

**MID-ILLINOIS MEDICAL DISTRICT COMMISSION**

**COMPLIANCE EXAMINATION**

For the Two Years Ended June 30, 2017

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
 COMPLIANCE EXAMINATION  
 For the Two Years Ended June 30, 2017

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MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2017

**COMMISSION OFFICIALS**

President	Dr. Charlotte Warren
Vice President	Mr. Jack Mazzotti
Treasurer	Ms. Ramona Metzger
Secretary	Mr. Mitchell Johnson

**COMMISSIONERS**

Commissioner	Dr. Charlotte Warren
Commissioner	Mr. Jack Mazzotti
Commissioner (12/7/15 – Present)	Mr. Mitchell Johnson
Commissioner (7/1/15 – 12/6/15)	Vacant
Commissioner (11/16/16 – Present)	Dr. Charles Lucore
Commissioner (7/1/15 – 11/15/16)	Mr. Michael Boer
Commissioner (11/16/16 – Present)	Mr. Joe Hurwitz
Commissioner (7/1/15 – 11/15/16)	Mr. Dave Olejniczak
Commissioner (11/5/15 – Present)	Mr. Guerry Suggs
Commissioner (7/1/15 – 11/4/15)	Mr. Mitchell Johnson
Commissioner	Mr. Rex Brown
Commissioner	Ms. Jennifer Lee
Commissioner (2/13/17 – Present)	Ms. Michelle Ownbey
Commissioner (7/1/15 – 2/12/17)	Ms. Sheila Stocks-Smith
Commissioner (12/7/15 – Present)	Mr. Rob Cross
Commissioner (7/1/15 – 12/6/15)	Vacant
Commissioner	Dr. Elvin Zook <sup>1</sup>

<sup>1</sup> Term expired (continues to serve until a successor is appointed)

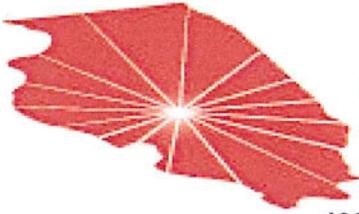
MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2017

**COMMISSION OFFICIALS**

(CONTINUED)

The Commission's office is located at:

130 W. Mason Street  
Springfield, Illinois 62702



# Mid-Illinois Medical District

130 W. Mason Street • Springfield, Illinois 62702 • 217-525-1173  
[www.midillinoismedicaldistrict.org](http://www.midillinoismedicaldistrict.org)

## MANAGEMENT ASSERTION LETTER

Honorable Frank J. Mautino  
Auditor General  
Iles Park Plaza  
740 East Ash Street  
Springfield, Illinois 62703-3154

June 14, 2018

Auditor General Mautino:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Mid-Illinois Medical District Commission. We are responsible for and we have established and maintained an effective system of internal controls over compliance requirements. We have performed an evaluation of the Mid-Illinois Medical District Commission's compliance with the following assertions during the two-year period ended June 30, 2017. Based on this evaluation, we assert that during the years ended June 30, 2017, and June 30, 2016, the Mid-Illinois Medical District Commission has materially complied with the assertions below.

- A. The Mid-Illinois Medical District Commission has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Mid-Illinois Medical District Commission has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions, or mandatory directions imposed by law upon such obligation, expenditure, receipt, or use.
- C. The Mid-Illinois Medical District Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. Revenues and receipts collected by the Mid-Illinois Medical District Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Mid-Illinois Medical District Commission on behalf of the State or held in trust by the Mid-Illinois Medical District Commission have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Yours truly,

Mid-Illinois Medical District Commission

**SIGNED ORIGINAL ON FILE**

Dr. Charlotte Warren, President

**SIGNED ORIGINAL ON FILE**

Ramona Metzger, Treasurer

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2017

**COMPLIANCE REPORT**

**SUMMARY**

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

**ACCOUNTANT'S REPORT**

The Independent Accountant's Report on State Compliance, on Internal Control Over Compliance, and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

**SUMMARY OF FINDINGS**

<u>Number of</u>	<u>Current</u>	<u>Prior</u>
<u>Findings</u>	<u>Report</u>	<u>Report</u>
Findings	1	0
Repeated findings	0	0
Prior recommendations implemented or not repeated	0	0

**SCHEDULE OF FINDINGS**

<u>Item No.</u>	<u>Page</u>	<u>Description</u>	<u>Finding Type</u>
FINDINGS (STATE COMPLIANCE)			
2017-001	10	Noncompliance with the Mid-Illinois Medical District Act	Significant Deficiency and Noncompliance

**EXIT CONFERENCE**

The Commission waived an exit conference in correspondence dated June 5, 2018.

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MICHAEL A. BILANDIC BLDG. • SUITE S-900  
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OFFICE OF THE AUDITOR GENERAL  
FRANK J. MAUTINO

INDEPENDENT ACCOUNTANT'S REPORT ON STATE COMPLIANCE,  
ON INTERNAL CONTROL OVER COMPLIANCE, AND ON  
SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

Honorable Frank J. Mautino  
Auditor General  
State of Illinois

**Compliance**

We have examined the Mid-Illinois Medical District Commission's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2017. The management of the Mid-Illinois Medical District Commission is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Mid-Illinois Medical District Commission's compliance based on our examination.

- A. The Mid-Illinois Medical District Commission has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Mid-Illinois Medical District Commission has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions, or mandatory directions imposed by law upon such obligation, expenditure, receipt, or use.
- C. The Mid-Illinois Medical District Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. Revenues and receipts collected by the Mid-Illinois Medical District Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate, and in accordance with law.

- E. Money or negotiable securities or similar assets handled by the Mid-Illinois Medical District Commission on behalf of the State or held in trust by the Mid-Illinois Medical District Commission have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act. Those standards, the Act, and the Audit Guide require that we plan and perform the examination to obtain reasonable assurance about whether the Mid-Illinois Medical District Commission complied, in all material respects, with the specified requirements listed above. An examination involves performing procedures to obtain evidence about whether the Mid-Illinois Medical District Commission complied with the specified requirements listed above. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error.

We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the Mid-Illinois Medical District Commission's compliance with specified requirements.

In our opinion, the Mid-Illinois Medical District Commission complied, in all material respects, with the compliance requirements listed in the first paragraph of this report during the two years ended June 30, 2017. However, the results of our procedures disclosed an instance of noncompliance with the requirements, which is required to be reported in accordance with criteria established by the Audit Guide, issued by the Illinois Office of the Auditor General and which is described in the accompanying schedule of findings as item 2017-001.

The Mid-Illinois Medical District Commission's response to the finding identified in our examination is described in the accompanying schedule of findings. The Mid-Illinois Medical District Commission's response was not subjected to the procedures applied in the compliance examination and, accordingly, we express no opinion on the response.

The purpose of this report on compliance is solely to describe the scope of our testing and the results of that testing in accordance with the requirements of the Audit Guide issued by the Illinois Office of the Auditor General. Accordingly, this report is not suitable for any other purpose.

### **Internal Control**

Management of the Mid-Illinois Medical District Commission is responsible for establishing and maintaining effective internal control over compliance with the requirements listed in the first paragraph of this report. In planning and performing our examination, we considered the Mid-Illinois Medical District Commission's internal control over compliance with the requirements listed in the first paragraph of this report to determine the examination procedures that are

appropriate in the circumstances for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of the Mid-Illinois Medical District Commission's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Mid-Illinois Medical District Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the requirements listed in the first paragraph of this report on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a requirement listed in the first paragraph of this report will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings as item 2017-001, that we considered to be a significant deficiency.

As required by the Audit Guide, immaterial findings excluded from this report have been reported in a separate letter.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Audit Guide, issued by the Illinois Office of the Auditor General. Accordingly, this report is not suitable for any other purpose.

### **Supplementary Information for State Compliance Purposes**

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information for the years ended June 30, 2017, and June 30, 2016, in Schedule 1 and the Analysis of Operations Section is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2017, and June 30, 2016, accompanying supplementary information in Schedule 1. However, we do not express an opinion on the accompanying supplementary information.

We have not applied procedures to the June 30, 2015, accompanying supplementary information in Schedule 1 and in the Analysis of Operations Section and, accordingly, we do not express an opinion or provide any assurance on it.

**SIGNED ORIGINAL ON FILE**

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JANE CLARK, CPA  
Director of Financial and Compliance Audits

Springfield, Illinois  
June 14, 2018

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**SCHEDULE OF FINDINGS**  
For the Two Years Ended June 30, 2017

2017-001. **FINDING** (Noncompliance with the Mid-Illinois Medical District Act)

The Mid-Illinois Medical District Commission (Commission) did not comply with the Mid-Illinois Medical District Act (Act).

During testing, we noted the following:

- For two of 10 (20%) Commission meetings held during the examination period, there was not a quorum of at least six Commissioners present.

According to the Act (70 ILCS 925/10(e)), the Commission may not transact business at a meeting of the Commission unless there is present at the meeting a quorum consisting of at least six Commissioners.

- For one of three (33%) Commissioner vacancies caused by term expiration, the Commission did not ensure that the Commissioner appointed to fill the vacancy served a term with a start date that matched the expiration date of the previous term.

According to the Act (70 ILCS 925/10(d)), a vacancy caused by the expiration of the period for which the member was appointed shall be filled by a new appointment for a term of five years from the date of the expiration of the prior term, notwithstanding when the appointment is actually made.

- One of nine (11%) Commissioners appointed during the examination period did not file an oath of office.

According to the Act (70 ILCS 925/10(e)), each Commissioner shall take an oath of office for the faithful performance of his or her duties.

Commission personnel stated the Commissioners are volunteers who are not familiar with every aspect of the Act. Furthermore, the Commission is uncertain of its authority to intervene in governmental appointments.

Failure to comply with the Act increases the likelihood that all requirements of the Act would not be met and may subject the Commission to unnecessary legal action. (Finding Code No. 2017-001)

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**SCHEDULE OF FINDINGS**  
For the Two Years Ended June 30, 2017

**RECOMMENDATION**

We recommend the Commission:

- ensure all meetings have a quorum of Commissioners present;
- ensure each Commissioner's term of Office complies with the Act; and,
- ensure each new Commissioner files an oath of office.

If questions remain about the Commission's appointments and terms of office, we recommend the Commission seek the Attorney General's opinion pursuant to the Attorney General's duty to serve as the Commission's legal advisor (70 ILCS 925/95).

**COMMISSION RESPONSE**

The Commission agrees with the finding.

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
For the Two Years Ended June 30, 2017

**SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES**

**SUMMARY**

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:
  - Schedule of Receipts, Disbursements, and Fund Balance (Cash Basis)
- Analysis of Operations (Not Examined):
  - Commission Functions and Planning Program (Not Examined)
  - Analysis of Significant Variations in Disbursements (Not Examined)
  - Analysis of Significant Variations in Receipts (Not Examined)
  - Memorandum of Understanding (Not Examined)

The accountant's report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states the accountants have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the June 30, 2017, and June 30, 2016, accompanying supplementary information in Schedule 1. However, the accountants do not express an opinion on the supplementary information. The accountant's report also states that they have not applied procedures to the Analysis of Operations Section and, accordingly, they do not express an opinion or provide any assurance on it.

**MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND FUND BALANCES  
(CASH BASIS)**

For the Fiscal Year Ended June 30,

	<b>Checking Account<sup>1</sup></b>		
	<b>2017</b>	<b>Fiscal Year 2016</b>	<b>2015</b>
Balance - July 1	\$ 185	\$ 180	\$ 146
Receipts			
Deposits to Prevent Account Dormancy	5	5	-
<b>TOTAL RECEIPTS</b>	<u>5</u>	<u>5</u>	<u>-</u>
Disbursements			
Return of Unused Grant Funds <sup>2</sup>	-	-	5,000
<b>TOTAL DISBURSEMENTS</b>	<u>-</u>	<u>-</u>	<u>5,000</u>
Transfer-In <sup>2</sup>	<u>-</u>	<u>-</u>	<u>5,034</u>
Less: Outstanding Checks Beginning of Year	-	-	-
Add: Outstanding Checks End of Year	-	-	-
<b>Balance - June 30</b>	<u><u>\$ 190</u></u>	<u><u>\$ 185</u></u>	<u><u>\$ 180</u></u>

Note:

- 1 The balances per the Mid-Illinois Medical District Commission's records at June 30, 2016, and June 30, 2017, were reconciled with both the June 30, 2016, and June 30, 2017, bank statements and a bank confirmation completed by the financial institution.
- 2 The Commission received \$5,000 from the Capital Area Labor-Management Council (Council) in Fiscal Year 2011 to pay for costs related to placing new gateway signs in the District. In January 2015, the Commission agreed to return the funds to the Council due to the inability of the Commission to receive additional funding to complete the new gateway project. Therefore, \$5,034 was transferred from the savings account to the checking account in order to return the \$5,000 to the Council and put the \$34 of interest earned into the Commission's checking account to close out the savings account.

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**COMMISSION FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

**FUNCTIONS**

The Mid-Illinois Medical District Commission (Commission) was created January 3, 2003, by the Mid-Illinois Medical District Act (Act) (70 ILCS 925 et seq.), provides the powers and duties of the Commission. The Commission's mission is to attract and retain academic centers of excellence, viable health care facilities, medical research facilities, emerging high technology enterprises, and other facilities and uses as permitted by the Act. Pursuant to the Act, the Commission has the power:

- a. to plan, construct, acquire, develop, operate, expand, maintain and/or contract health care facilities and other ancillary or related facilities including but not limited to; hospitals, sanitariums, clinics, laboratories or any other institutions, buildings, or structures;
- b. to preserve the proper surroundings for a medical center and a related technology center in order to attract, stabilize, and retain within the District hospitals, clinics, research facilities, educational facilities, or other facilities;
- c. to exercise the right to sell, convey, transfer, or lease, all at fair market value, any title or interest in real property owned by it to any person or persons;
- d. to secure grants, loans or appropriations from the State of Illinois, the federal government, any State or federal agency or instrumentality, any unit or local government, or any other person or entity to be used for any of the purposes of the District;
- e. to collect assessments or fees from entities that enter into such a contract for District enhancement and improvements, common area shared services, shared facilities or other activities or expenditures;
- f. to acquire the fee simple title to real property lying within the District and personal property required for its purposes, by gift, purchase, or otherwise;
- g. to provide relocation assistance to persons and entities displaced by the District's acquisition of property and improvement of the District;
- h. to issue revenue bonds in its corporate capacity to be payable from the revenues derived from the operation of the institutions or buildings owned, leased, or operated by or on behalf of the District;

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**COMMISSION FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

- i. to prepare and approve a comprehensive master plan for the orderly development and management of all property within the District;
- j. to establish an advisory council consisting of two representatives, appointed for one-year terms by the Mayor of Springfield, to review and make recommendations to the Commission with respect to the comprehensive Master Plan; and,
- k. to exercise the right to use all money received as rentals for the purposes of planning, acquisition, and development of property within the District, for the operation, maintenance, and improvement of property of the District, and for all purposes and powers set forth in the Act.

The Commission is made up of eleven members, six appointed by the Governor with the advice and consent of the Senate, four appointed by the Mayor of Springfield with the advice and consent of the Springfield City Council, and one appointed by the Chair of the County Board of Sangamon County. Dr. Charlotte Warren was elected President on February 13, 2014, and has served as President from that time forward.

The Commission members at June 30, 2017, were:

Appointed by the Governor

Jack Mazzotti, Vice President  
Mitchell Johnson, Secretary  
Rex Brown, Commissioner  
Jennifer Lee, Commissioner  
Michelle Ownbey, Commissioner  
Rob Cross, Commissioner

Appointed by the Mayor of Springfield

Charlotte Warren, President  
Charles Lucore, Commissioner  
Joe Hurwitz, Commissioner  
Guerry Suggs, Commissioner

Appointed by the Chairperson of the County Board of Sangamon County

Elvin Zook, Commissioner

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**COMMISSION FUNCTIONS AND PLANNING PROGRAM**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

**PLANNING PROGRAM**

The Commission meets approximately once a month. Monthly financial reports are prepared and distributed at each meeting when the Commission has financial activity and these reports are placed on file. The meetings of the Commission are open to the public. The Master Plan was approved unanimously by the Commission and the Commission's Advisory Council in November 2005 and serves as the official guide for future development activity. The Commission's strategic goals were updated during the current examination. Current goals include seeking sources of funding for staff, updating the Commission's strategic plan, reporting on economic activities within the District since its creation, and working with partner organizations on identifying targeted medical-related industries and begin implementing outreach and communication to targeted businesses and location decision-makers.

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN DISBURSEMENTS**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2017 AND 2016**

No significant variations in disbursements occurred during this period.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN FISCAL YEARS 2016 AND 2015**

**Checking Account**

The decrease of \$5,000 was due to the Commission having returned funds to the Capital Area Labor-Management Council during Fiscal Year 2015. The Commission was not able to obtain the funds needed to complete the Gateway Project and returned the funds received from the Council for this project. There were no disbursements related to the Council in Fiscal Year 2016.

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
COMPLIANCE EXAMINATION  
**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2017 AND 2016**

No significant variations in receipts occurred during this period.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN RECEIPTS BETWEEN FISCAL YEARS 2016 AND 2015**

No significant variations in receipts occurred during this period.

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**MEMORANDUM OF UNDERSTANDING**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

**MEMORANDUM OF UNDERSTANDING**

The Commission had a Memorandum of Understanding with the Greater Springfield Chamber of Commerce (Chamber) for the purpose of collaborating in medical economic development. The Memorandum of Understanding states:

- a. The Commission will share information with the Chamber regarding any media material prepared for release related to the Commission and Chamber's collaboration or the affiliation itself;
- b. The Chamber will provide administrative support to the Commission including an appointed staff member;
- c. The Commission will cooperate with the Chamber to secure meeting space within the boundaries of the District;
- d. The Chamber will provide support staff necessary to implement the strategies and tactics as agreed upon by both parties;
- e. The Commission will cooperate with the Chamber and its partners in the pursuit of a common program for the advancement of medical economic development, appropriating funds when available and as appropriate to support the effort, subject to the formal approval of the Commission, separate from the agreement;
- f. The Chamber will record, prepare, and distribute meeting minutes in print and online;
- g. The Chamber will prepare, publish, and post the agenda and notice for the Commission's meetings;
- h. The Chamber will assume the custodial care of the Commission's organizational media including items such as statutes, bylaws, rosters, minutes, research, proposals, publications, and website;
- i. The Chamber will prepare and deliver correspondence of the Commission;
- j. The Chamber will provide administrative support and coordination to the Commission in its work to secure the long-term operational funding needed to accomplish its statutory mandates;
- k. The Chamber will report on economic development inquiries within the District;

MID-ILLINOIS MEDICAL DISTRICT COMMISSION  
**MEMORANDUM OF UNDERSTANDING**  
For the Two Years Ended June 30, 2017

(NOT EXAMINED)

- l. The Chamber will compile, produce, and distribute the Commission's periodic performance reports for the public as directed by the Commission; and,
- m. The Chamber will provide other administrative activities as needed and agreed upon by both parties.

The Memorandum of Understanding was effective during the examination period.