

**A MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, DECEMBER 13, 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
Dr. 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 September 6, 2018, meeting were reviewed. There being no changes, upon motion by Mr. Hood, seconded by Dr. Norris, the minutes were unanimously approved by all members then present (3-0).

At this time, Dr. Ed McGuire entered the meeting.

October 2018 Financial Statements – The October 2018 financial statements, together with the cash flow and Argent statements, were presented. It was noted that, although there was a slight unrealized loss for the month of October, there was no overall deficit in the financials for the month. It was also noted that final payment of \$1,500 was made to United Way to close their Fall 2017 grant, with additional payment of \$4,000 to Foundant Technologies for the 2-year renewal of the online grant software. As indicated on the bond worksheet and current holdings, projected annual interest was now slightly over \$900,000. Upon motion by Dr. Norris, seconded by Mr. Hood, the October 2018 Financial Statements were unanimously approved (4-0).

SBHC Startup Costs in Union Parish – It was determined that the agenda needed to be amended to include an item for the consideration of the school-based health center (SBHC) at the Union Parish High School and projected startup costs as provided by Morehouse Community Medical Centers, Inc. (MCMC). Upon motion by Dr. Norris, seconded by Dr. McGuire, the recommendation to amend the agenda for the item was unanimously approved (4-0).

The provision of funding to assist in startup costs of the SBHC with MCMC was then further discussed. Upon consideration of the total projected startup costs and the Foundation’s strategic goals to support SBHCs in the 8-parish service area, and in light of the positive response from the Union Parish School System, the Union General Hospital, and community leaders, it was determined that the 2019 budgeted \$240,000 for the SBHC Initiative should be provided to MCMC to offset startup costs, which includes operational expenses, as well as capital expenses of a building and medical equipment. It was agreed that Mr. Caldwell and Mrs. Proffit would

prepare an MOU and a Funding Agreement with Morehouse Community Medical Center for the funding perspectives, which should include a provision requiring MCMC to provide that the building, and associated capital expenses, would be restricted for use as a medical clinic for 10 years. The recommendation to approve partial funding for the detailed startup costs for the Union Parish School Based Health Center was made with the noted restrictions. Upon motion by Dr. Ed McGuire, seconded by Dr. Norris, the recommendation was unanimously approved by all members (4-0). As the SBHC Initiative is outside the normal grant-making activities, the MOU and the Funding Agreement will be presented at the February 2019 Board meeting, with further approval by the HSD #1 Board of Commissioners.

2018 Auditor Engagement Letter – The 2018 Auditor Engagement Letter with Huffman & Soignier, APAC, was presented. As the selection of the auditor had previously been approved by both the Board of Directors and the HSD #1 Board of Commissioners, the signed letter would now be forwarded to Huffman & Soignier, with a copy provided to the HSD #1. No further action was necessary.

RFP Process for Investment Management – Information was presented on the 2007 Request for Proposals (RFP) process for selection of an investment manager, and what approach might be indicated currently, as the current manager has been in place for 5 years. It was noted that the current manager, Argent Advisors Group, would be included in the request. Preliminary contact has been made to a local CPA firm for potentially managing the RFP process, in addition to consideration of a non-local consulting firm to conduct the process. Further details and analysis will be considered at the January 2019 Finance/Investment Committee meeting, with possible action at the February 2019 Board meeting. The recommendation was made to initiate the RFP process to consider investment managers for the portfolio of the Foundation. Upon motion by Dr. Norris, seconded by Mr. Hood, the recommendation was unanimously approved (4-0). This item will be considered in more detail by the Finance/Investment Committee and presented to the Board of Directors at its next meeting.

President/CEO Report – Mrs. Proffit reported that the WMWO Chamber has informed the Foundation that an annual fee of \$100.00 will be invoiced for cleanup related to the use of their facility. It was also noted that all site visits for the 2017 Fall Grant cycle had been conducted, and that grant agreements are being finalized for the Fall 2018 grant award recipients. First checks for the 2018 Fall Grant cycle will be paid in January with site visits to begin in the second quarter of 2019. Response from the service area on assistance with projects, grant writing, and collaboration for greater impact has been very positive, and the service offered by the Foundation, as part of the strategic plan, continues to create broader value for the Foundation and the region.

Board Chair Report – No further report 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.

Chair

Secretary