

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, JANUARY 27, 2022, AT 7:30 A.M.
AT THE WMWO CHAMBER OF COMMERCE
112 PROFESSIONAL DRIVE, WEST MONROE, LA 71291**

MINUTES

Members Present:

Lori Allen, Vice Chair
Dr. Robert Huffstutter
Ken Phillips

Staff Present:

Alice M. Proffit, President/CEO
Monica Turner, Executive Assistant,
Secretary/Treasurer

Members Absent:

Alberta Green
Christine Rambo

Others Present:

none

Pursuant to the provisions of Proclamation 7 JBE 2022, a Programs/Grant Review Committee meeting was held. Mrs. Allen called the meeting to order, and the presence of a quorum was verified.

Minutes – The minutes from the July 15, 2021, meeting were reviewed. There being no changes, upon motion by Dr. Huffstutter, seconded by Mr. Phillips, the minutes were unanimously approved (3-0).

Special Project Funding from LERN – A request for special funding for trauma clinical education by the Louisiana Emergency Response Network (LERN) was presented. As the timeline for the project would be outside a normal grant cycle due to the immediate education need for local trauma centers and referral hospitals, the project was considered as presented. This project will focus on care beyond initial resuscitation to intensive care in the trauma centers by providing appropriate training to nurses, respiratory therapists, physical therapists, dieticians, nurse practitioners, and physician assistants that work to respond within the specific needs of trauma patients to reduce morbidity and mortality rates. The implementation of this project is under the responsibility of the LERN Regional Coordinator, in cooperation with St. Francis Medical Center and Ochsner LSU Monroe Medical Center, both as Level III trauma centers as designated by LERN, and other collaborative partners. Upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the funding as a special project was unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Special Grant Cycle 2022 – Discussion was then held on having a Special Grant Cycle to address needs within the region in response to the ongoing recovery from COVID-19 and to assist in funding of projects for large impact in the region. It was noted that a spring cycle would not be timely for development of projects, and that a fall cycle would not only conflict with other Foundation activities but have a late payment timeline for assistance in projects that are forthcoming in the service area. Due to these issues, recommendation was made to open a Special Grant Cycle 2022 on May 1 with completion of applications by June 30, 2022, and consideration of applications by the Committee in July 2022 and by the Board at their August 2022 meeting.

The process for the special grant cycle was further defined as follows:

- Approval for special funding cycle by Board and HSD in February meetings
- Forms to be revised for the priority/focus and specific qualifying criteria
- Notification to service area mid-February so that projects can be well thought out
- Grant software opened as a one-time special funding event in May
- Letters of intent submitted between May 1 – 15 with applications completed by June 15
- Foundation staff completes initial reviews for completeness by June 24
- External evaluator (if utilized) completes reviews by July 15
- Possible Conflicts of Interest sought from all Board Directors by email
- Programs/Grant Review Committee meets on July 28 to review applications
- Board considers grants at August 4 meeting; HSD reviews any with conflict at their Aug meeting
- First installment payments would be made in September

After further discussion, upon motion by Dr. Huffstutter, seconded by Mr. Phillips, the recommendation to hold a Special Grant Cycle 2022, including timeline and process, was unanimously approved (3-0).

Priority and Focus for Special Grant Cycle 2022 – To define parameters for the special cycle, discussion was held on priority and focus, with special consideration of long-term large impact, collaboration, and sustainability. After discussion, the priority for the cycle was recommended to address the following areas:

- Health education and awareness
- Access to healthcare services
- Special needs of children and youth

In addition, the focus for the cycle was recommended as follows:

- All ages
- Large impact projects for new or expanded programs or services for qualified medical, behavior, or dental health settings (hospitals, clinics, school clinics)
- Large impact new or expanded programs or services by qualified non-profit agencies, education, or government settings which address recovery from COVID-19 impact or ongoing challenges
- Inclusion of matching funding and collaborative models between municipality, other government, school boards, university, business, non-profit agencies, or healthcare
- Plan for sustainability

Further discussion was held on specific areas of need in the region and opportunities for large impact projects that would promote collaboration and networking. Recommendation was further made to define criteria for letters of intent and applications which would address the following specific areas:

- Support for medical/dental providers and medical/dental services
 - Approaches for mentoring and training clinical staff to reinforce recruitment/retention strategies
 - New or expanded clinical education and skills for programs/services
 - New or expanded programs/services for medical or dental health settings
- Support for mental health services
 - Space, equipment, personnel, or supplies
 - Professional training for mental health professionals in EMDR (trauma) therapy or play therapy for children

- Supportive services for children, families, or elderly related to COVID-19 impact and recovery, through large impact programming
- Childcare and child education services which address mental health and well-being due to COVID-19 impact and recovery, including school closures or challenges
- Creative or innovative new health or supportive programs or services which have long term, large impact sustainability

In addition, the following areas were recommended as not eligible for funding in this special cycle:

- General operating expenses
- Existing personnel or staff expenses, unless related to mentoring/training/education
- Rent or utility assistance

Upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the recommendations as presented for priority/focus, included areas, and ineligible expenses were 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 regard to the special needs of applicants under current regional pandemic conditions. Recommendation was made to forego an external evaluator for this cycle. Upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

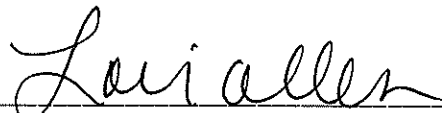
Revisions to LOI and Grant Application – Existing forms for the online software Letter of Intent (LOI) and Application were presented, with note that revisions would be needed to include the specific areas for this cycle, including priority and focus, criteria, and ineligible expenses information. No other revisions to the forms would be needed, as questions and areas are well-defined for application completion. Recommendation was made to revise the Letter of Intent and the Application with information directly related to the cycle as presented. Upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the recommendation was unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

Grant-Making Guidelines and Procedures Policy – Proposed revisions to the policy for grant-making were then discussed, including language regarding when the Foundation may hold a cycle and the use of an external evaluator. In light of the pandemic, opportunities within the region, and other issues that have arisen in the last two year, it has become apparent that provisions may need to include broader parameters under which the Foundation may open grant cycles. After discussion, recommendation was made to revise the language for grant cycles to eliminate the specific dates for letters of intent and applications, as well as the reference to a spring cycle, and to include language that the Foundation may authorize additional grant cycles, special fundings, or initiatives which would address issues within the Foundation’s mission and vision, upon approval by the Board, and thereafter the HSD as required. It was noted that this would provide the ability to better address cycles within the Foundation’s annual events and activities, as well as needs that might arise. Further revision was noted as to the use of an external evaluator in current language, and it was further recommended that language be revised to indicate that the Foundation at times may use an external evaluator. After further, upon motion by Dr. Huffstutter, seconded by Mr. Phillips, the recommendations to revise policy language for the cycle timelines and the evaluator were unanimously approved (3-0). This item will be presented to the Board of Directors and thereafter to the HSD #1 Board of Commissioners.

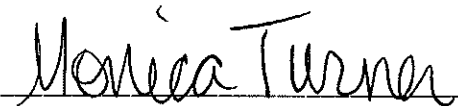
Update on Services within Spanish-Speaking Population – Various items related to the needs and opportunities for the area’s Spanish-speaking population were presented. It was reported that, as next steps from previous meetings, the City of Farmerville recently hired a Community Outreach Director as well as requested that a Boys/Girls Club be established. Several leaders from the area, including the mayor, school board, town council, and police jury had all expressed support, and future meetings would include business and the Chamber to determine funding capabilities. The Foundation has assisted to link universities to the city for information and assistance. Other updates were provided on activities within the service area. Discussion was held on a federally funded program, TRIO, which seeks to assist individuals from disadvantaged backgrounds and income eligible students to reach their full academic potential. The Foundation will continue to participate in meetings to discern networking or collaborative ideas. No action was necessary at this time.

Update on State Dental Sealant Grant – An update was given regarding the State Dental Sealant Grant. Project administration with collaborating parties was reviewed, and it was reported that areas were up to date from third-party providers within the Foundation’s administration of the grant, according to the state contacts. No action was necessary at this time.

Other Comments – 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