

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

**MINUTES**

***Members Present:***

Courtney Hornsby, Chair  
Jim Allbritton  
Bishop Don Banks  
Alberta Green  
A. Whitfield Hood, Jr.  
Dr. Robert Huffstutter  
Dr. Louis E. McGuire  
Dr. Dave N. Norris, Jr.  
Ken Phillips

***Members Absent:***

Lori Allen  
Dr. Jacquelyn Carter  
Major Jason Pleasant

***Staff Present:***

Alice M. Proffit, President/CEO  
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 October 3, 2019, meeting were reviewed. There being no changes, upon motion by Mr. Allbritton, seconded by Mr. Phillips, the minutes were unanimously approved (7-0).

At this time, Dr. Norris joined the meeting.

**Items to be Considered from the Finance/Investment Committee:**

**September 2019 Financial Statements** – The September 2019 financial statements with the Argent statement, the bond worksheet, and the cash basis worksheet were presented. It was noted that there was no deficit in the change in assets for the month or year-to-date. As a recommendation from the Finance/Investment Committee, and no motion required, then seconded by Dr. Norris, the September 2019 financial statements were unanimously approved by all members then present (8-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

**First Amendment to the 2019 Budget** – An amendment to the 2019 budget was presented due to the revision in the Fall 2019 Grant Cycle budget and to reflect the predicted performance for the year. After review, and as a recommendation from the Finance/Investment Committee, and no further motion required, then seconded by Dr. Norris, the first amendment to the 2019 budget was unanimously approved as presented (8-0). This item will be presented to the HSD #1 Board of Commissioners.

At this time Bishop Banks entered the meeting.

**Fall 2019 Grant Cycle Applications Review** – The overall process for review was discussed, and it was noted that there were 35 applications received at a total request of \$790,040. As defined in the By-Laws, determinations of potential conflicts of interest would also be considered. It was reported that the revised grant budget of \$380,000 was recently approved by the Finance/Investment Committee.

The Living Well Foundation Board expressed appreciation to the staff for the detail and tools provided on the grants and for an efficient and thorough review by the Programs/Grant Review Committee. The Board also acknowledged and expressed appreciation for Dr. Florencetta Gibson, Board Advisor, as a participant in the Committee reviews.

Grant applications were then discussed, including reviews of submitted and follow up information. Special note was made of the number of requests to fund AEDs (automated external defibrillators) based on recent local occurrences, and that the recent decision by the Foundation to investigate a future approach for managing the broad requests that could evolve from the region will be important. It was noted that all applications were impressive and with merit.

**Grants Considered with No Known Conflicts of Interest:**

The first group of grants presented were those in which there were no known conflicts of interest. Questions for clarification and discussion of the recommendations were encouraged during the presentation.

**ARCO – “Resource Access for Children and Adults with Disabilities”** – requested \$18,970 for a one-time investment cost for training videos, equipment/supplies to use during therapeutic home visits, and printing and distribution costs for the updated ARCO/LWF Directory of Health and Social Services for Adults and Children. The directory, developed through a previous grant award, is a listing of professionals and service providers within the 8-parish service area as a reference/referral tool, and it has already been acknowledged as a valuable resource for the region. Recommendation was made to fully fund this request at \$18,970.

**Bright Star Ranch, Inc. – “Bright Star Ranch Equine-Assisted Activities and Therapeutic Riding”** – requested \$33,900 to fund startup costs, including equipment and instructors, for a new non-profit. It was noted that no other funding had been established, and that additional therapeutic personnel might be warranted for mental health goals. Recommendation was made for no funding at this time.

**Broaden Horizons – “Therapeutic Performing & Visual Arts Academy”** – requested \$15,800 to fund professional performing arts instructors and purchase new sound equipment for a therapeutic performing, creative, and visual arts summer camp aimed at middle and high school students. Previous funding was reviewed with clarification of programming for past awards. Recommendation was made to partially fund this request at \$6,000 for the expenses associated with the professional performing arts instructors only.

**Camp Quality Louisiana – “Camp Quality Louisiana Summer Camp”** – requested \$7,500 as matching funding to cover facility fees for a summer camp for children with cancer. It was noted that other matching funding will be provided by several local businesses, and in-kind services will be provided by many therapeutic professionals. Recommendation was made to fully fund this request at \$7,500.

**Children’s Coalition for Northeast LA – “Alcohol Free Quinceanera”** – requested \$19,000 to fund a program which promotes alcohol-free celebrations within the Hispanic population in Union Parish. Discussion was held addressing sustainability, impact, and other programming that might or could be involved in the activities. After discussion, recommendation was made for no funding at this time.

**Freedom13 Ministries – “Purchased: Not for Sale NELA (Residential Recovery Program)”** – requested \$50,000 to provide for a program director and equipment/supplies for a newly donated building and residential housing for sex trafficking victims in Jackson, Lincoln, and Ouachita parishes. A review was held of financial goals and fundraising for the program as well as sustainability. After the review, recommendation was made for no funding at this time.

**LA Delta Community College – “A.S. in Nursing Electronic Health Records Documentation for Students”** – requested \$5,100 for equipment and software to pilot a new Electronic Health Records Documentation program for nursing students. It was especially noted that no funds were requested to support or offset any existing salaries, and that the nursing program was recently listed as #3 in Louisiana for excellence. Recommendation was made to fully fund the request at \$5,100.

**Louisiana Emergency Response Network – “Emergency Nurse Pediatrics Education”** – requested \$21,330 for teaching materials for training area ER nurses on pediatric trauma. It was noted that the organization will access all hospital ERs and ER nurses within the Foundation service area, and that contact was already established to achieve the goals. Discussion was held on the requirement for hospitals to have education hours on the topics, and that current resources or online tools may not be adequate to assist in improved protocols. After discussion, recommendation was made to fully fund the request at \$21,330.

**Louisiana United Methodist Children and Family Services, Inc., the Outdoor Wilderness Learning (OWL) Center – “Improving Health through Animal-Assisted Therapy”** – requested \$16,000 to expand equine experiential activities to disabled adults/children in specialty programs and nursing homes. It was noted that timelines for outcomes and sustainability may present challenges for meeting the needs of the defined participants. A review of previous funding was held. After review, recommendation was made for no funding at this time.

**Mercy Medical Health – “Vision and Hearing for Mini Miracles”** – requested \$12,653 to purchase vision and hearing equipment for a new pediatric wellness program at the federally qualified health center “look-alike” in Jackson Parish. It was noted that the center has a pediatric nurse practitioner on staff. Recommendation was made to fully fund this project at \$12,653.

**North LA Teach One to Lead One – “North LA T1L1”** — requested \$10,000 to expand Teach One to Lead One programming to 50 students in Ouachita Parish in spring of the 2019-2020 school year. It was noted that this is a national program and minimal information on how the local chapter was financially structured was provided. It was also noted that Lincoln Parish has a successful relationship with the organization and further expansion and funding could be warranted at a future date. Recommendation was made for no funding at this time.

**Rays of Sonshine – “Healthy You”** – requested \$15,760 to provide training in CPR/first aid and to purchase 9 AEDs for their 9 properties in Ouachita Parish. It was noted that collaborations with LERN, first responders, and other authorized instructors can assist in their goals. Recommendation was made for partial funding of \$12,000 for the AEDs expenses only.

**The Health Hut – “La Saluda de la Familia - and Beyond”** – requested \$19,801 to provide ongoing translator services and to add a second translator to the clinic, and to purchase needed equipment based upon the increased patient demand. It was noted that the Health Hut is a primary funded project with Lincoln Health Foundation, and that the services for the Hispanic population had exceeded expectations. After a discussion of the Lincoln Parish support for the clinic and previous funding, and plans for sustainability, recommendation was made to fully fund the request at \$19,801.

**The Life of a Single Mom – “Single Moms Across North Louisiana”** – requested \$13,500 to expand the service of the organization in North Louisiana from a south Louisiana base of operations by establishing support groups locally, holding conferences, and furnishing space. It was noted that there exists duplication at this time in services, but that qualitative programs could have impact on a specific population with special needs especially if defined for under-served women. After discussion, recommendation was made for no funding at this time.

**The Northeast Louisiana Children’s Museum – “The Healthy Heart”** – requested \$7,500 to implement programming for a traveling exhibit on the heart, developed by the museum in a previous grant. Additional materials were distributed to show the design and construction of the walk-in exhibit, and discussion was held on the involvement of cardiologists and other healthcare professionals. After discussion, recommendation was made to fully fund the request at \$7,500.

**Salvation Army of Monroe – “The Red Shield Emergency Shelter”** – requested \$15,000 for a deck/shed for the women’s area and to provide equipment and fencing for a children’s playground. A review was held of past funding and success of the current operations and local programming. Recommendation was made to fully fund the request at \$15,000.

**The Wellspring Alliance for Families, Inc. – “The Wellspring CFDC Tele-health Counseling Program”** – requested \$51,469 to partially offset existing salaries for the counseling team and to provide tele-health mental counseling supplies and equipment. After discussion on previous funding and programming, and the request for operational expenses, recommendation was made to partially fund this request at \$6,000 to cover the equipment only.

**ULM – Department of Gerontology – “Addressing Healthcare Issues When Grandparents Raise Grandchildren”** – requested \$23,248 to provide a program of weekly sessions for support groups, professional speakers, and materials for addressing challenges experienced by grandparents who are raising grandchildren. It was noted that this is a growing area of the population, and there are needs for collaborative efforts among providers for overall effectiveness, and that this request could be expanded to include other specialists at ULM clinics. Recommendation was made for no funding at this time.

**ULM – College of Pharmacy – “Cure for Hep C”** – requested \$14,855 to provide for free hepatitis-C testing and education to be held at festivals and public events. It was noted that all payors now provide hep C testing for covered lives, and that federally qualified health centers can be a resource for uninsured patients. Recommendation was made for no funding at this time.

**ULM – Kitty Degree School of Nursing – “DREAM Project”** – requested \$3,000 for collaboration with Broaden Horizons and Riser Middle School to provide educational, recreational, and community activities for health, wellness, and nutrition, including a community garden. It was reported that the grant writer within the nursing department had very recently given the Foundation notice of her coming departure from ULM. Recommendation was made for no funding at this time.

**ULM – Occupational Therapy Clinic – “Occupational Therapy Services for Underserved Children & Adults”** - requested \$40,349 for therapeutic professionals to evaluate and treat patients throughout the year and for equipment for specialty programs. It was noted that the clinic was serving a large patient base that has exhausted benefits from other payors and has well-established relationships in the area to identify those patients requiring longer therapeutic interventions. After a discussion on ULM clinics and matching funding, and the current status of this clinic, recommendation was made to partially fund the request at \$32,928 to cover staff requirements, and contingent upon the OT Clinic continuously remaining open for the defined sessions.

**ULM – College of Pharmacy – “Preventing Sudden Cardiac Death in Children, Adolescents, and Young Adults”** – requested \$20,924 to provide AEDs and education and emergency response plans for schools. It was noted that SBHCs, FQHCs, LERN, and other organizations can be good collaborative partners in addressing these needs, and that duplicated efforts likely exist. After discussion, recommendation was made for no funding at this time.

**Warren and Linda Trimble Ministries – “The Freedom Center Project for Youth”** – requested \$29,400 as matching funding to complete their fitness area and playground, and to bring youth and elderly together in programming at their church in Winnsboro. A review was held of previous funding, with further discussion on possible Franklin Parish collaborative partners for these types of projects. After discussion, recommendation was made for no funding at this time

**Workforce Development Board SDA-83, Inc. – “NELA Nursing Adjunct Faculty Project”** – requested \$36,000 to supplement the gap in proposed funding in last year’s project for the collaborative pilot program for additional adjunct faculty to train and supply RNs at the 3 accredited nursing schools at ULM, Louisiana Tech University, and LA Delta Community College, and to address the access of nursing students to programs and assist to lessen the critical nursing shortage. This is the continued collaboration with regional education and healthcare providers through the Healthcare Alliance, in support of the BCBSLA Foundation 3-year Collective Impact Grant. It was noted that the gap in funding is a result of the unanticipated requirements of needed faculty to cover semesters within curricula at the schools, and that the LWF was being asked to fund the total gap. After review, recommendation was made to partially fund the request at \$18,000.

After presentation and discussion of the above grants, and as there were no determined conflicts of interest, and no members of the Board wished to further discuss any of the proposed grants or their funding, upon motion by Mr. Hood, seconded by Mr. Allbritton, the recommendations of the Committee for funding on each of the 24 grant applicants as presented was unanimously approved (9-0).

#### **Grants with Consideration of Potential Conflicts of Interest:**

The next group of grants presented were those in which there were potential conflicts of interest to be determined. Questions for clarification and discussion of the recommendations were encouraged during the presentation.

Dr. Norris then departed the meeting as the potential for a conflict of interest was determined.

At this time, the Living Well Foundation Board of Directors reviewed a potential conflict of interest for the Board member Dr. Dave N. Norris, Jr., regarding the grant applicant, Louisiana Tech University, including 3 grant requests from the Department of Psychological Services, the Schools of Nursing, Business, and Entrepreneurship, and the School of Human Ecology. After discussion, upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the following was unanimously approved by all members then present (8-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Potential Financial Interest/Conflict of Interest presented to the Board by Dr. Norris with respect to the grant applicant, Louisiana Tech University, including the Department of Psychological Services, the Schools of Nursing, Business, and Entrepreneurship, and the School of Human Ecology, and has had the opportunity to propound questions to him regarding the relationships disclosed;

WHEREAS, the Living Well Foundation Board of Directors has discussed, without the presence of the foregoing individual, whether he has a conflict of interest with respect to each of the three designated grant applications;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that Dr. Norris does have a potential conflict of interest with respect to each of the 3 grant applications and may not participate in the discussion and vote with respect to each of the grant applications.

**Louisiana Tech University Psychological Services Clinic – “Affordable Psychological Testing in Lincoln Parish** – requested \$28,655 to provide equipment and supplies to expedite the psychological testing processes and to update tools to latest technology or materials. After discussion, and as it was a recommendation from the Programs/Grant Review Committee, and no other motion required, then seconded by Mr. Hood, recommendation to partially fund this project at \$19,500 as presented was unanimously approved by all members then present (8-0).

**Louisiana Tech University Schools of Nursing and Entrepreneurship – “Community Awareness of AED Locations and Procedures”** – requested \$21,280 to continue the implementation of AED locations and education within Lincoln Parish and to extend to Union Parish. It was noted that the project is ahead of schedule in projected phases from previous funding and that the parish and city collaboration is excellent for maximum impact in the region. After discussion, and as it was a recommendation from the Programs/Grant Review Committee, and no other motion required, then seconded by Mr. Allbritton, recommendation to fully fund this project at \$21,280 as presented was unanimously approved by all members then present (8-0).

**Louisiana Tech University – School of Human Ecology – “Cycle Survival”** – requested \$34,904 to prepare menstrual kits with supplies for young girls in schools and to provide instructors for programming and education. Discussion was held on sustainability and provision of services after the first year, and the current delivery of supplies within schools and school boards and upcoming legislation that may affect distribution. After discussion, and as it was a recommendation from the Programs/Grant Review Committee, and no other motion required, then seconded by Dr. McGuire, recommendation for no funding at this time as presented was unanimously approved by all members then present (8-0)

At this time, Dr. Norris returned to the meeting, and Mr. Allbritton left the meeting for determination of a potential conflict of interest with regard to the applicants, Morehouse Community Medical Centers, Inc., Morehouse General Hospital, and Richland Parish Hospital.

The Living Well Foundation Board of Directors then reviewed a potential conflict of interest for the Board member Jim Allbritton. After discussion, upon motion by Mr. Hood, seconded by Dr. McGuire, the following was unanimously approved by all members then present (8-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Potential Financial Interest/Conflict of Interest presented to the Board by Jim Allbritton with respect to the grant applications from Morehouse Community Medical Centers, Inc., Morehouse General Hospital, and Richland Parish Hospital, and has previously had the opportunity to propound questions to him regarding the relationships disclosed;

WHEREAS, the Living Well Foundation Board of Directors has discussed, without the presence of the foregoing individual, whether he has a conflict of interest with respect to the designated grant applications;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that Jim Allbritton does not have a potential conflict of interest with respect to the grant applications or grant applicants and may participate in the discussion and vote with respect to the grant applications.

Mr. Allbritton then returned to the meeting, and the following 4 grant applications were considered.

**MCMC – WMHS School-Based Health Center – “WMHS AED Project”** – requested \$18,223 to purchase and install 10 strategically placed AEDs throughout the WMHS campus and to assist in education and maintenance of the units. After clarifications on placement and locations of the units and the plan for ongoing maintenance and upkeep, including involvement by the medical personnel at the SBHC, recommendation was made to fully fund this project at \$18,223.

**MCMC – “Mer Rouge Pediatric Expansion”** – requested \$17,500 for equipment and supplies for expanding the early screening, diagnostic, and treatment program for pediatrics in the clinic. It was noted that the clinic is located in the far northeastern area of Morehouse Parish and serves a broad under-served region. Recommendation was made to fully fund this project at \$17,500.

**Morehouse General Hospital – “Safe and Sound”** – requested \$41,386 to purchase a 3D ultrasound machine to update the prenatal programming needs. A discussion was held on the available services in the region and the possibility of matching funding. Recommendation was made to partially fund this project at \$30,000 for equipment only.

**Richland Parish Hospital – “Delhi Hospital: Ouchless ER Initiative”**- requested \$14,602 to purchase a vein illuminator and other medical devices for IV insertion for the ER at Richland Parish Hospital in Delhi. A review was held of previous funding and the broad array of services offered by the hospital in the under-served area. Recommendation was made to fully fund this project at \$14,602.

After discussion, and as it was a recommendation from the Programs/Grant Review Committee, and no other motion required, then seconded by Dr. McGuire, and no determined conflict of interest, recommendation to fund the 4 above grants as presented was unanimously approved (9-0).

At this time, Mrs. Green and Mrs. Hornsby exited the meeting for the discussion of potential conflicts of interest on the next set of grants to be reviewed.

The Living Well Foundation Board of Directors then reviewed a potential conflict of interest for the Board member Alberta Green. After discussion, upon recommendation by Mr. Allbritton, seconded by Dr. Norris, the following was unanimously approved by all members then present (7-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Potential Financial Interest/Conflict of Interest presented to the Board by Mrs. Green with respect to the grant applicant, United Way of Louisiana, and has had the opportunity to propound questions to her regarding the relationship disclosed;

WHEREAS, the Living Well Foundation Board of Directors has discussed, without the presence of the foregoing individual, whether she has a conflict of interest with respect to the designated grant application;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that Mrs. Green does have a potential conflict of interest with respect to the grant applicant and may not participate in the discussion and vote with respect to the grant application.

The Living Well Foundation Board of Directors then reviewed a potential conflict of interest for the Board member Courtney Hornsby. After discussion, upon recommendation by Mr. Hood, seconded by Mr. Phillips, the following was unanimously approved by all members then present (7-0), to wit:

WHEREAS, the Living Well Foundation Board of Directors has received and reviewed the Notice of Potential Financial Interest/Conflict of Interest presented to the Board by Mrs. Hornsby with respect to the grant applicants, United Way of Northeast LA, Ouachita Parish School Board, West Monroe Police Department, and Kiroli Foundation, and has had the opportunity to propound questions to her regarding the relationships disclosed;

WHEREAS, the Living Well Foundation Board of Directors has discussed, without the presence of the foregoing individual, whether she has a conflict of interest with respect to the designated grant applications;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that Mrs. Hornsby does have a potential conflict of interest with respect to each of the grant applicants and may not participate in the discussion and vote with respect to each of the four grant applications.

The Board then considered the grant request from the United Way of Northeast Louisiana. Based on the determined conflicts of interest, Mrs. Hornsby and Mrs. Green remained out of the meeting.

**United Way of Northeast LA – “211 Community Resource Navigator”** – requested \$20,000, as a one-time request, to provide for a resource case manager for the 211 service. It was noted that after the first year of funding, the position would thereafter be included in the United Way budget for ongoing sustainability. After discussion, and as it was a recommendation from the Programs/Grant Review Committee and no other motion required, then seconded by Mr. Allbritton, the recommendation to fully fund the request at \$20,000 was unanimously approved by all members then present (7-0).

At this time, and as she was already out of the meeting, Mrs. Green departed for another engagement, and Mrs. Hornsby continued to remain out of the meeting for discussion and vote on the remaining three grant requests.

**OPSB – “Riverbend Community Health Park (Phase Two)”** – requested \$33,000 to provide fitness and wellness programming for the students and community, and to provide safety and security equipment health at the Riverbend Community Health Park, located between Riverbend Elementary School and the West Monroe Community Center. This project is a continued collaboration between the Ouachita Parish School Board and the city of West Monroe, with previous funding by both the BCBSLA Foundation and the Living Well Foundation. After discussion, and as it was a recommendation from the Programs/Grant Review Committee and no other motion required, then seconded by Dr. McGuire, recommendation to partially fund this project at \$19,750 for addition of security fencing and safety equipment was unanimously approved by all members then present (7-0).

**West Monroe Police Department – “Police with Heart”** - requested \$9,431 to supplement the supply of AEDs in patrol units. After discussion, and as it was a recommendation from the Programs/Grant Review Committee and no other motion required, then seconded by Mr. Hood, recommendation to fully fund this project at \$9,431 was unanimously approved by all members then present (7-0).



**Kiroli Foundation – “Highland Park Bike/Ped Path Phase 1”** – had requested \$50,000 as one-time matching funding to provide a bike/pedestrian path as defined in the master city development plan for connecting paths throughout the city within a multi-year project (also part of the master plan by the North Delta Planning Authority for bike/pedestrian paths for the region). As the Programs/Grant Review Committee felt this was not as appropriate a grant within the Focus of this grant cycle as other applicants and recommended only limited funding, the Kiroli Foundation withdrew its grant application but (as suggested by staff) indicated that it planned to present further details of the whole of the plan to construct bike/pedestrian paths in the area. Since withdrawn at this time, no further discussion or action was necessary.

Upon receipt of the information, it was agreed that the \$5,000 recommended by the Programs/Grant Review Committee, and now not funded to that project, would not impact overall considerations and should be retained by the Foundation.

At this time, Mrs. Hornsby returned to the meeting.

This concluded the overall presentation of the grant applications. It was then noted that the total recommended funding for the grant applications was \$353,068 compared to the amended budget of \$380,000. It was further agreed that any partial funding of grants would be followed up by the Foundation staff to ensure the projects could be accomplished, and that those not funded would also receive further assistance for future development of possible projects with partner collaboration, or referred to other sources of funding if applicable.

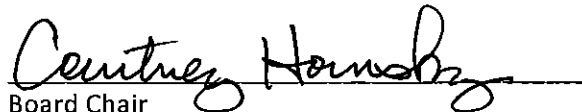
Those five grant applications with determined conflicts of interest will be forwarded to the HSD #1 Board of Commissioners for approval, including 2 grant requests from LA Tech University (Psychological Services Clinic “Affordable Psychological Testing in Lincoln Parish” and the Departments of Nursing and Entrepreneurship “Community Awareness of AED Locations and Procedures”), one grant request from United Way of Louisiana (“211 Community Resource Navigator”), one grant request from the Ouachita Parish School Board (“Riverbend Community Health Park Phase Two”), and one grant request from the West Monroe Police Department (“Police with Heart”).

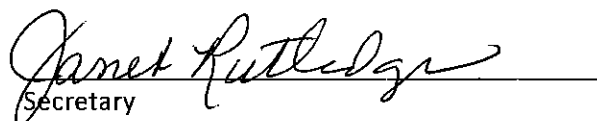
The Board again expressed appreciation to the Programs/Grant Review Committee and the Foundation staff for their work on the grant cycle this year.

**President CEO Report** - No further report outside of above activities.

**Board Chair Report** – No further report.

There being no other activities, and no other Directors or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.

  
Board Chair

  
Secretary