

**A MEETING OF THE BOARD OF DIRECTORS  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, FEBRUARY 9, 2023, AT 7:30 AM  
AT THE CITY OF WEST MONROE COUNCIL CHAMBERS  
2305 NORTH 7<sup>TH</sup> STREET, WEST MONROE, LOUISIANA 71291**

**MINUTES**

***Members Present:***

Jim Allbritton, Chair  
Todd Burgess  
Shelby Sanchez Corral  
Melanie Massey Groves  
Dr. Bob Huffstutter  
Chris Pittard  
Christine Wong Rambo  
Doug Seegers

***Members Absent:***

P. Michelle Getret-Ford  
Alberta Green  
Ken Phillips  
Brandon Welch

***Staff Present:***

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

***Staff Absent:***

none

***Others Present:***

Doug Caldwell, Attorney  
Wade Bishop, HSD #1 Board Commissioner  
Lucius McGehee, Jr., Argent Advisors  
Debra Robinson, Ochsner/LSU Clinical Affairs

Mr. Allbritton called the meeting to order, and the presence of a quorum was verified. Mr. Bishop, HSD #1 Board Commissioner, and Debra Robinson, Master of Nonprofit Administration student at LSU Shreveport, who works for the Vice Chancellor of Clinical Affairs at Ochsner/LSU Monroe, were introduced and welcomed to the meeting.

**Minutes** – The minutes from the February 3, 2022, meeting were reviewed. There being no changes, upon motion by Mr. Pittard, seconded by Dr. Huffstutter, the minutes were unanimously approved (8-0).

**Items to Consider regarding the 2022 Audit:**

**Compliance Questionnaire** – The completed Compliance Questionnaire for the 2022 Audit was then presented. After discussion, upon motion by Mrs. Massey Groves, seconded by Dr. Huffstutter, the motion was unanimously approved (8-0) to wit:

**WHEREAS**, the Legislative Auditor of the State of Louisiana has requested that the Living Well Foundation complete the Louisiana Compliance Questionnaire;

**WHEREAS**, the Legislative Auditor of the State of Louisiana has further requested that the governing body of the Living Well Foundation, formally and in an open meeting, approve the answers to the Louisiana Compliance Questionnaire;

**WHEREAS**, the Board of Directors of the Living Well Foundation has reviewed the Louisiana Compliance Questionnaire insofar as applicable to the Living Well Foundation; and,

**WHEREAS**, the Board of Directors of the Living Well Foundation has analyzed the submitted Louisiana Compliance Questionnaire and, as completed, it is deemed by them to be correct and valid.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Living Well Foundation, duly called and convened in an open and public meeting, that the Louisiana Compliance Questionnaire, as completed, which was submitted to the Board of Directors for review, be and is hereby approved and adopted, with a copy to be attached to the minutes of this meeting, and additional copies together with this resolution be furnished to the Auditor of the Living Well Foundation as required by the Legislative Auditor.

This item will be presented to the HSD #1 Board of Commissioners.

**SAUPs Policy Item** – Discussion was held on the State Agreed Upon Procedures for the 2022 audit, and specifically regarding a sexual harassment policy and report. The existing policy included in the Employee Manual was reviewed, along with the annual report completed prior to the February 1, 2023 deadline, and indicating no incidents. Upon motion by Mr. Seegers, seconded by Mrs. Rambo, the policy and report were unanimously approved (8-0).

**Items to Consider from the Executive Committee:**

**Strategic Plan 2023 – 2027 Annual Review** – A review was held on the Strategic Plan noting that no changes are recommended. After discussion, upon motion by Dr. Huffstutter, seconded by Mr. Burgess, the annual review was unanimously approved (8-0). This item will be presented to the HSD #1 Board of Commissioners.

**Annual Event Timeline** – An update was provided on the timeline for the Annual Update to the Community luncheon to be held in Spring 2024, with other smaller events to be held throughout 2023 in support of that event and market needs. No further action was necessary on this item.

**Office Space Considerations** – It was then reported that, after careful consideration and in discussion with the Chair and Vice-Chair of the HSD #1 Board of Commissioners, the Foundation will continue to rent at this time, noting that future needs and options could be considered at later dates as warranted. No further action was necessary on this item.

**Items to consider from the Finance/Investment Committee:**

**December 2022 Financial Statements** – The December 2022 financial statements, with the cash basis and Argent statements and the bond worksheet, were presented. A detailed review of the balance sheet and profit and loss statement was held. A deficit was noted in the change of net assets for the year-to-date due to unrealized losses, with total net asset value above the restricted principal. It was noted that the total principal at face value has increased, and that almost \$8,000,000 has been awarded in grants to the service area over the life of the Foundation.

After discussion, upon motion by Mr. Burgess, seconded by Mr. Pittard, the December 2022 financial statements were unanimously approved (8-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

**Annual Review of Investment Policy** – The Investment Policy was then reviewed, noting that no changes are recommended. After discussion, upon motion by Mr. Seegers, seconded by Mrs. Rambo, the annual review of the Investment Policy was unanimously approved (8-0).

**Items to consider from the Programs/Grant Review Committee:**

**Special Grant Cycle 2023** – The provisions for the Special Grant Cycle 2023 were then presented as recommended by the Committee. A review of the 2023 grant budget and the history of funding for the Foundation was held.

**Process and Timeline for Cycle** – Discussion was held on the specific processes and timelines for the grant cycle to include notification to the service area by March, opening the grant cycle April 15, with completed applications submitted by May 28, and Board determination of awards at its August 2023 meeting.

**Priorities for Cycle** – Based on the findings from the 2006 Community Needs Assessment and the Community Plan, with attention to the goals within the Strategic Plan 2023-2027, priorities for the grant cycle were presented as follows:

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

**Areas of Focus for Cycle** – As a reflection of the strategic goals and mission of the Foundation, the following areas of focus for the grant cycle were then presented as follows:

- 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 other government, school boards, university, business, non-profit agencies, or healthcare
- Plan for sustainability

**External Evaluator** – The selection of Dr. Francesca Armmer, from Bradley University in Indiana, was presented as the external evaluator for the cycle. It was noted that she was available and looking forward to participating again.

**Grant Cycle Forms** – The forms for the online software Letter of Intent (LOI) and Application for this cycle were presented, noting that no changes had been needed except to include the current priority and focus or other descriptors for the cycle process.

After discussion, and with no revisions or changes noted to the presented items for the Special Grant Cycle 2023, upon motion by Mrs. Rambo, seconded by Mrs. Massey Groves, the process and timeline, the priorities, the areas of focus, the external evaluator, and the grant cycle forms, all as presented, were unanimously approved (8-0).

**Consideration for Sponsorships** – As follow up from the Executive Committee and the Finance/Investment Committee meetings, further 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. Specific process and timelines, qualifying criteria, online application form, and budgeting items were discussed. After discussion, it was recommended that the Finance/Investment Committee consider the available budget for this opportunity after more is known from the financial performance over the next 6 months, with consideration by the Board at its August meeting. Upon motion by Dr. Huffstutter, seconded by Mr. Seegers, the recommendation was unanimously approved (8-0).

**Portfolio Performance Review** – Mr. McGehee then led the 2022 performance review of the portfolio, as compared to established benchmarks. Information was included on the projected maturities and the strategy for reinvestment. Further discussion was held on interest rate movements and possible Federal Reserve actions, and the impact to the portfolio and the economy. It was reported that interest rates continue to be more attractive on the short-term end of the market, and maturing bonds and notes will be reinvested to those, with a watchful approach for possible longer-term investments within the laddered portfolio strategy, and up to 5 years where opportunities present. No action was necessary on this item at this time. This item will be presented to the HSD #1 Board of Commissioners for their information.

**President/CEO Report** – No further report at this time.

**Board Chair Report** – No further report at this time.

There being no other activities and no Board 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

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Secretary