

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON TUESDAY, JUNE 30, 2020, AT 8:00 A.M. BY VIDEO CONFERENCE
AT THE CITY OF WEST MONROE MAYOR'S CONFERENCE ROOM
2305 NORTH 7TH STREET,
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Courtney Hornsby
Dr. Jacquelyn Carter

Staff Present:

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

Members Present by Zoom:

Ken Phillips, Vice Chair

Members Absent:

Alberta Green
Dr. Bob Huffstutter

Others Present:

none

Pursuant to the provisions of Proclamation 84 JBE 2020 by the state of Louisiana, a tele-conference/video conference was held for this Programs/Grants Review Committee meeting. It was noted that this meeting was rescheduled from the previous scheduled date of April 23, 2020. The meeting was called to order, and the presence of a quorum was verified.

Minutes – The minutes from the October 31, 2019, meeting were reviewed. There being no changes to the minutes, upon motion by Mrs. Hornsby, seconded by Dr. Carter, the minutes were unanimously approved (3-0).

Revisions to Grant Forms – At this time, grant forms with suggested revisions were presented.

Grant Agreement – Items were noted on the grant agreement that need revision. The requirement for audited financial statements in Section II.D.5. will need updating, as public entities, including state universities and government agencies, have large audits that are typically available for public review, and submission in reports may not be warranted. The next item needing revision relates to Section III.C.6, the funding of equipment, its typical life, and the possible change in status or use by the grantee. More definition as to reporting on the life and use of the equipment is likely needed. The next item to be revised concerns the timeframe for returning unused funds in Section III.J., and the stated 15 days does not allow for reporting and reconciliations of reports, so it is recommended that a longer timeframe would be more appropriate. Next, in Section IV.B., the language related to the use of subcontractors needs revision to further define what should be communicated regarding the use of subcontractors. Lastly, the mailing address for the Foundation should be included on the last page. It was recommended that the grant agreement be revised as proposed, and that the President/CEO and the Foundation attorney work together to include the appropriate language, and submit at the next Board meeting. Upon motion by Mrs. Hornsby, seconded by Mr. Phillips, the recommendation was unanimously approved (3-0). This item will be presented to the Board, and thereafter, to the HSD #1 Board of Commissioners.

Grant Application – As relates to Section IV.B. of the Grant Agreement regarding subcontractors, and the proposed revisions previously considered, there are revisions needed on the Grant Application regarding the disclosure of subcontractors to be used within the grant funding. Language should be added for potential grantees to define the use of subcontractors for certain services in implementing the grant project. After discussion, it was recommended that the Grant Application be revised to include a section for that information to be disclosed, and that the President/CEO and the Foundation attorney work together to prepare that information for consideration by the Board at its next meeting. Upon motion by Mr. Phillips, seconded by Mrs. Hornsby, the recommendation was unanimously approved (3-0). This item will be presented to the Board , and thereafter, to the HSD #1 Board of Commissioners.

Items regarding Possible Fall 2020 Grant Cycle:

Priority and Focus for Fall 2020 Grant Cycle - Based upon the status of earnings on investments for 2020 but in recognition of the mission to remain a grant-making foundation, especially during the pandemic crisis and resulting impact for the service area, and in consideration of the previous special funding cycle held, it was determined that a fall grant cycle should be considered with more specific criteria for application. The Finance/Investment Committee recently considered a 2020 Budget Amendment, and revised the grant budget to \$400,000, of which \$198,743 was awarded in the Special Funding Cycle – COVID-19 Impact, with \$201,257 remaining for further granting. Of that amount, there are some known requests for large impact projects or COVID-19 impact projects that have come to the attention of the Foundation, and there likely would be minimal funding for a large cycle.

In light of this, it was recommended that the priority for the grant cycle be:

- *Improving access to healthcare through availability and affordability, specifically projects which demonstrate large impact and ongoing sustainable services*

And the focus was recommended as:

- *All ages; medical or behavioral health, with special emphases to education, hospital, or medical clinic settings, and related to long-term needs related to COVID-19 impact. Those projects which have matching funds or collaborative structures will have precedence.*

Upon motion by Mr. Phillips, seconded by Dr. Carter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

External Evaluator – Discussion was held on the consideration, cost, and feasibility of an external evaluator, especially in light of limited funds, and it was recommended that the Foundation seek the Foundation attorney’s input on whether the evaluator would be required. It was also recommended that, if an evaluator is warranted, 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 last 3 fall grant cycles, be selected again at the previous rate of \$125 per grant application. It was agreed that Dr. Armmer was familiar with the grant process and online software, and that a change in evaluators would not be advantageous at this time. Upon motion by Mrs. Hornsby, seconded by Mr. Phillips, the recommendations were unanimously approved (3-0). This item will be presented to the Board of Directors.

Plan for BCBSLA Foundation Grant – The implementation plan for the recently awarded BCBSLA Foundation Grant of \$50,000 was presented. As part of BCBSLA Foundation’s Community Crisis & Disaster Response Grant program, specifically related to the COVID-19 pandemic, the Foundation received approval for specified use towards services for mental health support, food distribution or access needs, educational and informational development, addition to social media models, materials for use within organizations, funding to assist organizations to implement education and information models, networking sessions to bring together leaders at the appropriate time for future disaster recovery models, and filling special gaps that are identified where there are no other funding models to assist in resolution, or depth of teams to make it happen.

The Project Goals are defined as: Goal #1 - Provide more access for mental health supportive services, especially in rural underserved area; Goal #2 - Improve the mental health status for those impacted by COVID-19 challenges; and, Goal #3 - Assist to coordinate other needs for the rural area during the COVID-19 crisis, i.e., food distribution, tele-health, tele-counseling, or access to government programs.

Proposed collaborative partners include the Food Bank, Boys/Girls Clubs of North Central and Northeast LA, CommuniHealth FQHC system including the Union Parish school-based health center as well as outlying rural medical clinics, ULM Departments of Marriage and Family Therapy and Counseling, and the West Monroe Senior Center. These partners have all responded that they would work with the Foundation to achieve the goals, and are all now addressing issues proactively related to the impact of COVID-19 in several parishes within the Foundation’s service area. It was noted that the collaborative partners list may evolve to others if strategies and funding allow. It was also noted that no funding would be provided to any collaborative partner until full and final approvals were determined by the Board, and any potential conflicts of interest were disclosed.

After discussion, recommendation was made to continue the plan as proposed, with updated information to be provided at the next Board meeting. Upon motion by Mr. Phillips, seconded by Dr. Carter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors.

Other Comments by Committee Members – Dr. Carter complimented the Foundation staff on the work to receive the BCBSLA Foundation grant, and for the work that has been undertaken to determine the strategies and collaborative partners.

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