

**A MEETING OF THE PROGRAMS/GRANT REVIEW COMMITTEE
OF THE LIVING WELL FOUNDATION
ON WEDNESDAY, JANUARY 21, 2026, AT 7:30 A.M.
AT THE FOUNDATION OFFICE
3711 CYPRESS STREET, SUITE 1, WEST MONROE, LA 71291**

MINUTES

Members Present:

Melanie Massey Groves, Vice Chair
Dr. Bob Huffstutter
Leah Martin
Jason Pleasant
Doug Seegers

Staff Present:

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

Others Present:

none

Members Absent:

none

Mrs. Massey Groves called the meeting to order, and the presence of a quorum was verified, followed by the invocation. New members were welcomed to the meeting, and an overview of committee structure and meetings was provided.

Minutes – Minutes from two prior meetings related to consideration of 2025 grants were then addressed. First, the minutes from the April 28, 2025, meeting were reviewed. There being no changes, upon motion by Mr. Seegers, seconded by Mr. Pleasant, the minutes were unanimously approved (5-0).

The minutes from the April 30, 2025, meeting were then reviewed. There being no changes, upon motion by Mrs. Martin, seconded by Dr. Huffstutter, the minutes were unanimously approved (5-0).

Update on Active Grants – An update was provided on current active grants, and it was reported that site visits would occur over the next few months. No further action was needed.

Grant Cycle 2026 – It was noted that the Executive Committee had recently approved opening a grant cycle for 2026. The parameters for the proposed grant cycle for 2026, as to be determined by this Committee, were then discussed.

Timeline for Cycle – Discussion was held on the 2026 timeline for the grant cycle. Grant -writing trainings are to be held January 22 and January 29 in Ruston and West Monroe, respectively. Recommendation was made to open the grant cycle by February 12, 2026, with completed applications submitted by March 8, 2026. The Programs/Grant Review Committee would then meet in late April 2026, and the Board would thereafter consider grant awards at its May 2026 meeting. Upon motion by Mr. Seegers, seconded by Dr. Huffstutter, 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 2026 – A review was then held on the priorities for the cycle, with reference to the market gaps identified in the Community Needs Assessment and the Community Plan. It was noted that the Foundation continues to include a broad perspective on the priorities of the grant cycle related to the identified themes, especially as there is only one grant cycle annually at the current time.

After discussion, upon motion by Dr. Huffstutter, seconded by Mrs. Martin, the priorities for the grant cycle were unanimously approved (5-0), to wit;

- Healthy lifestyles, including nutrition and food insecurity, physical activity, education, and wellness
- Access to healthcare, including medical, dental, and behavioral/mental health programming or services or equipment, or availability of clinical professionals in the market
- Special needs of children and youth, including medical, dental, and behavioral/mental health programming, as well as programming/services for 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 focuses on cognitive deficit disorders, including dementia and Alzheimer's disease
- Creative or innovative programming for health and well-being for populations of all ages

Focus for Grant Cycle 2026 – Discussion was then held on the focus for the cycle.

After discussion, upon motion by Dr. Huffstutter, seconded by Mrs. Martin, the areas of focus for the grant cycle, including non-eligible expenses, were unanimously approved (5-0), to wit;

- All ages
- Large impact projects for new or expanded programs or services 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 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, expenses that are typically not funded were identified as follows:

- Ongoing general operating expenses, unless related to expanding programming or services, or repositioning or restructuring of organization
- Existing personnel or staff expenses, unless related to mentoring/education or expanded services, or repositioning or restructuring of organization, or state-mandated clinical/professional requirements
- Travel expenses for training, unless provided onsite, virtually, or train-the-trainer locally
- Rent, mortgage, or utility assistance

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

External Evaluator – Discussion was then held on having an external evaluator for this grant cycle. A review was held on the qualifications of the past evaluator, Dr. Francesa Armmer. Recommendation was made to engage Dr. Armmer as the external evaluator for the 2026 grant cycle upon her availability and agreement to serve. The Foundation will also continue to work with Dr. Gibson, Board Advisor, to assist in grant evaluations. Upon motion by Mrs. Martin, seconded by Dr. Huffstutter, the recommendation was unanimously approved (5-0). This item will be presented to the Board of Directors.

Grant Cycle Forms – Forms for the grant cycle were then presented for consideration, including the letter of intent, the application (also including the budget worksheet, the disclosure form, and the directors and officers form), the evaluation form with scoring guidelines, and the grant reporting format. It was noted that certain revisions were needed based on the current defined priority and focus and various other clarifications only. Discussion was held to add the requirement to submit the Form 990 tax return as part of the uploads in the application and with clarifying language as to a newly formed nonprofit.

After review of all forms, and with no further revisions identified at this time, upon motion by Mrs. Martin, seconded by Mr. Seegers, the forms for the grant cycle 2026 with noted revisions were 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