General Manager and then provided in writing to the Board of Grantors.
 - c. Applicants are not to contact members of the Board of Grantors outside the confines of a scheduled presentation or meeting.
5. At the time of submission, the application packet must include **one (1) original signed and notarized** application with **ten (10) clear copies** of the signed and notarized original. (The “Instruction Sheets” shall not be included in the application packet.)
 - a. Attached pages and/or letters of support from other organizations or individuals in excess of 25 pages are discouraged, unless specifically requested.
 - b. Applications must be submitted/delivered by **November 4, 2016** (faxed/emailed applications will not be accepted due to printing costs):

Jill Donaldson, Executive Assistant
Midwest City Memorial Hospital Authority
100 North Midwest Boulevard
Midwest City, Oklahoma 73110
 - c. Non-profit applicants must attach a copy of their IRS Letter of Determination.

Applicant Information (Please type/print in narrative form and attach to the Application)

1. Describe the purpose and Mission Statement of the Applicant in the Midwest City community.
2. Describe the applicant's long-range plan for this project.
3. List the names of the members of the applicant's current governing body, if the applicant has such a body, and include a means of contacting each member.
4. Describe the applicant's financial stability:
 - a. Are the funds from this grant to be the sole funding for this project? Yes or No
 - b. If "No," then give a detail account of the other sources of funding including amounts for this project.

Project Overview (Please type/print in narrative form and attach to the Application)

1. Describe the plan of operation for the project. Outline the following:
 - a. State the need/benefit of this project to the Midwest City community.
 - b. What target group do you think will be impacted by this project and why?
 - c. Project objectives including any blue prints,
 - d. Time line,
 - e. Resources needed,
 - f. Specific activities,
 - g. Conclude with what you hope to achieve with this project.
 - i. Describe the desired outcome or vision of the project.
 - ii. State the method that will be used to measure the outcome and success of the project (e.g. records, surveys, interviews, pre- and post-tests, community feedback, etc).
2. Describe the project funding including an outline of the project's budget:
 - a. Identify items or projects to be funded with MCMHA grant funds.
 - b. Identify other funding resources for this project (e.g. donations, matching).
 - c. Identify future sustainability resources that may be needed for this project.
 - d. What documentation do you expect to submit for expenditure accountability (e.g. cancelled checks, invoices, bids, receipts etc.)?

FY 2016-17 MCMHA Grant Application

Applicant

Legal Name of Organization: _____
(Should be the same as your IRS determination letter and as supplied on IRS form 990)

Contact Person: _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Mailing Address (If different) _____

Telephone _____ **E-mail** _____

Website: _____ **Other social media:** _____

Applicant Status - check all that apply (entities must have satisfied all legal requirements for status prior to submission of this application):

- Corporation Proprietorship Partnership Non-Profit Individual
- Government Limited Liability Co. Government/City Department

Application Category (Choose only one area that your project might affect the most):

- Economic Development Education Community Housing
- Safety Health Youth and Family Midwest City Revitalization
- Transportation Other (please explain) _____

Grant Information

1. What is the grant project? _____
2. Why do you need funds? _____

3. How much are you requesting? \$ _____
4. What is the estimated total project cost? \$ _____
5. Are you willing to accept less than the requested amount? Yes or No
If "No," please explain _____

Application Certification

By signing this application, I certify, that (check box after reading each line):

- All provided information is true and correct to the best of my knowledge.
- I am duly authorized to submit this grant application on behalf of the above-named applicant.
- I understand and agree that I must provide documentation (acceptable to the MCMHA trustees) within 30 days of expenditures proving that funds received were used for the project/activities identified in this application.
- I acknowledge that any grant funds awarded must be used within the one-year time frame set forth in the Agreement.
- I understand and agree that providing false information or failure to provide such documentation will disqualify the applicant and/or the contact person and any organization represented by them from receipt of any further funds from the MCMHA.
- I further understand such failure may cause funds previously received to be repaid.

DATED this _____ day of _____, 20__.

Applicant Signature

Printed/Typed Applicant Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

My commission expires: _____

Notary Public



Midwest City Memorial Hospital Authority

100 North Midwest Boulevard
Midwest City, Oklahoma 73110
(405) 739-1204 FAX (405) 739-1208 TDD (405) 739-1359

Fiscal Year 2016-17 GRANT SUBMISSION EVALUATION FORM

Evaluation Procedure

Review this grant submission for each of the Application criteria listed below and then calculate a numeric rating. Total points are from 0 to 100 with 100 being the best score possible for awarding grant funds.

Grant Information

Grant Number – Grant Title - Requested Amount

Applicant information

A. Does the plan of operation seem reasonable, achievable, and appropriate?

Note: _____

B. Is the statement of need clear and how many people will be affected directly or indirectly by the project identified?

Note: _____

C. Are the objectives clearly stated, realistic and worthwhile?

Note: _____

D. Are the plans for evaluating the project outcome clearly described?

Note: _____

E. Are future funding resources identified if the project is to extend beyond the period funded through this grant?

Note: _____

F. Does the budget identify items or projects to be funded by this grant and those to be funded through other resources?

Note: _____

G. Is the documentation proposed to prove that these grant funds were used in the manner described in the application sufficiently detailed and reasonable?

Note: _____

Please score this grant submission with 0 (non-fundable) to 100 (most fundable project).

Numerical rating: _____

Comments:

Thank you for participating on the MCMHA Board of Grantors!

Applicant	Desired Purchase	Amount Requested	#1	#2	#3	#4	#5	#6	#7	#8	#9	Total Scores	Average Scores	BOG Evaluation Comments (Red = Question, Blue = Answers, Black = other comments)	Final BOG \$ Proposed after 01-26-17 meeting
MWC Community Development	Changeable Message Sign (trailer)	\$18,500.00	100	100	80	97	95	100	100	75	80	827	92	Full amount. / Helpful to our smooth-running traffic.	18,500.00
MWC Fire Dept.	Equipment upgrades	\$32,200.00	100	100	30	99	100	100	100	50	100	779	87	Keeping our firemen safe is essential. / 100% for parial funding of \$10,400 - yes to the bullet proof vests and badges...other items should be in budget. / Of the items requested, two standout, the bullet proof vest and the Home Safety mailers = \$8,600. / Fully fund all except badges at 70%.	9,790.00
MWC Park and Rec	Mid-America Park Master Plan Proposal	\$16,000.00	100	75	65	70	93	100	100	100	70	773	86	Partial fund for \$8000. / Need a plan to best utilize the gift of donated land. / This park and extension of our trial system is very nice. A question I have is does the Police Dept. think safety could be an issue in this crime-ridden part of town? No, per Chief / Great improvement to family life on the North side of MWC. / Unclear project outcome evaluation process.	16,000.00
MWC Kiwanis Club	Light the Park	\$15,000.00	100	100	42	94	90	100	40	90	90	746	83	Partial fund for \$7500. / Visitors to the park will enjoy a sense of security. / Should be combined with request #4 and perhaps purchased together for savings? / Children/young teens use this park.	10,000.00
RSVP of Central OK, Inc.	Educational tools: Banner, brochures and newsletters for non-driving elderly	\$5,900.00	100	100	63	90	96	0	100	90	90	729	81	Full amount. / Much needed for the aging population of MWC. / Second request for consumables (funded in 2014-15) - This is worthwhile; however, it is recurring expenses. / This is of great value to our elderly.	0.00
MWC Parks & Rec.	Blue lights for Lion's Park	\$19,200.00	100	75	50	95	90	100	0	90	100	700	78	Partial fund for \$9600. / Good for entire community - provide security. / Worthwhile use of our funds, which are one-time and benefit MWC citizens. / Wonder about the outcome of the blue lights at Regional? Per the EOC and Police, the Blue Lights at Regional are worth the expense and occasional miscall as they increase public safety.	10,000.00
Rose State College Foundation, Inc.	MWC Heritage Day with RSC Foundation	\$15,000.00	50	100	49	92	98	100	40	80	90	699	78	I recommend we fund \$7500. / Community needs more things like this! / Seems like a fun project for MWC's citizens. / This would duplicate parts of Grant #16, if is is approved.	15,000.00
Rose State College	OK Business Conference	\$9,450.00	25	75	60	98	94	80	70	100	90	692	77	Full amount. / Business helps the City, which helps citizens. / This request has merit, but aren't local business owners already aware of the topics to be discussed at this conference?	9,450.00
Team Tinker Home Away from Home	Mentorship and activities for TAFB	\$47,094.76	0	100	40	85	95	100	100	75	85	680	76	No benefit to MWC residents. / Can this happen without the assistance? Yes, but funds would broaden the scope of services. Partial fund for \$28,000. / Very commendable program. / Worthwhile, but we should not fund a salary -even for a year. 100% for project #2 \$28,500, plus for computer and printer = \$30,500. / I believe this project helps strengthen our relationship with Tinker. / Parial fund. / Ongoing funding for salary is uncertain - future funding resources unknown.	0.00
The Eden Clinic, Inc.	Pregnancy and Wellness	\$10,000.00	100	75	52	3	80	100	100	70	90	670	74	Partial fund for \$5000. / While applauding the cause, this does not benefit the entire community. / Sadly, this type of service is all-too-needed in our City. Supplies - once only.	10,000.00
Friends of the Oklahoma History Center	MWC Historic C-47 Exhibit	\$75,000.00	75	100	70	60	94	80	100	80	0	659	73	Full amount. / This request meets the criteria, but is very expensive. / Preserving MWC/Tinker History. / Plan of operation, objectives, and budget are all somewhat unclear - worthy project, but possible private funding needed for completion.	75,000.00
MWC Chamber of Commerce	MWC/Tinker 75th Anniversaries	\$219,250.00	75	100	55	50	98	100	100	0	49	627	70	Maybe fund \$55,000 for Documentary and coins. / Important, but a big chunk of our funds. / 100% for partial funding only of \$30,000 - The scupture should be displayed at City Hall where more people can see it. / Recusing myself - serve on 75th Anniversary Committee. / Plan of Operation seems only partially reasonable - objectives only somewhat clear - Pride is not a measurable evaluation for a project outcome - A=90%; B=75%; C=40%; D=90%; E=0%.	209,956.00

Applicant	Desired Purchase	Amount Requested	#1	#2	#3	#4	#5	#6	#7	#8	#9	Total Scores	Average Scores	BOG Evaluation Comments (Red = Question, Blue = Answers, Black = other comments)	Final BOG \$ Proposed after 01-26-17 meeting
MWC Parks & Rec.	Shuttle Golf Cars for Special Events Etc.	\$20,000.00	100	80	52	75	92	0	90	60	70	619	69	Partial fund for \$10,000. / Helpful for entire community - useful for events. / Worthwhile; however, our funds are limited. / Funding for one cart in full, but both 70%.	20,000.00
Mid-Del Public Schools	John Deere Gator/Storage Shed	\$24,000.00	25	100	0	80	95	100	50	60	100	610	68	It's important to help our schools during their budget crunch. / Very well done application. Objectives are clearly stated. / Replacement = ongoing? Fund actual cost.	21,304.00
Carl Albert HS Band Booster, Inc.	CAHS Band Enhancement	\$44,189.00	0	100	0	4	95	100	80	60	80	519	58	Small number will benefit. / This is limiting as to who it helps - not the community at large. / I like the application; if needed, we could fund just the trailers and trailer enhancements. / Does C.A. own a Semi-truck to pull that trailer? They do not, but plan to rent or borrow one (as other groups do) and they do have a volunteer driver with a Class A license to help them. Isn't replacing tires maintenance expenses? Yes to a partial. / Partial funding of 80% for part two and three, but 95% funding for part one.	0.00
Divine Wisdom Worship Center	Van Purchase	\$50,000.00	0	100	5	65	90	100	0	10	80	450	50	Great program helping at-risk children - these type of programs are essential in helping these students. / 100% for one truck (\$25,000) - Worthwhile program for at-risk youths. / Statement of need, future funding, budget needs are unclear.	25,000.00
Hope for Hope Foundation	Van/Equipment Purchase	\$68,431.75	0	100	0	96	85	0	50	0	0	331	37	Does Hope for Hope have facilities to house the vans? No, per Ms. Coate / Much needed. / We must help our at-risk children for our community to grow. / Although this is a worthwhile project, I would consider partial funding if this Foundation was already up and running. / Unclear if this organization is up and running - objectives are worthwhile, but not realistic - how the budget needs will be met are unclear (bake sales, donations are mentioned) - organization does not appear to exist.	0.00
MWC High School Museum, Inc./Vietnam Memorial Project Com.	MWC HS Vietnam Memorial	\$179,860.88	25	75	0	15	95	0	0	20	50	280	31	Although very worthwhile, our City has a Veterans Memorial honoring all our veterans. / This project is too narrow in scope. It has limited impact for the City as a whole. / Plan of operation only somewhat clear - only 22 veterans are mention (too small for large community) - Future funding unclear, will maintenance be required of Mid-Del Schools? Routine maintenance such as landscaping and light bulbs they will continue to take care of as they do now for the museum. The Committee will handle any electronic failure for the new computer. - I would like to see a memorial building in a more central MWC location to honor all from MWC, but we already have a veterans memorial at Regional Park so why not add to that?	0.00
Crutcho Community Foundation	Land/Track Purchase	\$1,750,000.00	0	80	0	10	93	0	0	0	0	183	20	Too expensive. / Future funding resources needs work. / Not sure what we could give them would help much. / Good cause; I'd rather fund more grants than give all funds to this. Perhaps, partial funding. / I love the running track. We just don't have the available funds. / This grant seems incomplete - rather vague. / Plan of operation, statement of need, objectives, outcome evaluation, future funding, and budget are all unclear - This is very unrealistic - smaller walking path is more feasible - new school will be at different location - waste of \$ for walking path.	0.00
		\$2,619,076.39													\$450,000.00

Fiscal Year 2016-17 GRANT RECIPIENT AGREEMENT

This Agreement is made and entered into by and between the Midwest City Memorial Hospital Authority, a public trust (the "Authority"), and _____ ("Grant Recipient").

The purpose of this Agreement is for the parties to establish the terms and conditions under which the Authority makes a grant of funds to the Grant Recipient and the Grant Recipient performs the public function project in the manner described in the application that the Grant Recipient filed with the Authority, a copy of which is attached to and incorporated by reference in this Agreement.

In consideration of the Authority's payment of grant funds to the Grant Recipient in the amount of \$ _____ for the public function project described in the attached application, the Grant Recipient agrees to the following terms and conditions:

1. The term of this Agreement shall be for a period of one (1) year. Grant Recipient must spend the grant funds for the public function project described in the application, and grant funds must be used in the manner described in the grant application during the one-year term of this Agreement. Receipts and/or other acceptable proof evidencing the expenditure of the grant funds must be submitted to the General Manager within thirty (30) days of each expenditure.
2. If the Grant Recipient is unable to spend the grant funds for the public function project in the described manner within the one-year period, the remaining balance of the grant funds must be returned to the Authority or a six month extension must be requested from the General Manager/Administrator of the Authority in writing at ghenson@midwestcityok.org or by mail to Guy Henson, General Manager/Administrator at 100 N. Midwest Boulevard, Midwest City, OK 73110.
3. Grant Recipient is encouraged, but not required, to spend grant funds in Midwest City. The Grant Recipient is urged to purchase commodities needed for its public function project from a Midwest City vendor if possible and practicable.
4. At the conclusion of the project, the Grant Recipient agrees to reflectively complete the Grant Outcome Report describing the process and outcome of the grant-funded project and submit appropriate photographs, newspaper clippings, etc.

This Agreement is approved and executed by the Authority on the _____ day of _____, 2017, and by the Grant Recipient on the _____ day of _____, 2017.

Signature of Grant Recipient

Grant Recipient Name

Grant Recipient Address

Tax ID No.

ATTEST:

Midwest City Memorial Hospital Authority

Sara Hancock, Secretary

Matthew D. Dukes, II, Chairman



Midwest City Memorial Hospital Authority

100 North Midwest Boulevard

Midwest City, Oklahoma 73110

(405) 739-1204 FAX (405) 739-1208 TDD (405) 739-1359

FY 2015-2016 GRANT OUTCOME REPORT

Date _____

Applicant Name _____

Address _____

Phone _____ Email _____

Website/Blog/Other social media _____

Grant Title _____

Grant Money Awarded _____ Date of any extensions _____

Please respond reflectively to the following questions related to your grant project:

➤ Has the project objectives as described in your application been achieved? Yes No

➤ Briefly describe the outcomes/accomplishments of this grant project. _____

➤ Please report any observations, unexpected outcomes or anecdotal information that resulted from the grant project (e.g. news coverage, community event, photos, etc.).

➤ Please provide feedback regarding your overall grant process experience (e.g. working with Hospital Authority staff/application submission process, etc.)

Grant Recipient Signature

Grant Recipient Name (Printed/Typed)