



The Corrections Foundation
Board of Directors Meeting
Thursday, October 20, 2005
Lawtey Correctional Institution
Training Building

Board Members Present:

Louie L. Wainwright, President
Tom Rush, Vice President
Dave Mecusker, Treasurer
Betty Bennett, Development Committee Chair
Jim Williams, Membership Committee Chair
Robert Woody

Board Members Absent:

Bishop Frank Costantino
Mary Ellen Dayan
Wilson Bell, Programs and Planning Chair
Mike Hanna

Proxy Vote:

Richard Nimer

Staff Present:

Chris Akins
Sheri Logue
Sheila Logue

Guests:

Warden Greg Riska, Madison Correctional Institution
Warden Laynard Owens, Gainesville Correctional Institution
Warden Mark Redd, Reception and Medical Center
Warden Max Denson, Lawtey Correctional Institution
Warden Michael Rathmann, Florida State Prison
Warden Mike McRae, New River Correctional Institution
Warden Sam Culpepper, Taylor Correctional Institution
Assistant Warden John Griffis, Baker Correctional Institution
Assistant Warden John Hancock, Lawtey Correctional Institution
Assistant Warden Tom Crews, Madison Correctional Institution
Lieutenant Charmaine Padgett, Lawtey Correctional Institution
Lieutenant Jerri Hale, Dinsmore Work Release Camp
Major Eric Thomas, Gainesville Correctional Institution
Major Wailon Haston, Lawtey Correctional Institution
Sheila Casto, Correctional Officer, Lawtey Correctional Institution
Bob MacMaster, Dept. of Corrections Bureau of Internal Audit

The meeting was called to order at 10:30 a.m. by President Louie L. Wainwright. Mr. Wainwright thanked the Board members, staff and guests for being present and expressed the Board's appreciation to Warden Max Denson for providing the meeting accommodations at Lawtey Correctional Institution.

Each attendee introduced themselves and Mr. Wainwright introduced our new Executive Director, Chris Akins. Mr. Akins gave the Executive Directors report citing that the staff has been very active in preparing for the upcoming golf tournament, in particularly prospecting for tournament sponsors. He proposed that we focus on establishing a result driven plan for resource development to make a significant impact during the next year. He emphasized to our guests from the institutional field that the Foundation exists to serve them and welcomed them to call us any time with questions or suggestions of how we can provide better service to the field. Rest of his report was tabled to the agenda

Mr. Akins joins the Corrections Foundation with a history of fundraising with the Field Director for the Republican Party of Florida as well as several non-profit organizations including the American Road and Transportation Builders Association, government relations and marketing in Washington, D.C.

A quorum of Board Members was established. Mr. Wainwright presented the Executive Committee meeting minutes from July 28, 2005 for review and asked for comments. Mr. Woody made a motion, seconded by Mr. Williams to approve the minutes. Motion passed unanimously.

Mr. Mecusker presented the annual audit report, which reflects the review and records for the annual year, representing the expenses and revenue of the Foundation. The audit reflects a receivable due in the amount of \$82,000 from the Everglades Community Association. Our records were in compliance with accounting principles but on page 8 our auditors make a noteworthy comment in which they recommend that we diversify our funds to limit our risk of uninsured FDIC funds. Currently the Foundation accounts include \$276,888 in funds uninsured by the FDIC, which insures accounts up to \$100,000. The auditors have made a recommendation to distribute our funds into a CD or other account to diminish our risk.

Mr. Mecusker also presented the Financial Report citing our current bank balances and amounts of unrestricted revenue available for staff, office expenses, etc. and restricted funds which are designated for specific programs. Bottom line we are in strong financial shape no specific issues to discuss today. Mr. Mecusker highlighted that the Employee Assistance Program currently has \$142,000 available for employees in need.

Mr. Mecusker mentioned that the Foundation's membership dues support the Employee Assistance Program and these dues are returned to DC employees as financial assistance during times of need. Sheila Logue clarified that 5% of these funds are used for administration. The Foundation employs two and a half employees and the 5% used for administrative and operating expenses helps support salaries and supplies. Mr. Williams noted that this percentage is pretty light for administration, many organizations use 22% or more. The financial report also noted that payroll deductions for this fiscal year totaled \$138,900. Year to date \$89,708 in Employee Assistance has been provided to 79 employees.

Other funds raised include Hurricane Katrina relief totaling \$72,000; \$71,800 has been expended to support correctional personnel in Louisiana and Mississippi.

The Foundation also seeks grants and donations to support DC programs, which benefit the community. All inmate programs are supported by outside private donors or corporate grants.

Mr. Woody expanded upon the role of the Foundation in serving the community with emphasis on the Computers for Florida's Kids Program, which has distributed more than 6,000 since 1999. The Community Relations department relies on their partnership with the Corrections Foundation to implement many community wide projects.

Mr. Mecusker presented the 2005-2006 Budget for consideration. Mr. Mecusker asked Sheri Logue to expand upon the budget. Sheri drew attention to the proposed operating resources to be determined of \$75,000, which will be sought through grants, direct mail, corporate donors, etc. and also mentioned the expense of salaries which included a range based upon 30-35 hours a week for the Administrative Director and 15-20 hours a week for the Program Coordinator.

Mr. Woody inquired about our current level of membership within the Department. Membership is near 15,000 employees. He also asked for clarification on the two golf tournaments listed on the budget. In the past we have had a Spring Fling and an Annual Golf Tournament. This year we will have a fall tournament in November and a move the Annual Tournament to the spring.

The projected budget will be adjusted as needed by the Executive Committee throughout the year. A motion to approve the budget was made by Mr. Williams and seconded by Mr. Woody, all in favor, motion passed unanimously.

Mr. Mecusker proposed that we consider diversifying our funds into a Certificate of Deposit or change bank accounts to receive interest on our checking account. He presented a chart of available CD rates and recommended that the staff also inquire about the rates at State Employees Credit Union. Once funding is received from the Everglades Community Association, and the Executive Committee reviews and approves the CD options, staff will proceed in establishing a certificate of deposit for \$100,000.

Mr. Williams recommended an overnight Money market account, which we may receive higher rates upon compared to a CD.

The Board suggested that the staff look further into the options available and present back to the Executive Committee for action.

Sheri Logue presented the annual goals and objectives, which reflected accomplishments the staff collectively felt would be obtainable this year.

Mr. Woody presented that through the Computers for Florida's Kids Program we have given more than 6,000 computers to make a major impact on education and our partnership in communities. The Computers for Florida's Kids Program is active at Cross City CI, Glades CI and Sumter CI and has been a great success. Chris Akins mentioned that funding to expand and enhance this program will be sought from Microsoft and other computer vendors to help support this program during the next year.

Mr. Williams recommended that the success of Computers for Florida's Kids be used as a PR tool for the Department, on websites, DC and MyFlorida to show positive impact of programs of the Department of Corrections.

Sheri Logue presented the Program and Planning Committee report for Committee Chair Wilson Bell who could not be present. An addition of Goal Six to the Strategic Plan was reviewed and a motion was made by Mr. Williams and seconded by Ms. Bennett to approve the Strategic Plan as revised. This goal incorporates our working closely with the Department of Corrections to implement programs and initiatives to better serve DC staff.

Mr. Wainwright mentioned that Secretary Crosby has suggested that the Board consider moving the approval process for Employee Assistance requests to the Field. He proposed each region have a committee of 3-5 to review and present each request to the Foundation. The Foundation will allocate a budget for each region based on the number of employees in the region. The new procedure will place emphasis on the region to determine whether an Employee Assistance request should be granted and what level or amount of assistance is needed.

Mr. Mecusker asked how the fund distribution would occur; would it be based upon the number of members or employees in a region? Or would it be split across the regions without regard to membership.

Mr. Williams questioned whether the new procedures and implementation of the committee's would slow the response time to fulfill an employee assistance request. Sheri responded that the new procedure actually removes one of the levels of approval, but adds the committee step. This committee may meet in person or by telephone as often as needed. It is our hope that this process will not slow the response time, which is currently 2 weeks or less.

Mr. Wainwright emphasized that we need to increase awareness and training on the Foundation. He asked Warden Riska to expand upon his experience with membership recruitment. He recommended that discussing the Foundation at new employee orientation had worked well for Madison CI.

The Staff will present a training plan for the Executive Committee to review prior to the end of the year. We have an opportunity to reach new staff members at orientation and an effort needs to be done to do so. Ms. Bennett asked the Wardens which staff is responsible for recruitment at their institutions. The service centers are responsible for recruitment.

Staff will work to have the Foundation Review Committees in place soon so that training can begin before the procedures take effect in January 2006.

Sheila Logue noted that we are working to finalize a video to be used for orientation and recruitment and it will be sent to the service centers with membership forms and brochures to be provided during new employee orientation. It was recommended that copy of the video also be sent to wardens and circuit administrators statewide so that it may be shown to staff separately from orientation. Warden Riska commented that his several of his employees have been recipients of assistance over the years and he expressed his appreciation for the Foundation's support.

Sheri Logue presented the Program Report, which included the following updates:

Employee Assistance Program

To date in FY 2005-2006 the Corrections Foundation has assisted 79 DC employees and disbursed \$89,708 in financial assistance.

Since the program inception in 1999, nearly \$1,558,000 has been collected to assist DC employees in need.

Farmworker Housing Project

The project has operated at Hardee CI and has fulfilled the Memorandum of Understanding we have with Everglades Community Association. The final delivery was made in September and Everglades Community Association has been invoiced for \$82,000. Repairs may be requested in the future due to damage being apparent, missing doors, drawers, etc. on components that were previously delivered.

Collier County Housing Authority reported in December 2004 of damage to many of their cabinets, drawers and beds. Jonathan Winters, Vocational Teacher at Hardee CI traveled to make on site repairs in August. He was assisted by officers and a work crew from Hendry Correctional Institution. Repairs were made to the satisfaction of Collier County Housing Authority.

Sheri Logue presented the Farmworker Housing Request for Proposal (RFP) available through the Florida Housing Finance Corporation, a contact of Tom Rush's. This RFP seems to target the construction of new housing and not components such as our past grant opportunities, however we may be able to fill a need for cabinetry, beds and tables through this grant.

Mr. Williams mentioned that the Foundation could look into building staff housing for DC employees near institutions. There is financing available at low interest rates to provide low-income housing and we could recoup our expenses through rent. This would help fill the need for housing and improve retention of employees. This could be a larger project we could explore in the future.

Computers for Florida's Kids

The Program is active at 3 sites, Cross City, Sumter and Glades Correctional Institutions. During the 2004-05 Fiscal Year, the Computers for Florida's Kids Program had received requests for more than 1,000 computers to benefit community organizations serving children.

Troop Assistance - Flags for Freedom Project

This project began in April 2003 to recognize and benefit DC employees who were deployed to defend freedom in the world.

Funds remaining for this project total \$39,010 and await Secretary Crosby's direction for distribution. The possibility of hosting a welcome home celebration when all the employees return home has been discussed since the program's inception in 2003.

We have a couple thousand pins remaining for sale and many institutions are still actively raising funds for this project. The "Wall of Honor" bronze casting is being stored in the transition room at Central Office and will be unveiled at a future date to be determined.

The Secretary may choose to send phone cards to the families of deployed troops during the Thanksgiving and Christmas holidays this year. There are currently 125 DC employees deployed defending freedom in our armed services.

Disaster Relief Fund

The disaster relief effort following Florida's 2004 hurricane season was very successful, helping to raise more than \$71,508 for DC employees in need. More than 1,074 employees were directly affected by the storms covering all regions of Florida. As of 10/18/05, \$10,784 remains in the Disaster Relief Fund.

Katrina Relief Fund to Benefit Louisiana and Mississippi

On September 1st Secretary Crosby began a fundraiser to raise funds for corrections personnel in our neighboring states of Louisiana and Mississippi to aid in the relief efforts after Hurricane's Katrina and Rita.

To date more than \$72,000 has been raised through special casual days and the fundraiser will continue through the sale of bracelets and pins in the institutions.

The Foundation is serving as the fiduciary of the funds and has send \$47,500 to Louisiana and \$22,500 to Mississippi.

Ford Motors Project – Homestead CI

The Ford Motor Company has generously agreed to continue funding for the Adult Automotive Training Program at Homestead CI in the amount of \$15,000. Program staff and Foundation staff are investigating solutions regarding obstacles to job placement as well as establishing student eligibility requirements.

Mr. Akins reported on recent developments with the Ford Motor Company Project at Homestead Correctional Institution. Obstacles to placement exist including the women's records and the fact they are prisoners. But the difficulty in their placement has raised another issue regarding the planning and implementation of programs for which the Foundation receives grant funds to implement.

Many of the programs for which the Foundation is the fiduciary have had difficulties in the past year regarding program implementation and follow through on the Department of Corrections part. Mr. Akins shared a concern that companies that do provide grants may second-guess donation to us because of our

track record with a few DC programs such as the Ford Motors, Dollar General and Farmworker Housing programs. All of which were compromised due to poor implementation, planning, and site supervision or student placement.

The Ford Motor Project has had a 0% placement rate since 2002 and there is not a selection process for qualified students. Our most recent graduate has had 18 felony arrests for grand theft auto, which does not make for easy placement at a Ford dealership. There are currently no standards in place for participants, they can volunteer for the program and be accepted regardless of their placement possibilities. The Foundation could work closer with Classification to select candidates who could have a higher probability of being placed in work release. We can also ask the Ford dealerships what record they will consider hiring an individual with and what offenses make it tougher to hire an offender.

Mr. Akins suggested that anytime the Foundation agrees to be the fiduciary for a grant we must first receive a plan outlining the Department of Corrections intentions of measuring, implementing and tracking progress. Otherwise we will become known for accepting money for projects, which are not implemented in a proper and timely manner.

Membership and Employee Assistance Database Update

Mr. Bob MacMaster thanked the Board and Foundation for their recent support for when he was a recipient of Employee Assistance. Mr. Bob MacMaster presented his plans for developing our Membership and Employee Assistance Database. Some of the highlights will include the ability to recruit membership from DC employee records, process thank you and welcome letters automatically and track membership and Employee Assistance disbursements by region and/or institution. Mr. MacMaster will meet with Foundation staff on in the coming weeks to further discuss the database development and a timeline for completion.

Mr. Mecusker commented that Bob had developed the database for FCCD and that it is very flexible. Whenever situations arise that require additions to the program, they can be made very easily. This software will allow us to track membership involvement which will help us concentrate our education and training efforts in areas accordingly.

Development Committee

Committee Chair, Betty Bennett presented that she and the Foundation staff had met with Evelyn Ploumis-Devick to discuss the Department's needs and plans for program implementation. We specifically discussed a grant available from Verizon Wireless to implement a program on Domestic Violence. Before the Foundation considers pursuing the grant, we need to know if this is something the Department is interested in and if so how they would implement such a grant.

Ms. Bennett mentioned that she has requested a list of needs the Department of Corrections has from Evelyn Ploumis-Devick, Director of Leadership and Resource Development. This list of priorities will help us identify grant funding for employee and program needs and help us better serve the Department of Corrections.

Sheri asked for clarification on whose role it is to write the grant proposal, the Department of Corrections or the Foundation. Ms. Bennett agreed that we do need to determine who would be responsible for monitoring grants. The Foundation would charge an administration fee for being the fiduciary. She further mentioned that she is not a grant writer, but she would be willing to help the Department find opportunities. Mr. Woody mentioned that the grant proposal responsibility would lie with the Department of Corrections and could be coordinated by Evelyn Ploumis-Devick in her role as Director of Resource Development.

Mr. Akins asked how we can assure the execution of a grant that is written in the Foundation name. He recommended that we identify many factors regarding implementation and deliverables prior to accepting grants in the future. We must have a Department of Corrections staff person identified to be responsible for the implementation and monitoring and agree on criteria up front.

Ms. Bennett suggested that it would be Evelyn Ploumis-Devick's responsibility to follow up with the Department Administrator to make sure each grant is implemented properly. If the Department agrees the need is there for a specific grant program and can provide us with an implementation plan, this is when the Foundation would become involved as the fiduciary of the funds.

Recess for Lunch

Sheila Logue gave the Golf Tournament report. This year's tournament has been rescheduled for November 15 due to the October 6th date being rained out. The change in date has been positive for this event with an increase in sponsor and players with nearly a full field of players and \$12,750 in sponsorships received.

Sheila shared the list of current sponsors which include both monetary donors and in kind donors. Sheila presented the recommendation to move our annual golf tournament from the fall to the spring of the year to avoid the possibility of severe weather. Mr. Williams recommended that we have the tournament during the second week of May to highlight the conclusion of the membership campaign and winners of the cash prizes. Mr. Williams also recommended charging more for registration next year. Mr. Wainwright explained that the reason for keeping the price affordable this year was due to the many times we asked DC staff for money to fund hurricanes, membership, etc. Many or most of our players are correctional officers and we want to keep the tournament affordable for them. However, we provide lunch, dinner, golf shirts, drinks and goody bags at the tournament and do not make money on the registration.

Mr. Wainwright suggested we sell team sponsorships next year to allow companies to sponsor a team from DC. It would then be up to us to choose the recipients of the corporate sponsored team. Perhaps we could choose the golfers from the winners of the Employee Club golf tournaments, which are held throughout the year.

Changing the location of the tournament due to the cost of dinner and golf was suggested. Mr. Wainwright suggested that the course we choose be a nice first class course. Mr. Mecusker mentioned that we could charge \$20 more for the meal and keep the tournament at SouthWood or we could ask a corporation to sponsor the dinner.

Mr. Wainwright proposed that the Golf Tournament Committee further discuss the amount to charge for registration, location, catering, etc. and bring their recommendations to the Executive Committee in preparation of a May 2006 tournament.

Mr. Akins presented a proposal for website development to establish our independent identity and allow us to accept online credit card contributions for membership and more. Our website would be www.correctionsfoundation.org and would help us develop our identity. Having an independent site would allow us to offer recognition opportunities to corporate sponsors.

Mr. Wainwright recommended that we request Secretary Crosby's approval for us to have an independent site prior to moving forward. Mr. MacMaster mentioned that the Public Information Officer currently

reviews all information on the current website and could inform us of any obstacles regarding having an independent site. It was decided that Mr. Woody and Mr. Akins would meet with the Public Information Officer Robby Cunningham to request the Secretary's opinion.

Mr. Williams recommended that we move slow and be mindful not to offend anyone regarding the website change. We are appreciative for the support we currently receive; we could just do more with an independent site.

Sheri Logue suggested that we could still present the website content and changes to the PIO's office prior to posting to assure the Secretary would approve of the contents of our site. We will never intentionally offend or represent the Department in a negative light.

Ms. Bennett suggested that we emphasize to the Secretary that this change can provide big benefits to the organization, which in turn will allow us to better assist DC staff. Mr. Rush agreed that there are a number of advantages but we need to determine from the Secretary's office what reservations there may be.

Mr. Akins reported on plans for direct mail fundraising campaigns in the coming year. In addition to direct mail letters for our golf tournaments we will do a mailing for the end of the year to present the opportunity of a tax deductible donation to the Foundation. The staff will continue to pull vender lists and request a state of Florida vendor list from the Department of Management services. The Foundation will send a total of 6-8 direct mail solicitations during the next year.

Ms. Bennett asked the Board for their opinion on the Corrections Foundation hosting a benefit Ball in February 2006. The Board responded that with the decision to move the golf tournament to the spring we would probably have difficulty pulling together this event. They suggested we reconsider this benefit at a later date.

Mr. Williams presented the membership committee report and suggested that we consider calculating membership increases from May 2005 – April 2006 to give the locations the opportunity to increase membership year round. The total increase in membership will count toward their goal for the cash membership prizes which will be given at the conclusion of the 2006 campaign. Also during the next year the Membership Committee have plans to make a presentation to employees statewide. Our new video and brochures will be presented and left with the Warden's to serve as a great tool for Warden's to promote membership year round. Mr. Rathmann, the President of FCCD, has offered for Mr. Wainwright and Mr. Williams to speak at the FCCD Presidents meetings and chapter meetings so that several institutions can be present during each presentation.

Ms. Bennett asked if we are targeting the South Florida area. We have made an attempt to present in the southern area of Florida but no meetings have taken place yet.

Currently the DC institutional membership in the Corrections Foundation is as follows:

- Region 1 – 58% of employees
- Region 2 – 57% of employees
- Region 3 – 48% of employees
- Region 4 – 42% of employees

We are proud to have 5 institutional employees clubs as supporting members of the Corrections Foundation. Our first member was Lancaster CI Employee Club who joined during one of Mr. Wainwright and Mr. Williams presentations and we are glad to welcome the following clubs.

- Lancaster Correctional Institution Employees Club - \$500 Silver Level Member
- Cross City Correctional Institution Employees Club - \$1,000 Gold Level Member
- Union Correctional Institution Blue Knights Motorcycle Club - \$1,000 – Golf Level Member
- Gainesville Correctional Institution Employees Club - \$500 – Silver Level Member
- Charlotte Correctional Institution Employees Club - \$1,443 – Gold Level Member

Mr. Williams asked staff to send each institution 50 brochures so that they may be displayed for employees. We also need to make the institutions aware of the newly designed membership pins available for purchase.

Mr. Wainwright mentioned that he was invited to the Warden's meeting this past Monday. Secretary Crosby expressed his full support of the Corrections Foundation and the Warden's also expressed interest in our presentation. It will be difficult to reach 53 institutions prior to our next membership campaign in March 2006, so we are hoping to make presentations to as many institutions together as possible.

Mr. Wainwright continued that Community Corrections employees are just as important to reach with our presentation, but their current membership rates are high with 72% of their employees as members. Institutions represent a higher number of the department's employees and a lower rate of membership.

Warden Denson recommended that we add the payroll deduction information to our current brochure. It would be easy for employees to have only one form to complete and for it to be in the informational brochure.

Mr. Rathmann offered to place our membership form and a link to the Foundation site on the FCCD site. This perhaps would be of benefit until the Foundation has an independent site.

Mr. Williams recommended that the Board consider having the Golf Tournament during the second week of May next year. He presented that the membership awards will total \$7,000 for the 10 year anniversary campaign.

Ms. Bennett asked what the minimum membership amount was. Currently it is \$1.00 per pay period or \$26 a year but employees can choose to give more.

Mr. Wainwright commented that Mr. Williams has given a lot of his time as well as donations to the Corrections Foundation. He is an active volunteer for the Department and we are proud to have him as a member of the Board.

A plan for increasing institutional employee club memberships was discussed, but details will be determined at a future Executive Committee meeting. We want to fully recognize these memberships but need to determine if we give recognition to the Employees Club or the institutions since not all donors are part of the employees club. The name to call this level of membership needs to be determined.

Mr. Akins presented a document that included suggestions for recognizing this level of membership.

Mr. Williams made a motion to table this topic until the next Executive Committee meeting. All in favor, motion passed.

Mr. Wainwright asked for nominations for Vice President. Mr. Williams made a motion to re-elect Mr. Tom Rush for another term as Vice President. Mr. Mecusker seconded and the board unanimously approved the motion.

Mr. Rush has been a very active Vice President and has worked well with the staff. His ideas have been beneficial to the Board and organization and we are pleased to have him serve for another year.

Mr. Rush accepted the nomination and offered to be more involved during the coming year.

Mr. Wainwright asked for further business, with there being none, a motion was made to adjourn.

The meeting was adjourned at 2:10.