

**Twin Falls Health Initiatives Trust  
Board Meeting 02/12/09**

**Location:** Twin Falls County Courthouse, Twin Falls

**Present:** Curtis Eaton, Jamie Kelley-Kinyon, Robert Valentine, Patty Kleinkopf, Jay Dodds, and Rene LeBlanc

**Absent:** Terry McCurdy and Tom Mikesell

**Staff:** Misti Lockie

**Guests:** none

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

Roll call was performed and a quorum was declared.

Mr. Eaton stated that he wanted to thank everyone again for their service, and stated that this journey has required a lot of time and effort to get to this point.

The minutes from the January 2009 meeting were reviewed. Mr. Eaton noted that a paragraph on page 3 of the minutes need revised for clarity. Ms. Kleinkopf moved that the minutes from both meetings be accepted with noted changes, and Ms. Kelley-Kinyon seconded the motion. All were in favor. The motion carried.

**FINANCE COMMITTEE**

Mr. Valentine began the report of the Finance Committee, stating that they had met the day prior. The committee created a draft policy document for payment of disbursements. Mr. Valentine reviewed this draft policy. The Board discussed the policy, and revisions were made for clarification as noted. Items for revision included language for authorized signatures for disbursements over \$2000 to reflect President, Vice President and/or Secretary only, revision of the procedural timeline for submission of bills, and also adding a final conclusion paragraph concerning reporting and approval of all expenses before full Board. Ms. Lockie will revise the policy and redistribute. The policy could be approved at the next Board meeting.

The Board also discussed creating a cap for disbursements paid out each month, but no decision was made on this item.

Mr. Dodds moved to authorize the Treasurer to transfer an initial \$100 to open a second Operating Account in the name of the TFHIT, for the purpose of routine expenses with the only the Bookkeeper, President, Vice President and Secretary having signing authority. The Treasurer will routinely fund this second Operating Account from the

Grant Account, thus signing authority is not given to the Treasurer for the Operating Account. Ms. Kleinkopf seconded the motion. All were in favor. The motion carried.

Mr. Valentine then presented the monthly disbursements list for Board approval. This month's disbursements included the grant awards. Ms. Kleinkopf moved to approve the disbursements. Ms. Kelley-Kinyon seconded the motion. All were in favor. The motion carried.

Mr. Valentine then reviewed the State Pool Fund balance, and stated that the Trust is earning 2.2% in the Pool Fund. He also stated that expenses for 2008 were equal to 8.25% of earnings.

At this time, Mr. Eaton noted that it would be helpful if the committees would commit to meet on a regularly scheduled basis, such as the Finance Committee's prior practice of meeting 1 hour prior to the Board meetings. The Committees agreed.

#### **PROGRAMS/GRANTS COMMITTEE**

Mr. Eaton discussed items for the Grant Award Celebration for Friday February 13, 2009. Specific items for the meeting were reviewed and Ms. Lockie instructed to prepare these items. Ms. Lockie would prepare a banner, award envelopes, proper name tags, refreshments and other items. Mr. Dodds will bring the award checks for distribution.

#### **OTHER BUSINESS**

Ms. Kelley-Kinyon asked about the next funding cycle, and it was agreed it would hopefully occur along the same timeline as 2008, and would be an agenda item at the next meeting.

Ms. Kleinkopf also requested that the next meeting include a discussion concerning line item veto or change of budget items in grant applications for the next grant cycle.

Mr. LeBlanc also requested that the Board consider giving grant applicants an opportunity to present their applications before the Board, in order to answer questions and provide better evaluation of programs.

Board business was concluded at that time, and the meeting was adjourned at 5:20 pm.