

**Corrections Foundation, Inc.**  
**Board Meeting Minutes**  
**April 27, 2006**

Board Attendees:

Mr. Louie Wainwright  
Mr. Jim Williams  
Mr. Tom Rush  
Mr. Mike Hanna  
Ms. Mary Ellen Dayan  
Ms. Betty Bennett  
Mr. Robert Woody

Absent:

Mr. Wilson Bell  
Mr. Dave Mecusker  
Mr. Richard Nimer  
Ms. Rosa Carson

Staff Attendees:

Mr. Chris Akins  
Ms. Sheri G. Logue  
Ms. Sheila L. Logue

Mr. Louie Wainwright called the meeting to order at 10:40 a.m. and established a quorum. Mr. Wainwright asked for a moment of silence and prayer in memory of Bishop Frank Costantino, a dear friend and board member who recently passed away.

Mr. Wainwright thanked the Board for their attendance and announced that Secretary McDonough would be joining us around 11:00 to address the Board. Secretary McDonough's biography was distributed to the Board and Mr. Wainwright spoke of his recent meeting with the Secretary. Secretary McDonough has been very complementary of the Foundation and has offered some suggestions for improvement including a review of the bylaws. Rosa Carson has recently been appointed to General Counsel and is reviewing our bylaws. Ms. Carson has also been appointed to our Board of Directors. Mr. Wainwright noted that she is an outstanding person and has a wealth of legal knowledge and will make an excellent addition to our board.

Mr. Wainwright presented the February 7, 2006 Executive Committee Meeting Minutes for review. Mr. Williams made a motion, seconded by Mr. Woody to approve the minutes as presented. Motion passed unanimously.

Ms. Sheri Logue updated the Board on the status of the Corrections Foundation serving as the fiduciary of Employee Club Funds. At this time we have been notified that the Department is considering other alternatives and that the funds will not be placed with the Corrections Foundation.

Ms. Sheri Logue gave the Financial Report for our Treasurer, Dave Mecusker who could not be with us today. She presented a report from Quickbooks, which is our accounting software and highlighted that funds raised for Hurricane Katrina relief had been fully disbursed to the Dept. of Corrections in Mississippi and Louisiana. Disaster relief funds remain in the amount of \$ 8,112.73 for Florida relief.

Ms. Logue also presented the Financial Report by account which reflected our current bank balances and how these funds are designated. (see attachment) She commented on the Executive Board's decision to investigate account funds that had been idle for long periods of time such as the Indian River Weather Shelter, Hillsborough CI Transition Fund and Female Symposium funds. The donors of each of these accounts have been contacted and the donor of the Indian River Shelter funds has agreed to have these funds transferred to the Chapel fund to benefit Martin, Okeechobee, Indian River and Glades CI chapel programs. The Department's Program Office staff has provided us a preliminary purchase request which will utilize much of their remaining funds and the Female Symposium funds have been transferred to Disaster Relief based upon board direction.

Ms. Logue asked for discussion regarding the financial documents. Mr. Williams asked if the Ford Motors project was running smoother and whether or not there had been an emphasis on their programs success since our last meeting. Ms. Logue responded that she and the Foundation staff have met with the new Chief of Programs, Allen Overstreet and the Office of Programs staff to discuss all programs. Our impression was that the Department judges success of this program by graduates, where Ford Motors bases their success upon placement. There is still a need for program oversight, focusing on offender placement in the program and in the work force. Program Staff did appear open to working with the Foundation to improve this program. They also informed us that

Ford Motors has mandated that the program become web-based as soon as possible allowing students to access the Ford Motors website for training and testing. Ford has wanted this component active since the programs inception but has been able to provide CD's for training. Now the entire training program is web-based and can not be done by CD any longer. Mr. Akins mentioned that the Department and Ford Motors should be able to set up a Virtual Private Network (VPN) system to ensure a secure connection that will prevent offenders from visiting other internet sites. Mr. Rush commented that becoming web-based is very important to this program's success.

Mr. Hanna suggested that we meet with Scott McPhearson in the Office of Technology to discuss this possibility and the security risks it presents and how to overcome this obstacle.

Mr. Akins gave an update regarding our Bylaws and asked Mr. Hanna to elaborate on the review and recommendations of Executive Staff. Mr. Hanna commented that Ms. Carson was reviewing the language to strengthen the bylaws and tighten the relationship between the Department and the Corrections Foundation.

Mr. Rush presented our fact sheet for Board review. He noted that this document is the Foundation in a nutshell. He commented that he is proud to be associated with the Foundation and can think of no other organization that does so much good for others with such low administrative cost. We have done a lot of good for the Department of Corrections and we have been a morale booster among DC employees. Providing assistance to DC employees has promoted a sense of family. He noted that the military and the legislature have similar employee assistance programs that take care of their own. He offered that we have the potential to be an influence in solving so many problems by providing on the job training to offenders and increasing the labor force in Florida, ultimately we have the potential to influence recidivism in a great way. He closed by thanking the staff for their hard work and commented that the Foundation's true potential has not been realized.

Mr. Williams reintroduced a suggestion to investigate partnering with the Florida Homebuilders Association to provide basic introductory skills to offenders providing them with an introduction in safety, tools, first aid, and general math. These skills would serve as a basis for apprenticeship in areas of carpentry, masonry, electric and other contractor services. The level of need for trained laborers in Florida is very high and we are missing an opportunity if we do not become involved.

Mr. Wainwright appointed a special committee to pursue this possibility. Members of this committee include Mr. Hanna, Mr. Williams and Mr. Rush.

Mr. Hanna mentioned that the Department is working to make this a reality. He is attending a meeting next month with the Transportation Builders Association and the Construction Consortium has expressed an interest in such a program. The Department is considering partnering with corporations for supplies and tools for such a program. This will be a win-win situation for the Department putting inmates to work, keeping them out of prison. DC is preparing to pilot a program in a compound in each region which sounds very promising. Mr. Woody added that the Reichert House was 80% built by inmate labor and that it was definitely a winning partnership for the community and the Department.

Mr. Williams noted that the first year of the program would be minimal cost since it would include the basics of math, tool safety, first aid, etc.

Mr. Hanna agreed there is a great need in every facet of Florida for these services and that this would be a win, win for inmates, employers and the economy.

Mr. Woody mentioned that in his experience with a community college the Homebuilders Association willingly came in and taught the courses at no expense to the college. The same arrangement could be made within Corrections.

## **Program Report**

Ms. Sheila Logue presented the Program Committee report for Wilson Bell who could not be with us today. She presented the program report which is highlighted below:

### **Employee Assistance Program**

To date in FY 2005-2006 the Corrections Foundation has assisted 194 DC employees and disbursed \$263,630 in financial assistance. Since the program inception in 1999, more than \$1,566,633.20 has been distributed to assist DC employees in need.

The Policy and Procedures for this program have been revised and reviewed by Executive Staff, suggestions for improvement were made and we foresee distributing this document to staff in the near future to help educate wardens and circuit administrators and streamline the effectiveness of this growing program.

### **Computers for Florida's Kids**

The Program is active at 3 sites, Cross City, Sumter and Glades Correctional Institutions. During the 2005-06 Fiscal Year, the Computers for Florida's Kids Program received requests for more than 763 computers to benefit community organizations serving children.

### **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. Issues still exist regarding job placement and establishing student eligibility requirements. Foundation staff has met with Program Staff to discuss the needs of this program. Ford Motor Company has mandated that the program become web-based which presents an obstacle regarding security and internet use. The Office of Programs is investigating options to satisfy both Ford's requirements and institutional safety. Mr. Hanna agreed to speak with Ms. Fran Barber and Mr. Scott McPhearson to see how we can accommodate Ford's requirements with minimal risk to security.

### 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 \$33,152 and await the Secretary'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 has been moved to Wakulla Correctional Institution where it will be displayed to honor our employees who served from September 1, 2001 to May 31, 2003. Phone cards were sent to the families of deployed troops during the Thanksgiving and Christmas holidays this year and the two previous years. There are currently 125-150 DC employees deployed to defend freedom in our armed services.

Certificates of appreciation are ready for distribution and await direction from the Secretary. Mr. Hanna recommended that we send these certificates to our employees who served along with a letter from Mr. Wainwright expressing our appreciation to them. We might also note the reason for delay in them receiving them, since the intent was to present them with the certificate in person upon their return at a welcome home celebration, but that we had no way of knowing our troops would still be deployed 3 years later.

### **Farmworker Housing Project**

The project has operated at Hardee CI and has fulfilled the Memorandum of Agreement we have with Everglades Community Association. Jonathan Winters of Hardee CI has coordinated repairs when Everglades Community Association and this project is near completion. A second MOA is being discussed to build 144 beds for a Florida City project.

Ms. Sheri Logue gave an update on the second Memorandum of Agreement with Everglades Community Association noting that we have drafted a new agreement but that she had been informed this morning that we would need revise our format and utilize the Department's Request for Contractual Services form which could take 2 months for review and approval. She questioned whether or not the contracts department understood that this is an arrangement between the Foundation and Everglades Community Association in which the Foundation will receive the funds, not the Department. Mr. Hanna recommended that Mr. Akins send him a memo regarding this extension of a current project and he will advise us of our next steps.

Mr. Williams asked if we enter into this agreement are we prepared to purchase all the materials at once. He suggested that we order all materials to keep from falling victim to increasing lumber prices.

Secretary McDonough joined the meeting and was introduced to the Board and staff. He joined us to offer his support of our initiatives and asked for feedback on his actions so far as Secretary. He noted that the traditions of the Department of Corrections are strong because of prior secretaries such as Mr. Wainwright. He wishes to continue to honor these traditions that build strength within the Department. He offered his respect and gratitude to Mr. Wainwright for building a strong foundation for the Department. Secretary McDonough asked Mr. Williams for feedback on how the Department has evolved over his 30 years of volunteerism and Mr. Williams responded by noting he had seen many changes over the years during different administrations. Mr. Wainwright mentioned that he senses morale is getting back to where it needs to be. Staff is not ashamed to say they work for the Department of Corrections and they are proud of the work they do.

Secretary McDonough asked the Board to brainstorm about ways the Region II house in Sneads, Florida could benefit the employees of the Department. He suggested the 5,000 square foot, 5 bedroom, 3 bath house could be used similarly to the Ronald McDonald

House to give DC families with ill children or needy children a retreat and a relatively inexpensive weeks vacation. He also asked the Board to consider other ways the Foundation can benefit DC employees in addition to the Employee Assistance Program, such as through conferences and trainings. He recommended Camp Blanding in Gainesville as a site for a conference. He would like to see the Foundation move into a new era of assisting DC employees on many levels.

Ms. Bennett introduced an idea of providing child care for all shifts at the institutions. Child care is a barrier to many employees who work 2<sup>nd</sup> and 3<sup>rd</sup> shifts. Ms. Dayan mentioned that childcare had been piloted at two institutions and that we could ask about the success of these programs.

Mr. Hanna expanded on the Secretary's comments by saying he wants the Foundation to be more of a think tank by empowering us to do more giving us the flexibility to think outside of the box.

Mr. Woody mentioned that we already have a strong partnership with local communities and that he sees the Region II house as an opportunity to expand some of these partnerships. It was suggested that a medical facility would need to be close by in order to assist children with critical illnesses but maybe the Region II house could accommodate disabled children or serve as a retreat for military families. The Board agreed to look into options for the Region II house to benefit DC employees.

### **Development Committee**

Ms. Bennett reported on the recent and upcoming activities of the Development Committee and asked Ms. Sheila Logue to speak about the upcoming golf tournament. The dates of October 19<sup>th</sup> or 26<sup>th</sup> are available at SouthWood Golf Club. October 26<sup>th</sup> was a better date for the majority of board members. She asked the Board if they would like for us to investigate other golf courses who may give us a better greens fee. The Board agreed that with the inability to seek sponsors we would need to seek the most affordable course that would provide a nice atmosphere to celebrate our 10 year anniversary. It was suggested by Mr. Hanna that the Golf Tournament be approached as more of a membership drive and appreciation event than a money making event.

Mr. Wainwright asked to board to refer to the memorandum in their notebooks from Mr. Hanna, DC Chief of Staff which disallows solicitation of any business, vendor or non-vendor. Mr. Akins reported that the direct mail campaign to solicit sponsors has been postponed until further clarification about fundraising becomes available. This is disappointing because it ties our hands in the fundraising arena. Mr. Hanna advised that any money received as sponsorships for the 2006 golf tournament should be returned because of the change in law of state agencies not accepting gifts.

Ms. Sheri Logue asked Mr. Hanna for clarification on the limitations of solicitation, asking if we are limited from soliciting companies that are not corrections related. Mr. Hanna's response was that it was his policy as Chief of Staff that no solicitation of any company was authorized. He did note that grants from companies to implement programs were different and would continue to be allowed. Mr. Williams asked if individuals could give to the Foundation anonymously if they were not a vendor and did not plan on being a vendor of the state in the future. Mr. Hanna responded saying that each situation could be considered on a case by case basis. He asked for a list of donors to determine if we could keep their donation or not. He noted that it is important that the donor not expect any thing in return for their donation.

Mr. Rush briefed the Board on the cabinet resolution drafted by Mr. Akins. The resolution will be the legislatures' acknowledgement of our 10 year anniversary and success. Mr. Rush and Mr. Akins will work to finalize the document. Mr. Hanna commented that the resolution looked good and was well written. He would present it to Secretary McDonough and then call Mr. Rush to walk it through Executive Affairs for the legislative cabinet.

Mr. Jim Williams spoke of the most recent membership presentation at Okaloosa CI. He, Mr. Wainwright, Sheila Logue and Sheri Logue attended a FCCD Chapter meeting in February to promote the upcoming membership campaign. A memo has been sent to Secretary McDonough requesting approval of the May 2006 campaign. Mr. Akins has prepared testimonials from recipients of employee assistance through which they tell

their stories of how the Foundation assisted them in times of need. During the campaign 2 messages a week will be sent to DC via email to encourage membership and inform them of how the Foundation is here to serve them.

Mr. Wainwright spoke of board member recruitment and that Secretary McDonough was considering whom he would like to appoint to the Board. Ms. Rosa Carson, General Counsel and Mr. Dick Pearce of Community Corrections are his first two appointees to the Board.

With no further business the meeting was adjourned by Mr. Wainwright at 12:30 p.m.