

## **Twin Falls Health Initiatives Trust - Board Meeting 02/19/14**

Location: Offices of Cooper Norman, Twin Falls

Present: Mark Brady, Shane Jenkins, Chris Greene, Jana Rodgers, Pat Kaes, Kelsie Robinson, John Hathaway, Leon Mills, Jami Stroud

Absent: Rene LeBlanc, Terry McCurdy, Letti Hernandez

Staff: Misti Charters

Call to order at 4:08 p.m. by Mr. Brady.

The meeting began by reviewing the minutes from prior meeting: Ms. Rodgers moved to approve the minutes as presented. Ms. Kaes seconded the motion. All were in favor. The motion carried.

### **P & G COMTE**

Ms. Charters gave the P&G report as Mr. LeBlanc was unable to attend. She gave an overview of the Final Reports, and presented the 2013 Annual Report to the Board. The historical analysis that was completed in summer of 2013 had been updated and included in the report, and also Ms. Charters included some new information in the executive summary that outlined the process for determining grant funding. This would make the information all located in one central spot for convenience. The Board discussed.

### **FINANCE COMTE**

The Board moved on to the Finance Committee report. Mr. Jenkins gave us his first report as Treasurer, and explained that the Committee had met the week prior. He presented and reviewed the November financial statements and November, December, and January disbursements with the Board. The Committee is still working on the year end numbers and therefore the December and January statements will be presented when that is complete. The Board discussed.

Mr. Hathaway moved to approve the November financials and also the November, December and January disbursements. Ms. Robinson seconded the motion. All were in favor and the motion carried.

### **BOARD DISCUSSION**

Mr. Brady brought up the engagement letter for the new audit, with Deagle and Ames. The Board discussed. It was decided that this item can wait until the final numbers for 2013 are complete, as the audit cannot be started yet anyway.

Next, Mr. Hathaway stated that he would like to see some professional audit or accounting performed on grantees at the end of the year. This would be done by random draw, and would be performed in order to ensure that proper receipts are available and funds are being spent on the approved budget items as granted.

The Board discussed. Mr. Hathaway moved to revise the grant application to include language that would advise all grant applicants they must provide receipts for all expenditures pertinent to grant funds with their final report, and also to notify them that an independent auditor will randomly select 3 or more grantees each year for review and correlation. Mr. Mills seconded the motion. All were in favor and the motion carried.

The Board discussed further that there should be some punishment for misuse of funds, and therefore language should be added to the grant application to reflect this. Ms. Charters will check in with Mr. Cluff for legal language, but basic wordage would state that any individual misuses funds would be prosecuted to the full extent of the law.

The Board then moved on to discussion of Committees and assignments for Board members who are not already serving as yet.

For the Programs and Grants Committee, the Board members serving will be: Mr. LeBlanc (chair), Ms. Hernandez, Ms. Robinson, Ms. Rodgers, Ms. Stroud and Ms. Kaes.

For the Finance Committee, the Board members serving will be: Mr. Jenkins (chair), Mr. Greene, Mr. Mills, Mr. McCurdy, and Mr. Hathaway.

Board discussion then moved on to new member nominations, and preparing for recruitment. Mr. Mills stated he would make sure an ad is placed asking for applicants for Board members; this is the same process we used last year and it worked well.

Board business was concluded at this time, and the meeting was adjourned at 4:34 pm.