

**A MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, SEPTEMBER 12, 2019, AT 9:00 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.

Staff Present:

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

Members Absent:

Ken Phillips

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 June 6, 2019, meeting were reviewed. There being no changes, upon motion by Dr. Norris, seconded by Mr. Hood, the minutes were unanimously approved (4-0).

July 2019 Financial Statements – The July 2018 financial statements, with the Argent statement, the bond worksheet, and the cash flow statement, were presented. It was noted that although there was a deficit in the change in asset value for the month of July due to unrealized losses, there was an overall positive position in the change in asset value for the year. There were returned unused funds from the dental hygiene clinics, as well as the first installment of \$16,500 for the Fall 2018 grant award to Morehouse Community Medical Centers, Inc., as they felt they would not be able to complete the specific requirements of the grant due to medical licensure requirements and conflict within the academic calendar at Richwood High School. After discussion, upon motion by Dr. Norris, seconded by Dr. McGuire, the July 2019 financial statements were unanimously approved (4-0).

Monthly Bills and Vendors Listing – The list of vendors and typical billing by each was presented, with updates to certain vendors and services. After review, upon motion by Mr. Hood, seconded by Dr. Norris, the vendor listing was unanimously approved (4-0).

Renewal of D & O and Business Liability Insurance Policy – Information was presented on the proposed renewal of the Directors and Officers and Business Liability Insurance Policy. Phillip Sivils, an independent insurance representative, was consulted to review the terms and premium of the policy. It was recommended that, upon Mr. Sivils's review and the needs of the Foundation, the Foundation renew the policy with Travelers, as the coverage and premium were excellent. Upon motion by Mr. Hood, seconded by Dr. McGuire, the recommendation was unanimously approved (4-0).

Employee Annual Reviews – The annual reviews for employees were then presented, after Janet Rutledge and Sherry Miller exited the meeting.

Executive Assistant, Secretary/Treasurer – Alice Proffit presented the evaluation for Janet Rutledge’s performance, with information on compensation averages and an update on duties within the job description. After discussion, a recommendation was made for a merit increase of 3% to the hourly compensation effective January 1, 2020. Upon motion by Mr. Hood, seconded by Dr. Norris, the recommendation was unanimously approved (4-0).

Financial Assistant – An update on the terms of employment for Sherry Miller was presented, with reference to the 90-day probationary period and additional 6-month performance review. Although no further actions to the terms of employment were required at this time, it was recommended that the terms be reaffirmed. After review, upon motion by Dr. McGuire, seconded by Mr. Hood, the recommendation was unanimously approved (4-0).

At this time, Alice Proffit also exited the meeting.

President/CEO – There was discussion of the performance of Alice Proffit regarding the operations of the Foundation. All members of the Executive Committee agreed that she did an excellent job in all areas of the Foundation operations, was extremely knowledgeable and efficient, and that her written review (to be prepared by the Chair and later circulated) should reflect those opinions.

Following that discussion, there was a discussion of an increase in annual compensation. All members agreed an increase in compensation was appropriate and should be made. Following further discussion, there was a motion and a second that the Executive Committee recommend an increase in salary of 4% for Alice Proffit, to be effective January 1, 2020. The vote was unanimous.

All staff members then rejoined the meeting.

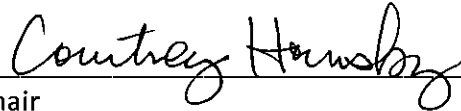
All of the above items relating to employee annual reviews will be presented to the Board, and thereafter to the HSD #1 Board of Commissioners.

Consideration of Additional Grant Cycle – Information was presented on the opportunity to investigate areas of possible strategic granting with large impact, including the provision of equipment within 3 specialties: spot vision screeners, segmental body composition tools, and automated external defibrillators (AEDs). It was reported that these needs have arisen from existing grant requests, medical screening needs, or recent legislative actions. After discussion, it was recommended that investigation continue within this concept, with further determination to be based upon budget capabilities and future meetings. Upon motion by Mrs. Hornsby, seconded by Dr. Norris, the recommendation was unanimously approved (4-0).

President/CEO Report – It was reported that 42 letters of intent had been received for the Fall 2019 grant cycle, an increase of 25% over 2018. It was also reported that a site visit schedule had been distributed for certain grant visits, including the Union Parish school-based health center, upon request of Board members to potentially attend.

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