

**A MEETING OF THE BOARD OF DIRECTORS
OF THE LIVING WELL FOUNDATION
ON THURSDAY, MAY 2, 2019, AT 7:30 A.M.
WMWO CHAMBER OF COMMERCE,
112 PROFESSIONAL DRIVE,
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Courtney Hornsby, Chair
Jim Allbritton
Lori Allen
Dr. Jacquelyn Carter
A. Whitfield "Whitty" Hood, Jr.
Dr. Bob Huffstutter
Dr. Ed McGuire
Major Jason Pleasant

Members Absent:

Pastor Don Banks
Alberta Green
Dr. Dave N. Norris, Jr.
Ken Phillips

Staff Present:

Alice M. Proffit, President/CEO
Janet M. Rutledge, Exec Asst/Sec/Treasurer

Others Present:

Doug Caldwell, Attorney
Julian Johnston, LWF Board Advisor

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

Minutes – The minutes from the February 7, 2019, meeting were reviewed. There being no changes, upon motion by Mr. Allbritton, seconded by Mr. Hood, the minutes were unanimously approved by all members then present (7-0).

Items to Consider on Financial Statements –

Revised February 2019 Financial Statements – The revised February 2019 financial statements were presented and included the \$240,000 for the SBHC Initiative project with Morehouse Community Medical Centers and Union Parish School System for the new school-based health center at Union Parish High School as approved at the February Board meeting, with the associated grant payable, and also included the revision to the revenue for the annual update luncheon. There was noted deficit in the change in net assets year to date due to the booking of the SBHC Initiative funding of \$240,000, but no deficit in total net asset value. After discussion, upon motion by Dr. McGuire, seconded by Dr. Carter, the revised financial statements for February 2019 were unanimously approved by all members then present (7-0).

March 2019 Financial Statements – The March financial statements with the Argent statement, bond worksheet, and cash flow comparison were presented, with no noted deficit. It was noted that there were large unrealized gains this month due to market actions, and there was a return of unused funds on the reconciliation of the 2017 grants and dental clinics. The Federated money

market account now has a return of 2.27%, and annual income on the current holdings was predicted at \$925,000. A correction was noted for the net asset value comparison for March 2018. After discussion, upon motion by Dr. Huffstutter, seconded by Mr. Allbritton, the financial statements, with noted correction, were unanimously approved by all members then present (7-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

Waiver of the Community Needs Assessment – Discussion was held regarding the timeline for a Community Needs Assessment every 10 years and the need for continued waiver at this time. It was concluded that the cost for a new assessment with no new outcomes would be an unnecessary expense. Recommendation was made to request the continued waiver from HSD #1 for 2019. After discussion, upon motion by Mr. Hood, seconded by Dr. Carter, the recommendation was unanimously approved by all members then present (7-0). This item will be presented to the HSD #1 Board of Commissioners.

Items to consider from the Executive Committee -

Strategic Plan Annual Review – Due to time constraints, this item was postponed for discussion until the August Board meeting. No further action was necessary.

At this time, Major Jason Pleasant joined the meeting.

New Staff Position – Discussion was held on the consideration for additional part-time office help for the areas of financial assistance and grant reconciliations in a new position, Financial Assistant, working up to 20 hours per week at the market rate depending upon qualifications. The recommendation was made to hire the additional position for the specified work. Upon motion by M. Hood, seconded by Dr. Huffstutter, the recommendation was unanimously approved (8-0). This item will be presented to the HSD # 1 Board of Commissioners.

At this time Lori Allen exited the meeting for a previous engagement.

RFP Process for Investment Management – Documents were presented concerning the Request for Proposals process to select a qualified investment manager to manage the investment portfolio. The documents outlined the specific services requested and the terms of engagement, qualification criteria, and timeline for the process. It was recommended that the process continue with the RFP going out by May 9, 2019, and proposals received by June 28, 2019, and with a public notice in the legal news section of the Ouachita Citizen. Upon motion by Mr. Allbritton, seconded by Dr. McGuire, the recommendation was unanimously approved by all members then present (7-0).

Items to Consider from the Programs/Grant Review Committee –

Priority and Focus for Fall 2019 Grant Cycle – Information from the Community Plan was presented in consideration for the priority and focus for the Fall 2019 Grant Cycle. It was determined that the three identified priorities within the Community Plan provide for equitable access by agencies within the service area. Recommendation was made for the priorities for the grant cycle to 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*

In addition, within the recommendation, the focus for the grant cycle was determined as:

- *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.*

As it was a recommendation from the Programs/Grant Review Committee and no motion was required, the recommendation for the priority and focus for the Fall 2019 grant cycle was seconded by Dr. Carter, and was unanimously approved by all members then present (7-0).

External Evaluator for Grant Cycle – Discussion was held concerning the external evaluator for the upcoming Fall 2019 grant cycle. Credentials for Dr. Francesca Armmer, Associate Professor of Nursing at Bradley University in Illinois, along with a letter of agreement defining the terms for the external evaluator, were presented. Dr. Armmer has served as external evaluator for the 2017 and 2018 grant cycles, and it was reported that she performed excellently for the Foundation. As a motion from the Programs/Grant Review Committee, it was recommended that Dr. Armmer serve as the external evaluator for the Fall 2019 grant cycle. This motion was seconded by Dr. McGuire and unanimously approved by all members then present (7-0).

Funding for Salvation Army of Monroe – A letter from the Salvation Army of Monroe requesting emergency funding assistance through December 31, 2019, was presented. Discussion was held concerning the unforeseen financial setback because of the recent denial of potential funding by United Way and the Ouachita Business Alliance homeless fund. Total costs through December 31, 2019, are predicted at \$70,000, and the Salvation Army regional headquarters in Jackson, Mississippi, can cover the sheltering expenses through August 2019. It was reported that typically the headquarters funding is for general operational expenses for the shelter and the community assists to support sheltering expenses through fundraising efforts. It was further reported that after a recent Board meeting, United Way had reconsidered its support and will provide \$30,000 to accommodate the timeline for other fundraising to occur. The recommendation was made to provide one-time emergency funding of \$15,000, outside of the normal grant-making activities, to cover one month's shelter expenses and to allow Salvation Army time to rebuild its fundraising activities. Upon motion by Mr. Hood, seconded by Dr. McGuire, the recommendation was unanimously approved by all members then present (7-0). This item will be forwarded to the HSD #1 Board of Commissioners.

Support to OPSB for Boley Elementary School – Discussion was held concerning the loss of Boley Elementary School and the desire of the Living Well Foundation to be a supportive community partner at this time. A recommendation was made that the Living Well Foundation enter conversations with the Ouachita Parish School Superintendent, Dr. Don Coker, to discover any needs which may qualify under the mission and vision for the Foundation, whether immediate or within the upcoming grant cycle. No further action was required for this item at this time.

President/CEO Report – Reference to the recent Executive Committee minutes provided to the Board members was made involving the status of a trauma center for the area and the D.O. Medical School activities. A report was also given on the grant orientation meetings held at ULM and Tech for report training.

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