

A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, SEPTEMBER 8, 2022, AT 8:00 A.M.  
AT WMWO CHAMBER OF COMMERCE  
112 PROFESSIONAL DRIVE  
WEST MONROE, LOUISIANA 71291

MINUTES

***Members Present:***

Jim Allbritton  
Alberta Green  
Ken Phillips

***Staff Present:***

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

***Members Absent:***

Lori Allen

***Others Present:***

Doug Caldwell, Attorney

The meeting was called to order and the presence of a quorum was verified. At this time, selection of Chair Pro Tempore was held for conduct of this meeting, in the absence of a Board Chair. Upon motion by Mr. Phillips, seconded by Mrs. Green, Mr. Allbritton was selected unanimously by all those present.

**Minutes** – The minutes from the June 9, 2022, meeting were reviewed. There being no changes, upon motion by Mr. Phillips, seconded by Mrs. Green, the minutes were unanimously approved (3-0).

**July 2022 Financial Statements** – The July 2022 financial statements, with the cash flow and Argent statements and the bond worksheet, were presented. A deficit was noted in the change of assets for the year-to-date but not for the month. A detailed review of the balance sheet and profit and loss statement was held, and it was noted that expenses are under budget. After discussion, upon motion by Mrs. Green, seconded by Mr. Phillips, the July 2022 financial statements were unanimously approved (3-0).

**Revisions to Employee Manual** – A review of the holidays observed by the Foundation was then held. It was noted that June 19<sup>th</sup> or “Juneteenth” is a state and federal authorized holiday, and that most local businesses were observing that new holiday. It was further noted that the Foundation should also recognize this day as a holiday. After discussion, upon motion by Mr. Phillips, seconded by Mrs. Green, 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.

**State Dental Sealant Grant** – Discussion was held on the dental sealant grant contract terms for 2022-2023 as received from the state, with proposed revisions as reviewed by the Foundation attorney and the President/CEO, to clarify the role of the Foundation as administrator with services to be delivered by third-party providers. It was noted that the contract was different from last year, and that these items required inclusion. Recommendation was made for the Foundation attorney and President/CEO to finalize the terms of the contract for signature, contingent upon the third-party providers participation. Upon motion by Mr. Phillips, seconded by Mrs. Green, the recommendation was unanimously approved (3-0). As the acceptance of the grant has previously been approved by both the Board of Directors and the HSD #1 Board of Commissioners, an update will be provided to both Boards.

**Office Space Considerations** – An updated discussion was held regarding office space needs and a 2-5 year plan with possible options. It was determined that input from the HSD #1 Board of Commissioners is now warranted, in order to ensure collaborative solutions prior to further actions.

**Strategic Plan 2023-2027** – The proposed Strategic Plan for 2023-2027 was presented. It was recommended that the plan proceed to completion, noting the addition of a Suicide Intervention/Prevention Initiative as a focused, evidence-based programming model for youth, and which could expand to all ages over time. After discussion, upon motion by Mr. Phillips, seconded by Mrs. Green, 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.

At this time, Mrs. Turner exited the meeting.

**Personnel Evaluations** – Personnel reviews were then held, including information regarding the current workforce challenges, trends in human resources, local market conditions and salary ranges, and the Foundation financial status.

**Annual Review – Executive Assistant, Secretary/Treasurer** – The President/CEO then presented the performance evaluation for Monica Turner, with supportive information. All agreed that Mrs. Turner is an asset to the Foundation and is very professional and helpful. It was noted that the hours for Mrs. Turner needed to be increased due to workloads, and that she would now be eligible for the SIMPLE IRA Plan. After discussion, recommendation was made to accept the new compensation package determined from the review. Upon motion by Mr. Phillips, seconded by Mrs. Green, 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.

Mrs. Proffit then exited the meeting.

**Annual Review – 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 completed by the Chair Pro Tempore) should reflect those opinions, though there should be inclusion of the need for continued efforts to obtain additional funds, directly and indirectly, from other sources.


Following thorough discussion, including a review of market information and current financial trends, on motion by Mr. Phillips, seconded by Mrs. Green, there was a recommendation to approve a compensation package for 2023 to include merit increase, continued match to the SIMPLE IRA plan as defined, health benefits payments, cellphone reimbursement, and increased vacation days per the Employee Manual, effective January 1, 2023. This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.


The Foundation staff then rejoined the meeting.

**President/CEO Report** – The Annual Update Luncheon will be October 25<sup>th</sup>, and all were encouraged to attend this in-person event. The phone systems and changes implemented by ATT were discussed, and it was agreed that the Foundation should pursue a viable, affordable option, which might include new phones. The renewals of the grant software and the insurance coverages would be completed soon.

**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.

  
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Chair Pro Tempore

  
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Secretary