

**A MEETING OF THE EXECUTIVE COMMITTEE  
OF THE LIVING WELL FOUNDATION  
ON WEDNESDAY, SEPTEMBER 10, 2025, AT 7:30 A.M.  
AT THE FOUNDATION OFFICE, 3711 CYPRESS STREET, SUITE 1,  
WEST MONROE, LOUISIANA 71291**

**MINUTES**

***Members Present:***

Jim Allbitton, Chair  
Todd Burgess  
Dr. Bob Huffstutter  
Michelle Getret-Ford  
Chris Pittard

***Members Absent:***  
none

***Staff Present:***

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

***Others Present:***

Doug Caldwell, Foundation Attorney  
Julian Johnston, Board Advisor

Mr. Burgess called the meeting to order on behalf of the Board Chair, and the presence of a quorum was verified. The invocation was given by Mr. Pittard.

**Minutes** – Minutes from the June 5, 2025, meeting were reviewed. There being no changes, upon motion by Dr. Huffstutter, seconded by Mr. Pittard, the minutes were unanimously approved (5-0).

**Amend the Agenda to Discuss the Money Market Account** – At this time, in order to discuss the amount of cash held in the Federated money market account, recommendation was made to amend the agenda. With no questions, objections, or further comments from the public or Committee members, upon motion by Mr. Pittard, seconded by Dr. Huffstutter, the recommendation to amend the agenda was unanimously approved (5-0).

**Money Market Account** – Discussion was then held on the added agenda item, the average cash balance in the Federated money market account, and the trends and impact of interest rates in the market. Recommendation was made to reduce the average balance held in the money market account, as previously approved by the Finance/Investment Committee, from \$2 million to \$1 million. Upon motion by Mr. Pittard, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0). This item will be presented as an update to the Board at its next meeting.

The Committee then returned to the published agenda.

**July 2025 Financial Statements** – Mr. Burgess then presented the July 2025 financial statements, with supporting information including the Argent statement, Regions statement, and the bond and cash worksheets. It was reported that the assets were transferred by July 11, 2025, from Argent Advisors to Regions Philanthropic Services as previously approved by the Board of Directors under the new investment management contract, with all remaining interest to be transferred to the new portfolio manager by August 2025. Due to the reversal of unrealized gains during July 2025, there was a deficit noted in net income for month to date but not year to date. All expense areas were under budget, and net asset valuation remains well above the restricted principal. After discussion, upon motion by Mr. Pittard, seconded by Mr. Allbritton, the July 2025 financial statements were unanimously approved (5-0).

**Annual Event** – An update was provided on the 2025 Community Update luncheon scheduled for October 23, 2025. No action was necessary on this item at this time.

**Insurance Renewals** – Information was presented on the renewal timelines for all insurance, with note that the risk manager was reviewing all coverage limits prior to completion of applications. As the application for the Travelers general liability coverage had changed, the Foundation attorney advised on areas within the document, with no changes needed. Upon input by the risk manager, the President/CEO will update the Board Chair and Vice Chair of Finance/Investment Committee as to renewal rates. No further action was necessary on this item at this time, and updates would be provided to the Board at its next meeting.

**Copier Lease** – Discussion was held on the timeline for equipment lease renewals and options due to the current lease expiring March 2026 and a 6-month notification requirement in the contract. Two proposals were presented from Moebiz and RJYoung, the current lease holder. The service agreement and pricing were compared between the 2 proposals, with recommendation that the Foundation accept the proposal from RJ Young due to the more attractive rate and terms. Upon motion by Dr. Huffstutter, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0). This item will be presented as an update to the Board of Directors at its next meeting.

**Dementia Initiative** – Information was then presented on the status of the work the Foundation has funded as a dementia/Alzheimer's initiative and the opportunities for larger impact within the market. Discussion was held on the progress of the collaboration with the ULM School of Allied Health, including the Pacific University Oregon program specialist, and the dementia simulation experience with local hospitals and residency or medical education programs. These include St. Francis Medical Center, Ochsner/LSU Monroe, and VCOM, where more involvement and participation have been requested for their settings. Further information was provided concerning VCOM's interest to involve residents to be trained to do ongoing simulation experiences in learning sessions, including CME with the program specialist in an intensive 3-day session. It was reported that, due to the scheduling and timelines for grant cycles, increased funding of sponsorships from the current budget could assist in addressing and meeting identified goals and next steps, although outside the typical grant cycle. After review of the current budget, recommendation was made to increase the current sponsorship budget from \$5,000 to \$20,000 to allow for the opportunities for the education of medical professionals for the market prior to the next grant cycle, and to include the same allowance in the 2026 budget provisions if not accomplished in 2025. After discussion, upon motion by Mr. Pittard, seconded by Dr. Huffstutter, the proposal to increase the sponsorship budget and implement the funding separate from the grant cycle was unanimously approved (5-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

**VCOM** – A separate opportunity and request from VCOM for funding up to \$375,000 for a mobile unit operations and storage building was then presented for consideration. Information was reviewed on the recent funding by the Ouachita Parish Policy Jury to VCOM for 2 medical vans at \$975,000, and the current needs for the building to house the mobile units at a new VCOM community care clinic in Monroe. The storage building would also serve as office space and location for any emergency preparedness or response as needed for the region by VCOM. There is opportunity for collaborative and matching funding from the OPPJ, and VCOM has already invested over \$1 million purchasing and renovating the buildings for the clinic and land clearing for the storage building, with the opening of the community clinic planned soon. It was noted that, if the project were done in phases, it would add up to \$65,000 in costs to the project due to supply chain, redeployment of construction crews, and construction costs.

After a review of the current financials, recommendation was made to fund up to \$187,500 for the project outside of the grant cycle due to the immediate need and in collaboration with the parties noted. Upon motion by Dr. Huffstutter, seconded by Mrs. Getret-Ford, 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.

**Personnel Evaluations** – Mrs. Turner then voluntarily exited the meeting. Annual personnel reviews were then held, including information on local market conditions and salary ranges, historical compensation, and the Foundation’s financial status and budget. It was noted that, with current cybersecurity risks and the implementation of social media platforms, and upon advice from the website host and the tech support team, the Foundation staff should be required to upgrade their cellphones in order to have access to better security features.

**Annual Review – Executive Assistant, Secretary/Treasurer** – Mrs. Prophit then presented Information on Mrs. Turner’s performance and compensation consideration. It was agreed that Mrs. Turner continues to be an influential asset for the Foundation in the community and performs at a high level. After discussion, recommendation was made for a compensation package for 2026 including a salary increase, cellphone provisions, and continued retirement plan participation and mileage reimbursement. Upon motion by Mr. Pittard, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0).

**Annual Review – President/CEO** – Mrs. Prophit then presented information on the actual incurred costs for 2025 health benefits, and the opportunity to speak at a conference in Baton Rouge in October 2025 and to market to BCBSLA and state agencies while in Baton Rouge. Recommendation was made to increase the 2025 health benefits provision to match the actual cost, and upon motion by Mr. Pittard, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0). In consideration of the attendance at the Baton Rouge conference in October 2025, recommendation was made to provide up to \$1,000 in travel expenses, and upon motion by Mr. Pittard, seconded by Dr. Huffstutter, the recommendation was unanimously approved (5-0).

Mrs. Prophit then voluntarily exited the meeting. Discussion was held on Mrs. Prophit’s performance and historical compensation, with support by all for the actions and accomplishments for the year. After discussion and review of materials, recommendation was made for a compensation package for 2026 including a salary increase, cellphone provisions, and continued retirement plan participation and mileage reimbursement. Upon motion by Mr. Pittard, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (5-0).

The proposed 2026 compensation packages for the staff, and any changes to the 2025 compensation provisions, will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

**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