

**A MEETING OF THE
PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, JULY 26, 2018, 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
Dr. Jacquelyn Carter

Members Absent:

Courtney Hornsby
Ken Phillips

Staff Present:

Alice M. Prophit, President/CEO

Staff Absent:

Janet Rutledge, Executive Assistant,
Secretary/Treasurer

Others Present:

Dr. Bob Huffstutter, Board Director

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

Minutes – The minutes from the October 26, 2017, meeting were reviewed. There being no changes to the minutes, upon motion by Dr. Carter, seconded by Rev. Banks, the minutes were unanimously approved (3-0).

ULM Autism Center Initiative – Information was presented in consideration of an initiative for the ULM Autism Center. In previous actions, the Executive Committee had recommended consideration and the Finance/Investment Committee had included provisions in the proposed 2019 budget for the initiative. An overview was provided of the initiatives funded by the Foundation and what would be included in this initiative if approved, with comment by Dr. Huffstutter on the dental hygiene initiative. In reviewing the programming needs, the Committee examined past funding by the Foundation and outcomes in those three years, and the importance that the Autism Center has for the service area, including the ULM commitment to further its Health Sciences curricula. After discussion, it was recommended that the initiative be presented to the Board for approval with a 3-year commitment, outside the normal grant-making process, and that a Memorandum of Understanding be prepared with assistance from the Foundation attorney. Upon motion by Rev. Banks, seconded by Dr. Carter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

Priority and Focus for Fall 2018 Grant Cycle – A review of information, including the findings of the Community Needs Assessment and the focus of the Community Plan, was presented. Discussion was then held on grant-making for community impact and strategic focus, including a review of previous grant-making. It was determined that the three identified priorities within the Community Plan provide for variety and openness for the grant process and would be appropriate for equitable access by agencies within the service area at this time.

After discussion, it was recommended that the priorities for the grant cycle as defined by the Community Plan should be:

- *Promoting healthy lifestyles through education, awareness, and wellness services;*
- *Improving access to healthcare through availability and affordability; and,*
- *Addressing special healthcare needs of infants and minor children*

and that the focus for the grant cycle should be:

- *All ages; new or expanded programs or services for medical, dental, or behavioral health, with special emphases to qualified school, hospital, or health clinic settings, and with inclusion of matching funding, large impact for the region, and a plan for sustainability.*

Upon motion by Dr. Carter, seconded by Rev. Banks, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

Amend the Agenda for Item to be Added – At this time, it was recommended that the agenda be amended in order to add an item for discussion, specifically the selection of an external evaluator for the grant cycle. After no public comment or adverse input, upon motion by Dr. Carter, seconded by Rev. Banks, the recommendation to amend the agenda to add an item was unanimously approved (3-0).

Added Item for Discussion – External Evaluator – A review of previous evaluators was held, and it was recommended that Dr. Francesca Armmer, a professor at Bradley University in Illinois in the Nursing Department and presenter at national conferences, and the external evaluator for the Fall 2017 grant cycle, be selected again as the external evaluator for the upcoming grant cycle. Upon motion by Rev. Banks, seconded by Dr. Carter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

Revisions to Grant Budget Worksheet – Proposed revisions to the budget worksheet for the grant application process were reviewed, with emphasis on the need to refine how the category of Project Supplies was specified, based on past cycles and reporting. After discussion, it was recommended that the grant budget worksheet as presented with revisions be approved. Upon motion by Dr. Carter, seconded by Rev. Banks, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Revisions to Grant Cycle Forms –

Letter of Intent (LOI) – The online LOI form for the grant process was reviewed with changes related to clarifying the project purpose and removing unneeded language. Upon motion by Rev. Banks, seconded by Dr. Carter, the recommended revisions were unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Application – The online grant application form was then reviewed. Revisions included clarifying what kind of support is requested, removing unnecessary sections due to being included in other questions, and refining areas for clearer response. After review, It was recommended that the revisions include the narrative to define the previously approved budget revisions on project supplies, and that the application with all revisions be approved. Upon motion by Dr. Carter, seconded by Rev. Banks, the recommended changes with added revisions were unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Evaluation Form – The online form for external evaluation was then considered. Revisions were proposed to shorten the form with ten equal weighted sections and removal of overlapping questions. It was then recommended that the revised evaluation form, with review by Dr. Gibson prior to presentation at the Board meeting, be approved for use during the upcoming grant cycle. Upon motion by Dr. Carter, seconded by Rev. Banks, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Revisions to Grant-Making Guidelines and Procedures – A review of the current grant policy was then held, with emphases on the needs of clarifying language in certain areas. Proposed revisions were discussed, with agreement that changes were warranted in the areas noted. Recommendation was made that the final revisions and language be reviewed with the Foundation attorney and presented at the Board of Directors meeting. Upon motion by Rev. Banks, seconded by Dr. Carter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Update on Fall 2017 Grant Cycle – A review of the site visit findings and current activities for the previous grant recipients was then held, with update on the status of certain grant projects and outcomes. No further action was necessary at this time.

Other Comments by Committee Members – A review of the upcoming process for the grant cycle was given for the benefit of new Committee members, with questions and answers following. No further action was necessary.

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