

Board of Directors Meeting
February 27, 2015
Florida Department of Corrections
Tallahassee, Florida

Attendees:

Mr. Louie Wainwright
Mr. Tom Rush
Mr. Jim Williams
Ms. Lisa Miller
Mr. John Palmer
Mr. Mark Redd
Mr. Dick Pearce
Mr. Dave Mecusker

Absent:

Ms. Rosa McNaughton
Ms. Gail Reddick
Mr. Sam Culpepper

Staff:

Mr. Chris Akins
Ms. Sheri Logue
Ms. Sheila Logue
Mr. Nick Dawkins

The meeting was called to order by Mr. Wainwright at 10:05 a.m. Mr. Williams gave the invocation and Mr. Rush established a quorum. Members were in attendance either in person or by conference call. Mr. Wainwright expressed his appreciation to all for their commitment to serve and for their support to the Corrections Foundation.

The board minutes from the May 21, 2014, meeting was reviewed. Motion was made by Ms. Miller to adopt the minutes, seconded by Mr. Redd and unanimously approved.

Budget Review and Approval

Ms. Sheri Logue reviewed the budget. She explained where we are and where we'll be in the future and how this year's budget compares with last year and proposed changes in the 2014-15 budget.

For the Employee Assistance Program, employee need is surpassing the amount we are bringing in. As of this date we have taken in \$304,608 and we have given out \$369,230. Ms. Miller asked if we

ever contact the wardens about requests that are questionable. Ms. Sheri Logue said we always contact them is we don't have enough information or if we question something on the request.

Ms. Miller stated that we need to keep an eye on the trend line for EAP. Ms. Sheri Logue mentioned our surplus in CD's and savings also belongs to the Employee Assistance Program so we have funds available to meet the need but it would be ideal if income through membership met the need without having to disturb CD funds.

Mr. Mecusker gave an example about a death/insurance claim request. Although we don't pay for funeral expenses we do pay for travel expenses to funerals for family members. We have to call warden's many times about requests that don't quite fit our criteria.

Product sales for casual day T-shirts for officers are going great. This project is also causing an increase in membership.

Annual Golf Tournament in October – This is our biggest fundraiser of the year and was very successful with income of \$41,536 and expenses of \$13,802.

Mr. Mecusker asked about a new line on our budget for Gavel Clubs. He recalled how Gavel Clubs used to be quite successful and wondered how the Foundation was involved in them. Currently there are 18 Gavel Clubs in Region I alone, they are led by volunteers. We receive funding from the community, and inmate families earmarked for the Gavel Clubs and the funds are available for the institutions to use as needed for the clubs. Not all clubs have a fund with us but we will accept donations on their behalf if needed. Donations to any inmate program are restricted for the program it is earmarked by the donor.

PRIDE Printing at Cahoun CI is also involved, printing 500 manuals for the Toastmaster programs and saving the gavel club programs thousands of dollars.

Mr. Mecusker asked if the Foundation takes its 10% administration fee from these donations. Ms. Logue commented that for small donations such as these, \$20-\$50, we often waive the admin fee. The admin fee is applied to larger donations.

Ms. Logue explained the Lawtey CI Lawn Equipment as a fund established by those who appreciate the work done at the Lawtey Cemetery. Lawtey CI inmates maintain the cemetery and local citizens have donated to purchase lawnmowers and weed eaters to support this effort. The Corrections Foundation has purchased items as requested by the warden at Lawtey CI as part of this project.

Disaster Relief Fund – Ms. Miller asked if inmates were involved in the clean-up of the 2004 storms. They were very involved in the successful clean up of multiple hurricanes impacting Florida. Mr. Redd indicated that DC was already in place when FEMA arrived and did a very good job helping the communities that needed them.

We maintain this fund so that we will be ready to assist staff should the state be affected by another natural disaster. Special casual days were approved in the past by the Secretary and we will request casual days this summer to help increase the funds available for disaster relief.

Ms. Miller made a motion to adopt the revised budget, Mr. Rush seconded the motion and all approved.

Financial Statements and Audit Report

Audit was conducted by James Moore and Company for the fiscal year ending June 30, 2014. Mr. Mecusker indicated that he had no problem with the report. He noted the part where we get cited every year for not having an accountant on staff. Mr. Mecusker referenced the letter that Mr. Akins sent to James Moore and Co. stating that it was not cost effective for the Foundation to employ an accountant on staff for the sole purpose of preparing our financial statements and therefore that is why we rely on them as part of our annual audit report.

Legislative Update – Timeframe and Action Required

Mr. Akins indicated that last Legislative Session a bill was introduced (HB 1153) regarding DSO's and their existence. The main concern to us will be the sunset provision that states, "should the Legislature fail to renew their own enabling statute by the end of session in 2018, the Foundation ceases to exist on October 1, 2018."

We submitted a Proposed Bill Analysis to the Office of General Counsel in March 2014 and they have the lead on writing the formal Bill Analysis. We also submitted information to the Secretary's Office.

We just need to watch it and keep it on our radar and remind and question DC staff in charge of it as time grows near to renew our statute.

Board members were asked to sign the Code of Ethics and return them to Mr. Akins. The Code of Ethics was created at the last board meeting and part of the legislative requirements. We are in compliance with all requirements of the legislation.

Casual Day T-Shirts for Officers

Mr. Palmer stated that the shirts were a great success at FSP and that 387 of their 592 security position were participating. It's a great morale booster and has great potential for the Foundation. He said that implementing the project by region was a really good idea. So far over 6,200 officer T-shirts have been sold.

Mr. Wainwright indicated that Mr. Culpepper was instrumental in pursuing the idea to pilot the project at FSP and wished to thank him for promoting the project so strongly.

Mr. Williams said that staff had mentioned to him the possibility of having long-sleeve shirts. Ms. Sheri Logue stated that Foundation staff had all they could handle now with only four staff and not all of them full-time. She also mentioned that long sleeve shirts may be an option if we outsourced the store and employees could order directly from the vendor. Mr. Palmer said he had no objection to pursuing long-sleeve shirts next winter. We will explore this option further and report back in the Fall of this year. Ms. Miller mentioned she may know an online store provider that could assist us.

Mr. Palmer asked if we could pursue having the rank insignia on the badges for lieutenant, captain, major. Ms. Sheri Logue said that we would have to order a certain number of shirts to be able to do that and so far the orders had not reached that level for the white shirts but it is something we will look into because we understand having their rank on their badge is important. Mr. Pearce stated that maybe we should have shirts that just have the DC logo on them and not the rank. Ms. Miller asked if we could get stats on how many are in each of those groups. Mr. Akins said that we could.

Ms. Sheri Logue indicated that everyone loves the Dry-fit T-shirts but the vendor only provides them in up to a 3X. For the 4XL and 5XL shirts they are 50/50 and not as nice as the dry-fit and some employees have not been happy with them.

We are awaiting the arrival of Region III's order. It was shipped on February 26th. The message went out to all wardens yesterday that we were now accepting orders for the whole state. Our next order will be placed with the vendor on March 25th and we can expect the shirts to arrive in 6-8 weeks, putting delivery in early to mid-May. Orders have to be turned in by March 23rd.

Mr. Akins asked Mr. Palmer if there were any institutions that may not want to participate. Ms. Sheri Logue said that she had received an email from one of the institutions (Suwannee CI) saying that the institution wasn't ordering. Mr. Palmer said that he would look into it and go and speak at one of their institutional meetings.

Membership Campaign

Mr. Williams indicated we had 16,902 members compared to 22,102 DC employees. He briefed the board on the number of members in each. Region 3 is of concern because only 58% (3,137) of DC employees (5,455) are members of the Foundation. He stated that he needed to make another trip to that region.

Mr. Pearce noted that Community Corrections membership is doing very well with the northern and southern regions at 85% membership.

Ms. Sheri Logue also indicated that we had prepared draft letters for Secretary Jones to kick-off the membership campaign on January 20th; however, due to understanding that her schedule is quite full we have decided to hold off on having the official membership campaign as in past years and let her settle in before bombarding her with requests from the Foundation. Even without a membership

campaign the implementation of the t-shirt project has driven membership and kept our membership steady. Currently, 77% of department employees are members of the Foundation.

In view of all that was going on with the institutions and how busy the Secretary was, with Mr. Wainwright's approval, we decided to just send the wardens an update on membership, along with stats regarding membership and employee assistance. Message went out on February 10th.

Ms. Miller mentioned that whenever board members have a chance to discuss the Foundation with her it would be good to let her know that the Foundation was on DC's team and ready and willing to help in any way. It may also be good to contact Mr. Cannon for times we need a quick response so that he may talk to Secretary Jones on our behalf.

Fundraising Update

Mr. Akins gave an update on the **US Legal Services Affinity Agreement**. This FY they have donated \$3,729 to the Corrections Foundation. They are a sponsor of our events and are on our website. Ms. Miller stated that they do provide a great product.

End-of-Year Casual Days – Last year for 1 month between Christmas and New Years we raised \$6,400 to wear jeans on Thursdays as part of our End of Year Casual Day Campaign.

Events

Mr. Pearce gave a report on the **October 25, 2014, Annual Golf Tournament at Southwood**. It was a huge event, selling out in less than two weeks after it was announced. We had a record number of sponsors and 134 golfers. We raised \$41,536 and our profit was \$26,314. It continues to be our largest fundraisers of the year.

Our **8th Annual Central Florida Golf Tournament** is scheduled for May 22nd at Falcon's Fire Golf Club in Kissimmee. Mr. Pearce expressed concern about getting sponsors because of the negative publicity about the Department of Corrections; however, it was discussed that there is always something in the media, and they don't usually report the good that takes place. Sponsors understand this and likely will not take it out on the Corrections Foundation.

Mr. Pearce indicated that every year Foundation staff members send out hundreds of letters to sponsors asking for sponsorship. We need to get a list of the ones for this year and send it to each board member and ask that they call the ones they know personally and ask them to donate. That personal touch means a lot.

Board members agreed that they would contact sponsors and thank them for their support in the past and ask if we can count on them again this year.

Tails & Trails 2015 – 5K – K-9 Team Competition – On May 2, 2015, we will join this event to raise funds and awareness for the Animal Shelter Foundation (ASF). The ASF provides funding for two of DC's dog programs, H.A.R.T. at Wakulla CI and UTOPIA at Taylor CI.

We are not having the Doggie Dash this year but Tails & Trails is allowing us to include our 5K K-9 Team Competition as part of their event. 1,000 runners are expected, 100 of which will be our K-9 teams. Competition between DC teams is very strong with all institutions from Region I registered for this event. We will be providing each institution a GPS tracking collar at the event. These tools are made possible through the Animal Welfare Foundation for the K-9 Tracking Teams. Special thanks to Ms. Lori Nassofer for her continued support each year.

Program Report

Ms. Sheri Logue presented the program report highlighting the Employee Assistance Program, Dog Obedience Training Programs, Computers for Florida Kids Program, and On-line Store Sales.

Employee Assistance Program – Since July 1, 2014, we have assisted 327 DC employees and provided more than \$366,230. Since the inception of the program in 1999 we have provided approximately \$5.5 million.

Prison Dog Obedience Programs –DC has 20 programs statewide in partnership with local animal shelters and dog training organizations. Ms. Logue indicated that she would be going to Martin CI in early March for the Region III Dog Summit. There have also been meetings of the dog programs in Region I and II. The Animal Welfare Foundation is our top sponsor of these programs providing treats, toys and supplies throughout the year.

Union CI uses the shelter dogs to visit the mental health dorm twice during their training and the response has been great. Tomoka CI has also started using one of dogs as a therapy dog. Training is typically 8-10 weeks and then the dogs are available for adoption. More than 2,700 dogs have been trained and more than 2,900 inmates have been involved in these programs as caretaker, handler and trainers.

Mr. Redd commented on the positive affect these programs have on inmates and staff at every institution he has seen them implemented at. Taylor CI's UTOPIA program was the first program in the state and the programs have flourished since then.

Computers for Florida Kids – Mr. Higginbotham, our academic teacher from Cross City CI, is going to be retiring soon so we need someone to take his place so that our program there continues to function as it does now. Mr. Higginbotham has a lot of computers on hand at Cross City and we need to start advertising again for schools and other organizations serving children to receive the donated computers we have available.

Foundation staff has requested computers from other state agencies, corporations, DC staff, and computer recyclers. Ms. Miller said that she would contact Highway Safety and Mr. Rush said he would contact DOT.

Mr. Pearce indicated that he sees a lot of old computers just sitting around at different offices. We need to do a better job of getting the word out about the Computers for Kids Program.

Our Staff

Mr. Wainwright indicated to board members that they should pay special attention to our staff because they were amazing. The Corrections Foundation operates with a 4 person team, most of whom are not full time. Mr. Williams further indicated that he was amazed at what four part-time staff are able to accomplish. They are to be commended.

Our staff assistant Nick Dawkins handles all of our store orders, new membership and Employee Assistance Program letters and is the person greeting you when you call or come in to the Foundation. He will be graduating from FSU with a degree in Mechanical Engineering in May and leaving us for bigger things. Congratulations to Nick for his achievement. We thank him for all of his hard work over the past 10 years and we wish him the very best.

Mr. Wainwright stated that he would like to draft a letter to Nick's new employer indicating what a great employee and a hard worker he has been for us. He has 10 years of service with the Foundation and we really appreciate him. He will definitely be missed.

There being no further business a motion was made to adjourn. Meeting adjourned at 12:49 p.m.

Minutes submitted by Sheila Logue on June 10, 2015.