

**A MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIVING WELL FOUNDATION
ON WEDNESDAY, JANUARY 7, 2026, AT 7:30 A.M.
AT THE FOUNDATION OFFICE
3711 CYPRESS STREET, SUITE 1
WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Todd Burgess, Chair
Jim Allbritton
Dr. Bob Huffstutter
Melanie Massey Groves

Staff Present:

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

Others Present:

Doug Caldwell, Foundation Attorney

Members Absent:

P. Michelle Getret-Ford

Mr. Burgess called the meeting to order, and the presence of a quorum was verified. Members were welcomed for the 2026 calendar year, and invocation was given by Dr. Huffstutter.

Minutes – The minutes from the September 10, 2025, meeting were reviewed. There being no changes, upon motion by Mr. Allbritton, seconded by Dr. Huffstutter, the minutes were unanimously approved by all members then present (3-0).

November 2025 Financial Statements – The November 2025 financial statements, with the cash basis and bond worksheets and Regions statement, were presented. A detailed review of the balance sheet and profit and loss statement was held, and it was noted there was a deficit in the change of assets for month to date due to income accruals after the end of month. After discussion, upon motion by Mr. Allbritton, seconded by Mrs. Massey Groves, the November 2025 financial statements were unanimously approved (4-0).

Strategic Plan 2023 – 2027 Annual Review – Review of the 2023-2027 Strategic Plan with the Action Plan was held. Discussion was held on the addition of the Dementia/Alzheimer’s Initiative, which would provide simulation and education programming with support for residency programs, referral sources, healthcare and hospital providers, long term care, as well being a resource for caregivers. It was noted that the Foundation had now been granting in this focused area for 3 years, and it was determined it will likely continue to be an important focus and of sufficient importance that it should be added as an ongoing initiative due to its impact across all ages and socio-economic populations. After discussion, recommendation was made to amend the Strategic Plan to include the Dementia/Alzheimer’s Initiative. Upon motion by Dr. Huffstutter, seconded by Mr. Allbritton, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors, and thereafter to the HSD #1 Board of Commissioners.

2026 CPA Engagement Letter – The 2026 engagement letter for accounting services from Kelly, Noland, & Ducote, APAC, was then presented. After review, recommendation was made to approve the ongoing engagement for accounting services, and upon motion by Mrs. Massey Groves, seconded by Dr. Huffstutter, the recommendation unanimously approved (4-0).

Waiver of the Community Needs Assessment – Sec.2.B.(2) of the Cooperative Endeavor Agreement between the Hospital Service District #1 (“HSD”) and the Foundation provides that a formal Community Needs Assessment shall be conducted every ten years, unless waived by HSD. For several years now, HSD and the Foundation have been of the view that community needs have not significantly changed since the last formal assessment, and the expense (which may be as much as or more than \$100,000) and effort of obtaining an updated formal assessment still seems to greatly outweigh any benefit. It was noted that the Foundation has access to OPH data sets, regional and parish hospital strategic plans, and other Region 8 information for use in analyses. After discussion, recommendation was made to request a two-year waiver of this requirement by HSD. Upon motion by Mrs. Massey Groves, seconded by Dr. Huffstutter, the recommendation was unanimously approved (4-0), to wit:

WHEREAS, THE Cooperative Endeavor Agreement (“CEA”) dated January 31, 2007 between the Hospital Service District No. 1 (“the District”) and the Living Well Foundation (“the Foundation”) in Section 2.B.(3) provides that a Community Needs Assessment shall be conducted every ten (10) years, unless waived by the District;

AND WHEREAS, the Foundation is of the view that community needs do not appear to have drastically changed during the last several years, nor is it anticipated that drastic changes in the service area will change in the foreseeable future;

AND WHEREAS, the expense of the Community Needs Assessment would seem to greatly outweigh the benefits of any data obtained therefrom;

BE IT RESOLVED, in what it believes to be in the best interest of the community and in the best management of the District’s and the Foundation’s funds, the Foundation hereby requests of the District a continuation of a waiver for the requirement of a 10-year Community Needs Assessment at this time and for a period of two years, until further notice or determination by either the District or the Foundation.


2026 Grant Cycle Planning – A discussion was held on the Grant-Making Guidelines and Procedures, the 2026 budget, and grant cycle provisions. The parameters of the 2026 Grant Cycle would be determined at the Programs/Grants Committee meeting. Recommendation was made to hold a spring 2026 grant cycle with applications solicited following final approvals for the cycle, followed by Board approvals of the specific grants awarded estimated to occur in May 2026. Upon motion by Mrs. Massey Groves, seconded by Dr. Huffstutter, the recommendation was unanimously approved (4-0). This item will be presented to the Board of Directors at its February meeting.


2026 Meeting Schedule and Monthly Tasks – A revised schedule of meetings for 2026 was discussed along with a detailed outline of monthly tasks to be discussed within committee and Board meetings. Upon motion by Mrs. Massey Groves, seconded by Mr. Allbritton, the revised meeting schedule with monthly tasks list was unanimously approved (4-0). This item will be presented to the Board of Directors at its February meeting as an update.

President/CEO Report – An educational grant writing seminar is scheduled for January 22, 2026, at Louisiana Tech University per their request, and other sessions will be offered in anticipation of the grant cycle. Other updates were provided on the status of various grant projects. No action was necessary.

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