

**A MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, APRIL 6, 2017, AT 8:00 A.M.
AT THE FOUNDATION OFFICE,
3711 CYPRESS STREET, SUITE 2,
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Deion Hemphill, Chair
Dr. Florencetta Gibson
A. Whitfield "Whitty" Hood, Jr.
Carl Turner

Staff Present:

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

Members Absent:

Courtney Hornsby

Others Present:

Doug Caldwell, Attorney

Deion Hemphill called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the March 2, 2017, meeting were reviewed. There being no changes, upon motion by Whitty Hood, seconded by Carl Turner, the minutes were unanimously approved (4-0).

Approval of Financial Statements – The February 2017 financial statements, with the Argent statement, were presented. It was noted that there is a large amount of cash held in the Argent account in order to invest in attractive short-term notes/bonds when possible. It was also noted that the amount for grants refunded or completed under budget was \$21,260 due to the return of funds from the Ouachita Outreach (West Monroe Community Center) grant and other unused funds from the Fall 2015 grant cycle. After discussion, upon motion by Whitty Hood, seconded by Dr. Florencetta Gibson, the February 2017 Financial Statements were unanimously approved (4 -0).

2017 Fall Grant Cycle Preparations – The allocation for grants in the 2017 operating budget was reviewed, and there was discussion on a possible grant cycle for Fall 2017. Dr. Florencetta Gibson reported that a Special Called Programs/Grant Review Committee meeting has been scheduled to establish the priority and focus for the cycle, if held. Following that discussion, it was recommended that there be a Fall 2017 Grant Cycle, with final determination to be based upon review of financials later in the year. Upon motion by Deion Hemphill, seconded by Dr. Florencetta Gibson, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors.

Investment and Principal Perspectives – There was discussion of investment and principal perspectives. No further action was necessary at this time.

Board Retreat – The originally scheduled Board Retreat was to be a discussion on school-based health centers (SBHCs). However, due to scheduling conflicts for presenters and attendees from the outlying

parishes, it was recommended that the Board forego a retreat but continue to hold the regular Board meeting in the month of May. It was noted that positive discussions are continuing with local representatives in those parishes for opportunities. Upon motion by Carl Turner, seconded by Whitty Hood, the recommendation was unanimously approved (4-0).

Strategic Plan Preparations – The need for a new Strategic Plan for 2018-2022 was reviewed. It was noted that the 2008 Community Needs Assessment and the Community Plan provide the general priorities for the strategic plan. After review, it was recommended that the President/CEO begin development of the strategic plan with input from Courtney Hornsby, Dave N. Norris, Jr., and Leah Biley. Upon motion by Dr. Florencetta Gibson, seconded by Deion Hemphill, the recommendation was unanimously approved (4-0).


Update on status of 2015 and 2016 Grant Cycles – An update on the Fall 2015 Grant Cycle was presented. It was noted that final reports and payments for the grant cycle had been completed, except for the 4 grantees with approved extensions. It was then reported that 1st quarter reports for the Fall 2016 Grant Cycle were being received, and site visits were now being scheduled. It was also noted that, for both grant cycles, audits of expenditures within the grant award were now included as part of the staff reviews. No further action was necessary on this item.

Update on status of 2016 Audit and 2016 Form 990 – It was reported that work was continuing by Huffman & Soignier (CPAs) on the 2016 audit, but the field visit had not yet been conducted. It was noted that the audit must be submitted to the Board of Directors and HSD for approval and that the audit is required to be filed by June 30, 2017, so timelines will be reviewed with the auditor. No further action was necessary on this item.

President/CEO Report – No further report at this time.

Board Chair Report – No further report 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.


Chair


Secretary