

**A MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, SEPTEMBER 6, 2018, AT 8:00 A.M.
AT THE FOUNDATION OFFICE,
3711 CYPRESS STREET, SUITE 2,
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Courtney Hornsby, Chair
A. Whitfield “Whitty” Hood, Jr.
Dr. Ed McGuire
Dave N. Norris, Jr.

Members Absent:

Dr. Florencetta Gibson

Staff Present:

Alice M. Proffit, President/CEO

Staff Absent:

Janet Rutledge, Executive Assistant,
Secretary/Treasurer

Others Present:

Doug Caldwell, Attorney

Courtney Hornsby called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the June 12, 2018, meeting were reviewed. There being no changes, upon motion by Dave N. Norris, Jr., seconded by Whitty Hood, the minutes were unanimously approved by all members then present (3-0).

At this time, Dr. McGuire entered the meeting.

July 2018 Financial Statements – The July 2018 financial statements, together with the cash flow statement, were presented. The funding for the July – December 2018 Dental Hygiene Initiative was now included on the statements, and return of unused funds for the previous 6 months for the clinics was noted. After discussion, upon motion by Whitty Hood, seconded by Dave N. Norris, Jr., the July 2018 Financial Statements were unanimously approved (4-0).

Typical Monthly Bills and Vendors Listing – The list of vendors and typical billing by each was presented. The information will be applicable for the audit, including the agreed-upon procedures review, and for the disclosure of possible conflicts of interest for Board members. After review, the vendor listing was unanimously approved (4-0).

Fall 2017 Grant Item – United Way – Information was presented on the completion of the grant project for United Way, “Community Crisis Fund for Homeless Services”. As the project was for temporary homeless sheltering in Ouachita Parish for months January through March 2018 due to the temporary shuttering of the Salvation Army homeless shelter, all provisions of the grant project were now fulfilled. Recommendation was made to finalize the grant and amend the grant agreement for completion as of September 30, 2018, and to pay out the final installment, ahead of the original date of February 28, 2019. Upon motion by Whitty Hood, seconded by Dr. McGuire, the recommendation was unanimously approved (4-0).

Temporary Staffing Assistance – Information was presented on a candidate to provide temporary secretarial assistance on an as-needed basis, especially during the current grant cycle. As the Executive Assistant is out for family medical reasons, it was recommended that the candidate be retained on a contract basis at \$12.00 per hour, subject to approval by the HSD #1 Board of Commissioners. Upon motion by Dave N. Norris, Jr., seconded by Dr. Ed McGuire, the recommendation was unanimously approved (4-0). This item will also be presented to the Board and thereafter to the HSD #1 Board of Commissioners for formal approval.

Strategic Plan 2018-2022 Annual Review – The Strategic Plan was then reviewed, and it was recommended at this time that no changes or updates be included. Upon motion by Dave N. Norris, Jr., seconded by Whitty Hood, the recommendation was unanimously approved (4-0).

Additional information within the Strategic Plan was reviewed as related to a current grant applicant. It was discussed and agreed that the Foundation should not consider funding arrangements with workforce development projects as related to local industrial services at this time as the healthcare benefits which resulted were too indirect. It was thereafter recommended that the applicant be informed of the decision immediately but that they may reapply if they had a more applicable healthcare focused project to submit. After discussion, upon motion by Dave N. Norris, Jr., seconded by Dr. Ed McGuire, the recommendation was unanimously approved (4-0).

Employee Annual Reviews – The annual reviews for employees were then presented.

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 of 3% to her hourly compensation effective 1/1/2019. After discussion, upon motion by Whitty Hood, seconded by Dave N. Norris, Jr., the recommendation was unanimously approved (4-0).

At this time, Alice Prophit exited the meeting.

President/CEO – There was discussion of the performance of Alice Prophit regarding the operations of the Foundation, first reviewing responses received from other Directors and then discussion among the members of the Executive Committee. All agreed that she did an excellent job in all areas of the Foundation operations, was extremely knowledgeable and efficient, and that her written review (to be prepared by the Chair and later circulated) should reflect those opinions.

Following that review, there was a discussion of whether an increase in annual compensation should be considered since HSD’s approval of compensation for 2018 was with the stated intent that their approval was intended by them as an increase for both 2018 and 2019. Some of those present stated they believed that proposing any increase in compensation would be considered as though we were ignoring the earlier statement by HSD, and that now requesting an increase in compensation could harm the existing relationship between HSD and the Foundation. Others expressed the view that they believed a request for an increase in compensation should be made if it was felt appropriate. After further discussion, there was a motion and a second that the Executive Committee recommend an increase in salary of 3% for Alice Prophit for 2019. The vote was 2 for, 1 abstain, 1 against.

Alice Proffit then rejoined the meeting.

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. Dave N. Norris, Jr., departed due to previous commitments.

Updates on Various Items – Information was then presented on several items, with no further actions needed at this time as these were updates only.

Blue Cross and Blue Shield of Louisiana Sponsorship – The Living Well Foundation has been notified that its application for a sponsorship has been approved in the amount of \$2,500 for the 2019 Annual Update to the Community Luncheon. Further investigation for a grant is ongoing based on applicable qualifying projects. Other networking for grants from the BCBSLA Foundation has been occurring with local leaders to leverage projects and grant monies, including current grant applicants.

School-Based Health Center (SBHC) – Further progress has been achieved for the establishment of a SBHC in Union Parish for school year 2019-2020. The superintendent of schools and the community, including the hospital, are all supportive of the endeavor. It is anticipated no funds will be needed in this budget year at this time.

D.O. and Business Liability Insurance Renewal – The insurance policy with Travelers has been renewed at a slightly lower rate for the timeframe October 4, 2018, through October 3, 2019. All limits and provisions remain the same.

Grant Software Renewal – The online grant software through Foundant has been renewed for a 2-year period October 8, 2018, through October 7, 2020, at a reduced rate. The software allows for all applications to be submitted and evaluated online.

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

Board Chair Report – The D.O. Medical School by the VCOM Osteopathic College will break ground on the ULM campus on September 18, 2018, at 10:00 a.m. Plans are progressing for the medical school to be on target for first classes in 2020.

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