

WARD FIVE HEALTHCARE FOUNDATION

Living Well Foundation Annual Report

January 2009-December 2009

Jan Corder, President/CEO

6/1/2010



The enclosed information represents and supports all activities undertaken by the Ward Five Healthcare Foundation dba Living Well Foundation for the period January – December 2009.

**Ward Five Healthcare Foundation
Dba Living Well Foundation
315 Stella Street
West Monroe, LA 71291**

Annual Report – January-December 2009

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Board and Committee Meetings

The Board of Directors met nine times during 2008. Committees of the Board met as follows: Executive Committee of the Board met six times; Programs/Grant Review Committee of the Board met five times; Planning and Operations Committee of the Board met one time; Finance/Investments Committee of the Board met two times; the Nominee Recommendation Committee of the Board met two times; and the Audit Committee of the Board met one time.

Staffing

The Foundation was served by a part-time (three days per week) President/CEO, Dr. Jan Corder, who began work on March 1, 2009 and remains in that position. Ms. Tracey Linson continues to serve as Executive Assistant/Treasurer/CFO. Her position continues to be part-time, which was adequate to conduct the business of the Foundation during 2009. However, the current recommendation of the Planning and Operations Committee is to consider the addition of a grants manager position and a full time executive assistant position.

Website and Publicity

The website continues to be updated frequently by Studio 9017 (formerly Delta Blend), who serves as the webmaster. As required by the CEA, the Foundation has posted on its website copies of its current Articles of Incorporation, Bylaws, Community Needs Assessment, Community Plan, Strategic Plan, annual budget, annual audited financial statements, and annual report, as well as the minutes of its Board of Directors and its committees. The Foundation's website is www.livingwellfoundation.net.

Community Needs Assessment

A Community Needs Assessment was conducted by Professional Research Consultants, Inc. in late 2007. In February, 2008 a representative of the company came to West Monroe to make a formal presentation of the methods and results of the study to the community. The meeting was held in the West Monroe City Hall with a large audience present. The assessment was deemed to be thorough and insightful. The complete findings of this assessment continue to be available for public use at the Foundation's website. Informal feedback indicates that a number of agencies in the area have used information from this assessment as documentation of the need for various initiatives. Educational institutions are also using this information in the education of future health professionals who will serve this area.

Community Advisory Council

A Community Advisory Council was established to review the findings of the Needs Assessment and to assist the Foundation Board of Directors in developing a Community Plan and a Strategic Plan. The Advisory Board is composed of 12 community volunteers, 2 Foundation board members, and chaired by the Vice Chair of Planning and Operations Committee for the Foundation Board of Directors. The Community Advisory Council has not met as a group during 2009; however various members have offered guidance and assistance for specific projects.

In August 2009, an update was given to the Community Advisory Council regarding the progress of the Foundation related to the Strategic Plan and the Community Plan. This meeting included discussion of additional possibilities for the future.

Community Plan and Strategic Plan

The Planning and Operations Committee reviewed the Community Plan and the Strategic Plan and made updates in the strategic plan; both documents are available on the Foundation website, www.livingwellfoundation.net. The three priorities identified by the Community Advisory Council and adopted by the Foundation Board were reviewed and determined to remain current and important. They are:

- Healthy Lifestyles
- Pre-natal and Infant Care
- Access to Health Care

Programs and Services

Programs and services of the Foundation include those board initiatives which seek to address the priorities established in the Community Plan and further developed in the Strategic Plan. These programs and services primarily address the priorities of access to health care and healthy lifestyles.

School Based Health Clinics

Nature/Scope: School Based Health Clinic Services include:

- Acute illness diagnosis & treatment (includes lab work)
- Management of chronic illness, such as asthma
- Comprehensive and sports physicals
- Immunizations
- Vision, Hearing, Diabetes and Hypertension screenings with referrals
- Mental health counseling
- Dental Hygiene clinic at Riser Clinic only.

Riser School Based Clinic serves Riser Middle, Riser Elementary, Lenwil Elementary, Riverbend Elementary and Crosley Elementary Schools. During the 2009-2010 school year, the counselor was out of the clinic for maternity leave. This reduced the total number of visits to the clinic for the year. Statistics for the clinic are reported by school year; therefore, 2009 is included in two school year reports. Numbers of student visits to Riser clinic are reported below:

- July 1, 2008 - June 30, 2009 – 3,702 visits
- July 1, 2009 - June 30, 2010 – 3,621 visits

Community impact is felt from this clinic because children are treated early and do not miss as many school days and parents stay at work because the child can be evaluated and is frequently treated by a professional while at school. As an example, for school year 2009-2010 through March 2010 the following was reported:

- 2,819 visits by students
- 2,391 evaluated and treated then sent back to class/parents not required
- 428 were sent home or urgent referral

The Riser Clinic also includes a Dental Hygiene Clinic jointly sponsored by the University of Louisiana at Monroe Department of Dental Hygiene, the Ouachita Parish School Board and the Living Well Foundation. Students and faculty from ULM see the students for dental cleaning, x-

rays, and sealants. The chart below indicates those numbers for the school years of 2008-2009 and 2009-2010.

Year	Dental visit (cleaning)	X-rays	Sealants
2008-2009	235	150	65
2009-2010	312	210	66
Total	547	360	131

Costs: Riser School Based Health Clinic \$30,578
 Grant to ULM to support the dental clinic \$21,800

West Monroe High School Based Health Clinic serves West Monroe High School, Ouachita Parish Alternative Center and Boley Elementary. The services are the same as provided at the Riser Clinic with the exception of the dental hygiene clinic. The number of student visits are reported by school year below:

- July 1, 2008 – June 30, 2009 – 2,676
- July 1, 2009 – June 30, 2010 – 2,696

Statistics collected through March 2010 indicated the community (business/work) impact of the West Monroe High School Clinic is as follows:

- 2,027 visits
- 1,658 evaluated and treated then sent back to class/parents not required
- 369 were sent home or for urgent referral and parents were required.

Costs: West Monroe School Based Health Clinic \$49,562

Healthy Lifestyles Pilot Program

Nature/Scope:

This program is entitled “Five for Life”. The program director and administrator is Wilson Campbell, PhD. Two Ouachita Parish elementary schools and one Richland Parish elementary school were selected to participate in the program. This school based curriculum is designed to increase student activity during physical education, improve health-related fitness levels, and integrate academic content during class time. The program will be implemented by training the teachers to incorporate the lessons into the schedule of the day. Equipment for the schools was purchased and training sessions began in the fall 2008. Because the program is implemented on the academic year, the calendar year of 2009 is included in both the 2008-2009 and the 2009-2010 school years.

Results:

Equipment was purchased for each of the three schools chosen for the project. Workshops were held, each for two days on Friday and Saturday, in October 2008, January 2009, and April 2009. During the course of these workshops, teachers learned how to integrate academics into exercise for the students in their schools and developed a beginning mission and vision statement for integrating academics and exercise into the curriculum plan.

Pre-fitness measurements were conducted with students in 5th grade at each of the schools. In April and May 2009, post-fitness measurements were conducted at two of the schools; teacher turnover at the 3rd school prevented measurements. Health report cards were sent home for all 5th grade students at the two completed schools that included both the pre and post-fitness measurements and for reference, the minimum health standards for students their age. The results for many students indicated a positive change in the post-fitness measurements.

Prior to the beginning of the 2009-2010 academic year, the Foundation Board approved a renewal of the “Five for Life” program in the same three schools. Additional equipment will be purchased for each school and the first of three 2-day workshops was held in November 2009. Final results of the 2009-2010 academic year will not be available until sometime after the end of the school year.

Actual Costs in 2009: \$9,300

Access to Care Initiative – Virtual Clinic**Nature/Scope:**

The purpose of the North Louisiana Virtual Clinic is to provide healthcare services to the low income, working uninsured population in the Living Well Foundation service area. The concept includes the cooperation of physicians and dentists and other health care agencies and facilities in the donation of appointment times in their own office for patients who qualify for the services. There will be no cost to the patients for the service.

Results:

A Board of Directors for the clinic was established composed of medical and dental professionals and community representatives. The NLVC Board submitted an application to the Internal Revenue Service for non-profit 501(c)(3) status which was approved in March 2009. Through the grant process of the Foundation, a grant was awarded to the North Louisiana Virtual Clinic to establish a system to recruit healthcare providers and organizations to

volunteer to become part of the system. The focus of the first year was to include organization, recruiting an executive director, setting up the system for recruiting patients and beginning the delivery of care, with a projected 75 patients by the end of the grant year. A grant agreement was signed with the beginning date of August 1, 2009 and an ending date of July 31, 2010. An executive director was employed in September 2009.

Grant total for year 1: \$118,860

Grants

The Foundation continued to refine the grant application forms and other forms related to the grant making process. During the late spring and summer, those forms were converted to electronic versions which are now used in the electronic Grants Management Software. The spring 2009 grant cycle continued to use the paper forms and the fall 2009 grant cycle used the electronic submission exclusively.

The eight grants that were awarded from the fall 2008 cycle were begun at various times during early 2009 depending on when grant agreements were signed and other variations. Grants that are continuing and will submit final reports in 2010 are:

- (1) The Children's Coalition – FIMR - \$111,784
- (2) Morehouse General Hospital – OB Equipment - \$266,031
- (3) First West Counseling Center – Project HELP - \$132,200
- (4) North Louisiana AHEC – Healthy Tomorrows - \$132,000
- (5) Volunteers of America – Early Head Start - \$47,331

Please refer to the 2008 Annual Report for a complete discussion of the above grant awards.

Three of the Fall 2008 grants were completed in December, 2009 and final reports received at the end of January, 2010. Those grants completed in December, 2009 are:

- (1) Association for Retarded Citizens/Ouachita (ARCO)
- (2) Primary Health Services
- (3) ULM Infant Nutrition Program

Outcomes reported from these three grants are below:

Association for Retarded Citizens/Ouachita (ARCO): Funds were used for a total of 12 training days. The consultant provided direct instruction to practitioners and families on motor development, orthopedic implications of physical disability, techniques for appropriate

handling and movement facilitation in children with physical disabilities and the appropriate use of positioning equipment to improve function and reduce further disability.

Families and practitioners trained together on the specific needs of the individual child and caregivers as well as professionals had the opportunity to learn new techniques to implement in routine daily life as well as into therapy times. Families demonstrated a significantly increased proficiency in handling techniques as well as general knowledge of their child's disability after these initial training opportunities. Each family will have additional follow up instruction as they integrate these new skills into daily life. (Taken from the grant final report)

Primary Health Services: Funds from this grant were used to match other grant funds to purchase a state-of-the-art ultrasound machine for the prenatal clinic for uninsured and underinsured pregnant women. The clinic personnel reported that compliance with appointments for ultrasound tests for high risk mothers has increased, but there has also been an increase in regular appointments kept by all pregnant patients.

ULM Infant Nutrition Program: Funds from this grant were used to teach pregnant moms while they waited for their regular prenatal clinic visit. Information was given verbally, visually, and in written format. Follow-up with the mothers after the birth to check on the weight of the baby at 6 months and 1 year of age is on-going.

2009 Grant Cycles

In addition to following-up with the grants made in the fall 2008 cycle, the Foundation had two grant cycles in 2009.

The **Spring 2009 Grant Cycle** was held using the traditional paper submission. The Community Plan Priority for this cycle was Access to Health Care. Three grant applications were received and all three were approved for funding.

The **Fall 2009 Grant Cycle** was held using the new grant management software and included electronic submission of all materials. During this cycle we were able to refine the electronic process to better meet our needs and those of our grantees.

Because of the limited funds earned and available for grants, the Fall 2009 Grant Cycle was a limited call for submission of applications. The announcement was posted on the website (see

below) and letters were sent to all current grantees (See Appendix A for a copy of the letter to grantees).

The following was posted on the Foundation website:

Fall 2009 Grant Cycle Announcement

The Board of Directors of the Living Well Foundation is announcing a limited grant cycle for Fall 2009. The only applications which will be considered during the Fall 2009 grant cycle are those from current grant recipients, and then only those which continue a program currently being supported, in full or in part, by funds received from the Foundation. If you need further information, please call 318-323-7791 or e-mail tlinson@livingwellfoundation.net or jcorder@livingwellfoundation.net.

The decision was made not to post the announcement in the local newspapers because it was believed that it would do more harm than good since the call for applications was limited. Technically this does not conform to the requirements of Section III A. of the Grant-Making Guidelines and Procedures.

Five applications were received for continuation of funding for programs that had begun with grant funds from the Fall 2008 grant cycle. All five applications were approved for continued funding.

Below is a description of grants approved for funding during the two grant cycles in 2009.

Organization/Amount/Purposes/Results

Spring 2009

Northeast Louisiana Virtual Clinic \$118,860

A non-profit group of health care providers and community members dedicated to providing dental and medical services to the low-income, working, uninsured population in Northeast Louisiana.

Mobile Health Screening Unit – ULM \$16,800

The Mobile Health Screening Unit will provide dental hygiene services, medical screenings and information by students and faculty from nursing, speech-language pathology, occupational therapy assistant, clinical laboratory sciences, and health studies in Ouachita and Richland parishes.

Riser School Dental Hygiene Clinic – ULM \$21,800

Provide operating expenses for the Riser School Dental Hygiene Clinic including faculty salary.

Organization/Amount/Purposes/Results

Fall 2009

Association for Retarded Citizens/Ouachita (ARCO) \$25,000

Partners in Early Intervention – families and early intervention professionals will learn to address the motor development needs of young children with disabilities to improve developmental outcomes and infant mental health. This is a continuation of a grant funded in the Fall 2008 cycle.

Children’s Coalition \$116,480

Fetal Infant Mortality Review (FIMR) Region VIII – expand the current FIMR Program to include eight NELA parishes, perform case analysis and record extraction, and expand home visits to ensure appropriate follow-up with families. This is a continuation of a grant funded in the Fall 2008 grant cycle

North Louisiana Area Health Education Center \$132,000

Healthy Tomorrows – A program that teaches women of reproductive age how to access prenatal care and screen for risk. This grant expanded these services into Jackson Parish and further into Lincoln parish. This is a continuation of a grant funded in the Fall 2008 grant cycle.

University of Louisiana at Monroe \$44,052

Infant Nutrition Education – provide infant nutritional education to expectant mothers and follow-up after birth of the child. This is a continuation of a grant funded in the Fall 2008 grant cycle.

Volunteers of America \$47,331

Twin City Early Head Start – funding to hire an additional Family Services Specialist to provide case management and supportive services to the families on VOA waiting list and to pregnant teens in two area schools. This is a continuation of a grant funded in the Fall 2008 grant cycle.

Results from these projects funded in 2009 have not been realized at the end of 2009. The grantees attended an orientation session related to the grant agreement. Grant agreements were signed by the appropriate persons from the agency and the Foundation.

Grant Management Software

Late in 2008, Grant Lifecycle Manager (GLM), grant management software, was purchased from Foundant Technologies in Bozeman, Montana. This software will allow the grant applicant to submit the entire grant application and all attachments electronically, the Foundation to have letter templates for the many communications with applicants and grantees, and will remind when reports are due from grantees and when payments are due to grantees. Timely management of each grant will be possible with this new software. Reports will be generated for use with committee and Foundation Board of Directors. Training of staff and transfer of Foundation grant application documents to this format began in March 2009. The fall 2009 grant cycle applications were submitted using this software. There were some situations which required the assistance of the company to work through problems. By the end of 2009, most of the problem situations were resolved. We continue to work with the company to make the software responsive to the needs of staff and the needs of the applicants. The company has been very responsive to our requests for assistance.

Financial and Investments

Investments

The Foundation's investments are managed by J.P. Morgan Investment Management, Inc. using the Foundation Investment Policy (attached as Exhibit A) as a guide. There is also further discussion of the investments in the audited financial statement (attached). The Foundation maintains two investment accounts (a short-term account and an intermediate managed income portfolio account). The schedule of assets as of December 31, 2009 for both investment accounts are attached as Exhibit B. As can be seen on the two schedules of assets, Foundation funds were invested primarily in U.S. Treasury notes and bills, and also in notes issued by FHLMC, FNMA, and the FHLB. The Foundation earned \$154,287 during 2009 on its investment of unrestricted assets.

At December 31, 2009, the Foundation's investments of \$47,011,212 consist of the following securities and are carried at fair value.

Investment Type	Fair Value	% of Total
U.S. Treasury Bills	\$32,021,952	68.1%
U.S. Treasury Notes	8,506,569	18.1%
Federal Home Loan Mortgage Corporation	1,306,537	2.8%
Federal National Mortgage Association	3,793,746	8.1%
Federal Home Loan Bank	1,143,524	2.4%
JP Morgan Prime Money Market Fund	238,884	0.5%
Total	\$47,011,212	100.0%

2009 Audited Financial Statement

The accounting firm of Luffey, Huffman, Ragsdale & Soignier (A Professional Accounting Corporation) conducted an audit of the financial statements of the Ward Five Healthcare Foundation for the year ended December, 31, 2009. The report was issued and dated April 13, 2010. As indicated above, the entire report is attached to this annual report; thus, there is limited discussion of that information at this point.

Expenses

Expenses for 2009 are detailed in the audited financial statement attached. Administrative expenses were primarily for salaries and benefits, investment management, and legal and accounting services to conduct the business of the foundation. Daily expenses for conducting the business of the Foundation are thorough and efficient, yet frugal.

There were no capital expenses during the calendar year of 2009.

Grants and program expenses have been detailed in earlier portions of this report.

Staff Education and Community Participation

On March 2, 2009 Dr. Jan Corder began work as the President/CEO for the Foundation. The Living Well Foundation continues to be a member of the Southeastern Council of Foundations (SECF) and an active member of the Health Legacy Group within the council. The President/CEO attended the Health Legacy CEO Assembly on March 17-18, 2009 held in New Orleans. The President/CEO and one board member, the Grants and Programs Committee Vice-Chair attended the Health Legacy CEO/Trustee Summer Assembly in Atlanta, GA held August 6-7, 2009. Both meetings gave insight into how similar foundations function in other parts of the region.

The SECF Regional Conference was held in Memphis, TN November 11-13, 2009. The President/CEO and the Executive Assistant attended the meeting. With two persons in attendance, we were able to attend more of the break-out sessions. Ideas for application to our foundation were reported to both the executive committee and the full board.

The President/CEO attended a meeting of the Louisiana Alliance of Grantmakers held in Baton Rouge on October 29, 2009. The speaker for the meeting was Rep. Jim Tucker, Speaker of the Louisiana House of Representatives. He gave an update on activities at the state level with reference to how some of these activities might impact foundations in the state. A number of civic organizations have invited the President/CEO to speak at meetings of their organization in the parish during 2009. The President/CEO continues to be a member and President of the Louisiana Cancer Foundation. During 2009 the President was invited to be a member of the steering committee to establish the membership of the new United Way of Northeast Louisiana Community Impact Council: Health. Membership on that council continues.

Foundation staff has attended a number of meetings, events and programs sponsored by grantees during the year. Examples include the Regional Fetal and Infant Mortality Review(FIMR) annual planning meeting, quarterly meetings of the FIMR Community Action Committee, the School Based Health Center Community Advisory Council meetings and the Volunteers of America Service of the Season.

Summary

2009 continued to be an exciting time for the Living Well Foundation. New grantees began their work, site visits to agencies were conducted to see firsthand results of money spent, and the advisory council and the Hospital Service District commissioners were invited to an update luncheon. The Community Update luncheon was held again with the cooperation and assistance of the West Monroe-West Ouachita Chamber of Commerce office. The Planning and Operations committee made plans for a board retreat to be held in early 2010.