

**A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, JUNE 6, 2019, 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.  
Ken Phillips

***Staff Present:***

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

***Members Absent:***

none

***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 April 11, 2019, meeting were reviewed. There being no changes, upon motion by Mr. Hood, seconded by Dr. Norris, the minutes were unanimously approved (5-0).

**April 2019 Financial Statements** – The April 2019 financial statements, with the Argent statement and cash statement, were presented. It was noted there were no deficits in the financials and that the total net assets were over \$1,450,000 above the restricted principal at this time, based on recent market performance. After discussion, upon motion by Dr. Norris, seconded by Ken Phillips, the April 2018 financial statements were unanimously approved (5-0).

**2018 Annual Report** – The annual report for activities and performance during 2018 was presented with pending completion of the detail on awarded grants. Final printed copies will be made available to potential and current grantees, governing bodies, and presentations within the service area, and an e-version will be posted on the website. Upon motion by Mr. Hood, seconded by Dr. McGuire, the 2018 Annual Report was unanimously approved (5-0), contingent upon final review by the Board Chair, Courtney Hornsby, and attorney, Doug Caldwell. This item will be presented to the HSD #1 Board of Commissioners, and thereafter a printed copy will be mailed to all Board members and the mailing list.

**Item to be considered from the Audit Committee:**

**2018 Audit** – The 2018 Audit Report as prepared by Huffman & Soignier, APAC, was presented. There were no findings, no deficiencies, and no non-compliance items in the audit, with a final unmodified opinion, and no journal entries to be made. It was reported that no exceptions were

noted within the review of Agreed-Upon Procedures. It was also reported that opportunity was provided for the audit team to discuss any issues without the management present, and the audit team indicated there were no issues that needed a separate discussion. It was noted that the staff was commended by both the auditors and the Audit Committee for its organization, performance, and processes.

Noting that the audit had previously been submitted to the Legislative Auditor upon completion and Foundation review, upon motion by Dr. Norris, seconded by Mr. Phillips, the 2018 Audit Report was unanimously accepted and approved (5-0). This item will be presented to the HSD #1 Board of Commissioners, and a copy will be provided to all Board members and added to the website.

**Form 990 Tax Return** – The 2018 Form 990 was presented, and it was reported that, after reviews, the Form 990 had been completed and filed electronically by the due date of May 15, 2019. It was noted that the report contains a historical year by year summary which reflects that the Foundation continues its practice of not spending more than it earns. Upon motion by Dr. McGuire, seconded by Dr. Norris, the 2018 Form 990 tax return was accepted and approved (5-0). This item will be presented to the HSD #1 Board of Commissioners, and thereafter added to the website.

**2018 Compliance Certificate** – The 2018 Compliance Certificate was presented with a review of noted initiatives and items which had received approval through resolutions from the Hospital Service District #1. After discussion, upon motion by Dr. Norris, seconded by Mr. Phillips, the 2018 Compliance Certificate was unanimously approved (5-0). This item will be presented to the HSD #1 Board of Commissioners.

**New Staff Personnel** – Information was presented concerning the hiring of a part time financial assistant. It was noted that the Board of Directors had previously approved the position and rate of pay, and that HSD #1 Board of Commissioners had approved the position, subject to the proviso and condition that the Foundation will provide the District with a six-month detailed report upon hire. It was also noted that it would be unnecessary to amend the Employee Manual at this time as the contract would define the terms of employment. A potential candidate was then discussed, and recommendation was made to offer employment to the candidate at \$20 per hour up to 20 hours per week if terms were mutually agreeable. Upon motion by Dr. Norris, seconded by Mr. Hood, the recommendation was unanimously approved (5-0). This item will be presented to the HSD #1 Board of Commissioners.

**Furniture Item** – An update was presented on the 2019 capital expense budget and the completion of certain purchases, with a proposal to acquire 2 specific needs chairs for the conference room upon accommodation request. It was noted that the replaced chairs would be used for new personnel and other use within the office. Upon review of available funds and quotes, it was recommended that the purchase be included within the budget. After discussion, upon motion by Mr. Phillips, seconded by Dr. McGuire, the recommendation was unanimously approved (5-0).

**President/CEO Report** – As part of its grant from the Foundation, ARCO has completed a resource directory listing healthcare professionals within the 8 parish service area who serve special needs clients including mental health. This type of directory has not existed and will be an invaluable resource throughout the region. The Foundation can assist the expansion of distribution to make it available in a much broader application, including a link on the website.

**Board Chair Report** – No further update was provided.

**Other Committee Members Comments** – Questions regarding the Salvation Army’s fundraising, community efforts, and United Way support were addressed. It was offered that a Foundation day at the Salvation Army could be beneficial for the Board. Ongoing discussions will continue regarding their status of fundraising and sheltering this year. In another item, the status of the RFP process was discussed, with review of the timeline.

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.

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Chair

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Secretary