

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, OCTOBER 26, 2017, AT 8:00 A.M.  
AT THE FOUNDATION OFFICE,  
3711 CYPRESS STREET, SUITE 2, WEST MONROE, LA 71291**

**MINUTES**

***Members Present:***

Dr. Florencetta Gibson, Vice Chair  
Leah Biley  
Courtney Hornsby  
Dr. Ed McGuire  
Jimmy Snow

***Staff Present:***

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

***Others Present:***

none

***Members Absent:***

Rev. Don Banks

Dr. Florencetta Gibson called the meeting to order, and the presence of a quorum was verified. It was noted that the Board-approved alternate member was not needed to conduct business at this meeting.

**Minutes** – The minutes from the April 13, 2017, meeting were reviewed. There being no changes to the minutes, upon motion by Dr. Ed McGuire, seconded by Leah Biley, the minutes were unanimously approved (5-0).

**Fall 2017 Grant Cycle Applications Review** – The overall process for review was discussed, and it was noted that there would be possible conflicts of interest to consider as a first action. It was noted that the grant budget is \$185,000, and the SBHC Initiative budget is \$200,000. It was reported that 29 grant applications had been received at a total of \$725,613, and one SBHC request of \$20,568 for equipment needs was received, although MCMC also submitted an application to indicate possible SBHC startup but with no specific timeframe identified.

The Committee expressed appreciation to the staff for the detail and tools provided on the grants for an efficient and thorough review.

**Consideration of Possible Conflicts of Interest –**

At this time, the Committee reviewed a possible conflict of interest for the Committee member, Leah Biley. Leah Biley departed the meeting after providing information on her role with each organization. After discussion, upon motion by Courtney Hornsby, seconded by Dr. Ed McGuire, the following was unanimously approved by all members then present (4-0), to wit:

WHEREAS, the Programs/Grant Review Committee has received and reviewed the Notice of Possible Financial Interest/Conflict of Interest presented to the Committee by Leah Biley with respect to the grant applicants Children’s Coalition, United Way, and Ouachita Parish School Board, and has had the opportunity to propound questions to her regarding the relationships disclosed;

WHEREAS, the Programs/Grant Review Committee has discussed, without the presence of the foregoing individual, whether she has a conflict of interest with respect to the designated grant applications;

RESOLVED, the Programs/Grant Review Committee hereby determines that Leah Biley does not have a potential conflict of interest with respect to any of the identified grant applicants, and may participate in the discussion and vote with respect to the grant application.

However, upon her return to the meeting, Leah Biley chose not to participate in the discussions of the OPSB and United Way grant requests.

The Committee then reviewed a possible conflict of interest for the Committee member, Dr. Florencetta Gibson. Dr. Gibson departed the meeting after providing further information on her role with the applicant. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the following was unanimously approved by all members then present (4-0), to wit:

WHEREAS, the Programs/Grant Review Committee has received and reviewed the Notice of Possible Financial Interest/Conflict of Interest presented to the Committee by Dr. Florencetta Gibson with respect to the grant applicant, Wellspring Alliance for Families, Inc., and has had the opportunity to propound questions to her regarding the relationships disclosed;

WHEREAS, the Programs/Grant Review Committee has discussed, without the presence of the foregoing individual, whether she has a conflict of interest with respect to the designated grant applications;

RESOLVED, the Programs/Grant Review Committee hereby determines that Dr. Florencetta Gibson does have a potential conflict of interest with respect to the grant application or the grant applicants, and may not participate in the discussion and vote with respect to the grant application.

Dr. Gibson rejoined the meeting at this time.

**Discussion of the Grant Applications** – Discussion was held on each grant application, with a thorough review of submitted and follow-up information, including external evaluator scoring and comments. It was noted that all applications were impressive and with merit.

**ARCO – “Transdisciplinary Teaming in Early Intervention”** – requested \$16,020 to move a part-time billable instructor to full-time; provide funds to utilize OT consults; train the team by consulting specialists; complete a team resource book; and, purchase needed OT equipment. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the recommendation to fully fund the request at \$16,020 was unanimously approved (5-0).

**Biomedical Research Foundation of LA d/b/a University Health – “University Health Conway Vein Illumination for Improved Pediatric Care”**– requested \$11,904 to purchase vein illumination devices for pediatric patients at University Health Conway. Additional follow-up information was provided on the public-private partnership and that the equipment would belong to and remain at University Health in Monroe regardless of management contract. After discussion, upon motion by Courtney Hornsby, seconded by Leah Biley, the recommendation to fully fund the request at \$11,904 was unanimously approved (5-0).

**Boys & Girls Clubs of Northeast Louisiana – “Triple Play”** – requested \$48,072 to purchase supplies and equipment; partially recover personnel costs; and provide healthy snacks in the after-school program. After discussion, upon motion by Jimmy Snow, seconded by Leah Biley, the recommendation to partially fund the request at \$10,000 was unanimously approved (5-0).

**Broaden Horizons – “Broaden Horizons”** – requested \$6,000 for a 6-weeks Arts and Music summer camp for at-risk middle and high school students utilizing professional instructors in the Performing and Creative Arts. After discussion, upon motion by Dr. Ed McGuire, seconded by Courtney Hornsby, the recommendation to fully fund the request at \$6,000 was unanimously approved (5-0).

**Center for Children and Families – “Stand for Hope – Increasing Capacity to Serve the Poor”** – requested \$40,000 to partially fund a Program Coordinator to implement a behavioral health training program on effectively serving impoverished families. After discussion, upon motion by Jimmy Snow, seconded by Dr. Ed McGuire, the recommendation for no funding at this time was unanimously approved (5-0).

**Children’ Coalition – “Connecting our Youth: Suicide Prevention at High School”** – requested \$15,000 to implement the CONNECT Program for suicide prevention and intervention in Ouachita and Union Parish high schools where students have been trained in Signs of Suicide from feeder middle schools and which utilizes an expanded on-site application through adults and selected youth. From follow-up information, it was noted that this was a move by Children’s Coalition to sustainability in this programming, and it was reported that the Signs of Suicide training was ongoing at middle schools although not part of this request. After discussion, upon motion by Dr. Ed McGuire, seconded by Courtney Hornsby, the recommendation to fully fund the request at \$15,000 was unanimously approved (5-0).

**Family Promise of Ouachita – “Family Promise Shelter Capital Equipment and Repair Project”** – requested \$15,000 for repairs and renovations to the transitional home, including repairs to the A/C and building new lockers for those being sheltered. It was noted that Family Promise includes children and families within their sheltering program. After discussion, upon motion by Leah Biley, seconded by Jimmy Snow, the recommendation to fully fund the request at \$15,000 was unanimously approved (5-0).

**The Health Hut – “La Salud de la Familia (The Healthy Family)”** – requested \$20,000 to hire a Spanish-speaking RN and add a part-time LPN for an added day of service each week by the mobile medical unit, the Health Hut, to the Spanish-speaking population in Lincoln Parish; provide supplies, educational materials, and equipment; and, ensure RV upkeep and maintenance for the added days of provided services. It was noted that the Health Hut is a primary funded project with Lincoln Health Foundation and that Lucius McGehee, Jr., the Living Well Foundation Agent representative serves on the Health Hut and Lincoln Health Foundation Boards. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the recommendation to partially fund the request at \$10,000 was unanimously approved (5-0).

**Louisiana Center for the Blind – “LIFE (Literacy, Independence, Fitness, and Empowerment)”** – requested \$14,485 to purchase equipment, software, and needed teaching materials at the Ruston location for BRAILLE literacy. After discussion, upon motion by Courtney Hornsby, seconded by Leah Biley, the recommendation to fully fund the request at \$14,485 was unanimously approved (5-0).

**Louisiana Emergency Response Network – “Stop the Bleed”** – requested \$13, 853 to purchase kits and equipment and to train instructors in northeast Louisiana on hemorrhage control techniques. It was noted that this organization is also pursuing the trauma center discussions within the state. After discussion, upon motion by Jimmy Snow, seconded by Leah Biley, the recommendation to fully fund the request at \$13,853 was unanimously approved (5-0).

**Louisiana Public Health Institute – “Ouachita Youth Coalition”** – requested \$26,548 for consultants and LPHI professionals for sexual education awareness programming for northeast Louisiana and to hold a local youth summit and training experience. It was noted from follow-up discussions that this coalition has several local public and non-profit agencies collaborating for widespread effectiveness, and has support from several elected leaders. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby the recommendation to partially fund the request at \$5,000 was unanimously approved (5-0).

**Morehouse Parish School Board – “21<sup>st</sup> Century Community Learning Center’s ZUMBA for Kids and Nutrition Education”** – requested \$34,200 for an after-school exercise and nutrition program utilizing a local fitness professional; to purchase needed exercise equipment for ZUMBA; and, to provide healthy snacks. After discussion, upon motion by Jimmy Snow, seconded by Leah Biley, the recommendation to partially fund the project at \$16,000 was unanimously approved (5-0).

**Noble Promise Christian Counseling Center – “The Victory Project (Family Literacy Program)”** – requested \$15,884 for a literacy program for all ages in Franklin Parish; to pay 6 weeks of a program facilitator with balance covered by matching funds; to purchase books and supplies; and, to hold a banquet upon conclusion of the program. After discussion, upon motion by Jimmy Snow, seconded by Leah Biley, the recommendation for no funding at this time was unanimously approved (5-0).

**The Northeast Louisiana Children’s Museum – “Healthy Kids – Inside and Out”** – requested \$8,000 for a presenter, transportation, and educational materials for utilizing the stuffed animal, Stuffie, to teach 3<sup>rd</sup> and 4<sup>th</sup> grade children in rural parishes about nutrition and health. It was noted that the Children’s Museum is typically visited by pre-K to 2<sup>nd</sup> grade children, and that the outlying parishes or at-risk children most likely do not have access to the museum. In follow-up information, it was noted that the application for 3<sup>rd</sup> and 4<sup>th</sup> graders is to take the message of nutrition and body awareness to this age range utilizing research information as to effective approaches. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the recommendation to partially fund the request at \$5,000 was unanimously approved (5-0).

**Northeast Louisiana Sickle Cell Anemia Foundation – “Know Your Sickle Cell Status Express”** – requested \$30,000 to purchase a van for transporting clients to medical appointments, med camps, and educational seminars. Further information was requested regarding the interactions with the summer camp at MedCamps, but that funding considerations would not be postponed. After discussion, it was recommended that partial funding of \$7,500 be awarded, but that the organization must obtain matching funding towards the full purchase price within the year or the funds would have to be returned. Upon motion by Leah Biley, seconded by Jimmy Snow, the recommendation as presented was unanimously approved (5-0).

At this time, Leah Biley chose to exit the meeting due to an employment relationship.

**OPSB – “Get Active, Get Motivated, Get Educated”** – requested \$26,700 for the annual software fee for the online “GoNoodle” program for all OPSB elementary schools for physical activity programming including exercise and mental stimulation. It was noted that the Foundation funded the GoNoodle program in the last grant cycle, and from follow-up information, it was reported that the OPSB is required to provide specific hours of physical activity for elementary age children but that typically no PE teachers were provided in budgeted funds. After discussion, it was recommended that partial funding of \$20,000 be awarded but that further information be obtained from the OPSB physical education administration regarding the OPSB’s future plans for

fulfilling the mandated requirements and a predicted timeframe for that implementation. Upon motion by Dr. Ed McGuire, seconded by Courtney Hornsby, the recommendation as presented was approved by members then present (3-1), with one Committee member voting nay.

At this time, Leah Biley rejoined the meeting.

**Our H.O.M.E. – “Project 4 Hope”** – requested \$100,000 to help fund start-up and operational costs for the veteran’s support agency which acts as a liaison between the VA and veterans; provides temporary/permanent housing for vets; creates mental health services for vets; and, provides re-entry training for PTSD and other services. It was noted that the agency was granted partial funding last year for case management. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the recommendation for no funding at this time was unanimously approved (5-0).

**Prime Time, Inc. – Head Start – “School Readiness Begins with Health”** - requested \$46,326 to support the purchase of screening equipment for 3 head start locations in Ouachita Parish. It was noted that the equipment was previously provided by Foundation funding to MCMC last year, after collaboration was established between the Prime Time agency and MCMC through Foundation efforts. It was also reported that a current MOU exists between Prime Time and MCMC for these screenings. After discussion, upon motion by Leah Biley, seconded by Jimmy Snow, the recommendation for no funding at this time was unanimously approved (5-0).

**Salvation Army of Monroe – “Red Shield Emergency Shelter Renovation”** – requested \$15,000 to complete renovations and improvements to the Red Shield Emergency Shelter which provides emergency lodging and meals for the homeless. It was noted that the Salvation Army is reopening the Thrift Store and will hold the Red Bucket Christmas drive in order to ensure revenue streams to assist its local operations. It was also reported that communications with community leaders including the Foundation were ongoing as to the plans for reopening the shelter by spring 2018. After discussion, upon motion by Leah Biley, seconded by Dr. Ed McGuire, the recommendation to fully fund the request at \$15,000 was unanimously approved (5-0).

**ULM – “Autism Center”** - requested \$32,196 to expand the program for evaluations and reduce wait time; and, to prepare for sustainability for the program. After discussion, upon motion by Dr. Ed McGuire, seconded by Courtney Hornsby, the recommendation to fully fund the request at \$32,196 was unanimously approved (5-0).

**ULM - Dept. for Health Studies – “Nutritional Education Activity, and Diet (N.E.A.D.) for School Kids”** – requested \$5,814 for a research project over a 3 week period with 3rd grade students. After discussion, upon motion by Courtney Hornsby, seconded by Leah Biley, the recommendation for no funding at this time was unanimously approved (5-0).

**ULM – Occupational Therapy Clinic – “Promote Literacy in Children with Physical, Learning, and Behavioral Issues”** - requested \$30,599 to provide summer therapeutic coverage and to purchase needed equipment and education tools for the OT Clinic at ULM. It was noted that the OT Clinic had been closed for several years, but that ULM has made a commitment to its Health Sciences curricula as a priority for the university and had recently reopened the Clinic. After discussion, upon motion by Courtney Hornsby, seconded by Dr. Ed McGuire, the recommendation to fully fund the request at \$30,599 was unanimously approved (5-0).

**ULM – School of Pharmacy – “Hospital Discharge-to-Home Intervention to Reduce Patient’s Health Disparities”** – requested \$12,722 for a research project to implement a program that would study discharge habits of lower socioeconomic patients regarding discharge orders. It was noted that in follow up discussions, and because the project involved locations and office space in outlying areas, the services could likely be offered in the FQHC settings within Region 8 and that the Foundation could broker those discussions if needed. After discussion, upon motion by Leah Biley, seconded by Jimmy Snow, the recommendation for no funding at this time was unanimously approved (5-0).

**ULM – Speech Language Pathology – “Community Literacy Project”** – requested \$10,500 to purchase equipment and update the treatment areas in order to improve the environment in which services are provided. It was noted that matching funds for renovations were to be provided by ULM. It was further reported that the services are exceptional and available for any socio-economic group, regardless of ability to pay. After discussion, upon motion by Dr. Ed McGuire, seconded by Courtney Hornsby, the recommendation to fully fund the request at \$10,500 was unanimously approved (5-0).

**Union General Hospital – “Eat Healthy, Be Active Community Program”** – requested \$47,000 with matching funds by the hospital to build a walking path for community use in Union Parish. It was noted that the hospital has been progressive in its services within its service area and that they are a major community presence with long-term consistent leaders in office. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the recommendation to partially fund the request at \$35,000 was unanimously approved (5-0).

At this time, Leah Biley chose to exit the meeting due to her employment at the OPSB and the work she does on behalf of the OPSB with the United Way organization.

**United Way – “Community Housing for the Homeless”** – requested \$20,000 for expenses for a coalition of local sheltering agencies as an emergency community response due to loss of local services for the homeless. From follow up discussion, it was noted that the United Way is coordinating the efforts and the agencies provide receipts prior to reimbursement of approved expenses. It was also reported that the HSD will also provide assistance towards the December expenses which were part of the request but which could not be provided by the Foundation due to grant policy provisions. After discussion, upon motion by Jimmy Snow, seconded by Dr. Ed McGuire, the recommendation to partially fund the request at \$15,000 for the balance of the project was unanimously approved by all members then present (4-0).

Leah Biley then rejoined the meeting, and Dr. Florencetta Gibson exited the meeting due to a determined conflict of interest on the next applicant.

**Wellspring Alliance for Families, Inc. – “Start Something for Healthy Futures”** – requested \$26,990 to expand a program for at-risk elementary age children in Union Parish schools for activities and programming after school. From follow up discussion, it was reported that there were 70 students participating one day a week at a designated time within the tutoring and enrichment programs of the Union Parish School System. After discussion, upon motion by Leah Biley, seconded by Dr. Ed McGuire, the recommendation to partially fund the request at \$7,500 was unanimously approved by all members then present (4-0).

At this time Dr. Florencetta Gibson rejoined the meeting, and Jimmy Snow departed the meeting due to previous commitments.

**Warren and Linda Trimble Ministries – “The Freedom Center Project for Youth, Young and Senior Adults”** – requested \$36,800 to purchase a van for transporting youth to after school programs. It was noted that at the time of application there were no matching funds, and that in follow up discussions, it would be unlikely that those would be obtained. After discussion, upon motion by Leah Biley, seconded by Dr. Ed McGuire, the recommendation for no funding at this time was unanimously approved by all members then present (4-0).

**Discussion of SBHC Applications – SBHC Initiative:**

**Richland Parish Hospital – “Beyond the Eye Chart: an Improved Vision Screening for Delhi Students (SBHC)”** – requested \$20,568 to add vision screening equipment for the SBHC in Richland Parish. It was noted that the hospital in Richland Parish has an associated SBHC within its FQHC services. After discussion, upon motion by Leah Biley, seconded by Courtney Hornsby, the recommendation to fully fund the request at \$20,568 was unanimously approved by all members then present (4-0).

**Morehouse Community Medical Centers, Inc. – “Expansion of SBHC Program”** – It was reported that MCMC had applied during this Fall 2017 Grant Cycle in order to notify the Foundation of possible startup of a SBHC at some point in the 2018-2019 school year, but that no specific timeframe or need was established. No further action was necessary at this time on this request.

All of the above requests with Committee recommendations will be presented to the Board of Directors at its next meeting, and all grants with conflicts of interest would thereafter be presented to the HSD #1 Board of Commissioners. It was also noted that based on current financial performance, the Living Well Foundation should be able to meet the recommendations by the Committee, if so approved, which would require a budget amendment.

**Other Comments by Committee Members** – Final discussion centered on the need to again review the grant application questions and the external reviewer evaluation form for an updated and more efficient use. The Committee will consider those items at a future meeting. 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.

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Vice Chair

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Secretary