

**A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON THURSDAY, JANUARY 4, 2024, AT 7:30 A.M.  
AT THE WMWO CHAMBER OF COMMERCE  
112 PROFESSIONAL DRIVE  
WEST MONROE, LOUISIANA 71291**

**MINUTES**

**Members Present:**

Jim Allbritton, Chair  
Todd Burgess  
Dr. Bob Huffstutter  
Ken Phillips  
P. Michelle Getret-Ford

**Members Absent:**

none

**Staff Present:**

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

**Others Present:**

Doug Caldwell, Foundation Attorney  
Toni Bacon, Ouachita Parish Police Juror District A

Mr. Allbritton called the meeting to order, and the presence of a quorum was verified. Mrs. Toni Bacon, police juror for District A, Ouachita Parish Police Jury, was welcomed to the meeting.

**Minutes** – The minutes from the Special Called Meeting on July 20, 2023, and September 7, 2023, meeting were reviewed. There being no changes, upon motion by Mr. Phillips, seconded by Mr. Burgess, the minutes from the July 20, 2023 meeting were unanimously approved by all members then present (4-0). Furthermore, there being no changes, upon motion by Mr. Burgess, seconded by Mr. Phillips, the minutes from the September 7, 2023 meeting were unanimously approved by all members then present (4-0).

Mrs. Getret-Ford entered the meeting at this time.

**November 2023 Financial Statements** – The November 2023 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 with discussion on investment income and valuations in the current market. All expenses are in line and within budget, with additional note that more grant funds have been returned from previous grant cycles, and revenues continue to increase based upon reinvestments. Net assets remain well above the restricted principal, with no deficits noted. After discussion, upon motion by Dr. Huffstutter, seconded by Mr. Phillips, the November 2023 financial statements were unanimously approved as presented (5-0).

**Strategic Plan 2023 – 2027 Annual Review** – A review of the 2023-2027 Strategic Plan with the Action Plan was held. Discussion was held on the increasing focus to dementia, Alzheimers, and other cognitive deficit diseases, with agreement that possible focused programming may be warranted after the current grant projects outcomes and impact are reviewed. Recommendation was made that the plans proceed as presented with no changes or updates at this time. After discussion, upon motion by Mr. Burgess, seconded by Mr. Phillips, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

**2024 CPA Engagement Letter** – A review was held on the 2024 engagement letter for accounting services from Kelly, Noland, & Ducote, APAC. Recommendation was made to accept the terms, and upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the recommendation was unanimously approved (5-0).

**Update on Board Appointees** – An update was given on the terms of service for Mrs. Getret-Ford and Mr. Burgess which will be voted on by the Police Jury later in the month of January. No action was necessary on this item.

**New SAUPs (statewide agreed upon procedures)** – An update was given on the new SAUPs recently issued by the LA Legislative Auditor, with discussion on certain items related to ethics and cybersecurity training. After discussion, no further action was necessary on this item at this time.

**2024 Grant Cycle Planning** – Pursuant to the provisions in the Grant-Making Guidelines and Procedures, consideration of a 2024 grant cycle was discussed. Recommendation was made to have a 2024 grant cycle, with applications in late spring, and determination of awards at the August Board meeting. The Finance/Investment and Programs/Grant Review Committees will be meeting to do initial work for the 2024 Grant Cycle prior to the February Board meeting. After discussion, upon motion by Mr. Phillips, seconded by Mrs. Getret-Ford, the recommendation for a 2024 Grant Cycle was unanimously approved (5-0). This item will be presented to the Board at its February meeting.

**Community Annual Event Timeline** – An update was provided on the status of plans for the Annual Update to the Community Luncheon, which will be held on April 23, 2024. No further action was necessary on this item.

**Office Space Lease Renewal Option** – A discussion was held on the upcoming lease renewal in March 2024 for office space, including the option for moving into a larger suite in the complex once it becomes available. It was agreed that the current terms of renewal with contingency to move should remain in the contract as provided, with further consideration at the March 2024 Executive Committee meeting as needed and upon further discussion with the landlord. Upon motion by Mr. Phillips, seconded by Mrs. Getret-Ford, the recommendation for the office space lease renewal was unanimously approved (5-0). This item will be presented to the Board at its February 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.

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Chair

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Secretary