

**A MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, SEPTEMBER 7, 2023, AT 8:00 A.M.
AT WMWO CHAMBER OF COMMERCE
112 PROFESSIONAL DRIVE
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Jim Allbritton, Chair
Todd Burgess
Dr. Bob Huffstutter
Ken Phillips

Staff Present:

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

Members Absent:

Alberta Green

Others Present:

Doug Caldwell, Attorney

The meeting was called to order, and the presence of a quorum was verified.

Minutes – The minutes from the June 8, 2023, meeting were reviewed. Correction was noted for the spelling of a Director’s name, and with there being no other changes, upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the minutes were unanimously approved with noted correction (4-0).

July 2023 Financial Statements – The July 2023 financial statements, with the cash flow and Argent statements and the bond worksheet, were presented. It was noted that revenues are increasing based on reinvestments of maturing notes, and all expenses are in line and within budget. Net asset valuation remains above the restricted principal, and no deficits were noted. After discussion, upon motion by Mr. Burgess, seconded by Mr. Phillips, the July 2023 financial statements were unanimously approved (4-0).

Office Lease Renewal – A discussion was held on the office lease renewal that will expire in March 2024. It was proposed that the Foundation would renegotiate the rate with the contingency to have a bigger office space based on current needs. Upon motion by Mr. Philips, seconded by Dr. Huffstutter, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors at its next meeting.

Annual Event Plans – Information was presented on the Annual Update to the Community Luncheon to be scheduled for April 23, 2024. Upon motion by Mr. Phillips, seconded by Mr. Burgess, the recommendation for the date was unanimously approved (4-0). This update will be provided to the Board of Directors and to the HSD #1 Board of Commissioners.

Insurance Renewals - Discussion was held concerning renewal of the D&O and Business Liability insurance as well as the work comp and office liability policies. It was noted that the historical cost has consistently increased, with even higher increases expected this year. It was also reported that the risk management advisor had reviewed all insurance coverage for appropriate limits.

After discussion, recommendation was made to continue the process of renewal upon final reviews with the attorney and the Board Chair since renewals are required by the first of October. Upon motion by Dr. Huffstutter, seconded by Mr. Burgess, the recommendation was unanimously approved (4-0). This item will be provided as an update to the Board of Directors at its next meeting.

At this time, Mrs. Turner voluntarily exited the meeting.

Personnel Evaluations – Annual 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 and next year’s proposed budget.

Annual Review – Executive Assistant, Secretary/Treasurer – Mrs. Prophit then presented information regarding Mrs. Turner’s performance and market comparison data. It was agreed that Mrs. Turner is an asset to the Foundation and is performing at a high level. After discussion and review of all materials, recommendation was made for a compensation package including salary adjustment and continued retirement plan participation effective January 1, 2024. Upon motion by Mr. Phillips, seconded by Mr. Burgess, the recommendation was unanimously approved (4-0).

Mrs. Prophit then voluntarily exited the meeting after providing additional input as requested.

Annual Review – President/CEO – Information was then presented on Mrs. Prophit’s performance as President/CEO, including market comparison data and historical compensation structure, with all agreeing that Mrs. Prophit performed well in her role. After discussion and review of materials, recommendation was made for a compensation package including merit increase and continued support for direct payments for health benefits plans, the retirement plan, and cellphone reimbursement, effective January 1, 2024. Upon motion by Dr. Huffstutter, seconded by Mr. Burgess, the recommendation was unanimously approved (4-0).

These two personnel items 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 – No further report at this time.

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.

Chair

Secretary