

**A MEETING OF THE BOARD OF DIRECTORS
OF THE LIVING WELL FOUNDATION
ON THURSDAY, NOVEMBER 7, 2024,
AT THE WMWO CHAMBER OF COMMERCE
112 PROFESSIONAL DRIVE,
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Jim Allbritton, Chair
Todd Burgess
Melanie Massey Groves
Dr. Bob Huffstutter
Leah Martin
Chris Pittard
Jason Pleasant
Doug Seegers
Brandon Welch

Members Absent:

P. Michelle Getret-Ford
Ken Phillips

Staff Present:

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

Others Present:

Doug Caldwell, Attorney
Julian Johnston, Board Advisor
Wade Bishop, HSD #1 Commissioner

The meeting was called to order, and the presence of a quorum was verified. Mr. Allbritton offered the invocation. Mr. Bishop and Mr. Johnston were welcomed as guests, and Mrs. Martin and Mr. Pleasant were introduced as new board directors.

Minutes – The minutes from the October 3, 2024, meeting were reviewed. There being no changes, upon motion by Mr. Seegers, seconded by Dr. Huffstutter, the minutes were unanimously approved (9-0).

September 2024 Financial Statements – The September 2024 financial statements, with the Argent statement, cash flow, and bond worksheets were then presented. All expense areas were reported in line with budget expectations, with no deficits for the month or year to date. It was noted that the ULM dental hygiene clinics would likely be returning unspent monies back to the Foundation for the latest funding, and therefore the Dental Hygiene Initiative expenses for the year would be in line with the approved budget. Total net asset valuation was noted as continuing to increase above the restricted principal. Recommendation was made to accept the September 2024 financial statements as presented, and with no further discussion, upon motion by Mrs. Martin, seconded by Mr. Pittard, the recommendation was unanimously approved (9-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

Second Amendment to 2024 Budget – A second and final amendment to the 2024 budget was presented, with noted revisions to the projected revenues and indication that expenses were in line with projections. After review, upon motion by Mr. Seegers, seconded by Dr. Huffstutter, the second amendment to the 2024 budget was unanimously approved (9-0). This item will be presented to the HSD #1 Board of Commissioners.

2025 Budget Package – The 2025 Budget Package, previously introduced at the October 3, 2024, Board meeting, and thereafter with notice of availability for public inspection published in the Ouachita Citizen as official record for the Foundation, and in compliance with the Louisiana R.S. 39:1305 Budget Preparation Act, was now presented for approval. As there were no questions or comments received from the public, upon motion by Mr. Burgess, seconded by Mr. Pleasant, the 2025 budget package was unanimously approved (9-0). This item will be presented to the HSD #1 Board of Commissioners.

Grant Items to be Considered – Information was then presented on several grant projects which had unusual circumstances to be considered outside the scope of provisions of the grant agreements or previously approved funding.

From Grant Cycle 2023:

Children’s Coalition of NELA – The Children’s Coalition of NELA had requested \$150,000 for the Signs of Suicide Program, and the Foundation had approved the amount of \$83, 830 for partial funding of a new licensed mental health professional as well as the education consultants components, but not including fringe for the new hire. As the subcontractor/consultants expenses were actually less than the approved budget for those items, they have \$6,275 remaining in unused funds, and it was recommended that they be allowed to allocate those remaining funds to a portion of the fringe expenses for the new hire. After further discussion, upon motion by Dr. Huffstutter, seconded by Mrs. Martin, the recommendation was unanimously approved (9-0).

Hunters for the Hungry LA – The organization had requested \$25,000 during the grant cycle, and the Foundation had approved \$5,000 for the cost of freezers for the NELA processors, and \$1,103 had been spent for a freezer placed at a local processor. It was noted that other processors did not need freezers over the grant timeframe due to space, but that Hunters for the Hungry LA had incurred over \$190,000 in appropriate expenses related to the total project goals by servicing parishes in the Foundation service area in northeast LA, and had submitted requested documentation for those expenses. After review, recommendation was made that the Foundation approve the other expenses they incurred beyond the freezer cost within the Foundation service area and allow them to be paid out in full for the \$5,000 grant. Upon motion by Mrs. Massey Groves, seconded by Mr. Pittard, the recommendation was unanimously approved (9-0).

From Grant Cycle 2024:

Academy for Collaborative Education (ACE) – ACE had requested \$116, 600 for an after-school program for autistic children at their new school in Monroe, and the Foundation had approved \$20,000 to assist in the startup of the program. It was noted that the school itself had BESE state funding but that the after-school program would be established only with tuition fees or other fundraising. Due to unfortunate circumstances, the co-founder of the school and grant writer recently died unexpectedly, causing challenges for the staff to start new programming. Several contacts have been made from the Foundation both in person and by phone and email, and they have not responded in their ability to pursue the project, and it was agreed that at this late date in the year, it is unreasonable to assume that completion of the project could occur in a timely manner. It was also agreed that the organization can approach the Foundation in future grant cycles upon their ability to implement the program. With support expressed for the organization and the staff,

recommendation was then made that the funding of \$20,000 for the project be withdrawn at this time, and after discussion, upon motion by Mrs. Martin, seconded by Dr. Huffstutter, the recommendation was unanimously approved (9-0).

2025 Meeting Schedule – The 2025 meeting schedule was presented with different meeting days included based on availability by directors for the future. It was proposed that the upcoming meetings be included in Outlook Calendar for better reminders and attendance response. It was also noted that texts would continue to be sent as reminders to ensure a quorum. Upon motion by Mr. Burgess, seconded by Mr. Seegers, the meeting schedule was unanimously approved (9-0). This item will be provided to the HSD #1 Board of Commissioners for their information and posted to the website.

Investment Items – An update was given on the RFP process for investment management of the Foundation. The RFP packet would be e-mailed to the noted recipients by November 15, 2024, and it was noted that anyone requesting a packet could also receive one. No further action was necessary on this item at this time.

Other discussion was held on the recent purchases by the investment manager and the long-term goals of the Foundation. As there are many maturities occurring within the next two months, it was agreed that the Vice Chair of the Finance/Investment Committee would call a meeting prior to the end of 2024, and that Argent Financial would thereafter be invited to meet with the Committee. No further action was necessary on this item at this time.

2025 Related Party Questionnaires – Related party questionnaires and vendor lists for 2025 were presented to all Directors to report any potential conflicts of interest known at this time, with reminder that all questionnaires and vendor checklists should be returned by the first of the year. No further action was necessary on this item.

President/CEO Report – An update was provided on the annual update luncheon recently held, and all agreed that it was a success with great attendance and presentations.

Board Chair Report – No further report at this time.

There being no other activities, and no Committee member or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.

Chair

Secretary