

**Twin Falls Health Initiatives Trust
Board Meeting 04/16/09**

Location: Twin Falls County Courthouse, Twin Falls

Present: Curtis Eaton, Jamie Kelley-Kinyon, Robert Valentine, Terry McCurdy, Jeff Blick, Priscilla Martens, Jay Dodds and John Hathaway

Absent: Tom Mikesell, Rene LeBlanc, and Patty Kleinkopf

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.

The minutes from the March 2009 meeting were reviewed. Ms. Martens noted that the meeting end time was actually 6:00 pm, instead of the 5:20 pm that was listed. Mr. McCurdy moved to accept minutes with amended adjournment time. Mr. Valentine seconded the motion. All were in favor. The motion carried.

Mr. Eaton began the meeting by welcoming John Hathaway who was unable to attend the previous meeting. Mr. Hathaway is the current director of District 5 Health and Welfare. Mr. Eaton noted that Mr. Hathaway is an activist for optimism for families in the community and that the TFHIT Board is happy to have him participating.

FINANCE COMMITTEE

Mr. Valentine presented the disbursements list for Board approval and noted that these items had already been reviewed and approved by the Finance Committee. Ms. Martens moved to approve the disbursements. Mr. McCurdy seconded the motion. All were in favor. The motion carried. Mr. Eaton asked if the most recent bill to the attorney had been paid, and Mr. Valentine confirmed that it had.

Mr. Valentine then presented the financials for January, February, and March; and the Board reviewed them. Mr. Valentine noted a discrepancy on the corpus amount. It contained an extra amount of \$487,945.10. The funds should be moved/adjusted as follows:

- \$48,794.51 should be moved to restricted retained earnings
- \$439,150.59 should be moved to non-restricted retained earnings

The new amended total amounts should read as follows:

- Corpus: \$20,000,000.00
- Restricted retained earnings: \$207,068.02

- Non-restricted retained earnings: \$1,375,667.10

Mr. Valentine also noted that there is a difference in the statements from 2008 to present; the \$500,000 per year received from St. Luke's is now reported as a current receivable.

Mr. Eaton asked for clarification on the corpus amount of \$20,000,000, since not all of those funds have been received yet. The Board discussed this item. Some of the Board members agreed this was a confusing report of the funds, although other Board members noted that is the proper accounting of the money. The Board agreed it would be helpful if the Bookkeeper could add a footnote that would explain and clarify the corpus amount, showing that not all funds had actually been received yet. Mr. Valentine said he would work with the Bookkeeper to make sure this occurred, although her letter of verification may have to change to accommodate.

Mr. Dodds moved to approve the financials with amendments. Ms. Kelley-Kinyon seconded the motion. All were in favor. The motion carried.

Mr. Eaton asked Mr. Valentine to review the income and expenses for each of the months. Ms. Martens asked for clarification on payment to the administrative assistant, and Mr. Eaton explained the policy in place.

Mr. Valentine then reviewed the State Pool Fund, and the rate of return being earned on the funds as .7%. The Board discussed that investment options should be explored as soon as possible to try to get better earnings. Mr. Eaton explained to new Board members the restrictions on investments on TFHIT funds.

Mr. Valentine commented that the Finance Committee had discussed that Mr. Mikesell was going to determine the four firms that were originally chosen from the many that submitted proposals, and draft a letter to send to them. Mr. Mikesell was not in attendance, and therefore the Committee is not sure how this process is proceeding.

The Board reviewed how the investment firm RFP process occurred during the early stages of the Trust, and that the focus on investing was different at that point. Members discussed that it might be advantageous for a new RFP to be sent out, with the focus on the new investment restrictions. Mr. Eaton noted that it is very important to choose proper specialists for investments to be good stewards of the Trust funds. It was also noted that time is of the essence in this matter, because a month's worth of earnings could fund a single project.

Mr. Eaton asked if it would be helpful to have the Trust attorney attend the next meeting and explain in detail the restrictions and limitations on investments. All agreed that it would be helpful, and Mr. Eaton asked that Mr. Robertson be added to the May agenda as the first item.

The Board decided it would be best to review the initial RFP used, make any adjustments, then resend to potential firms. Mr. McCurdy moved to charge the Finance Committee with this task, and then report back to the Board. Ms. Kelley-Kinyon seconded the motion. All were in favor. The motion carried. It was requested that the RFP be shared with the entire Board for their comments and information.

PROGRAMS and GRANTS COMMITTEE

Ms. Kelley-Kinyon began Programs and Grants Committee discussion with a review of materials that had been distributed. The first item was regarding current priority areas. The P&G Committee is recommending that the priority areas that are in place be used until another strategic planning session and additional surveys are completed. Mr. Eaton noted that this would be in line with by-laws and sounded reasonable. The Board agreed.

Ms. Kelley-Kinyon then reviewed changes that the Committee had made to the Grant Application. They were as follows:

- Revise 1st section on required components to include language/instructions for following Grant App as written.
- Revise 1st section on required components to include language about collaboration.
- Revise 1st section on required components to include language about sustainability.
- Revise 1st section on required components to include language about bonus points for matching funds.
- Provide short explanations for priority areas.
- Check instructions on each section to make any revisions for clarity or to add more description.
- Add an addendum section to include the scoring matrix.

The Board discussed that an addition regarding receiving bonus points for demonstration of how a project would leverage additional program dollars for the benefit of the community. In addition, language should be added concerning cost benefit and/or cost avoidance.

Ms. Kelley-Kinyon would make a few more adjustments to wordsmith language and then Ms. Lockie would distribute the Grant Application to all Board members for their review and comment.

Ms. Lockie would also send out the draft press release and advertisement for announcement of grant application release. Ms. Martens commented that it would be helpful to utilize additional media outlets such as the Buhl Herald, tv, and radio. The Board discussed distribution of announcements. Mr. Blick commented that TFHIT was charged the non-profit rate previously by the Times News, and that it should be charged the charitable rate. Mr. Eaton noted that a Board member could speak with the current publisher to try to negotiate better rates.

Ms. Kelley-Kinyon then reviewed changes that the Committee had made to the timeline and review process. They were as follows:

- April-May: P&G comte and full board reviews scoring matrix, advertisement and RFP. Board members provide comments to Misti.
- May 21, 2009 (board meeting): Finalize matrix, ad and RFP and obtain Board approval
- June 21 & 23: place ad in newspaper for notification of RFP; also send out press release; send out letters to announce release to prior applicants
- July 1, 2009: release of RFP on website
- July 1 – July 30, 2009: Q&A period for applicants; they may submit questions to Misti and she will obtain answers from Board members and then reply. All questions and answers will be posted on the website so that all applicants may read.
- September 1, 2009: Deadline for application submission. Misti will create an in-depth summary for each application at this time. She will remove any identifiers so that in-depth summaries can be submitted to Board members for a “blind” ranking.
- September 15 – October 15, 2009: Board members review and rank “blind” summaries of applications.
- October 15, 2009: (board meeting) Board will review rankings and discuss any questions they may have about the applications. Misti will record all questions and obtain answers from applicants, then supply to entire Board.
- November 19, 2009: (board meeting) Board will discuss and make final decisions on grant awards.
- December 2009: Award notifications.
- January 2010: Award ceremony.

The Board discussed the timeline, and specific items such as the difficulty in being able to make the applications anonymous – and if that would even be helpful. The Board also discussed whether or not a separate outside reader panel is needed. The Board ultimately decided to recommend to the P&G Committee that they revise the timeline to include some type of outside reader/review panel, with the specifics being determined at a later date.

Ms. Kelley-Kinyon concluded by asking the amount of funds available for the grant process for the upcoming year. Mr. Valentine stated that the Finance Committee could determine this figure and recommend an amount at the next meeting. Mr. McCurdy asked if funds not used from the previous year could be carried over to the current year, and Mr. Valentine affirmed that was possible.

Finally, the Board discussed how new members had joined committees; Mr. Eaton asked Ms. Lockie to send out a new Board roster and Committee assignment listing.

Mr. Eaton noted that discussion on all points has been very helpful, and that it is exciting to have new members and perspectives on the Board. In addition, it is excellent to have

Board members who care enough about the process and the grants to feel strongly about it and express their opinions.

Board business was concluded at that time, and the meeting was adjourned at 6:12 pm.