

**A MEETING OF THE BOARD OF DIRECTORS
OF THE LIVING WELL FOUNDATION
ON WEDNESDAY, FEBRUARY 5, 2025, AT 7:30 A.M.
AT THE WMWO CHAMBER OFFICE
112 PROFESSIONAL DRIVE, WEST MONROE, LA 71291**

MINUTES

Members Present:

Jim Allbritton, Board Chair
Todd Burgess
Brad Cammack
P. Michelle Getret-Ford
Dr. Bob Huffstutter
Leah Martin
Ken Phillips
Chris Pittard
Jason Pleasant
Brandon Welch

Members Absent:

Melanie Massey Groves
Doug Seegers

Staff Present:

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

Others Present

Doug Caldwell, Attorney
Wade Bishop, HSD Commissioner

Mr. Allbritton called the meeting to order, and the presence of a quorum was verified. The invocation prayer was given by Mr. Welch.

Minutes – The minutes from the November 7, 2024, meeting were reviewed. There being no changes, upon motion by Mr. Burgess, seconded by Dr. Huffstutter, the minutes were unanimously approved by all members then present (9-0).

Authorized Signers for Accounts – An updated list of authorized signers for 2025 for the investment account was presented, with note that two signatures are required for all transactions, and the President/CEO is not authorized as a signer for this account. Upon motion by Mrs. Martin, seconded by Major Pleasant, the list of authorized signers for the investment management account was unanimously approved by all members then present (9-0).

The updated list of authorized signers for the bank checking account was then presented, with note that two signatures are required for all transactions, and the President/CEO is an authorized signer for this account. Upon motion by Mr. Phillips, seconded by Mrs. Martin, the list of authorized signers for any and all Origin Bank accounts was unanimously approved by all members then present (9-0).

At this time, another Director arrived to the meeting.

Item to Consider Regarding 2024 Audit – A review was held on the Compliance Questionnaire for the 2024 audit, and upon motion by Mr. Burgess, seconded by Mrs. Martin, the Compliance Questionnaire with the following resolution were both unanimously approved (10-0), to wit:

WHEREAS, the Legislative Auditor of the State of Louisiana has requested that the Living Well Foundation complete the Louisiana Compliance Questionnaire;

WHEREAS, the Legislative Auditor of the State of Louisiana has further requested that the governing body of the Living Well Foundation, formally and in an open meeting, approve the answers to the Louisiana Compliance Questionnaire;

WHEREAS, the Board of Directors of the Living Well Foundation has reviewed the Louisiana Compliance Questionnaire insofar as applicable to the Living Well Foundation; and,

WHEREAS, the Board of Directors of the Living Well Foundation has analyzed the submitted Louisiana Compliance Questionnaire and, as completed, it is deemed by them to be correct and valid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Living Well Foundation, duly called and convened in an open and public meeting, that the Louisiana Compliance Questionnaire, as completed, which was submitted to the Board of Directors for review, be and is hereby approved and adopted, with a copy to be attached to the minutes of this meeting, and additional copies together with this resolution be furnished to the Auditor of the Living Well Foundation as required by the Legislative Auditor.

This item will be presented to the HSD #1 Board of Commissioners.

Items to Consider from the Executive Committee:

Strategic Plan 2023 – 2027 – Annual Review – A review was held on the Strategic Plan noting that no changes are recommended at this time. Upon motion by Mr. Welch, seconded by Mrs. Getret-Ford, the annual review was unanimously approved (10-0). This item will be presented to the HSD #1 Board of Commissioners.

Director Committee Assignment – Recommendation was then made that Mr. Brad Cammack, duly appointed in November 2024 by the Ouachita Parish Police Jury as the At-Large Appointee to the Foundation Board of Directors, be approved as a member of the Finance/Investment Committee for 2025. It was noted that, per the terms of the By-Laws, the Board Chair, Mr. Allbritton, had assigned Mr. Cammack to the Committee upon his 2024 Director appointment. Upon motion by Mr. Burgess, seconded by Mrs. Martin, the recommendation was unanimously approved (10-0).

2025 Annual Event – Discussion was then held on the annual event and its success for the Foundation and the service area. Recommendation was made that the Foundation continue the annual event for the service area, and that the event continue to be held at a time not to conflict with a grant cycle. Upon motion by Mrs. Martin, seconded by Dr. Huffstutter, the recommendation was unanimously approved (10-0).

Items to consider from the Finance/Investment Committee:

December 2024 Financial Statements – The December 2024 financial statements, with the bond worksheet and the cash basis and Argent statements, were presented. A detailed review of the balance sheet and profit and loss statement was held. A deficit was noted in the change of net assets for month-to-date due to unrealized losses, with no noted deficit year-to-date, and special attention given to the net asset valuation as the best in the Foundation's history due to improvements in interest rates after many years of low returns. Upon motion by Mrs. Martin, seconded by Mr. Phillips, the December 2024 financial statements were unanimously approved (10-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

Portfolio Performance – A review was given on the portfolio performance including the Argent statement and an economic report. Upon motion by Mr. Phillips, seconded by Mrs. Martin, the review was unanimously approved (10-0). This item will be presented to the HSD #1 Board of Commissioners.

2025 Grant Cycle Budget – The 2025 operations budget was then reviewed, with recommendation that the grants budget remain as indicated at this time for all defined grant-making line items, and that a total of \$5,000 be included within the grant budget for one-time sponsorships. Upon motion by Mr. Welch, seconded by Dr. Huffstutter, the recommendation was unanimously approved (10-0).

Annual Review of Investment Policy – The Investment Policy was then reviewed, noting certain terms that were included in 2018 regarding valuation and approvals, and that the Foundation has always and will continue to require approval on certain actions as defined in the policy. Although no changes were recommended at this time by the Committee, it was agreed that these items should be reviewed with HSD #1 as to their desired actions regarding approvals. It was further recommended that the Foundation can, at this time, return to market value for restricted principal comparison, if so agreed by the HSD #1 Commissioners. The Investment Policy would be amended as needed if certain sections are revised based upon those discussions. After discussion, upon motion by Mr. Burgess, seconded by Mrs. Martin, the annual review of the Investment Policy was unanimously approved with noted recommendations (10-0). This item will be presented to the HSD #1 Board of Commissioners.

Proposals for Investment Management – Proposals received during the RFP process were then presented, including a discussion on investment strategies, management styles, reporting mechanisms, communication and relationships, and fee structures. After discussion, recommendation was made to accept the proposal from Regions Institutional Services for management of the investment portfolio. It was agreed that the Vice Chair of the Finance/Investment Committee would communicate the decision to the parties as soon as feasible. Upon motion by Mr. Burgess, seconded by Mr. Cammack, the recommendation was unanimously approved (10-0). This item will be presented to the HSD #1 Board of Commissioners.

Items to Consider from the Programs/Grant Review Committee:

Grant Recipient Change in Status – Information was provided on a grant recipient that had encountered unforeseen challenges at service locations. After discussion, recommendation was made that funding continue at this time based upon personnel being utilized within other defined service sites as approved and the pending resolution of delivery of services with the locations and third party. It was further agreed that the Foundation staff would monitor closely the status of the

project with the grant recipient. Upon motion by Dr. Huffstutter, seconded by Mr. Welch, the recommendation was unanimously approved (10-0).

Grant Cycle 2025 – A brief overview was given on the status of active grant projects and the need to move the grant cycle so as not to conflict with the annual event timeline. The specifics for the cycle were then presented.

Process for the Cycle – The process for the cycle, including timeline and priorities and focus, was then presented.

Timeline for the Cycle – Notification to the service area would begin upon approval of the cycle, with the online grant software and the cycle opened by February 17, 2025, and 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. First checks would be planned for July 1, 2025.

Priorities for the Cycle – Based upon the themes identified in the Community Plan, the following priorities were recommended.

- 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 the Cycle – The areas of focus for the cycle were then recommended.

- All ages
- Large impact projects for new or expanded programs or services or 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

In addition, expenses that are typically not funded were recommended, 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

After discussion, upon motion by Dr. Huffstutter, seconded by Mr. Welch, the process for the grant cycle, including timeline, priority and focus, and typical ineligible expenses, as presented by the Committee, was unanimously approved (10-0).

External Evaluator – Discussion was held on local funding needs, status of non-profits, and special regional issues, with a review of the grant-making policy provisions. Recommendation was made by the Committee that, at this time, the Foundation NOT engage an external evaluator for this cycle, but work with the Board Advisor to review evaluation tools and needs for further utilization. It was further agreed that the expense for evaluation would not be supported by the benefits received at this time, and that the current Board Advisor provides valuable insight. Upon motion by Mr. Phillips, seconded by Dr. Huffstutter, the recommendation was unanimously approved (10-0).

Grant Cycle Forms – Forms for the grant cycle were then presented, with recommendation that no changes or updates are required. Upon motion by Mr. Burgess, seconded by Mrs. Getret-Ford, the forms for the cycle were unanimously approved (10-0).

There was departure of a Director at this time due to a scheduling conflict.

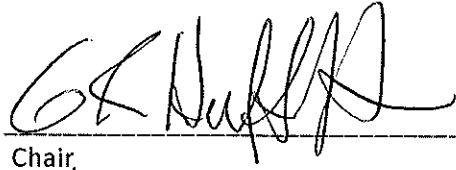
Process for Sponsorships – The process for sponsorship consideration was then reviewed. After discussion, recommendation was made that the President/CEO would identify eligible and appropriate sponsor opportunities within the approved budget, with final approval by the Board Chair and the Vice Chair of Finance/Investment Committee, and updates thereafter reported to the Board. Upon motion by Mrs. Martin, seconded by Mrs. Getret-Ford, the recommendation as presented by the Committee was unanimously approved by all members then present (9-0).

President/CEO Report – No other updates at this time.

Board Chair Report – No other updates at this time.

Other Comments – At this time, the Board had an informal update on the activities in Richland Parish related to the META project, with discussion of the impact to the Service Area and workforce, services, and supportive areas affected. No action was required on this item.

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.

A handwritten signature in cursive script, appearing to read "C. H. Haffner", written over a horizontal line.

Chair

A handwritten signature in cursive script, appearing to read "M. G. Turner", written over a horizontal line.

Secretary