

## **Twin Falls Health Initiatives Trust - Board Meeting 05/15/13**

Location: Offices of Cooper Norman, Twin Falls

Present: Jana Rodgers, Kelsie Robinson, Letti Hernandez, Terry McCurdy, Mark Brady, Leon Mills, Pat Kaes, Jami Stroud, Jay Dodds, Rene LeBlanc

Absent: Jeff Blick, John Hathaway

Staff: Misti Charters

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

Mr. McCurdy opened the meeting by welcoming three new Board members: Jami Stroud, Jana Rodgers and Pat Kaes. All three were reviewed by the TFHIT Board and recommended for appointment to the Board of County Commissioners. The County Commissioners had then approved their appointment and provided them each with a term of service. Mr. McCurdy explained that there had been two open vacancies on the Board and in addition to those, Ms. Martens had resigned her post in order to allow all three new members to be appointed to the Board simultaneously. One of the new members would serve out the remainder of Ms. Martens current term, and then be re-appointed at the end of 2013 to a normal term of service.

Each new member introduced themselves and also gave a short synopsis of their personal and professional history. Each of the incumbent Board members also introduced themselves, and gave some background to the new members.

Once that was complete, Mr. McCurdy noted that he would like to provide an orientation and training session to the three new members. This would help to prepare them prior to the upcoming grant review process and grant cycle. He also explained a bit about the Board meeting day and time, the conflict of interest statements to be signed and renewed each year, where to find the TFHIT bylaws and other pertinent information, and the committees in which each Board member must participate. He noted that any additional information and questions would be handled at the orientation in early June.

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

### **P&G COMTE**

The Board then moved on to the Programs and Grants Committee report. Mr. LeBlanc discussed the needs assessment, and reported that the survey is now available online at [www.phd5.idaho.gov](http://www.phd5.idaho.gov). Mr. LeBlanc will send out more information by email as it is available to Ms. Charters, and she will forward on to the entire group. The Board discussed.

Mr. LeBlanc also explained a bit about how the information from the Network of Care site could be used to help determine priority areas, and also that indicators from Twin Falls County could be factored into the process.

Mr. LeBlanc then moved on to discuss and explain a bit about the upcoming Grant Review Process, and explained to the new members about how the reader panel and Board members review each grant and score them with the Matrix provided. He explained that an Applicant Presentation session had been added to the process last year, and that it had worked very well to give more insight into the grants and the organizations requesting funding. He went through the timeline and explained the process. Ms. Charters noted she would be contacting the Reader Panel during the summer break in order to ensure they are participating again and to prepare all other documents and process issues ahead of the submission deadline.

### **FINANCE COMTE**

The Board moved on to the Finance Committee report. Mr. Brady reviewed the April financials with the Board and explained the committee met on May 13. He explained some of the specifics of the accounts, investments, and corpus to the new members.

Mr. McCurdy spoke a bit about how the investments work, and why they are being performed in the current manner. Mr. Mills also gave a short summary of where the initial money came from to form TFHIT, and that the funds are meant to help the citizens of Twin Falls County. The Board also discussed why non-profit organizations are the only entities that are eligible to apply for TFHIT grant funding.

Mr. Brady explained that the Finance Committee determines the amount for grant funding each year, and then presents that recommendation to the full Board for their approval. He noted that the TFHIT Board formula for determining the grant amount is as follows: **90% of income minus expenses**. The other 10% goes into the corpus each year as board designated funds that are not to be used. He noted that the base amount for grant funding for the upcoming year, according to this formula, would be **\$139,768.00**.

Then Mr. Brady explained that each year, if a grantee does NOT utilize all of their funds by December 31, they must return any unused funds to TFHIT. There was a total of **\$17,089.00** in returned grant funds from the previous year that could be utilized for this upcoming grant cycle.

He also explained there is a separate sum of money that is allocated as board-designated funds – that was accumulated in the years when interest was earned on the initial funds, when no grants were given yet because TFHIT was still in the early stages. These funds can be used for grant funding when needed as designated by the Board. The total amount in this board-designated account at this time is **\$527,465.00**.

Mr. Brady presented a spreadsheet he had created that itemized the grant funding history and the choices available to the Board for the upcoming grant cycle. (See attached) He reviewed this document line by line to show the three different options – using 20%,

25%, or 30% of the current available unrestricted funds to add to the base amount available for grant funding, plus returned grant funds, in the upcoming cycle. The board reviewed and discussed. Mr. Brady pointed out that the Finance Committee recommended amount of the unrestricted funds was to use 25%, or **\$131,866.00**.

Mr. Mills moved that no more than 25% of board-designated funds can be used for grant funding in any given year. Mr. LeBlanc seconded the motion. All were in favor. The motion carried.

In light of this motion, the grant funding amount for the 2014 grant cycle would utilize 25% of the current unrestricted funds, making the final grant funding amount **\$288,723.00**. The following formula illustrates the process in which this figure was determined:

**GRANT FUNDING AMOUNT FORMULA:**

$$\text{base amount } (\$139,768) + \text{returned grant funds } (\$17,089) + 25\% \text{ board-designated funds } (\$131,866) =$$

**\$288,723.00**

Mr. LeBlanc moved to use \$288,723.00 for grant funding for the 2014 grant year. Mr. Dodds seconded the motion. All were in favor. The motion carried.

The Board then discussed the maximum and minimum amounts for funding for the upcoming cycle. Mr. McCurdy gave some history on this item to the new Board members. Mr. Dodds moved to keep the minimum & maximum amounts the same, at \$2,000 and \$30,000. Mr. LeBlanc seconded the motion. All were in favor. The motion carried.

Mr. Brady moved on to normal Finance Committee business, and reviewed the financials and disbursements with the Board. He explained that there are two CD's coming due, in September and December, and that the earliest to mature would be reinvested, and the second would be used to fund the grants in December. He also noted that the \$500,000 payment from St. Luke's, to be received July 1, would be immediately reinvested as well.

Mr. Dodds moved to approve the financial statements from April, and the current disbursements (see attached). Ms. Hernandez seconded the motion. All were in favor. The motion carried.

**BOARD DISCUSSION**

Mr. LeBlanc mentioned that the CHI is often funding the same projects and organizations as the TFHIT, and that it might be advantageous to coordinate with them so as not to double-fund anything.

Mr. Mills commented that it might be good to discuss setting up a limit on how many years in a row an organization can receive funding. Ms. Robinson noted that if an organization is applying for different projects each year that they shouldn't be subject to a rule that would prohibit them from receiving funding in consecutive years. The Board

discussed. Ms. Charters was asked to create a comprehensive historical document in regard to the last 5 years of grant funding, so that organizations and funding amounts can be tracked in greater detail. Ms. Charters promised to have that complete before the review process begins for the 2014 grant cycle. Mr. McCurdy noted that it would be good to be able to review this item each year.

The Board discussed the needs assessment and funding priorities, and consensus was to leave the funding priorities as is, and to utilize the needs assessment and network of care information during the review process.

The meeting was adjourned at 5:35 pm.