

**A MEETING OF THE
PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, APRIL 25, 2019, AT 8:00 A.M.
AT THE LIVING WELL FOUNDATION OFFICE
3711 CYPRESS STREET, SUITE 2
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Ken Phillips, Vice Chair
Courtney Hornsby
Dr. Bob Huffstutter

Staff Present:

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

Members Absent:

Alberta Green
Dr. Dave N. Norris, Jr.

Others Present:

Dr. Jacquelyn Carter, Board Director

Ken Phillips called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the November 1, 2018, meeting were reviewed. There being no changes to the minutes, upon motion by Mrs. Hornsby, seconded by Dr. Huffstutter, the minutes were unanimously approved (3-0).

Priority and Focus for Fall 2019 Grant Cycle – A review of information, including the findings of the Community Needs Assessment and the focus of the Community Plan, was presented. 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, recommendation was made 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*
- *Addressing special healthcare needs of infants and minor children*

In addition, the recommendation included 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 Mrs. Hornsby, seconded by Dr. Huffstutter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

Amended Agenda Item – 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. Huffstutter, seconded by Mrs. Hornsby, 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 and Fall 2018 grant cycles, be selected again as the external evaluator for the upcoming grant cycle at the previous rate of \$125 per grant application. Discussion was held as to future rotation of evaluators and a timeline to consider. Upon motion by Mrs. Hornby, seconded by Mr. Phillips, the recommendation to secure Dr. Francesca Armmer as evaluator for the Fall 2019 grant cycle was unanimously approved (3-0). This item will be presented to the Board of Directors.

Salvation Army Request – After review of a letter of request and other supportive documents, discussion was held on supporting the homeless shelter of Salvation Army through 2019 due to a change in funding. The Salvation Army has recently been notified by United Way that they would not be a future partner agency with them and that they would not receive funds from any remaining funds of the Ouachita Homeless Fund, previously initiated through the Ouachita Business Alliance and administered by United Way during 2018. It was noted that Salvation Army provides services for overnight sheltering, different from most other shelters, and has demonstrated excellent efforts towards re-establishing their presence, services, and improved shelter conditions. Information presented indicates there will only be enough funding to cover sheltering costs through mid-August, and that the average expense for current sheltering volumes is \$15,000 monthly, with an overall gap of \$70,000 for 2019. United Way recently updated the notification to Salvation Army that they would contribute \$30,000 so that Salvation Army could have time to structure their fund-raising efforts again locally. It was reported that the Salvation Army and its Board of Directors have a good plan and follow-up approaches in order to contact past community partners and donors, local churches, and city officials, in addition to planning a large annual event. After discussion, it was recommended that \$15,000, one month's sheltering expense, be funded to Salvation Army to assist in the shortfall as a one-time emergency support effort and as a vital community partner, outside the normal grant-making process. Upon motion by Mrs. Hornsby, seconded by Mr. Phillips, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

Amended Agenda Item - At this time, it was recommended that the agenda be amended in order to add an item for discussion, specifically the need to possibly assist the Ouachita Parish School Board after the recent loss of Boley Elementary School as a result of the weather-related fire. After no public comment or adverse input, upon motion by Dr. Huffstutter, seconded by Mrs. Hornsby, the recommendation to amend the agenda to add an item was unanimously approved (3-0).

Boley Elementary School Loss – Discussion was held on the possibility for Living Well Foundation to be a good community partner to the Ouachita Parish School System after the total loss of Boley Elementary School by a weather-related fire. After discussion, recommendation was made to enter discussions with Dr. Don Coker regarding the specific needs and a possible timeline, either as an emergency one-time measure if prior to the end of 2019 or inclusion to the upcoming grant cycle, for a specific need that would meet with the mission of the Living Well Foundation. Upon motion by Mrs. Hornsby, seconded by Dr. Huffstutter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

Other Comments by Committee Members – No further comments were offered 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.

Vice-Chair

Secretary