

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, JANUARY 25, 2024, 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
Christine Rambo
Doug Seegers

Staff Present:

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

Others Present:

Members Absent:

Melanie Massey Groves

none

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

Minutes – The minutes from the July 27, 2023, meeting were reviewed. There being no changes, upon motion by Mr. Seegers, seconded by Mrs. Sanchez-Corral, the minutes were unanimously approved (4-0).

Grant Cycle 2024 – Prior to discussing specifics of the grant cycle, a brief review was given on the 2024 budget, grant policy provisions, and the history of the Foundation for grant-making and awards. It was noted that previous grant awards continue to have impact within the community and the Foundation continues to monitor the needs within the region. It was reported that the current budget for grant-making and initiatives, per the Finance/Investment Committee, will remain as approved in the 2024 budget package at this time.

Timelines for Cycle – Discussion was then held on the 2024 timelines for the grant cycle. It was noted that notification to the service area would begin in February, opening the grant cycle April 1, with completed applications submitted by May 31, and external evaluation completed by mid-July 2024. The Programs/Grant Review Committee would then meet in late July 2024 and the Board would thereafter consider grant awards at its August 2024 meeting. After discussion, upon motion by Mrs. Rambo, seconded by Mr. Seegers, the timeline for the grant cycle as presented was unanimously approved (4-0). This item will be presented to the Board of Directors.

Priorities and Focus for the 2024 Grant Cycle – At this time, the Committee considered the specifics for the grant cycle. The President/CEO and Vice Chair of the Programs/Grant Review Committee reported that they recently met with Dr. Florencetta Gibson, Board Advisor, to discuss service area needs and current funding trends, including a mental health focus on cognitive disorders. Additional discussion was held on opportunities for further work in the service area regarding grant awareness, education topics, and possible broadened levels of training.

Priorities for Grant Cycle 2024 – A review was then held on the themes for the cycle as defined by the Community Needs Assessment and the Community Plan. It was agreed that it would be advantageous to continue to include a broad perspective on priorities for the cycle. Further discussion was then held on defining what issues are related to health and well-being for populations, especially post-pandemic and recovery, and in regard to workforce, education, and healthcare. Funding trends across the state and nationally were also reviewed, with consideration of long-term large impact, collaboration, and sustainability. After discussion, priorities for the grant cycle were recommended as follows:

- Healthy lifestyles, including nutrition and food disparity, physical activity, and wellness
- Access to healthcare, including medical, dental, and behavioral/mental health programming/services or sites, or availability of clinical professionals in the service area
- Special needs of children and youth, including medical, dental, and behavioral/mental health programming/services, as well as developmental disorders, including autism spectrum disorders, attention-deficit/hyperactivity disorder (ADHD), cerebral palsy, or other intellectual, language, or learning disorders
- Suicide prevention/intervention for all ages
- Mental health focus on cognitive disorders, including dementia and Alzheimer's disease

Focus for Grant Cycle 2024 – 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/services, sites, or providers, for qualified medical, behavioral/mental health, or dental health settings (hospitals, clinics, school clinics, agencies, government, or education)
- Suicide prevention/intervention programming, including evidence-based models or clinical/professional providers
- Training, education, support, or other programming, for clinical professionals, patients/clients, or caregivers, to address cognitive disorders, including dementia and Alzheimer's disease, as well as other health-related needs
- Matching funding and/or collaborative models between municipality or other government, school boards, university, business, non-profit agencies, or healthcare settings, for broader consideration and impact
- Capability to complete project timely with appropriate or applicable availability or buy-in from partnering agencies, licensing boards, or supply chain or construction vendors
- Plan for sustainability and growth once project funding has ended

In addition, information was reviewed on expenses that would not typically be funded. Those ineligible expenses were recommended as:

- Ongoing general operating expenses
- Existing personnel or staff expenses, unless related to mentoring/training/education
- Rent, mortgage, or utility assistance

After discussion, upon motion by Mrs. Sanchez-Corral, seconded by Mrs. Rambo, the recommendations for the priorities, areas of focus, and ineligible expenses were unanimously approved (4-0). These items will be presented to the Board of Directors.

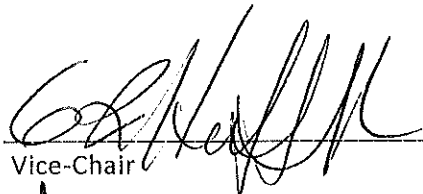
External Evaluator – Discussion was then held on an external evaluator for the grant cycle, Dr. Francesca Armmer. It was reported that she had been contacted and would be available to give input on the applications. Recommendation was made to engage Dr. Armmer as the external evaluator for the Grant Cycle 2024 at a rate of \$125 per application reviewed, and upon motion by Mr. Seegers, seconded by Mrs. Sanchez-Corral, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors.

Grant Cycle Forms – Existing forms for the online software Letter of Intent (LOI) and Application were presented. Recommendation was made to update the Letter of Intent and the Application with information directly related to the cycle as approved, with no other revisions or updates required at this time. Upon motion by Mrs. Rambo, seconded by Mrs. Sanchez-Corral, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors.

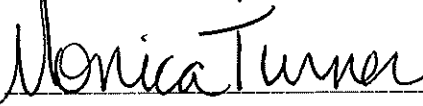
Consideration for Sponsorships – Information was then presented on the recent approval by the Finance/Investment Committee for a total budget up to \$5,000 to fund specific sponsorships that would support activities related to the focus of the Foundation mission. It was noted that an online application process would be utilized, and that the Board Chair and the Vice Chair of Finance/Investment Committee would give approvals with the President/CEO, with updates thereafter reported to the Board. It was agreed that broader participation in worthwhile activities would assist in identifying new opportunities and potential grantees. Upon motion by Dr. Huffstutter, seconded by Mr. Seegers, the funding of sponsorships as a new strategy was unanimously approved (4-0).

Update on Active Grant Activities – An update was given regarding the status of the different grant cycles and special projects that are currently active, with a note that site visits have been scheduled with grantees over the next few months. 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