

**A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, SEPTEMBER 7, 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.  
Courtney Hornsby

***Staff Present:***

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

***Members Absent:***

Carl Turner

***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 June 8, 2017, meeting were reviewed. There being no changes, upon motion by Dr. Florencetta Gibson, seconded by Whitty Hood, the minutes were unanimously approved by all members then present (3-0).

At this time, Courtney Hornsby entered the meeting.

**July 2017 Financial Statements** – The July 2017 financial statements, together with the Argent statement, were presented. It was noted that funds would not yet be needed for startup school-based health centers (SBHCs) in the upcoming school year, and the dental hygiene clinics were now funded through the end of the year. After discussion, upon motion by Whitty Hood, seconded by Courtney Hornsby, the July 2017 Financial Statements were unanimously approved (4-0).

**Planning Documents** – The Community Plan and the Strategic Plan were both presented. Revisions to the Community Plan were proposed based on the need to update areas of focus from the Community Needs Assessment and in order to tie to the new Strategic Plan for 2018-2022, including Strategic Goals and Actions, in a more fluid, measurable approach.

**Community Plan Revision** – A report was given on the proposed revisions to the Community Plan. It was proposed that the plan would continue with the themes noted in the 2008 Community Needs Assessment, but with expanded language in each area and a broader emphasis addressing the needs of minor children and infants. After discussion, it was recommended to approve the revisions proposed by the working group, noting the need to remove the listing of the Community Advisory Council Members as the information was unnecessary and outdated. Upon motion by Dr. Florencetta Gibson, seconded by Courtney Hornsby, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

**Strategic Plan 2018-2022** – The proposed new 5-year Strategic Plan was then presented, with the following elements in order to provide continuity from the Community Needs Assessment and the Community Plan: 1) Mission Statement; 2) Vision Statement; 3) Themes; 4) Strategic Priorities; 5) Goals; 6) Actions. The new plan would tie the new strategic priorities and goals with related actions to each overall theme. It was also noted that the governance of the Living Well Foundation dictates that the organization is overall a grant-making body. It was further noted that goals are achieved through grant-making, initiatives, and collaboration with business, education, healthcare, government, and non-profit agencies within the Service Area. The recommendation was made to accept the Strategic Plan for 2018-2022 noting that further steps would be taken to refine the goals and actions by the next Board meeting. After discussion, upon motion by Whitty Hood, seconded by Dr. Florencetta Gibson, the recommendation was unanimously approved (4-0). This item will be presented to the Board, and thereafter to the HSD #1 Board of Commissioners.

**Fall 2016 Grant Item – Salvation Army** – Information was presented on the status of the Fall 2016 grant to the Salvation Army. It was reported that discussions had been held with the General Secretary and the Regional Designate for the Salvation Army, that a new Sergeant had been assigned to lead the local setting, and that the organization was committed to having a local presence. Discussion was held on the grant funding and what areas of assistance were needed within the scope of the grant provisions. After discussion, there was recommendation to continue the remaining funding (\$6,600.00) for the existing grant (\$15,000.00) and allow it to be utilized for repairs to the shelter during 2017, with audit typical to all grants. Upon motion by Dr. Florencetta Gibson, seconded by Courtney Hornsby, the recommendation was unanimously approved (4-0). This item will be provided as an update to the Board.

**Dental Hygiene Initiative Funding Agreement** – A new funding agreement was presented which would cover the remaining period of the MOU with ULM (3 years of a 5 year agreement) and which would eliminate the need for new agreements every 6 months for the 2 existing dental hygiene clinics. It was noted that the new funding agreement would have the same provisions and legal language as current agreements, but that the payment and reporting areas would be defined and detailed for the 3 year period for both clinics. After discussion, upon motion by Whitty Hood, seconded by Courtney Hornsby, the Dental Hygiene Initiative Funding Agreement for 01/01/2018- 12/31/2020 was unanimously approved (4-0). This item will be presented to the Board, and thereafter to the HSD #1 Board of Commissioners.

**Employee Annual Reviews** – The annual reviews for employees were then presented. At this time, Janet Rutledge was asked to leave the meeting. Prior to her departure, she was invited to make any comment, and she was very positive about her position and enjoyment of her work.

**Executive Assistant, Secretary/Treasurer** – Alice Prophit presented the evaluation for Janet Rutledge's performance. It was agreed by all present that Mrs. Rutledge is an asset to the Foundation and is very professional in her work and relationships. Information was also presented on area compensation averages, and a recommendation was made for a merit increase to her hourly compensation effective 1/1/2018. After discussion, upon motion by Courtney Hornsby, seconded by Dr. Florencetta Gibson, the recommendation was unanimously approved (4-0).

At this time, Alice Prophit was then asked to leave the meeting,

**President/CEO** – All acknowledged that Alice Prophit’s performance this past year has been excellent. Whitty Hood then provided a very thorough review of compensation for comparable positions, both regionally and locally, and his conversations with knowledgeable present and former Board members and the Board Attorney. He also expressed his philosophy regarding compensation of key executives and his visits with Alice Prophit. There was discussion of Alice’s essential contributions to the transfer of the SBHCs, formerly sponsored by the Foundation, to the Morehouse FQHC, resulting in substantial financial benefit to the Foundation while also financially strengthening the SBHCs. It was also noted that, in addition to the usual functions of a President/CEO of a non-profit, Alice’s continuing activities regarding the establishment and funding of SBHCs in surrounding parishes have become a significant initiative of the Foundation and will result in long-lasting benefits throughout the region.

It was agreed that, in light of all discussed, the compensation now paid to Alice was below what she should be paid, and accordingly there was a recommendation for a merit increase to Alice’s compensation beginning January 1, 2018. After discussion, upon motion by Whitty Hood, seconded by Courtney Hornsby, the recommendation was unanimously approved (4-0).

Both of the above items on employee annual reviews will be presented to the Board, and thereafter to the HSD #1 Board of Commissioners.

At this time Dr. Florencetta Gibson exited the meeting due to previous time commitments. Alice Prophit and Janet Rutledge then rejoined the meeting.

**Authorized Signers for Foundation Accounts –**

**Argent Financial Group** – The list of authorized signers for the Argent investment account for transactions effective as of January 1, 2018, was presented, those being Courtney Hornsby, Deion Hemphill, Jim Allbritton, Dr. John Shepard, and Whitty Hood. Upon motion by Courtney Hornsby, seconded by Deion Hemphill, the authorized signers for the Argent account were unanimously approved by all members then present (3-0).

**Origin Bank** – The list of authorized signers for Origin Bank for transactions effective as of January 1, 2018, was then presented, those being Courtney Hornsby, Deion Hemphill, Jim Allbritton, Dr. John Shepard, Whitty Hood, and Alice M. Prophit. Upon motion by Courtney Hornsby, seconded by Whitty Hood, the authorized signers for Origin Bank were unanimously approved by all members then present (3-0).

**Website and Technology needs** – Information was then presented for updates, with comparisons to budget line items, for each area.

**Server and Computer Needs** – The coverage of the current tech support and its provisions were discussed. Based on advice from NetTech, Inc., the recommendation was made that the Foundation begin a monthly firewall security service in lieu of one-time equipment and update fees in order to have active management of the firewall. Upon motion by Deion Hemphill, seconded by Courtney Hornsby, the motion was unanimously approved by all members then present (3-0).

**Website Needs** – Information was presented concerning the needs for several updates to the website. From analysis from the web hosting agent, Xiacore, it was recommended that the Foundation incur a one-time expense to update the website which would also include mobile compatibility. Upon motion by Deion Hemphill, seconded by Whitty Hood, the motion was unanimously approved (3-0).

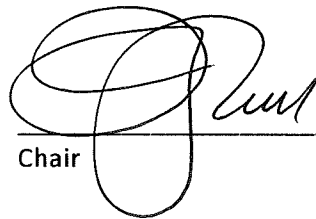
**D.O. Insurance and Worker’s Comp Insurance Renewals** – It was presented that it was time for renewal of both the D.O. and Business Liability Insurance and the Worker’s Comp Insurance. Current cost and expected renewal costs were discussed. No further action by the Committee was needed as this was an update only ,

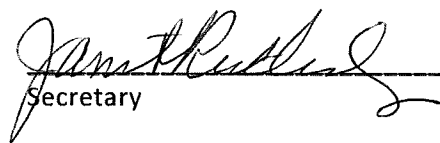
**HSD Resolutions** – The HSD #1 Resolutions recently provided to the Foundation office were presented. No action was necessary as this item was an update only.

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

**Board Chair Report** – No further report at this time, though it was noted that disposal of the existing conference room chairs will need to be done before receiving the new chairs because of the limited space, and that it would be beneficial if a method could be devised whereby the old chairs might be “granted” to one of the grantees that needed them.

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