

**A SPECIAL CALLED MEETING OF THE  
PROGRAMS/GRANT REVIEW COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, APRIL 13, 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  
Rev. Don Banks  
Leah Biley  
Courtney Hornsby  
Jimmy Snow

***Staff Present:***

Alice M. Prophit, President/CEO

***Staff Absent:***

Janet Rutledge, Executive Assistant,  
Secretary/Treasurer

***Members Absent:***

Dr. Ed McGuire

***Others Present:***

none

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

**Minutes** – The minutes from the March 22, 2017, meeting were reviewed. There being no changes to the minutes, upon motion by Leah Biley, seconded by Rev. Don Banks, the minutes were unanimously approved by all members then present (4-0).

Courtney Hornsby joined the meeting at this time.

**Priority and Focus for possible Fall 2017 Grant Cycle** – A review of information for the provision of a grant cycle was presented. Discussion was then held on grant-making for community impact and strategic focus, including a review of previous grant-making and cycles. Further information regarding the importance of impact and outcomes measures was also discussed. After discussion, it was recommended that the priority and focus of a possible Fall 2017 grant cycle be as follows:

*“Access to Healthcare – ages 0-21; new or expanded programs with measurable impact for medical, dental, or behavioral health, including special emphasis on programs for nutrition and literacy.”*

Upon motion by Dr. Florencetta Gibson, seconded by Courtney Hornsby, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

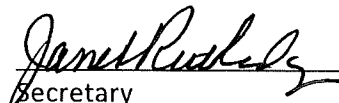
**Amend the Agenda for Item to be Added** – At this time, the agenda needed amendment in order to add an item for discussion, specifically the timeframe for a grant cycle. Upon motion by Dr. Florencetta Gibson, seconded by Courtney Hornsby, the recommendation to amend the agenda to add an item was unanimously approved (5-0).

**Added Item for Discussion – Grant Cycle Timeframe** – The timeframe of preparation for, implementation of, and completion of a grant process was discussed. It was noted that the time between opening a grant cycle and completing all reviews and approvals was much too compressed for effective education and discussions. It was also noted that better collaboration and proposals could possibly be prepared by grantees in order to make a larger sustainable impact for projects. It was also discussed that a change in process would most likely be best implemented in next year’s cycle due to set schedules at this time. After further discussion, it was recommended that there be further investigation to improve the grant cycle timeframes within the Foundation year of activities, with updates or a possible proposal at the next Board meeting. Upon motion by Courtney Hornsby, seconded by Leah Biley, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

**Other Business by Committee Members** – A question of use of the online software for reviewing grant applications was presented. It was agreed that the prepared detail binders were most effective for evaluating grants by committee members due to ease of use and entry of comments. There was no further discussion.

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.

  
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Vice-Chair

  
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Secretary