

**Twin Falls Health Initiatives Trust  
Board Meeting 8/11/08**

**Location:** Family Health Services Office, Twin Falls

**Present:** Curtis Eaton, Jamie Kelley-Kinyon, Robert Valentine, James Schroeder, Patty Kleinkopf and Monica Castaneda-Kessel

**Absent:** Tom Mikesell and Janet Holcomb

**Staff:** Misti Lockie

Mr. Eaton called the meeting to order at 4:15 pm. Roll call was performed and a quorum was declared.

The first agenda item was to review minutes from previous meeting of July 17, 2008. Ms. Lockie presented the minutes and the Board reviewed them.

Ms. Kleinkopf then moved that the minutes be accepted as written, and Mr. Schroeder seconded the motion. All were in favor.

**PROGRAMS/GRANTS COMMITTEE**

Mr. Schroeder led the discussion for the Programs and Grants Committee. The Board discussed the importance of the fact the Plan was publicized and presented to the community, and that comments that were received from the Open House on August 5. The Board thoroughly considered all comments and suggestions and concluded that the current Community Plan adequately deals with all of them. The Programs and Grants Committee moved that the Community Plan be accepted as final, and presented to the Board of County Commissioners with a cover letter under the Board authorized signature of Mr. Valentine. Mr. Eaton seconded the motion, and all were in favor.

It was requested that Ms. Lockie hand deliver the cover letter and Community Plan final draft to Mr. Mikesell's office for presentation to the Board of County Commissioners as soon as possible.

Mr. Schroeder moved on to discuss the Grant Application. It was requested that Ms. Lockie fix any typos in the document, and change the Funding Cycle dates on page 3 to reflect November 1, 2008 through October 31, 2009. There was a discussion involving finalization of the document. Ms. Lockie was asked to confirm with Mr. Valentine what the final figure of funds available for this grant cycle would be and then distribute to the Board.

The Programs and Grants Committee moved that the Grant Application with mentioned changes be accepted as final, and Ms. Kleinkopf seconded the motion. All were in favor. Ms. Lockie was asked to send out the final version to all Board members upon completion.

Mr. Schroeder then explained that the Committee would meet again to discuss finalization of the review process prior to the grant application due date and prior to the next Board meeting and report back. The Board held discussion surrounding a reader pool and the review process.

To accommodate all items that need completion, the following dates were scheduled for next meetings:

Program & Grants: TBD

Finance: TBD

Full Board: September 18, 4 pm, FHS

Full Board: October 16, 4 pm, FHS

At this time, Mr. Eaton began discussion surrounding whether or not entities related to or employers of members of the TFHIT Board would be able to apply for these grants. He explained that legally they are eligible. In addition, it was discussed that there have been signed disclosures of conflicts of interest on file for all members since they began serving on the Board, and therefore they are covered and eligible under all By Laws and other legal documents. The Board discussed the practical issues of the matter.

It was suggested that the following items would assist in any perception or transparency issues:

- Conflict of Interest statements are on file
- There can be outside reader/panel review
- Members will abstain from voting on their own applications or any that they may be considered to be related to

### **FINANCE COMMITTEE**

Mr. Valentine discussed the transfer of funds into a specific TFHIT account at the state pool. This process has been discussed with parties involved, but needs to be approved. It was discussed that the goal would be to have a plan in place to be approved at the September meeting. There would need to be a Board Resolution.

Bookkeeping services were discussed, as Mr. Valentine stated he had found an appropriate source for this service. They would charge \$90 per month for preparation of financials and check writing.

Mr. Valentine presented the 990 Form; the Board requested that Ms. Lockie scan this document and send as a PDF to all Board members.

Mr. Eaton then discussed the need for a letter to be sent to the investment firms who showed interest in working with the TFHIT. Mr. Valentine and Mr. Eaton concluded they would work together to draft and send letters. Ms. Lockie will assist.

Board business was concluded at that time, and the meeting was adjourned at 5:50 pm.