

## **Twin Falls Health Initiatives Trust - Board Meeting 3/15/12**

Location: Family Health Services, Twin Falls, ID

Present: Terry McCurdy, Rosemary Barta-Fornshell, Priscilla Martens, Patty Kleinkopf, Jay Dodds, and Leon Mills

Absent: Rene LeBlanc, Kim Brackett, Leticia Hernandez, John Hathaway, Mark Brady and Jeff Blick

Staff: Misti Charters

Call to order at 4:06 p.m. by Mr. McCurdy.

The Board reviewed minutes from prior meeting: Ms. Martens moved to approve the minutes as presented, Mr. Mills seconded the motion. All were in favor. The motion carried.

### **Programs and Grants Committee**

Ms. Charters reported that the Programs and Grants Committee is working on updating grant documents for 2012, the grant workshop, and also on how to address the needs assessment. She reported that tentative dates for upcoming items are as follows:

TENTATIVE GRANT WORKSHOP: JUNE 12  
TENTATIVE GRANT APP RELEASE: JUNE 15  
GRANT APPS DUE: SEPT 4

The Board also discussed the recent grant disbursements by the United Way, and how they might affect the TFHIT process or funding.

### **Finance Committee**

Mr. Dodds reported that the Finance Committee is working with Ms. Coiner to revise the Financial Reports – and that he had met with her regarding this subject. A few of the items they are collaborating on are: Prepaid tax item from a previous year – Ms. Coiner and Mr. Ames will work together to resolve; statements from some of the financial institutions need proper distribution; CD listings – working with Mr. Ames and current confirmations for better listing; and accrual based accounting and reporting. The reports are a work in progress, and are continually improving and being revised in order to work better for the Board. The Committee will continue to update.

In addition, Ms. Charters is going to work with Ms. Coiner to keep a second copy of all CD's as an additional file backup. Ms. Martens commented that although it is difficult to keep up with all the CD's, it is a much better interest earnings that at the LGI State Pool Fund. This is important for funding the grants.

Ms. Kleinkopf noted that taking care of all the investments is a very large and complex task, and that Mr. Dodds, Mr. Blick and Ms. Coiner are working hard on this important issue.

Ms. Kleinkopf moved to approve the disbursements. Ms. Barta-Fornshell seconded the motion. All were in favor. The motion carried.

### **Board Discussion**

The Board discussed the option of obtaining a corporate credit card for large expenses related to meetings and events, as Ms. Charters is currently covering these costs personally and then being reimbursed. Board consensus was that this is not necessary, and that current practice is working fine unless it is a large purchase; if so, then Board members have offered to use their own personal card or a TFHIT check can be prepared ahead of time for these types of expenses.

The Board also discussed follow up items from the last meeting. Mr. McCurdy noted that he is working on PR, the mentor program, and that Ms. Charter's contract was renewed without revision from the previous year.

Ms. Charters presented both a draft Policy & Procedures Document and also an Annual Report for 2011. The documents were discussed and reviewed. It was suggested that the Annual Report be compressed into an Executive Summary for public posting, and Ms. Kleinkopf offered to help with this endeavor. In addition, it was suggested that the most recent audited financials could be included with the document to be posted online for the public. Ms. Charters can check with Mr. Ames to determine which document would be best to use.

The meeting was adjourned at 4:53 pm.