

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON WEDNESDAY, MARCH 22, 2017, AT 8:00 A.M.
AT THE LIVING WELL FOUNDATION OFFICE
3711 CYPRESS STREET, SUITE 2
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Dr. Florencetta Gibson, Vice Chair
Don Banks
Leah Biley
Courtney Hornsby
Dr. Louis Ed McGuire

Staff Present:

Alice M. Proffit, President/CEO
Janet Rutledge, Executive Assistant
Secretary/Treasurer

Members Absent:

Jimmy Snow

Others Present:

none

Dr. Florencetta Gibson called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the October 27, 2016, meeting were reviewed. There being no changes to the minutes, upon motion by Leah Biley, seconded by Dr. Ed McGuire, the minutes were unanimously approved by all members then present (3-0).

Priority and Focus for possible Fall 2017 Grant Cycle – The Foundation’s Mission Statement and Vision Statement, the three priorities identified by the LWF Community Plan, and data from the Office of Public Health 2015 Region 8 Needs Assessment were reviewed.

At this time Courtney Hornsby and Don Banks entered the meeting.

After discussion, it was recommended that the Committee members further review the items, including the Action Plan from the Strategic Plan of 2014-2017, for determination of a grant cycle priority and focus at a future special called meeting to be held April 13, 2017. It was also noted that the priority and focus would then be presented to the Board of Directors meeting May 4, 2017, for approval. No further action was necessary at this time.

External Evaluator Candidate for Grant Cycle – Information was presented on Dr. Francesca Armmer, a possible candidate as an external evaluator for future grant cycles. It was noted that Dr. Armmer resides in Illinois, is a professor at Bradley University in the Nursing Department, and presents at national conferences. It was reported that a conversation to determine her interest has been held. After further review of Dr. Armmer’s credentials, upon motion by Courtney Hornsby, seconded by Dr. Ed McGuire, the recommendation to add Dr. Armmer to the list of external evaluators was unanimously approved (5-0). This information will be updated to the Board.

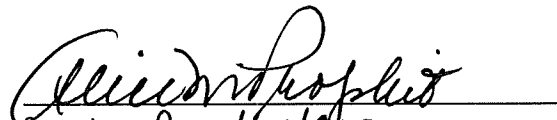
Education Sessions for Grant Cycle – Information was presented on the materials and the timeline for education sessions to inform potential grant applicants of the focus and requirements. It was noted that previous education sessions have been well-attended. It was also noted that it is important to get information out early and that those sessions should begin soon after a grant cycle determination is made by the Board of Directors at its May meeting. No further action was necessary at this time.

Update on Extensions of Grant Projects – An update was presented on the Executive Committee's decision for non-approval of extensions for grant projects in the future unless extreme extenuating circumstances. It was reported that this information has been forwarded to the Fall 2016 grantees. It was also noted that education sessions will include this information. No further action was necessary at this time.

There being no other activities, and no Committee members or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.



Vice-Chair



Secretary President/CEO