

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON WEDNESDAY, JANUARY 29, 2025, AT 7:30 A.M.
AT THE FOUNDATION OFFICE
3711 CYPRESS STREET, SUITE 1, WEST MONROE, LA 71291**

MINUTES

Members Present:

Dr. Bob Huffstutter, Vice Chair
Melanie Massey Groves
Ken Phillips
Jason Pleasant
Doug Seegers

Staff Present:

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

Others Present:

none

Members Absent:

none

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

Minutes – The minutes from the July 25, 2024, meeting were reviewed. There being no changes, upon motion by Dr. Huffstutter, seconded by Major Pleasant, the minutes were unanimously approved (5-0).

Update on Current Grants – An update was given on current active grants, and it was reported that site visits would occur over the next few months.

Grant Recipient Change in Status – Discussion was held on recent actions affecting a grant recipient that could limit the completion of their grant project from the Grant Cycle 2024. Information was provided that there would be further updates after the grant recipient meets with the City of Monroe. After discussion, recommendation was made that the decision to continue ongoing funding within the current grant shall be based upon the outcomes of the upcoming meeting between the parties. Upon motion by Mr. Seegers, seconded by Mr. Phillips, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors at its next meeting.

Grant Cycle 2025 – A brief overview was given on the history of the Foundation for grant-making and the continued impact within the service area. The grant policy and 2025 budget were reviewed before discussing specifics of the 2025 grant cycle. It was noted that the current budget for grant-making and initiatives, per the Finance/Investment Committee, will remain as approved in the 2025 budget package at this time.

Timelines for Cycle – Discussion was held on the 2025 timelines for the grant cycle. It was noted that notification to the service area would begin in February, opening the grant cycle by February 17, 2025, with completed applications submitted by March 31, 2025. The Programs/Grant Review

Committee would then meet in late April 2025, and the Board would thereafter consider grant awards at its May 2025 meeting. After discussion, upon motion by Mr. Seegers, seconded by Mrs. Massey Groves, the timeline for the grant cycle as presented was unanimously approved (5-0). This item will be presented to the Board of Directors.

Priorities for Grant Cycle 2025 – A brief review was then held on the themes for the Foundation work as defined by the Community Needs Assessment and the Community Plan. It was recommended that the Foundation continue to include a broad perspective on the priorities of the grant cycle related to the identified themes. After discussion, upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the priorities for the grant cycle were unanimously approved (5-0), to wit;

- Healthy lifestyles, including nutrition and food insecurity, physical activity, and wellness
- Access to healthcare, including medical, dental, and behavioral/mental health programming or services or equipment, 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
- Creative or innovative new programming for health and well-being

Focus for Grant Cycle 2025 – Discussion was then held on the focus for the cycle. After discussion, upon motion by Mr. Seegers, seconded by Major Pleasant, the areas of focus for the grant cycle were unanimously approved (5-0), to wit;

- All ages
- Large impact projects for new or expanded programs or services, sites for qualified medical, dental, or behavioral/mental health settings (hospitals, clinics, school clinics, agencies, education)
- Large impact new or expanded programs or services which are creative or innovative solutions for health and well-being
- Suicide prevention/intervention programming, including evidence-based models or clinical/professional providers
- Training, education, support, or other programming, for clinical professionals, patients, or caregivers, to address cognitive disorders, including dementia and Alzheimer’s disease
- 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 support and buy-in from partner agencies, licensing boards, or supply chain or construction vendors
- Plan for sustainability and growth once project funding has ended

Both of these items regarding priority and focus of the grant cycle will be presented to the Board of Directors.

In addition, expenses that are typically not funded were reviewed, as follows:

- Ongoing general operating expenses, unless directly related to expansion or new services, or repositioning/restructuring
- Existing personnel or staff expenses, unless related to mentoring/training/education or repositioning/restructuring
- Rent, mortgage, or utility assistance

External Evaluator – Discussion was held on having an external evaluator for this grant cycle, including information from the most recent cycle. Due to local funding needs, status of non-profits, and other regional issues, recommendation was made to not engage an external evaluator for this cycle. Furthermore, it was recommended that the Foundation work with Dr. Gibson, Board Advisor, to develop more current and appropriate parameters for grant evaluation. Upon motion by Mr. Phillips, seconded by Major Pleasant, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

Grant Cycle Forms – 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 Mr. Seegers, seconded by Mrs. Massey-Groves, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

Consideration for Sponsorships – Information was then presented on the approval by the Finance/Investment Committee for a total budget up to \$5,000 within the grant budget to fund specific one-time sponsorships or events related to the mission of the Foundation. After discussion, recommendation was made that the President/CEO would identify eligible and appropriate sponsor opportunities, with final approval by the Board Chair and the Vice Chair of Finance/Investment Committee, with updates thereafter reported to the Board. Upon motion by Major Pleasant, seconded by Dr. Huffstutter, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

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