A MEETING OF THE BOARD OF DIRECTORS OF THE LIVING WELL FOUNDATION ON WEDNESDAY, FEBRUARY 4, 2026, AT 7:30 A.M. AT THE WMWO CHAMBER OF COMMERCE OFFICE, 112 PROFESSIONAL DRIVE, WEST MONROE, LA 71291

MINUTES

Members Present:
Todd Burgess, Chair
Jim Allbrtton
Brad Cammack
P. Michelle Getret-Ford
Dr. Bob Huffstutter
Julian Johnston
Leah Martin
Doug Seegers
Brandon Welch

Members Absent:
Melanie Massey Groves
Chris Pittard
Jason Pleasant

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

Others Present:
Doug Caldwell, Foundation Attorney
Nick Oliver, Regions Philanthropic Solutions

Mr. Burgess called the meeting to order, and the presence of a quorum was verified. Dr. Huffstutter offered the invocation, and Mr. Nick Oliver, Regions Philanthropic Solutions, and Julian Johnston, new Board Director, were welcomed to the meeting. It was noted that the Finance/Investment Committee did not have its scheduled meeting January 28, 2026, due to the ice storm, and that those items typically considered in that meeting would be presented here.

Minutes – The minutes from the November 5, 2025, meeting were reviewed. There being no changes, upon motion by Mr. Allbritton, seconded by Mrs. Martin, the minutes were unanimously approved (9-0).

2026 Alternate Members for Committees – The alternate members for 2026 as previously approved were reviewed. No further action was required.

December 2025 Financial Statements – The monthly financial statements, along with the bond worksheet, the cash flow summary, and the Regions statement, were reviewed. A discussion was held on the total revenues as well as grant expenses. All expenses are well within or under budget, and the total net asset valuation continues to increase above the restricted principal based on market valuations. After discussion, upon motion by Mr. Seegers, seconded by Mrs. Getret-Ford, the December 2025 financial statements were unanimously approved (9-0). This item will be presented to the HSD #1 Board of Commissioners for their quarterly review.

Lease for copier equipment – The equipment lease was presented with the updated quotes from RJ Young for 2026-2030, with the understanding that all equipment, maintenance, copies, and supplies, are all provided within the contracted rate of $182.00 per month plus taxes, and that no rate increases may be presented at any time within the contract lease term. Previous actions and approvals have occurred to renew the contract lease with RJ Young in the Executive Committee meeting on September 10, 2025, and updated at the Board of Directors meeting on October 1, 2025, with no further revisions or updates by the Board at that time, but with a further reduced rate presented by RJ Young since that meeting. The Foundation Attorney advised that clarification should be gotten regarding language on potential fees related to installation or software. After final consideration and with the recommended clarification, and upon motion by Dr. Huffstutter, and seconded by Mrs. Martin, the copier lease is unanimously approved, (9-0), to wit:

> **WHEREAS,** the Living Well Foundation requires a professional copier, scanner, fax, and printer for the work of the Foundation; and,
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> **WHEREAS**, the Board of Directors acknowledges that the current 4-year lease with RJ Young expires in 2026, , and that the Living Well Foundation has received continuous excellent service and support with RJ Young for many years; and,
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> **WHEREAS,** the Living Well Foundation has received and evaluated local market quotes, and the Board of Directors has determined that it is desirable to renew the copier lease for new equipment with RJ Young at the updated quoted rate; therefore,
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> **SO RESOLVED**, the Board of Directors accepts the terms of the quoted and presented lease rate with no additional fees and authorizes the Foundation staff to execute the lease at the agreed terms after final clarification with the vendor regarding additional fees.

Amend the Agenda for Item – At this time, in order to discuss opportunities to provide emergency funding within the Service Area due to the recent ice storm, a recommendation was made to amend the agenda. With no objections or further comments from the Board or the public, upon motion by Mrs. Martin, seconded Mrs. Getret-Ford, the recommendation to amend the agenda was unanimously approved (9-0).

Amended Agenda Item – Emergency Funding for Food Bank for NELA and Salvation Army of Monroe:
The following facts and issues were presented for consideration as immediate one-time emergency funding opportunities:

- The ice storm in January 2026 and its aftermath and ongoing impact have created extreme and unusual situations for populations of NELA.
- Power outages, downed lines, damaged homes, gaps in food availability and preparation for households, debris, and financial hardships have contributed to additional needs and challenges for populations throughout the Service Area.
- The Food Bank of NELA and the Salvation Army have experienced additional demands for food distribution, additional food supplies (perishable and non-perishable), supplies, mileage, overtime, utility assistance for families and households as one-time supplemental coverage, or repairs to operations to meet needs related to the storm.
- The Food Bank of NELA is doing food distributions in Monroe on 2/6/26, and in outlying parishes, including Morehouse, Richland, Union, Jackson, and Caldwell over the next two weeks thereafter. They must purchase perishable items not provided for by State/Federal funding through Feeding America.

- The Salvation Army is providing food, supplies, blankets, utility payments, and other needed items for families/households in dire need directly related to the ice storm through delivery and outreach, as well as making repairs to the building due to pipe rupture and water damage.
- The LWF has not yet opened a grant cycle, and will not determine the 2026 grant cycle awards until May 2026, with first payments likely paid August 2026, and there is immediate need related to the storm impact for the region.

Based upon these factors affecting the safety, health, and well-being of the Service Area, and after lengthy discussion, upon motion by Mr. Cammack, seconded by Mrs. Martin, $10,000 for one-time emergency funding to the Salvation Army of Monroe was unanimously approved (9-0), and upon motion by Mr. Seegers, seconded by Mrs. Getret-Ford, $10,000 for one-time emergency funding to the Food Bank of NELA was unanimously approved (9-0) , with both approvals contingent upon the following terms:

- One-time funding to each of the Food Bank of NELA and the Salvation Army of Monroe for expenses directly related to the ice storm and its impact beginning 1-21-26 with eligible duration through 8-10-26.
- A grant agreement with reporting requirements and all other legal language and requirements as qualifying agencies will be signed, and expenses must have documentable and eligible proof of payment.
- These one-time emergency grant awards are to be included within the 2026 grant budget.
- There are no conflicts of interest determined for these two agencies.

Item to Consider Regarding the 2025 Audit:

Compliance Questionnaire – The completed Compliance Questionnaire for the 2025 Audit was then presented. After review, upon motion by Mr. Cammack, seconded by Mr. Seegers, the questionnaire was unanimously approved by all members (9-0), 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 a change to include the Dementia/Alzheimers Initiative. It was reported that the work and grant-making in these chronic diseases have been ongoing now for 3 years and that ULM with the local hospitals and residency programs as well as the Edward Via College of Osteopathic Medicine(VCOM) participate in the projects. After discussion, upon motion by Dr. Huffstutter, seconded by Mr. Allbritton, the revision to the Strategic Plan was unanimously approved (9-0). This item will be presented to the HSD #1 Board of Commissioners.

Waiver of Community Needs Assessment – Sec.2.B.(2) of the Cooperative Endeavor Agreement between HSD #1 and the Foundation provides that a formal Community Needs Assessment shall be conducted every ten years, unless waived by HSD #1. The Foundation and HSD #1 had previously been in agreement that the community needs have not changed since the last formal assessment, with formal resolution by the HSD #1 for a continuing two-year waiver dated February 20, 2024. After discussion, recommendation was made to request an additional two-year waiver of this requirement, and upon motion by Mr. Welch, seconded by Mr. Seegers, the recommendation was unanimously approved (9-0), 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;
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> **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;
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> **AND WHEREAS,** the expense of the Community Needs Assessment would seem to greatly outweigh the benefits of any data obtained therefrom;
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> **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 both the District and the Foundation.

2026 Grant Cycle Plans – As recommended by the Executive Committee to open a 2026 grant cycle, upon motion by Mrs. Martin, seconded by Mrs. Getret-Ford, the recommendation was unanimously approved (9-0).

Update on CPA Engagement Letter and Revised Meeting Schedule – This information was presented as updates only, and no further action was necessary.

2026 Grant Cycle Budget – Discussion was held on the 2026 operating budget compared to the 2025 grant spending. Updates were provided on the potential new school-based health centers for Fall 2026, with provisions that lowered expenses related to different delivery models by the service partners may be forthcoming. It was further noted that there may be further opportunity to reconsider these budgets upon the grant cycle applications and available resources at that time. Recommendation was made to decrease the School-Based Health Centers (SBHCs) Initiative budget from $375,000 to $250,000 and to increase the grants awarded line item from $750,000 to $875,000, with no net change to the total 2026 grants budget at this time. Upon motion by Mrs. Martin, seconded by Mr. Cammack, the recommendation was unanimously approved (9-0).

2026 Monthly Vendors and Bills List – The 2026 Monthly Vendor and Bills list was reviewed. Upon motion by Mr. Seegers, seconded by Mrs. Martin, the vendors and bills list was unanimously approved (9-0).

Items to Consider from the Programs/Grant Review Committee:

Current Active Grants – An update was given on the status of current grants, and no further action was necessary.

2026 Grant Cycle – The provisions for the 2026 Grant Cycle were then presented as recommended by the Committee.

Process and Timeline for Cycle – Discussion was held on the specific processes and timelines for the grant cycle to include notification to the service area by the end of February, and opening the grant cycle February 12, 2026, with completed applications submitted by March 8, 2026. The Programs/Grant Review Committee would then meet in April 2026, and the Board would thereafter consider grant awards at its May 2026 meeting.

Priorities and Focus for Cycle – A review was then held on the priorities for the cycle. 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. Priorities for the cycle to be:

- 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

Discussion was then held on the focus for the cycle, and proposed to be:

- 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

As additional provisions, those expenses that are typically <u>not funded</u> were identified as follows, with special consideration for utility assistance for this cycle:

- 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 or mortgage assistance
- Utility assistance, unless directly related to third-party provisions or impact from disaster or emergency response and with a determinant and accountable management

After discussion, upon motion by Mrs. Martin, seconded by Dr. Huffstutter, the process and timeline, the priorities and focus, and the additional provisions for the 2026 Grant Cycle were all unanimously approved (9-0).

<u>External Evaluator</u> – The credentials of Dr. Francesca Armmer, from Bradley University in Indiana, were reviewed as recommended again for the external evaluator for the cycle. It was noted that she was available and looking forward to participating in the 2026 grant cycle, and that she was reviewing the evaluation tools for Foundation use. Upon motion by Mr. Seegers, seconded by Mrs. Getret-Ford, the selection of an external evaluator for the grant cycle was unanimously approved (9-0).

Grant Cycle Forms – The forms for the online software Letter of Intent (LOI) and Application for this cycle were presented, noting that changes were needed to include the current priority and focus or other descriptors for the cycle process and to require the upload of the Form 990 tax report for applicants. Upon motion by Mrs. Martin, seconded by Mrs. Getret-Ford, the forms with recommended changes were unanimously approved (9-0).

This information on the 2026 Grant Cycle will be presented to the HSD #1 Board of Commissioners as information only, as no further approvals are required.

Portfolio Performance Review – Mr. Oliver presented a review of the portfolio including projected maturities and strategies on investments. Discussion was held on market conditions and possible investment impact. It was determined that review of the Investment Policy with certain statute provisions would be timely, and that the manager would have further discussion with the Board Chair, and that the Board Chair would visit with HSD #1 thereafter, prior to a rescheduled Finance/Investment Committee meeting. The portfolio review will be presented to the HSD #1 Board of Commissioners for their information.

President/CEO Report – Grant writing seminars have been held or scheduled January 22, 2026, at Louisiana Tech University, and on February 5, 2026, at the WMWO Chamber of Commerce office. The Foundation will also serve as the title sponsor in the upcoming community healthcare update on March 24, 2026, in collaboration with the City of West Monroe and the WMWO Chamber of Commerce. The dementia simulation and further education will be provided the week of February 23, 2026, and those specific times will be provided to all Directors. There has also been a request from rural parish hospitals for the Foundation to meet with ULM administrators regarding new curriculum for healthcare services in certain radiologic technology programming.

Board Chair Report – The Board Chair thanked all Directors for their attendance, as well as the Regions representative, especially in light of the hardships and impact related to the ice storm. Reminders were offered regarding upcoming committees and other work of the Foundation. No further report at this time.

There being no other activities, and no Board members or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.

Chair

Secretary