

**A SPECIAL CALLED MEETING OF THE BOARD OF DIRECTORS
OF THE LIVING WELL FOUNDATION
ON WEDNESDAY, APRIL 29, 2020, AT 8:00 A.M. BY VIDEO CONFERENCE
AT THE CITY OF WEST MONROE COUNCIL CHAMBERS
2305 NORTH 7TH STREET, WEST MONROE, LA 71291**

MINUTES

Members Present:

Courtney Hornsby, Chair
Jim Allbritton
Dr. Robert Huffstutter
Ken Phillips

Members Absent:

none

Members Present by Zoom:

Lori Allen
Bishop Don Banks
Dr. Jacquelyn Carter
Alberta Green
A. Whitfield Hood, Jr.
Dr. Louis E. McGuire
Dr. Dave N. Norris, Jr.
Major Jason Pleasant

Staff Present:

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

Others Present:

Doug Caldwell, Attorney

Through provisions of Proclamation Number 41 JBE 2020 by the state of Louisiana, and in compliance to “social distancing” and maximum attendance requirements of those in attendance, a tele-conference/video conference was held for the special called Board meeting. Courtney Hornsby called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the February 6, 2020, meeting were reviewed. There being no changes, upon motion by Mr. Allbritton, seconded by Major Pleasant, the minutes were unanimously approved by all members then present (11-0).

At this time, Alberta Green also joined the meeting by video conference.

March 2020 Financial Statements – The March 2020 financial statements with the Argent statement, the bond worksheet, and the cash basis worksheet were presented. It was noted that earnings will continue to decrease as a result of the COVID -19 impact on the market. It was also noted that the funding for the relocation of the WMHS School-based Health Center has now been booked but actual payment has not yet been made. Previous grant awardees continue to receive payments on the grants booked for the Fall 2019 Grant Cycle. It was noted that, with multiple called notes in March, Argent continues to look for sound investment opportunities, and that the Finance/Investment Committee will likely schedule a meeting with Argent after the April financials are prepared. After discussion, upon recommendation by Mr. Allbritton, seconded by Dr. Norris, the March 2020 financial statements were unanimously approved (12-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

Re-purpose of Fall 2019 Awarded Grants – In light of the COVID-19 crisis, the opportunity to re-purpose Fall 2019 grant awards had been offered to all grant recipients. The Salvation Army and United Way both indicated they would like to request re-purpose of funding, and no other recipient indicated the need for re-purposing at this time. It was determined that flexibility for use of funds within allowable needs should be provided if funded. It was noted the previously determined Conflicts of Interest for Courtney Hornsby and Alberta Green, related to the United Way grant award, remained applicable, and they therefore did not participate in any vote.

The Salvation Army of Monroe - The Salvation Army currently has \$10,000 unspent from their Fall 2019 grant award of \$15,000, which originally included construction of a shed and playground, decking, and fencing for separation of men and women areas. Because of an increase in the needs for sheltering and assisting the recently unemployed with possible rent and/or utility payments, the Salvation Army has requested to use \$5,000 of the remaining funds to provide food boxes and \$5,000 for utility assistance for needy families. After discussion, upon motion by Mr. Phillips, seconded by Dr. Carter, the recommendation to allow the Salvation Army to repurpose the remaining funds of \$10,000 from the Fall 2019 Grant was unanimously approved (12-0).

United Way of Northeast Louisiana – The United Way of Northeast Louisiana currently has \$20,000 in unspent funds from the Fall 2019 grant award of \$20,000, which originally provided for a new resource case manager to meet the needs of the 2-1-1 call center. As a result of the COVID-19 crisis and the tornado, immediate and challenging need has arisen to provide direct assistance in paying rent and utilities for needy families who are recently furloughed or unemployed, and until they can receive any applicable government funding. It was noted that the 2-1-1 case manager role was temporarily being filled in-house by current staff. After discussion, upon motion by Dr. Huffstutter, seconded by Major Pleasant, the recommendation to allow United Way of Northeast Louisiana to repurpose \$20,000 from the Fall 2019 grant award was unanimously approved by those voting (10-0).

It was noted that the organizations would be notified regarding the use of government funds as applicable and the use of Foundation funds for other approved needs where appropriate, for fairness and equitable distribution for those in need. Both of these requests will be forwarded to the HSD #1 Board of Commissioners.

Special Funding Cycle Related to the COVID-19 Impact – At this time, the requests from the special funding cycle were presented.

Determination of Potential Conflicts of Interest – The Board reviewed the potential conflicts of interest for Board members, Jim Allbritton, Lori Allen, Alberta Green, and Courtney Hornsby, as submitted in statements. It was noted that conflicts were also being considered for those applicants which had not yet submitted final applications but which were in process on the grant software.

After discussion, upon motion by Mrs. Hornsby, seconded by Dr. McGuire, the following was unanimously approved by all members then present (11-0), 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 applicants Citizens Medical Center, LSU Health Systems, Morehouse General Hospital, and Union General 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.

After discussion, upon motion by Mrs. Hornsby, seconded by Mr. Allbritton, the following was unanimously approved by all members then present (11-0), 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 **Lori Allen** with respect to the grant applicant, Ascent Health, and has previously 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 **Lori Allen does not** have a potential conflict of interest with respect to the grant application or grant applicant, and may participate in the discussion and vote with respect to the grant application.

After discussion, upon recommendation by Mrs. Hornsby, seconded by Mr. Phillips, the following was unanimously approved by all members then present (11-0), 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 **Alberta Green** with respect to the grant applicant, United Way of Northeast 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 **Alberta Green does** have a potential conflict of interest with respect to the grant application or the grant applicant, and may not participate in the discussion and vote with respect to the grant application, and it is not appropriate under the circumstances to appoint a disinterested person or committee to investigate alternatives.

After discussion, upon recommendation by Mr. Phillips, seconded by Dr. Norris, the following was unanimously approved by all members then present (11-0), 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 **Courtney Hornsby** with respect to the grant applicants, Ouachita Outreach – WM Community Center and United Way of Northeast LA, 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 applications;

RESOLVED, the Living Well Foundation Board of Directors hereby determines that **Courtney Hornsby does** have a potential conflict of interest with respect to the grant applications or the grant applicants, and may not participate in the discussion and vote with respect to the grant applications, and it is not appropriate under the circumstances to appoint a disinterested person or committee to investigate alternatives.

Grant applications were then discussed, including reviews of submitted and follow up information. It was noted that all applications were impressive and with merit. The overall process for review was discussed, and it was noted that there were 11 completed applications at this time at a total request of \$190,143.00. It was reported that the grant budget recommended by the members of the Executive Committee is \$200,000.

Broaden Horizons – “COVID – 19 Relief Project” – requested \$10,000 for food, protective equipment, and mental health services. It was reported that this agency has access and collaborative relationships in areas to accomplish distribution and provide licensed clinical services. After discussion, the recommendation was made to fully fund the request at \$10,000. Upon motion by Mr. Phillips, seconded by Dr. Norris, the recommendation was unanimously approved (12-0).

Citizens Medical Center - Columbia – “COVID-19 2020 – requested \$20,000 to purchase N95 surgical masks, gloves, and face shields at the hospital. After discussion, the recommendation was made to fully fund the request at \$20,000. Upon motion by Mr. Hood, seconded by Dr. Norris, the recommendation was unanimously approved (12-0).

Mercy Medical Health – Jonesboro – “MMC Takes COVID - 19 – requested \$20,000 for a mobile primary care cart system for tele-health use. The facility will match \$9,620 for total equipment cost of \$29,620. After discussion, the recommendation was made to fully fund the request at \$20,000. Upon motion by Dr. Huffstutter, seconded by Dr. Norris, the recommendation was unanimously approved (12-0).

Morehouse General Hospital – Bastrop – “COVID-19 Testing” — requested \$20,000 for new lab equipment designated for COVID-19 use in order to increase testing in shorter timeframes. This grant provides for matching funds from the hospital of \$49,360 for total costs of \$69,360. After discussion, the recommendation was made to fully fund the request at \$20,000. Upon motion by Mr. Hood, seconded by Dr. Norris, the recommendation was unanimously approved (12-0).

NELA Housing and Supportive Services (H.O.M.E. Coalition) - Monroe – “Supplies to stop COVID – 19 Spread in Homeless Population in NELA” – requested \$11,585 to provide PPE and room dividers to protect staff and serve the homeless through several non-profit or faith-based organizations. It was noted that the Salvation Army would not be part of this distribution list, but that organizations in Lincoln and Ouachita Parishes were included. After discussion, the recommendation was made to fully fund the request at \$11,585. Upon motion by Mr. Phillips, seconded by Dr. Norris, the recommendation was unanimously approved (12-0).

Rays of Sonshine - Monroe – “COVID-19 Food Supply Crisis”- requested \$20,000 to help with food distribution warehouse manager expenses and organization utility expenses. Also, it was noted that donations to the agency had dramatically decreased. After discussion, the recommendation was made to partially fund the request at \$14,000 for food expenses but not to include utility expenses, as they were investigating generator replacement for their facilities. Upon motion by Major Pleasant, seconded by Dr. McGuire, the recommendation was unanimously approved (12-0).

Salvation Army of Monroe – “Social Services Program COVID-19 Response” – requested \$20,000 for assistance in funding food boxes at \$5,000 and \$15,000 towards rent and utilities expenses for those

recently unemployed. It was noted that the Salvation Army has been a community partner with accountability and response under Captain Casey's leadership. After discussion, the recommendation was made to fully fund the request at \$20,000. Upon motion by Mr. Hood, seconded by Dr. Norris, the recommendation was unanimously approved (12-0).

The Center for Children and Families - Monroe – "Tele-Health Counseling Services" – requested \$19,658 to implement tele-health services during the crisis and to purchase the software and platform for the tele-counseling, and to purchase an electronic medical record system. After discussion, the recommendation was made to partially fund the request at \$14,658 for the tele-counseling software and platform, with note that the electronic medical record system would be used for all services. Upon motion by Dr. Huffstutter, seconded by Major Pleasant, the recommendation was unanimously approved (12-0).

Union General Hospital - Farmerville – "Project Protect Against COVID -19" – requested \$20,000 to provide medical equipment including respirators and personal protective equipment. They have requested funds for purchasing 3 powered air purifying respirators to protect nurses against airborne particulates, 1 sterilizers for the respirators, 1 multi-mobile cart to charge the respirators, 12 small air purifiers for the rural health clinic, 3 industrial air purifiers and isolation station. The hospital proposed matching funds of \$16,603 for total costs of \$36,603. After discussion, the recommendation was made to partially fund the request at \$15,000. Upon motion by Dr. Huffstutter, seconded by Mr. Phillips, the recommendation was unanimously approved (12-0).

Ascent Health – Monroe – "PPE supplies for Rural Health Providers" – requested \$18,500 for adult/pediatric masks to distribute as a community service through their business development personnel to rural pediatric clinics. It was noted that rural pediatric clinics are those medical clinics providing services to pediatrics, typically including for-profit operations. After discussion, the recommendation was made to defer funding at the present time, and to revisit consideration at the next round of applications. Upon motion by Mr. Phillips, seconded by Dr. Norris, the recommendation to defer was unanimously approved (12-0).

LA Center for the Blind - Ruston – "Combatting Educational and Social Isolation Among the Blind of Lincoln Parish" – requested \$10,400 to purchase 10 laptops for students to use at on-campus apartments for the blind. It was noted that there were other avenues of connectedness at this time. After discussion, the recommendation was made to defer funding at the present time, and to revisit consideration at the next round of applications. Upon motion by Dr. Huffstutter, seconded by Mr. Allbritton, the recommendation to defer was unanimously approved (12-0).

A comment made by several directors when discussing the requests above was then reiterated, that if the need for the funding granted is satisfied from other sources, such as through receipt of Federal grants, the Foundation funding can be (and should be) considered by them for utilization for other identified needs, and when the Foundation is then notified of that request, we should be "generous" in allowing that substitution as long as the proposed change in use also has an appropriate impact on the COVID-19 situation.

This concluded the overall presentation of the grant applications. It was then noted that the total recommended funding for the grant applications was \$145,243. The approved grants will be forwarded to the HSD #1 Board of Commissioners.

Resolution of Special Funding Cycle - COVID 19 Impact and Funding – As the attorney for the Foundation recommended that a resolution now also be presented formalizing support for the service area with special funding for needs encountered in dealing with the COVID – 19 crisis and to fund the grants as approved, after discussion, upon motion by Dr. Norris, seconded by Mr. Phillips, the following was unanimously approved (12-0) to wit:

WHEREAS, the impact of COVID -19 has created hardship and immediate needs for the health and well-being of the populations of the communities within the Service Area of the Living Well Foundation;

AND WHEREAS, the Foundation recognizes the need for disaster recovery assistance within the Service Area, and is committed in its mission and vision to grant projects which are focused to the health and well-being of those populations;

AND WHEREAS, the Foundation desires to provide one-time assistance to qualifying organizations and entities to address the COVID-19 impact related to support to providers' abilities/capacities to diagnose and treat COVID-19 patients, and support to people losing jobs/household income or incurring additional costs due to the COVID-19 crisis, and creative or innovative new health or supportive services as a response to the impact of COVID-19 to society and health/wellbeing;

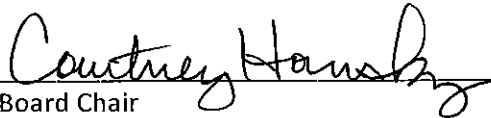
BE IT RESOLVED that the Foundation hereby formally approves a Special Funding Cycle for the COVID-19 Impact, up to the total amount of \$200,000, but not to exceed \$20,000 per grant, and that the grant proposals approved above to now be funded.

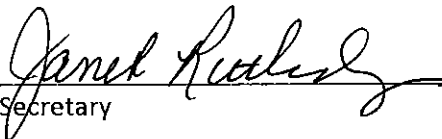
President CEO Report - It was reported that Blue Cross Blue Shield Foundation of Louisiana had awarded a \$50,000 grant to the Living Well Foundation upon application by the Foundation for mental health and food distribution needs related to Disaster Recovery from the COVID-19 Crisis. Further development of a plan and implementation for distribution of funds will be coordinated through the Programs/Grant Review Committee and Executive Committee, with meetings as needed to approve such actions.

It was also reported that a meeting will be held in the future concerning other grant applications for the Special Funding Cycle for the COVID -19 crisis. The arrangements for the meeting will be held in accordance with the Governor's orders concerning public meetings then in effect.

Board Chair Report – No further report at this time.

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