

Twin Falls Health Initiatives Trust - Board Meeting 4/22/15

Location: Offices of Cooper Norman, Twin Falls

Present: Kelsie Robinson, Shane Jenkins, Mark Brady, Leticia Hernandez, Jana Rodgers, Jim Woolley, Nancy Glaesemann

Absent: Leon Mills, Chris Greene, Kathryn Reese, Jami Stroud, Pat Kaes

Staff: Misti Charters

Call to order at 4:12 p.m. by Mr. Brady.

The meeting was called to order at 4:12 pm. The Board reviewed the minutes from the previous meeting of February 2015. Ms. Rodgers moved to approve the minutes as presented, and Ms. Glaesemann seconded the motion. All were in favor. The motion carried.

FINANCE COMTE

The Board moved on to the Finance Committee report. Mr. Jenkins stated he and Mr. Brady are working with Ms. Coiner on some numbers to be finalized from the December 2014 statements, therefore are not presenting full statements at this time. He did review the overall numbers and disbursements with the board. He also reviewed current CD's & investments, and noted there are some new investments that the Finance Comte is working on making at this time. Based on current numbers, Mr. Jenkins stated that the grant funding amount should be very close to what it was last year.

Mr. Jenkins presented the proposed budget and financials and disbursements Jan, Feb, & March and lists of each were distributed (on file with Ms. Charters). The Board reviewed and discussed Mr. Woolley moved to accept budget, financials/disb as presented. Ms. Robinson seconded the motion. All were in favor, and the motion carried.

Mr. Brady presented the engagement letter from Deagle and Ames to perform the 2014 audit for Board review. The Board discussed. Mr. Jenkins moved to engage Deagle & Ames to perform the 2014 audit. Ms. Glaesemann seconded the motion. All were in favor, and the motion carried.

P & G COMTE

Ms. Hernandez began the P & G Comte discussion by stating that the committee had met and reviewed the items as requested by the full Board. They were as follows:

SCORING MATRIX REVIEW:

- In regard to the issue of agencies receiving funds for several consecutive years and/or providing incentive points for agencies applying for the first time, or having different scoring for smaller orgs compared to larger orgs – the P&G Comte recommends NO CHANGE to the process or matrix.
- One scoring section of the matrix was revised based on the language being vague and difficult to score – Ms. Hernandez reviewed.
- Ms. Charters will also performs some revisions to Matrix in order to match the application sections and the matrix more closely; based on comments from

Reader Panel - these revisions will not change the meaning of language in any way, just the structure.

GUIDELINES FOR READER PANEL REVIEW:

- The P&G Comte discussed both pros and cons for creating “terms” for reader panel members – they decided to defer this discussion to the full Board
- There is currently a questionnaire used for selection, Ms. Charters made a copy of this available to the Board for review

GRANT APPLICATION REVIEW:

- Revisions to grant application and guidance section occur each year in order to address any changes for clarity etc.
- The P&G Comte also would like to defer discussion of keeping or changing current Funding Priorities and Sub-Categories to the full Board
 - Mr. Brady asked that we add “funding priorities and sub-categories” to the May agenda for final discussion, and also the question of the scoring for these items
- Ms. Charters will perform some basic revisions to grant app/guidance to address any feedback from the applicants; these revisions will not change the meaning of language in any way, just the structure or clarity

The Board discussed each of the bullet points above, and decided upon the following items:

- Based on the added question in the Matrix, in regard to a “Does this project provide something the community does not have or is outdated?” the Board discussed that it would be easier to score and review the grant applications if the review process was re-organized. The Reader Panel would still review the applications as soon as they are received, in early September. The Board would also receive the applications as soon as they are submitted, in order to be able to review, but the scoring would be moved to after the presentations. The Board consensus was to change the Board duties’ order to the following:
 - 1. Presentations
 - 2. App Scoring
 - 3. Discussion
 - 4. Final Scoring
 - Ms. Charters would make changes and prepare accordingly
- The Board discussed the Reader Panel questionnaire currently used, and Ms. Charters explained the process. The Board consensus was that the process and current readers were working well, and that it would be good to possibly review each year.

BOARD DISCUSSION

The Board moved on to the question of more PR in regard to the grant cycle for this year. Ms. Reese had suggested a question be added to the application that would ask applicants what they might do to partner with TFHIT in order to help with this item. The Board discussed.

Ms. Charters also noted action items to do the following:

- Work with Chamber to get non-profit list, send out letters/flyers
- Speak with KMVT, KLIX and other news outlets to try for more coverage
- Place ads as usual with Times News etc

- Create PowerPoint for Board members to use for PR work
- Already has info packet available for any Board member who needs it
- All items will be updated based on new changes to review process

The Board then moved on to discussion of the Grant Workshop. Mr. Brady suggested it might be easier for attendees if we offered two different sessions; one in the evening and one during the day. Ms. Charters would check with Mr. Slagel to see if he would facilitate and also with Ms. Glaesemann on the BOR room. Trying to set it for somewhere around June 12th. Grant Application release would coincide with the workshop. Ms. Charters will work on all prep items for these events. Final decisions must be made at the May meeting.

Board business was concluded at this time, and the meeting was adjourned at 5:35 pm.