

**Twin Falls Health Initiatives Trust
Board Meeting 01/15/09**

Location: Twin Falls County Courthouse, Twin Falls

Present: Curtis Eaton, Jamie Kelley-Kinyon, Robert Valentine, Tom Mikesell, Patty Kleinkopf, Jay Dodds, Terry McCurdy, and Rene LeBlanc

Absent: none

Staff: Misti Lockie

Guests: Nate Poppino, Times-News; KMVT reporter

Mr. Eaton called the open meeting to order at 4:17 pm.

Roll call was performed and a quorum was declared.

The minutes from the November and December 2008 meetings were reviewed. Mr. McCurdy moved that the minutes from both meetings be accepted as written, and Ms. Kleinkopf seconded the motion. All were in favor. The motion carried.

Mr. Eaton began discussion regarding the amount of work that has been completed since the beginning of the trust, and stated that many milestones have been achieved progressing toward final disbursement of the first grant awards. This is an important achievement and the Board is please to be at this point.

Mr. Eaton continued by stating that the Committees have been holding discussions on award of grant funds, how the mechanics of the process shall work, and the disbursements of the funds to the grantees. In December, the Board authorized the grant awards; now the grant agreements with any modifications must be finalized.

Mr. Eaton asked Mr. LeBlanc to review his analysis of the disbursements for the group. Mr. LeBlanc stated that of all grants that were awarded, and they fell into three categories with the following percentages:

- Behavioral Health/Mental Health/Substance Abuse – 48% of applicants; 48% of awards
- General Health – 24% of applicants; 24% of awards
- Administration and Infrastructure: 28% of applicants; 29% of awards

Mr. LeBlanc went on to state that the analysis showed that proportionally, the Board completed the process without bias and awarded grants in a balanced way.

Mr. Eaton also continued by saying that the Board asked the community to submit their applications, and in turn they submitted them in the areas most needed, falling into those categories. It showed a direct correlation to the request and response of the community.

PROGRAMS/GRANTS COMMITTEE

Ms. Kelley-Kinyon reviewed the items from the Programs and Grants Committee, and stated that they had drafted agreement documents and reporting forms for the grantees. Discussion surrounding CPA certification of the reporting documents involved feasibility and cost of this item. The Board decided that officers of the organization could certify the reports. A few other minor items were revised, including the signature pages.

Ms. Kleinkopf asked if the Board attorney should review these documents, and it was agreed that they should. Ms. Lockie would submit them to Mr. Robertson as soon as possible to ensure timely return.

At this time, Mr. Eaton mentioned that a Board member could write letters of appreciation to Mr. Schroeder, Ms. Holcomb and Ms. Castaneda-Kessel for their service on the Board. It was agreed that this would be an appropriate thank you.

FINANCE COMMITTEE

Mr. Valentine began the report of the Finance Committee, and discussed items such as disbursement of grant funds and backups of general ledgers. He stated that Ms. Lockie would be able to include these documents in her normal backups each month, and that Ms. Coiner could provide them to her.

Mr. Valentine discussed the Pool Fund account. All the money has been transferred and is in an account in the TFHIT name. There is a small amount still with the County from accrued interest, but it will be reimbursed to TFHIT. The Board discussed how this accrued interest should be reported on the financials. It was decided that consulting the firm performing the annual audit would be appropriate.

Grant disbursements were discussed, and it was decided that one-time lump sum payments to the grantees would be easiest and most feasible.

Discussion moved to day-to-day bookkeeping items, and the Finance Committee suggested that it would be easier for small items of payment to allow Ms. Coiner to be a signor on an account with an amount limit on her spending ability. Mr. McCurdy moved to add Ms. Coiner as a signor on a TFHIT account, with a spending cap of \$2000, and only for payables that have been authorized through a pre-determined process. Mr. Dodds seconded the motion. All were in favor. The motion carried.

The Board determined that the Finance Committee would create the policy and procedure for approvals and also take care of the specifics of adding her to an account. It was

determined that Ms. Lockie needed to be provided with a key to the PO box to ensure proper receipt of accounts payable items. The Board also discussed the feasibility of possibly having an additional TFHIT account for such types of payables, separate from the main account with which grant disbursements are handled. For example, an expense account and a disbursement account. The Board determined that the Finance Committee should also work on this issue. Discussion involved decisions about whether or not TFHIT had grown to the point to need this option.

Mr. Valentine then moved that the Board approve disbursement of authorized amounts and also approve the execution of checks in the amount of awards. Mr. Mikesell seconded the motion. All were in favor. The motion carried.

Ms. Kleinkopf asked for a clarification of the timeline of grant disbursements. It was determined that the review and return of the grant agreement documents will decide the timeline.

The grant agreement documents would be reviewed by the Trust attorney, then created and specified for each grantee. They would be required to return the documents within 7-10 days, and then disbursement could occur immediately following return receipt.

Mr. LeBlanc stated it would be helpful to have some firm dates to ensure proper progression. The Board discussed location and specifics of having an award celebration and the next Board meeting. Mr. Dodds made a motion to hold an award celebration at the Twin Falls County Courthouse. Ms. Kleinkopf seconded the motion. All were in favor. The motion carried. The Board then set the dates for the following:

Full Board Meeting – Thurs Feb 12, 2009 – Twin Falls County Courthouse
Grant Award Celebration – Fri Feb 13, 2009 – Twin Falls County Courthouse
Grant Agreement Documents must be signed and returned by Feb 6, 2009

The Board held discussion regarding invitees and other items as to specific purpose of the grant award ceremony. It was determined that Grantees, the Board, and County Commissioners would be invited and the public welcome.

The Board moved to the next agenda item, which was election of officers. Mr. Eaton opened the floor for nominations for Secretary. Ms. Kelley-Kinyon nominated Ms. Kleinkopf for the position of Secretary. Mr. McCurdy seconded the nomination. All were in favor, and a vote of acclamation carried for Ms. Kleinkopf as Secretary.

Mr. Eaton opened the floor for nominations for Treasurer. Mr. McCurdy nominated Mr. Valentine for re-election for the position of Treasurer. Ms. Kleinkopf seconded the motion. All were in favor, and a vote of acclamation carried for Mr. Valentine as Treasurer.

Mr. Eaton opened the floor for nominations for Vice President. Mr. McCurdy nominated Mr. LeBlanc for the position of Vice President. Ms. Kelley-Kinyon seconded the

nomination. All were in favor, and a vote of acclamation carried for Mr. LeBlanc as Vice President.

Mr. Eaton asked Mr. LeBlanc, in his new position as Vice President, to open the floor for nominations for President. Mr. McCurdy nominated Mr. Eaton for re-election for the position of President. Mr. McCurdy seconded the nomination. All were in favor, and a vote of acclamation carried for Mr. Eaton as President.

The Board then expressed their appreciation to Mr. Eaton for his work thus far as Board President. Ms. Kleinkopf stated he has done a great job and deserves to continue. Mr. Dodds stated that he appreciates Mr. Eaton's organization and his ability to keep the Board moving forward.

Mr. Eaton stated that it is very rare that individuals get to participate in the creation of an organization, and that although most of the current TFHIT members have been able to serve on other established Boards, that this experience has been unique. He stated that he is proud to be involved in this ground-breaking project and proud to be creating something worthwhile. Mr. LeBlanc stated that the Board created something from nothing, and have kept the interests of Twin Falls County residents at heart. That is a great accomplishment to be able to distribute these large sums of money.

Mr. Eaton then presented Mr. Robertson's bill for payment to the Board, subject to approval by the Treasurer. The Board agreed.

Mr. Eaton also stated that Mr. Robertson is currently the registered agent for TFHIT with the secretary of state's office, and asked the Board allow him to continue as such and to submit its annual report. The Board agreed.

Ms. Kelley-Kinyon asked if anyone had ideas about the next funding cycle, and it was agreed it would be an agenda item at the next meeting.

Board business was concluded at that time, and the meeting was adjourned at 7:20 pm.