

**A MEETING OF THE BOARD OF DIRECTORS
OF THE LIVING WELL FOUNDATION
AT THE WMWO CHAMBER OF COMMERCE OFFICE,
112 PROFESSIONAL DRIVE, WEST MONROE, LA 71291
ON THURSDAY, NOVEMBER 8, 2018, AT 7:30 A.M.**

MINUTES

Members Present:

Courtney Hornsby, Chair
Jim Allbritton
Dr. Jacquelyn Carter
Dr. Florencetta Gibson
A. Whitfield Hood, Jr.
Dr. Robert Huffstutter
Dr. Louis E. McGuire
Ken Phillips
Dr. John Shepard

Members Absent:

Rev. Don Banks
Deion Hemphill
Dr. Dave N. Norris, Jr.

Staff Present:

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

Others Present:

Doug Caldwell, Attorney
Alberta Green, 2019 Board Director
Major Jason Pleasant, 2019 Board Director

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

At this time, the Board recognized Dr. John Shepard and Dr. Florencetta Gibson for their service on the Board as outgoing Directors, and the new incoming Board Directors for January 2019, Mrs. Green and Major Pleasant, were welcomed as guests.

Minutes – The minutes from the October 4, 2018, meeting were reviewed. There being no changes, upon motion by Mr. Hood, seconded by Dr. McGuire, the minutes were unanimously approved (9-0).

Items to be Considered from the Programs/Grant Review Committee – It was reported that 33 grant applications had been considered with requests for grant funding totaling \$861,272. It was noted that \$200,000 had previously been set aside for grant awards for the Fall 2018 Grant Cycle, but as there was no funding requested for the School-Based Health Center Initiative budget of \$200,000, the Finance/Investment Committee had adjusted the budget for grant awards to \$425,000.

Consideration of Possible Conflicts of Interest –

After providing additional information on her roles with the grant applicants, The Wellspring Alliance for Families, Inc., and the University of Louisiana at Monroe (ULM), Dr. Gibson exited the meeting. At this time, the Board reviewed the possible conflicts of interest for Dr. Gibson. After discussion, upon recommendation by the Programs/Grant Review Committee, seconded by Dr. McGuire, the following was unanimously approved by all members then present (8-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Possible Financial Interest/Conflict of Interest presented to the Board by Dr. Florencetta Gibson with respect to the grant applicants, The Wellspring Alliance for Families, Inc., and ULM, and has had the opportunity to propound questions to her regarding the relationships disclosed;

WHEREAS, the Board of Directors 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 Board of Directors hereby determines that Dr. Gibson does have a conflict of interest with the grant applicant, The Wellspring Alliance for Families, Inc., and may not participate in the discussion and vote with respect to the grant application.

The Board then considered the grant request from The Wellspring Alliance for Families, Inc.

Wellspring Alliance for Families, Inc. – “The Wellspring “YES!” Program” – requested \$39,931 for The Wellspring’s Project Start, for at-risk children in Union, Morehouse, and Ouachita Parishes. After discussion, upon recommendation of the Programs/Grant Review Committee, seconded by Dr. Huffstutter, the recommendation to provide partial funding of \$10,000 for supplies and teaching materials was unanimously approved by all members then present (8-0).

At this time, with Dr. Gibson out of the meeting, regarding the determination of possible conflict of interest on the grant applicants from the University of Louisiana at Monroe, upon recommendation by the Programs/Grant Review Committee, seconded by Dr. McGuire, the following was unanimously approved by all members then present (8-0), to wit:

WHEREAS, the Board of Directors of the Living Well Foundation has received and reviewed the Notice of Possible Financial Interest/Conflict of Interest presented to the Board by Dr. Florencetta Gibson with respect to the grant applications from ULM, and has had the opportunity to propound questions to her regarding the relationship disclosed;

WHEREAS, the Board of Directors of the Living Well Foundation 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 Board of Directors of the Living Well Foundation hereby determines that Dr. Gibson does not have a potential conflict of interest with respect to the grant applicants from ULM and may participate in the discussion and vote with respect to the grant applications.

At this time, Dr. Gibson rejoined the meeting, and Mrs. Hornsby exited the meeting after providing further information regarding her relationship to the grant applicant, Ouachita Parish School Board (OPSB).

The Board then reviewed a possible conflict of interest for the Board member, Courtney Hornsby. After discussion, upon recommendation of the Programs/Grant Review Committee, seconded by Dr. Gibson, the following was unanimously approved by all members then present (8-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Possible Financial Interest/Conflict of Interest presented to the Board by Mrs. Hornsby with respect to the grant applicant, Ouachita Parish School Board, and has had the opportunity to propound questions to her regarding the relationship disclosed;

WHEREAS, the Living Well Foundation Board of Directors has discussed, without the presence of the foregoing individual, whether she has a conflict of interest with respect to the designated grant application;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that Mrs. Hornsby does have a potential conflict of interest with respect to the grant application or the grant applicant, and may not participate in the discussion and vote with respect to the grant application.

The Board then considered the grant request from the Ouachita Parish School Board.

OPSB – “Riverbend Community Health Park” – requested \$30,000 to create the Riverbend Community Health Park located between Riverbend Elementary School and the West Monroe Community Center to provide fitness and wellness programming for the students and the community, and to provide health and wellness after-school activities. After discussion, upon recommendation of the Programs/Grant Review Committee, seconded by Mr. Hood, the recommendation to fully fund this project at \$30,000 was unanimously approved by all members then present (8-0).

At this time, Mrs. Hornsby returned to the meeting.

The Living Well Foundation Board of Directors then reviewed a possible conflict of interest for the Board member, Dr. Dave N. Norris, Jr., who was not present at the meeting. After discussion, upon motion by Mrs. Hornsby, seconded by Mr. Hood, the following was unanimously approved by all members then present (9-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Possible Financial Interest/Conflict of Interest presented to the Board by Dr. Dave N. Norris, Jr., with respect to the grant applicants from Louisiana Tech University, and has previously had the opportunity to propound questions to him regarding the relationships disclosed;

WHEREAS, the Living Well Foundation Board of Directors has discussed, without the presence of the foregoing individual, whether he has a conflict of interest with respect to the designated grant applications;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that Dr. Dave N. Norris, Jr., does have a potential conflict of interest with respect to the grant applications or grant applicants, and may not participate in the discussion and vote with respect to the grant applications.

Presentation of the Grant Applications – A review of each grant application was then discussed, including follow-up information. All applications were noted as impressive and with merit.

Citizens Medical Center – “Integration of Eye care with Diabetes Management in Caldwell Parish” – requested \$35,000 to purchase equipment to be used by Haik Humble Eye Center at Citizens Medical Center to provide visual screening for comprehensive eye exams for underserved residents of Caldwell, Franklin, and Jackson Parishes. It was noted that this grant was not eligible due to the medical services provider being the Haik Humble Eye Center, and not the hospital, and no further actions were necessary.

Downtown Monroe and Greater Ouachita Lions Club – “Cubsight” - requested \$12,520 to purchase 2 additional non-invasive cameras for visual screening for all pre-k, kindergarten, and 3rd graders in Ouachita Parish. Results are reported to the LA Lions Eye Foundation and reviewed by an optometrist. Follow-ups are made to ensure the child receives further evaluation or care if needed. The recommendation was made to fully fund this project at \$12,520.

Grambling State University (Dept. of Kinesiology, Sport & Leisure Studies) – “Improving Minority Perceptions About Care and Treatment (IMPACT)” – requested \$35,389 to improve the health of disadvantaged/under-served children in 4 parishes at two 1-week day camps for children ages 7-17 in fitness and wellness activities. Recommendation was made for no funding for this project at this time.

King Solomon Baptist Church – “Saving Lives by Knowing How” – requested \$20,545 for personnel and supplies in order to offer AHA’s Family and Friends CPR Course including use of simulated AED’s and purchase of mannequins for instruction. The recommendation was made for no funding for this project at this time.

LA Delta Community College – Jonesboro campus – “Patient Care Technician Instructor” – requested \$67,063 funding for the salary/fringe expense for an instructor for a Patient Care Technician course. The recommendation was made for no funding for this project at this time.

Lifeshare Blood Center – “LifesShare Cellular Laboratory” – requested \$50,000 to provide equipment/supplies for an accredited cellular laboratory in Shreveport to advance ULM College of Pharmacy professor Dr. Girish Shah’s patented screening process for identifying prostate cancer more accurately and earlier than the existing screen. The recommendation was made for no funding for this project at this time.

Louisiana Center for the Blind – “Fitness without Barriers” – requested \$16,320 for equipment and teaching materials to create a demonstration gym where the blind community can learn to access gym equipment and utilize public gyms. The recommendation was made to fully fund this project at \$16,320.

Louisiana Emergency Response Network – “Stop the Bleed Education” – requested \$12,334 to expand the education to faculty/staff at an additional 12 of 37 Ouachita Parish schools to recognize life-threatening bleeding and education on how to “stop the bleed”. It would also help purchase kits and equipment for the training. The recommendation was made to fully fund this project at \$12,334.

Louisiana Endowment for the Humanities – “Prime Time Head Start: Encouraging Healthy Weight & Nutrition through Sports” – requested \$9,886 to organize a Wee Ball/Tee Ball league to promote health and fitness and to engage parents. Recommendation was made to partially fund this project at \$2,500 to purchase equipment and supplies for the program.

Louisiana Tech’s Education and Research in Children’s Health – “Bulldog Book Club: Babies, Expansion and Evaluation” – requested \$24,376 to expand the Bulldog Book Club to develop and distribute 188 kits, including books focusing on children’s physical, cognitive, and socio-emotional health, to the parents of newborns in the area hospitals. Recommendation was made for no funding for this project at this time.

Louisiana Tech University Psychological Services Clinic – “Providing Mental Health Services to LGBT-Identified Community Members of Northeast Louisiana” – requested \$30,596 to provide therapy sessions and workshops for the LGBT community and to cover fees and offset expenses in the free clinic on campus. Recommendation was made to partially fund this project at \$1,800 to help promote awareness of and market the clinic for all who may need help in the community and to offer workshops to the specifically identified population.

Louisiana Tech University School of Human Ecology - “Health Evaluation and Training” – requested \$25,005 for expansion of the WISE (We Inspire Smart Eating) Program which encourages healthy eating to 10 schools in NE LA. The recommendation was made for no funding for this project at this time.

Louisiana Tech University Schools of Nursing, Entrepreneurship, Engineering, BioMed – “AI to Reduce AED Response Time” - requested \$21,477 to begin development of a mobile app used to locate the closest AED and to coordinate community efforts to decrease response time in emergency or disaster events. The recommendation was made to fully fund this project at \$21,477.

Louisiana United Methodist Children and Family Services, Inc. Outdoor Wilderness Learning Center – “The Pegasus Project” – requested \$15,000 to expand the therapeutic riding classes program to elementary through high school students with special needs in Lincoln and Jackson Parishes. The recommendation was made to fully fund this project at \$15,000.

Morehouse Community Medical Centers – “Richwood High School Career Center Partnership” – requested \$25,000 to help support the RHS Career Center with professional licensed instructors and provide on-site educational training for the medical assistant and patient care technician programs. The recommendation was made to fully fund this project at \$25,000.

Rays of Sonshine – “Healthy You” – requested \$28,450 to expand healthy nutrition services, physical fitness services, and smoking cessation classes to the disadvantaged, under-insured population of recovering families in the shelter. Recommendation was made to partially fund this project at \$23,150 to assist in renovation of shelter buildings.

The Center for Children and Families, Inc. – “Brokers of Hope”- requested \$35,000 for forensic medical equipment for examinations of abuse victims, crisis intervention, individual and family counseling, and advocacy in Union Parish. The recommendation was made for no funding for this project at this time.

The Health Hut – “La Salud de la Familia (The Healthy Family)” – requested \$18,998 to expand the services of the translator for the Spanish-speaking patients/families at the clinic to two days each week. It was noted that the Health Hut is a primary funded project of the Lincoln Health Foundation, and that Lucius McGehee, Jr., with Argent Financial Group, the investment manager for the Foundation, is also on the Board of the Health Hut. The recommendation was made to fully fund this project at \$18,998.

The Northeast Louisiana Children’s Museum – “Eat Well, Play Well” – requested \$9,000 for the 3 month rental of “Eat Well, Play Well” a traveling exhibit from the Oregon Museum of Science and Industry to reach 1,000 at-risk school children through field trips to the museum. Recommendation was made to partially fund this project at \$4,500 towards the rental of the exhibit.

Salvation Army of Monroe – “The Salvation Army of Northeast Louisiana in Monroe Assistance Programs” – requested \$15,000 for the following items: a steam table with sneeze guard; fencing to separate the men and women’s areas; repairs to the roof at the warehouse where goods are stored for the Thrift Store and Angel Tree; and another commercial washer/dryer. Recommendation was made to fund a total of \$25,000 towards the specific needed items at \$15,000 plus an additional \$10,000 to ensure that the repairs to the roof are completed.

Union General Hospital – “Promoting Healthy Eating and Physical Activity for a Healthier Community” – requested \$27,040 for nutrition consultants, project and office supplies and materials, printing and publications, advertising, and project equipment to promote healthy habits and physical activity. Recommendation was made to partially fund this project at \$8,300 to purchase equipment for the program.

ULM Education Department – “Standardized Testing Effects on Public School Faculty Assessed Through Salivary Cortisol Measures” – requested \$14,372 to research the anxiety of teachers during the Louisiana State Assessment tests through specific testing measures of cortisol levels. The recommendation was made for no funding for this project at this time.

ULM – Department of Gerontology – “Pilot Grief Care Program for older adults over the age of 60 years” – requested \$23,912 to implement a pilot Grief Care Program for those over the age of 60 who are experiencing depression, emotional isolation, traumatic stress, and prolonged distress, with services to be provided at the Ouachita Council on Aging in Monroe. The recommendation was made for no funding for this project at this time.

ULM – Kitty Degree School of Nursing (KK) – ‘Healthy Today, Healthy Tomorrow’ - requested \$9,829 for the purchase of medical supplies and educational material to be used at health fairs and festivals throughout the region. Services would include: blood pressure, glucose, and total cholesterol screenings; breast health education; colorectal cancer risk assessment and home screening; diabetes health education; and, cardiovascular health education. Recommendation was made to partially fund this project at \$2,500 to purchase equipment and supplies for the program.

ULM – Kitty Degree School of Nursing – ‘Mobile Bridge to Health’ - requested \$34,715 to provide mental health support and medical screenings to homeless clients in three agencies: the Salvation Army, Family Promise, and the Desiard Street Shelter. Identified needs would be further referred as appropriate to other full service medical settings. Recommendation was made to partially fund this project at \$26,000 to purchase equipment and supplies for the program.

ULM – Occupational Therapy Clinic – “Occupational Therapy Services for Adults Who Are Under-served” - requested \$58,822 to provide additional therapist time and to update outdated equipment/supplies for the clinic. Recommendation was made to partially fund this project at \$20,000 to purchase equipment and supplies for the program.

ULM – School of Pharmacy – “Promotion of Enhanced Access to Health Care” – requested \$32,400 to bring increased awareness of prostate cancer and overall men’s health through a Prostate Cancer Awareness & Celebration 5k Run/Walk and to host a Men’s Health Summit including all aspects of men’s health. Recommendation was made to partially fund this project at \$13,500 to purchase equipment and supplies for the program, and to request the applicant to apply to BCBSLA for event sponsorship.

ULM – School of Pharmacy – “Working Together to Prevent Blindness from Diabetes” – requested \$6,442 to expand services provided by the School of Pharmacy students at the diabetes medication clinic through the Retina Center located at Haik Humble Eye Associates. The recommendation was made for no funding for this project at this time.

ULM – School of Radiologic Technology – “Rolling Shields for NELA” – requested \$6,850 to purchase 13 rolling radiation shields for use in area clinics and hospitals where ULM students perform their clinical internships. The recommendation was made for no funding for this project at this time.

Warren and Linda Trimble Ministries – “The Freedom Center Project for Youth” – requested \$25,000 to match other funds in completion of a park and playground at the center and to expand the Mother’s Day Out Program in Franklin Parish. Recommendation was made for no funding for this project at this time.

Workforce Development Board SDA-83, Inc., - “NELA Nursing Adjunct Faculty Project” – requested \$50,000 to address the critical nursing shortage in the region by providing 2 teaching positions at each of the three currently accredited nursing schools: ULM, LA Tech University, and the LA Delta Community College. This is a collaboration project with regional education and healthcare providers in seeking matching funds to the BCBSLA 3-year Collective Impact Grant of \$300,000. Recommendation was made to partially fund this project at \$44,000, contingent upon inclusion of the Grambling State University’s nursing program when appropriate.

This concluded the overall presentation of the grant applications. It was then noted that the total recommended funding for the grant applications was \$332,899. After discussion, and no further questions, upon recommendation of the Programs/Grant Review Committee, seconded by Dr. Carter, the funding recommendations as presented were unanimously approved (9-0) for the following grant applicants: Downtown Monroe and Greater Ouachita Lions Club (\$12,520); Grambling State University (\$0); King Solomon Baptist Church (\$0); LA Delta Community College (\$0); LifeShare Blood Center (\$0); Louisiana Center for the Blind (\$16,320); Louisiana Emergency Response Network (\$12,334); Louisiana Endowment for the Humanities (\$2,500); LA Tech University – Education (\$0); LA Tech University – Psychological Services Clinic (\$1,800); LA Tech University – Human Ecology (\$0); LA Tech University – Schools of Nursing, Entrepreneurship, Engineering, BioMed (\$21,477); Louisiana United Methodist Children and Family Services, Inc. – Outdoor Wilderness Learning Center (\$15,000); Morehouse Community Medical Centers, Inc. (\$25,000); Ouachita Parish School Board (\$30,000); Rays of Sonshine (\$23,150); The Center for Children and Families, Inc. (\$0); The Health Hut (\$18,998); The NE LA Children’s Museum (\$4,500); The Salvation Army of Monroe (\$25,000); Union General Hospital (\$8,300); ULM – Education (\$0); ULM – Gerontology (\$0); ULM – Kitty Degree School of Nursing (Healthy Today, Healthy Tomorrow) (\$2,500); ULM – Kitty Degree School of Nursing (Mobile Bridge to Health) (\$26,000); ULM – OT Clinic (\$20,000); ULM – College of Pharmacy – (Promotion of Enhanced Access to Health Care) (\$13,500); ULM – College of Pharmacy (Working Together to Prevent Blindness from Diabetes) (\$0); ULM – Radiologic Technology (\$0); The Wellspring Alliance for Families, Inc. (\$10,000); Workforce Development Board SDA – 83, Inc. (\$44,000).

The approved grant applications for LA Tech University, the Ouachita Parish School Board, and the Wellspring Alliance will be presented to the HSD #1 Board of Commissioners due to the determined conflicts of interest.

Items to be Considered from the Finance/Investment Committee –

Revised First Amended 2018 Budget – Due to the need to revise the 1st Amendment to the 2018 Budget and considering that it had not been implemented or further approved, the Revision to the 1st Amendment of the 2018 Budget was then presented to include net unrealized losses of \$500,000 and to increase the grants budget to \$332,899 as awarded. It was also noted that the “Salaries and Fringe” line item had been detailed by position and expense. After review, upon recommendation from the Finance/Investment Committee, seconded by Mr. Phillips, the Revised First Amended 2018 Budget was unanimously approved as presented (9-0). This item will be presented to the HSD #1 Board of Commissioners.

Dr. Gibson exited the meeting at this time because of a previous engagement.

September 2018 Financial Statements – The September 2018 financial statements with the Argent statement, the bond worksheet, and the cash basis worksheet were presented. It was noted that there was a deficit in the change in assets for the month due to increased unrealized losses. Upon recommendation from the Finance/Investment Committee, seconded by Dr. McGuire, the September 2018 financial statements were unanimously approved by all members then present (8-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

Second Amendment to the Argent Fee Schedule – The Second Amendment to the Fee Schedule for the Argent Management Contract of March 2014 was presented. It was noted that the amendment was needed as Argent Trust Company is no longer including the Federated money market sweep account balance in the assessment of fees. After discussion, upon recommendation by the Finance/Investment Committee, seconded by Dr. Carter, the Second Amendment to the Fee Schedule as presented was unanimously approved by all members then present (8-0).

Update on Related Party Questionnaire for 2019 – Board members and staff were presented with a Related Party Questionnaire packet to update current information or to revise areas related to disclosure of any possible related party situation, including vendors. Completion of the questionnaire will be done by the next Board meeting in February 2019, and new members will be included in the process. No further action was necessary at this time.

President CEO Report - No further report at this time outside of above activities.

Board Chair Report – No further report at this time.

There being no other activities, and no other Directors or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.

Board Chair

Secretary