

**Twin Falls Health Initiatives Trust
Board Meeting 6/17/10**

Location: Family Health Services, Twin Falls, ID

Present: Jamie Kelley-Kinyon, Terry McCurdy, Priscilla Martens, Jay Dodds, Patty Kleinkopf, Rosemary Barta-Fornshell, Kim Brackett, Leticia Hernandez, Tom Mikesell and Robert Valentine.

Absent: Jeff Blick, Rene LeBlanc and John Hathaway

Staff: Misti Lockie

Mr. McCurdy called the meeting to order at 4:05 pm.

Roll was taken and a quorum was declared.

Minutes from the prior meeting were reviewed. Ms. Martens moved to accept the minutes as written. Mr. Valentine seconded the motion. All were in favor. The motion carried.

Programs and Grants Committee

Ms. Kelley-Kinyon reviewed the revised CSI Dental Program budget change request. They resubmitted their previous request, but had removed the cost of attendance to a conference.

Ms. Martens moved to approve the change request. Ms. Kleinkopf seconded the motion. All were in favor. The motion carried.

Ms. Kelley-Kinyon moved on to discussion of guidelines that the Committee reviewed for grant funding. She explained that these guidelines were drafted in order to give some guidance but allow flexibility in funding. They were presented as follows:

For the 2011 Grant Cycle, the P&G Committee recommends that:

1. Funding for grantees should follow a 75% - 25% split as noted below.

75% or more of total budget can be utilized for:

- Anything directly related to TFHIT funding priorities
- Direct services to the targeted population
- Scholarships or reduced fees for the targeted population
- One-time purchases of durable, service-related equipment that lasts 3 years or longer
- Consumable supplies

25% or less of total budget can be utilized for:

- Office furniture or office equipment
 - Conferences/training of workers
 - Administrative costs/overhead
 - If staff providing direct services also performs routine administrative tasks, the organization must differentiate time spent on each, and limit routine administrative costs to below 25% of the total budget.
 - *For example: routine administrative tasks such as board meetings, fund raising, conferences, bookkeeping, etc should be limited to 25% or less.*
2. There shall be a \$150,000 (or an appropriate figure set by the Board) maximum limit on dollars received by any grantee over a three year period. Once this limit is reached, the grantee must sit out of the grant process for a period of one year.

Ms. Martens moved to adopt the above guidelines. Mr. Valentine seconded the motion. The Board proceeded with discussion of the items.

The Board covered items such as direct and indirect costs and how to distinguish clear differences between the two. The Board also discussed the \$150,000 cap and sustainability issues, as well as providing opportunities for smaller organizations in the process. It was noted that there are only a limited number of organizations in the area providing these types of services, and that it would be counterintuitive to remove any of them from the process. The Board also discussed that more restrictions on grantees would not be helpful in funding projects. It was discussed that it's very important that the process remain a competitive one, and that balance is important. It was suggested that changing the maximum and minimum amounts for funding might be helpful in these situations, instead of placing tighter restrictions.

Ms. Martens moved to amend her original motion to separate the vote on the guidelines, focusing on one at a time. Mr. Valentine seconded the motion. All were in favor. The amendment was made.

Ms. Martens moved to accept part 1 of the guidelines, in reference to the 75/25% split on direct/indirect costs. Ms. Kelley-Kinyon seconded the motion. 9 votes in favor, 1 opposed. The motion carried.

Ms. Martens moved to accept part 2 of the guidelines, in reference to the \$150,000 cap on funds received in a 3 year period. Ms. Barta-Fornshell seconded the motion. There was further discussion. Call for vote: 4 in favor, 6 opposed. The motion failed.

Ms. Kelley-Kinyon asked if this item would now go back to the Finance Committee for some further resolution. Mr. Mikesell suggested this would be an item to review for the 2011 grant cycle, and no try to resolve in this short time period. It was agreed that the motion that was passed on part 1 of the guidelines should be included now.

Ms. Kelley-Kinyon reiterated that it is very important that we are quite clear on what is allowable for funding and what we are trying to achieve.

The Board continued with discussion of sustainability.

Mr. Mikesell had to leave at 4:50 pm.

The Board discussed additional items concerning consistency and clear guidelines for the process.

Mr. McCurdy concluded it would be advantageous for the Programs and Grants Committee to discuss sustainability in the future and bring the item back for later discussion.

On another note, Ms. Kleinkopf suggested that when a grantee receives their funding in January that we should provide them with a letter verifying funds have been received in order for its use as leverage in other grant opportunities. The Board agreed this would be a good idea. Ms. Lockie will revise the Grant Award letter to reflect this item for next year.

Finance Committee

Mr. Blick was not able to attend, so Mr. Valentine began the Committee report with discussion on maximum amount of funds available for the next grant cycle. He reported that the Finance Committee recommends granting \$192,000 for the 2010-2011 cycle.

He explained there is \$72,000 in interest earnings after expenses to be utilized, and that the Committee chose to use \$120,000 in unrestricted funds to add to that amount. That would allow the total of \$192,000 to be utilized.

The Board discussed this amount. They discussed the importance of saving unrestricted funds to get through the years when less interest earnings are available, but also discussed that new investment avenues have created greater interest earnings for next year.

Mr. Dodds moved to grant \$192,000 for the upcoming grant year. Ms. Kleinkopf seconded the motion. The Board had further discussion.

The Board agreed it would be good to have at least half as much as available as there was last grant cycle.

Mr. Dodds moved to amend his original motion to increase the grant amount for the upcoming cycle to \$210,000. Ms. Kleinkopf seconded the motion. All were in favor. The motion carried.

The Board then discussed the minimum and maximum grant amounts for the upcoming year. Ms. Martens moved to lower the minimum grant amount to \$2000. Mr. Dodds seconded the motion. All were in favor. The motion carried.

Mr. Dodds moved to allow a maximum grant amount for the upcoming grant cycle of \$42,000. Ms. Kleinkopf seconded the motion. All were in favor. The motion carried.

Ms. Barta-Fornshell and Ms. Brackett had to leave at 5:35 pm

Mr. Valentine presented financials for April and May. There was some discussion that some of the numbers were incorrect. Mr. Dodds moved to approve April statement of income and expenses and balance sheet. Ms. Kelley-Kinyon seconded the motion. All were in favor. The motion carried.

All other financials presented need corrections. They will go back to Ms. Coiner for corrections.

Ms. Kleinkopf moved to approve disbursements for April and May. Mr. Dodds seconded the motion. All were in favor. The motion carried.

Mr. Valentine noted that the investment policy had been sent out via email to all Board members following the May meeting, and everyone had been able to review. The Board discussed. Mr. Dodds moved to approve the Investment Policy as presented. Ms. Kelley-Kinyon seconded the motion. All were in favor. The motion carried.

Mr. Valentine also stated that the draft budget had been sent out via email, and the Board discussed. Mr. McCurdy moved to approve the budget as presented. Ms. Kleinkopf seconded the motion. All were in favor. The motion carried.

Mr. Valentine stated that the final 2007 audit has still not been received, and explained that the Finance Committee is currently looking at other firms for the next two audits.

Mr. Dodds proposed that Mr. McCurdy check in with Mr. Mikesell on the 2007 audit issue, and would make sure to follow up with Ware on the final copy. He will report back to all on the subject.

The meeting was adjourned at 5:55 pm.