

**Twin Falls Health Initiatives Trust  
Board Meeting 09/18/08**

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

**Present:** Curtis Eaton, Jamie Kelley-Kinyon, Robert Valentine, James Schroeder, Patty Kleinkopf, Janet Holcomb and Monica Castaneda-Kessel (by phone)

**Absent:** Tom Mikesell

**Staff:** Misti Lockie

**Guest:** Nate Poppino, Times-News

At 4:15 pm, Mr. Eaton called the meeting to order and advised that proper notice of the meeting had been given. Mr. Schroeder moved and Ms. Kleinkopf seconded a motion to enter into executive session pursuant to Idaho Code 67-2345(f). A roll call vote was taken with each member voting in favor of the motion.

Following discussion during the Executive Session, upon motion made and seconded, the members voted to leave Executive Session.

Mr. Eaton called the open meeting to order at 4:30 pm. Roll call was performed and a quorum was declared.

The first agenda item was to review minutes from previous meeting of August 11, 2008. Ms. Lockie presented the minutes and the Board reviewed them.

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

**PROGRAMS/GRANTS COMMITTEE**

An informational summary of grant applications was distributed to the board. Mr. Schroeder noted that these applications have not been screened for pre-qualifications.

Mr. Eaton asked what the steps would be for the review of applications. Mr. Schroeder stated that the next step would be for the Programs & Grants committee to meet and proceed to review these applications to determine if they meet general eligibility. Once the P & G committee performs a pre-qualification screening, a reader panel will review the applications for scoring.

A group of individuals have already been contacted to determine if they would be willing to participate in a reader/review panel. It was discussed in committee that a stipend of \$200 per reader could be offered for their services. Mr. Schroeder made a motion to pay

the readers this amount. Ms. Castaneda-Kessel seconded the motion. All were in favor, and it was so moved.

The Board discussed the specifics of the reader panel. Mr. Eaton suggested that it would be helpful to have biographies and letters of interest from these individuals prior to the review. In addition, they would need to sign confidentiality and conflict of interest statements. The Board also discussed options for how and when the screening would occur. Members agreed that it should happen during an evening when all could meet together in a controlled environment. The applications would be provided to the panel at least one week prior to the scoring meeting.

As for the timeline, Mr. Schroeder stated that it is not for sure that this entire process will be completed before the October 16 meeting, but that is the target.

On a final note, Mr. Eaton mentioned that Mr. Schroeder has accepted a new position in Oregon, and his responsibilities begin immediately. He will be transitioning into the job while still performing his current job duties over the next few months. Because of these time constraints, he will be resigning from the Board as well as Chair of the Programs and Grants Committee.

Mr. Eaton stated that this would be a great loss to the Board and to the community, but that he and the entire Board wish Mr. Schroeder well on the next segment of his professional journey.

#### **FINANCE COMMITTEE**

Mr. Valentine distributed financials, balance statements and accounts payable. The Board reviewed all documents.

Mr. Valentine made a motion to accept all accounts receivable, and Mr. Schroeder seconded the motion. All were in favor, and it was so moved.

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 October meeting. There would need to be a Board Resolution.

Bookkeeping services were discussed, as Mr. Eaton asked that Mr. Valentine get a contract agreement between the two parties. He agreed.

Mr. Valentine announced that the IRS had audited the filed tax forms only for a single item that was checked incorrectly. The correction will be made when an amendment is filed. Mr. Valentine also stated that for the upcoming audit he would need the entire set of official minutes. Mr. Eaton stated that those could be provided.

#### **OTHER BUSINESS**

Ms. Kleinkopf brought up the item of Board recruitment. Since Mr. Schroeder will be leaving, she stated that it is important that the Board wait no longer to begin recruitment.

Mr. Eaton mentioned that he would work with Ms. Lockie to prepare and distribute proper advertisement for recruitment. Ms. Kleinkopf also mentioned that individuals that previously showed interest should be acknowledged. Mr. Eaton asked Ms. Lockie to obtain these names from the BOCC.

Board business was concluded at that time, and the meeting was adjourned at 5:15 pm.