

**Twin Falls Health Initiatives Trust
Board Meeting 6/19/08**

Location: Family Health Services Office, Twin Falls

Present: Curtis Eaton, Jamie Kelley-Kinyon, Robert Valentine, Janet Holcomb, Patty Kleinkopf, Tom Mikesell, and Monica Castaneda-Kessel

Absent: James Schroeder

Staff: Misti Lockie

Guests: none

Mr. Schroeder was going to be trying to call in by phone, and Mr. Eaton had not yet arrived, therefore Ms. Castaneda-Kessel called the meeting to order at 5:00 pm. Roll call was performed and a quorum was declared.

The first agenda item was to review minutes from previous meeting of May 15, 2008. Ms. Lockie presented the minutes and the Board reviewed them.

Mr. Mikesell then moved that the minutes be accepted as written, and Mr. Valentine seconded the motion. All were in favor.

Ms. Kelley-Kinyon led the discussion for the Programs and Grants Committee, as Mr. Schroeder was having difficulty conference calling into the meeting. She stated that the committee had completed a grant application package, and that hoped the timeline would proceed as follows: application available August 1, 2008; due back to TFHIT by August 29, 2008; and award by November 1, 2008.

Ms. Castaneda-Kessel had done the major drafting of the application, and therefore presented the draft to the Board. She covered the major points for them at that time. She noted the following items:

- Cover page includes preliminary guidance
- The priorities were reordered to ensure perception was not skewed
- She noted that contact information would be needed before the package could be finalized: phone and email
- The application is for funding cycle November 1, 2008 through October 31, 2009

Ms. Castaneda-Kessel went through the application page by page to explain each of the seven sections. The Board members looked over the application as she reviewed it. Ms. Kleinkopf asked for clarification on the statement "What is the nature of the problem?" within the application. Ms. Castaneda-Kessel stated that this was a very typical statement.

Mr. Mikesell asked if it would be possible to change the statement in the evaluation portion to read that evaluations would occur at a “minimum” on a quarterly basis, therefore giving a bit more flexibility. Ms. Castaneda-Kessel acknowledged she would make that change.

Ms. Holcomb asked what a “related match” referred to, and Ms. Castaneda-Kessel explained that the applicant may provide something to go along with grant funding to meet needs and show they are committed. Ms. Holcomb pointed out there were a few punctuation errors and Ms. Castaneda-Kessel confirmed she would be finalizing the draft and correcting those.

Mr. Valentine asked what date the money would be disbursed – and also stated it should be a line item on the budget. Discussion from the Board then moved on to how to make those funds accessible, and it was decided the Finance Committee would discuss then bring it back to the Board for approval.

Moving back to the grant application, Mr. Mikesell noted that he liked the draft and thinks it will fit our needs well. Ms. Kleinkopf stated it looked great, and that it was good work from the Programs and Grants Committee. She asked if the Programs and Grants Committee was asking for Board approval of the document. Ms. Castaneda-Kessel stated that a few decisions still needed to be made concerning the process, such as would disbursements be made quarterly or lump sum, etc. Ms. Kelley-Kinyon stated it would be a good idea to review this and make a recommendation for Board approval at the July meeting.

Discussion then moved on to the public relations items for the open house; Ms. Lockie passed out the draft of the ad/flyer, press release, and the community plan. All board members made comments for changes of the photos, and then asked for the verbiage on the ad/flyer to be changed to reflect that the Board was going to be sharing information and input already gathered, not collecting more input. Ms. Lockie would make those changes and resubmit to the Board.

The open house meeting dates and venue were discussed at that time, and after schedules were reviewed it was decided that Friday August 1, 2008 from 4-7 pm would be the best date to choose. The Board asked Ms. Lockie to check availability for the Rick Allen Room at the CSI Herrett Center and reserve if it was available. It was decided that the approval of the public relations items would be an action item for the next Board meeting. Ms. Kleinkopf asked if that timeframe would give us enough time to submit press release, ad/flyer, etc. Ms. Lockie confirmed that it would.

Discussion then moved on to the website, and it was acknowledged that it would need to be up and running, and approved, prior to the open house. Mr. Mikesell motioned that Ms. Lockie proceed with the website, purchasing a domain name and web hosting package, and uploading for the Board members to review at a hidden page. Ms. Kelley-Kinyon seconded the motion.

On discussion of the cell phone, it was decided that also needed to be available prior to sending out the public relations materials for the open house so that people could have a contact number for questions. Mr. Mikesell stated that the Finance Committee should deal with that item, and that a Board officer should actually sign up for the phone service.

Mr. Eaton arrived at 5 pm, and Ms. Castaneda-Kessel turned the meeting over to him.

Discussion moved on to the Finance Committee; Ms. Kleinkopf provided items that they had been working on including a timeline and budget. She noted that these are rough drafts of these items. Mr. Eaton asked the Board to review these items and dates in the meantime and provide the committee with comments. Ms. Kleinkopf noted that this is just a working document to keep the Finance Committee and Board on track, and that it could be an action item for approval at the July meeting. Mr. Valentine asked Ms. Lockie to change the 990 form filing to May.

After review of the draft budget, Mr. Mikesell also noted that it would need to be an action item for the next Finance Committee meeting to decide the exact amount available for disbursement/grant funding. Mr. Eaton commented that this budget only covered operation expenses, and that a budget for grant tracking/funding needed to be established. Discussion centered on the idea that budgets should be kept separate – Mr. Eaton asked the Finance Committee to have an action item to develop the grant funding/disbursement budget and schedule.

Ms. Kleinkopf clarified that this is a proposed budget, and it is our first year, and therefore line items may need adjustments or additions or removals. Ms. Kleinkopf moved to adopt this preliminary budget, and Ms. Castaneda-Kessel seconded the motion. All were in favor.

Mr. Mikesell noted that this budget could be available at the open house and posted on the web to ensure transparency of the Trust.

Mr. Valentine passed out financials at that time, and went over line items specifically as to the balances, expenditures, and other items. Ms. Castaneda-Kessel noted that we continue to have an approximately \$600 credit at the post office to utilize for any postage. This amount has to be used, it cannot be returned to us, as they require money on deposit for their services.

Mr. Valentine asked if any letters had been sent out to investment firms to decline their offers. Mr. Eaton stated he believed there were not any, and asked Mr. Valentine stated he would take care of this item. Ms. Lockie offered her assistance if needed.

Mr. Eaton moved discussion on to election of Board officers. He stated he had discussed the item with current officers, and they had all agreed they would like to be considered for the positions again. This would include: Mr. Eaton – President; Mr. Schroeder – Vice President; Ms. Castaneda-Kessel – Secretary; and Mr. Valentine – Treasurer.

Mr. Mikesell made a motion to accept election reappointment of all current officers as unanimous. Ms. Holcomb seconded the motion. The officers were reappointed.

Mr. Eaton asked for any additional discussion.

Mr. Valentine asked if the Board was still looking for new members. Mr. Mikesell stated that was affirmative, but that the Board was just trying to complete the community plan and grant processes prior to bringing on new members. Mr. Eaton explained he had talked to a prospective Board member, and was waiting for this person to submit their letter of intent. Mr. Mikesell commented that once that was submitted, the Board should also send a letter of recommendation to the BOCC. Mr. Easton also stated that there was a previous motion approved by the Board for this person's inclusion, but a letter has not been sent yet. Mr. Mikesell noted that a new member would actually be finishing out Mr. Grindstaff's previous term to ensure proper staggering of terms. Mr. Eaton asked Board members to provide recommendations if they have any ideas for prospective members.

Ms. Kelley-Kinyon asked if there were any criteria, or if the Board was looking for individuals with certain backgrounds. Mr. Eaton noted that the Board had held this discussion some time ago, and the conclusion was made that it would be helpful to include some type of industry professional on the board such as a doctor or RN. Mr. Eaton also noted that experience with the economics of health care was most important.

Ms. Kleinkopf stated that at some point there had been a list of names of prospective members. Mr. Mikesell said yes, there were about six or seven additional people interested.

Ms. Holcomb asked what the process would be if they did have someone to recommend.

Mr. Eaton stated that they should approach the person and ask if they are interested first, and then if so bring the name to the Board for discussion.

Board business was concluded at that time, and the meeting was adjourned at 6:05 pm.