

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, JANUARY 26, 2023, AT 8:00 A.M.
AT THE WMWO CHAMBER OF COMMERCE
112 PROFESSIONAL DRIVE, WEST MONROE, LA 71291**

MINUTES

Members Present:

Dr. Bob Huffstutter, Vice Chair
Shelby Sanchez Corral
Melanie Massey Groves
Christine Rambo
Doug Seegers

Staff Present:

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

Others Present:

none

Members Absent:

none

Dr. Huffstutter called the meeting to order, and the presence of a quorum was verified. New directors were introduced, and a short review of committee process and goals was held.

Minutes – The minutes from the July 26, 2022, meeting were reviewed. There being no changes, upon motion by Mrs. Rambo, seconded by Mrs. Massey Groves, the minutes were unanimously approved by all those then present (4-0).

Mrs. Sanchez Corral then entered the meeting.

Special Grant Cycle 2023 – Prior to discussion of the terms for a grant cycle, a review was held of grant policy provisions, the 2023 budgets for a grant cycle and the separate initiatives, and the history over the life of the Foundation for grant-making and awards. There was discussion on several aspects of past awards and the impact of those funds to the region, as well as grant-making during the pandemic and the ongoing regional needs. It was reported that the current budget for grant-making and initiatives, per the Finance/Investment Committee, will remain as approved in the 2023 budget package at this time, with provisions to include the new Suicide Prevention/Intervention Initiative within the request for proposals for this cycle.

Processes and Timelines for Cycle – Discussion was then held on the specific processes and timelines for the grant cycle, with respect to the Foundation annual calendar and market needs. Recommendation was made to include notification to the service area in March, opening the grant cycle April 1, with completed applications submitted by May 28, and Board determination of awards at its August 2023 meeting. Upon motion by Mr. Seegers, seconded by Mrs. Rambo, the recommendation as presented was unanimously approved (5-0). This item will be presented to the Board of Directors.

Priorities for Special Grant Cycle 2023 – A review was then held on the themes for the Foundation work as defined by the Community Needs Assessment and the Community Plan. It was agreed that, at this time due to the post-pandemic environment, it would be advantageous for the service area to include a broad perspective on priorities for the cycle. Further discussion was then held on defining the parameters of the special cycle with consideration of long-term large impact, collaboration, and sustainability. After discussion, priorities for the grant cycle were recommended as follows:

- Healthy lifestyles
- Access to healthcare
- Special needs of children and youth
- Suicide prevention/intervention

Upon motion by Mrs. Sanchez Corral, seconded by Mr. Seegers, the recommendation as presented was unanimously approved (5-0). This item will be presented to the Board of Directors.

Focus for Special Grant Cycle 2023 – Discussion was then held on the provisions to be addressed by applications related to the priorities for the cycle. After discussion, recommendation was made for the following areas of focus for the grant cycle:

- All ages
- Large impact projects for new or expanded programs or services for qualified medical, behavioral, or dental health settings (hospitals, clinics, school clinics, agencies, education)
- Large impact new or expanded programs or services for qualified non-profits, education, or government settings which address community re-entry or post-pandemic needs
- Specific suicide prevention/intervention programming including evidence-based models or professional components
- Inclusion of matching funding and collaborative models between municipality or government, school boards, university, business, non-profit agencies, or healthcare
- Plan for sustainability

In addition, information was reviewed that would assist in defining the criteria for appropriate applications and to projects or expenses that would not typically be funded. Recommendation was further made to include the criteria as presented within the application form. After the review of all information as presented, upon motion by Mrs. Rambo, seconded by Mrs. Massey Groves, the recommendation for the areas of focus and including the defined criteria for the cycle was unanimously approved (5-0). This item will be presented to the Board of Directors.

External Evaluator – Discussion was then held on the need for an external evaluator for the cycle. A review was held on the qualifications of Dr. Francesca Armmer, as a past evaluator, and the aspects of her input to the process. It was reported that she was available and interested to participate again. Recommendation was made to engage Dr. Armmer as the external evaluator for the Special Grant Cycle 2023, and upon motion by Mrs. Rambo, seconded by Mrs. Sanchez Corral, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

Grant Application Forms – Existing forms for the online software Letter of Intent (LOI) and Application were presented, with note that updates would be needed to include the specific areas for this cycle, including priority and focus, but that no revisions or updates were necessary in the language regarding the specific project application or submission of items by grant applicants. Recommendation was made to update the Letter of Intent and the Application with information directly related to the cycle as presented. Upon motion by Mrs. Massey Groves, seconded by Mr. Seegers, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

Consideration for Sponsorships – Information was then presented on the opportunity for the Foundation to begin to consider participating in one-time sponsorships of service area events that would meet the strategic goals and mission of the Foundation. It was reported that the Finance/Investment Committee had asked that this Committee develop a possible approach and structure for sponsorships by the Foundation to be presented at the next Board meeting for consideration. A sample format for the sponsorship request, including typical items that would be required for submission and consideration, was reviewed, with a budget for sponsorships not to exceed \$5,000 within the first year. It was noted that this item would be part of the grant budget at this time, if approved. Discussion was held on the importance of participation only when it was pivotal to a larger mission or goal of the Foundation and as determined by the Programs/Grant Review Committee. After discussion, recommendation was made for the staff to further develop the aspects of how applications might be submitted online, to expand the items on the sample format to a proposed final version, and propose further how the Committee might handle the reviews and approvals, and that the information be presented at the February Board meeting. Upon motion by Mrs. Rambo, seconded by Mrs. Massey Groves, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

Update on State Dental Sealant Grant – An update was given regarding the 2022-2023 State Dental Sealant Grant. Project administration within the parties was reviewed and up to date. No action was necessary on this item 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