

## **Twin Falls Health Initiatives Trust - Board Meeting 9/15/11**

Location: Twin Falls County Courthouse, Twin Falls, ID

Present: Rene LeBlanc, Priscilla Martens, Patty Kleinkopf, Jay Dodds, Jamie Kelley-Kinyon, Rosemary Barta-Fornshell, Leticia Hernandez, Kim Brackett & John Hathaway

Absent: Jeff Blick, Mark Brady, Terry McCurdy, Leon Mills

Staff: Misti Lockie

Mr. LeBlanc called the meeting to order at 4:15 pm. Roll was taken and a quorum was declared.

Minutes from the prior meeting were reviewed. Ms. Martens moved to accept the minutes as presented. Mr. Hathaway seconded the motion. All were in favor. The motion carried.

### **Finance Committee**

Mr. Dodds presented the financials from June, July and August for review. He pointed out that the Finance Committee had found some items that need revision:

- August income statement – the bonds income is incorrect
- July income statement – the interest income on CD's is incorrect

He stated that these items would be fixed with Ms. Coiner. Mr. Dodds moved to accept the financials based on these changes being made. Ms. Martens seconded the motion. All were in favor. The motion carried.

In addition, he noted a few other items that the committee is going to recommend for Ms. Coiner to revise on the statements for future months in order to provide clarity.

Mr. Dodds commented that some FDIC rules had changed at the end of 2010, and in order to comply with these new rules, the Finance Committee would be moving some funds and adjusting the interest earning capacities on some accounts in order to ensure proper coverage.

In addition, the finance committee is recommending that we invite Mr. Ames to the October 20<sup>th</sup> meeting to present the 2010 draft audit. His presentation time will be limited to 10-15 minutes.

Ms. Martens also noted that there is an overdraft charge on a TFHIT checking account in June, and asked if that could be reversed. Mr. Dodds will check into this.

### **Programs and Grants Committee**

Ms. Kelley-Kinyon began her report by reviewing the summary of grant applications received. There are 20 in all. She also reviewed the four stages of the review process being proposed by the P&G Committee as follows:

The Grant review Process for 2011 will include **4 stages of review**.

Each stage will be evaluated on a specific set of criteria (worth up to 80 pts each), as outlined below, then combined for a composite score to determine awards.

- **STAGE ONE:** Reader Panel rating (average of individual scores)
- **STAGE TWO:** Board review rating (average of individual scores x 1.2)
- **STAGE THREE:** Agency presentation (average scores of individual board members who are present for the presentation)
- **STAGE FOUR:** Allocation Meeting (average scores of each board member present)

The Board discussed the specifics of stage three and four, and how to proceed with the presentation, Q&A, conflicts of interest, and scoring.

Mr. Dodds had to leave at 4:50 pm.

The Board continued discussion. The Board decided on the following for Stage 3 and 4:  
**STAGE 3:**

- Board members will score presentations in stage 3 based on a 0-80 scale
- Each applicant will be given a max of 10 minutes for presentation and Q&A
- They will be given the following points ahead of time as a guideline to prepare their presentations:
  - Agency overview and brief summary of project goals and objectives
  - Why should we fund your project?
  - Provide a specific example of someone your agency has helped (or would help) with this program or a similar one.
  - How would you use TFHIT funds to leverage (maximize) additional funding for your project to more effectively provide or expand services?
- In addition, each applicant will be provided specific questions ahead of time that are provided by Board members after their review of the applications
- Board members who may have a conflict of interest with any application will abstain from scoring that presentation, but will not be asked to leave the room
- Ms. Lockie will have a binder of information available for each Board member during the presentations in order to have summaries, questions and scoring sheets at their convenience

**STAGE 4:**

- Prior to the October 20 meeting, Ms. Lockie will distribute the results of the previous three stages of scoring with weighting factors included.
- At the October meeting, Board members will finally score each grant application 0-80 one last time using the following question:
  - Should TFHIT fund this project?
- Board members who may have a conflict of interest with any application will abstain from scoring that application

- Ms. Lockie will have a binder of information available for each Board member during for this meeting in order to have summaries and scoring sheets at their convenience

The Board discussed. Ms. Martens moved that this process be accepted. Mr. Hathaway seconded the motion. All were in favor. The motion carried.

Mr. LeBlanc stated that the Board applauded all the hard work that the P&G Committee performed on this revised process.

#### Board Discussion

Ms. Martens noted that TFHIT requests grant applicants to submit financial statements, but not all of them are reviewed in depth. She suggested that the Finance Committee should review all of these and give a recommendation on their status. The Board discussed, and consensus was that they are requested in the event that questions arise during the review process, but not all need to be reviewed in depth by the Finance Committee.

The Board discussed the next meeting, and requested Ms. Lockie check the River Rock Grill to see if it was available.

The meeting adjourned at 5:35 pm.