

Corrections Foundation, Inc.
Board Meeting Minutes
August 17, 2004

Board Attendees:

Mr. Louie Wainwright
Mr. Jim Williams
Mr. Wilson Bell
Ms. Sheila Logue
Mr. Dave Mecusker
Mr. Tom Rush
Mr. Mike Hanna
Mr. Richard Nimer
Ms. Mary Ellen Dayan
Ms. Evelyn Ploumis-Devick
Ms. Betty Bennett
Mr. Robert Woody
Mr. Bill Woolley

Absent:

Bishop Frank Costantino
Mr. Willie Floyd, Sr. –proxy vote

Staff Attendee:

Sheri G. Logue

President Louie Wainwright called the meeting to order at 10:10 a.m. Members were introduced and Mr. Wainwright commented on the great turnout for the meeting. Members who were absent today were faced with storm damage from the recent hurricane. Meeting minutes from November 6, 2003, were discussed and a motion was made by Mr. Woody and seconded by Mr. Williams to accept the minutes of the meeting. The motion passed unanimously.

EXECUTIVE COMMITTEE REPORT

Ms. Logue gave the Executive Committee report from the July 26, 2004 meeting. Minutes from this meeting were emailed to board members for review prior to the Board Meeting. Ms. Logue presented issues such as nominating a new treasurer, vice president and implementing a 5% administrative fee from employee assistance funds. Mr. Wainwright clarified that all funds received from this date forward would incur a 5% administrative fee. We considered implementing a \$25 fee for each computer received through the Computers for Kids Program to help offset the costs of this program and help us fund proper staffing to reduce security risks. We distributed 1,055 computers during 2003-2004 FY from our 3 Computers for Florida Kids sites and more than 5,000 computers have been refurbished since the program's inception in 1999.

Mr. Wainwright asked for comments and discussion on the Executive Committee minutes. Mr. Nimer asked how the \$25 fee from Computers for Florida's Kids would be utilized. The funds would benefit the C4FK program and 5% would be utilized for operating expenses. Mr. Woody asked if there would be a \$25 charge per shipment or per computer. The recommendation is to charge \$25 per computer. It was agreed that this is still a great deal. Mr. Rush recommended also applying for corporate funds to help us supplement this program. He felt that Comp USA, Dell and other computer companies

would benefit positively from helping us recycle computers. The number of computers recycled since 1999 shows the positive impact our program makes on the environment and in our communities. We could start relationships with the computer companies by requesting items that they can easily give as a donation such as mice, memory, keyboards, etc. Mr. Rush recommended we use the figures of \$25 x 5,000= \$62,500 as a selling point for businesses. For every \$25 they donate to the Corrections Foundation, we can donate a computer to the community and we can make a large impact with a small amount of funding. Then we could build the relationship for corporate funding.

Mr. Woolley recommended implementing the fee on a case-by-case basis, noting some organizations needing 10 computers may not be able to afford \$250 and we should still be able to assist them for the benefit of the children they serve.

Ms. Logue indicated that our upcoming golf tournament was scheduled for September 27, and that we had increased the golf fees from \$55 to \$60.

Mr. Wainwright informed the Board that Foundation staff would be attending the FCCD conference in St. Petersburg and have been given a complementary table in the exhibit hall to promote membership and our troop assistance project. Special thanks goes to FCCD Executive Director Dave Mecusker and President Raul Banasco for the complementary booth. FCCD expects attendance of 800 people at the 4-day event and Secretary Crosby has given his full support of our presence at the conference. Ms. Dayan mentioned that a lot of front line DC employees attend the FCCD conference and that it should be a great opportunity to increase membership and encourage members who are still paying at a .50-cent level to increase to the \$1.00 minimum contribution.

Mr. Bell motioned to approve the Executive Committee minutes, seconded by Mr. Woody and unanimously approved by the Board.

BOARD OFFICER ELECTION

Mr. Wainwright asked for recommendations for Vice President. Mr. Woody made a motion to nominate Mr. Tom Rush, seconded by Mr. Woolley and passed unanimously.

Mr. Dave Mecusker was elected as Treasurer by approval of the Executive Committee minutes recommendation. Mr. Bell made an official motion to elect Mr. Mecusker as Treasurer and Mr. Woolley seconded the motion. Motion passed unanimously. Mr. Mecusker's signature will be added at our financial institution.

Mr. Bell asked if a letter of appreciation had been sent to Mr. Mark Tallent for his service of 3 years as Treasurer. Mr. Wainwright responded that yes Secretary Crosby had officially thanked Mark for his service to the Board.

FINANCIAL REPORT

Mr. Mecusker gave the financial report citing operating and grant account balances, restricted funds intended for specific programs and other funds that are unrestricted. He spoke of funds receivable that are due from Collier County Housing Authority in the amount of \$114,240. Mr. Woolley asked if there had been a change of Executive Directors at Collier County Housing Authority. Ms. Logue verified that they do have a

new executive director, Ms. Esperonza Serrata. Sheila Logue has spoken to her 3 times in regards to the overdue invoices. Mr. Mecusker will follow up with her soon, after allowing them some time to recover from the recent hurricane.

Mr. Mecusker continued the financial report noting that the membership drive was successful and increased revenue. Public contributions and grants remained about the same as the prior year. The audited financial statements show more funds expended than were acquired due to Department of Community Affairs grant funds being expended by the end of the contract period of August 31, 2004. Any funds remaining after the contract period ended would have to be returned to DCA.

Mr. Mecusker reviewed the budget and stated this is a basic budget that could be positively affected by program development such as Computers for Florida's Kids funding.

Plans for investing funds into a CD will be readdressed after we receive our funding from Collier County Housing Authority.

PROGRAM REPORT

Sheri Logue gave the program activity report, which was based upon the 2003-2004 Annual Report. Program highlights included the following: The Employee Assistance Program assisted 225 DC employees and distributed \$306,000; Computers for Florida's Kids refurbished 1,055 computers and donated them back to worthy causes in the community. The Farmworker Housing contract with the Department of Community Affairs was completed and final components for Everglades Housing Authority are under construction and scheduled to be complete by the end of October, 2004. During the four-year contract 322 beds with attached closets, 142 kitchen cabinet sets and 52 picnic tables were built at a fraction of retail cost. Through an agreement with Ford Motors, Dade CI has instituted a vocational program for inmates to learn automotive and electronics repair. During this year the shop was constructed and teaching began. Dade CI is a female institution and this program is the first of its kind in the United States at a correctional institution.

GOALS AND OBJECTIVES

Dr. Ploumis-Devick presented an overview of the Foundation's Goals and Objectives for 2004-2005 that included projects and special events the staff felt were feasible to complete. Goals and related activities include:

- Increase Foundation staffing
- Continue timeliness in fulfilling employee assistance requests
- Hold a membership campaign in February 2005 with a goal of increasing membership by 2,000 employees
- Continue building our partnership with the Department of Corrections and seeking Secretary Crosby's support of Foundation events and projects
- Secure grant support for the Computers for Kids Program allowing for expansion
- Investigate opportunities to continue the Farmworker Housing Program
- Host two golf tournaments
- Sell the remaining troop assistance pins

- Seek operational funding through grants and community partnerships
- Submit articles to the Compass Newsletter
- Continue and expand upon Board communication and engagement
- Increase community and employee awareness of the Foundation
- Hold various fundraising events throughout the year

It is critical that we get out and talk about why the Foundation and our mission are important to the public. Raising awareness, increasing membership and securing corporate donations all rely upon our ability to market the Foundation and promote public safety throughout Florida.

DISASTER RELIEF

Mr. Wainwright welcomed Secretary Crosby who joined us to brief us on the devastation in Central Florida due to Hurricane Charley. Destruction due to the storm is catastrophic. Hundred's of employees have lost their homes or have sustained extreme damage. Many officers who lived in mobile homes lost everything. Hardee CI's dedicated staff worked steadily through the storm and aftermath insuring that the institution was secure. Strike Force staff have been sent in to relieve employees and allow them to devote time to their personal situations. There are critical items that can not be bought in the area and he is preparing an email to alert staff to those items of need. Preliminary lists show 300 employees that will need direct assistance and there could be more. Secretary Crosby asked the Foundation Board to think about how the Corrections Foundation can help financially during this time. He made a suggestion that the Foundation might make a monetary donation to allow the communities hardest hit to purchase items they need immediately. Secretary Crosby said that when looking at the task at hand it feels very overwhelming however when everybody pitches in to help the impact is large. Work squads began immediately clearing debris and trees and 300 community-classified inmates provided critical assistance in Hardee and Desoto counties. He visited Arcadia and Wachula, which were completely devastated. The institutions have clean water and are providing the National Guard with water for the communities. He was thankful there were no serious injuries with staff or inmates; however damage to Desoto CI was severe with many buildings losing their roofs. The Hardee administration building was damaged but overall the buildings held up well. Evacuation was difficult with decisions to move inmates made and then the storm path changed and halted evacuations. The response from the State of Florida has been great and Governor Bush is engaged in the relief effort. Secretary Crosby mentioned that it was tremendous that more lives were not lost in the storm with a lot of people in the storm areas living in motor homes, small travel trailers and mobile homes. He encouraged us to take a look at how we can help DC staff during this emergency.

Secretary Crosby also suggested that the Foundation host an exclusive golf tournament in the spring and involve the Governor and Lt. Governor in our planning. Registration for golfing could be \$200 and help the Foundation raise much-needed funds.

Secretary Crosby voiced concern over the Employee Assistance Program and the need for clearer criteria. He felt that the Foundation has become a \$26 a year insurance policy to members and he questioned some of the situations in which we provide assistance. For

instance, how do we define tragedy? Everyone will die someday and employees need to prepare themselves for an event such as death. Fire, flood and auto accidents are also situations they should have insurance for. He questioned whether every request is worthy of assistance or whether the Foundation is being taken advantage of? He asked that we take a closer look at the requirements for assistance and make adjustments as needed.

He recommended that the Foundation establish a rainy day fund/natural disaster fund that can be used during unforeseen events but that the funds never be entirely depleted. Before exiting the meeting, Secretary Crosby thanked the Board for their service to the Corrections Foundation and for their discussion on the task at hand.

Mr. Hanna recommended hurricane relief discussion; Mr. Bell made a motion to amend the agenda to discuss hurricane devastation, employee assistance and restructuring. Mr. Woody seconded and the motion passed unanimously.

The Board discussed what we could do immediately and in the coming months to establish a special fund for these employees that lost their home or had severe damage from the hurricane. We will need to know the number of employees, their immediate needs, and develop a strategy on how to help them. Mr. Woody shared that in cooperation with the Secretary's office Sheila and he had been asked for recommendations on raising funds for staff affected by the storm. One idea is to hold special casual days on Thursdays for \$10 a week or \$40 during the month of September.

Mr. Bell recommended that we start immediately and not wait until September to hold casual days. Mr. Hanna agreed mentioning that staff will be more involved if they feel they are helping right now for Charley victims, but he recommended us not depleting the funds raised and save for a rainy day.

Ms. Ploumis-Devick asked if we know what each family needs and maybe we could approach area stores to donate school items and immediate needs. Ms. Bennett mentioned that the Red Cross encourages everyone to give money instead of materials items, that way they can purchase items in their communities. We could use their model to help DC employees in need.

Ms. Dayan suggested that there be casual weeks instead of just Thursday casual days. Each day could cost \$5 or \$20 a week. This would allow employees to participate and give what they are able, whether it is \$5 or \$100. Mr. Rush recommended that we establish a natural disaster fund and prepare for the remaining hurricane season by setting aside funds in this account.

Ms. Ploumis-Devick asked about the level of involvement by correctional officers to casual day fundraisers and whether they would participate in the relief effort since they can not dress casual? Do we want to offer a year's membership for their donation to help encourage them to participate? Mr. Bell suggested we not muddy the issue with membership but use it strictly as a hurricane relief effort.

Mr. Mecusker supported establishing a Natural Disaster fund and recommended that we suggest to the Secretary that we implement \$20 a week casual month to start

immediately. There will be 4 special casual days each week for 6 weeks. Mr. Bell made a motion to establish a fund and recommend special casual days to Secretary Crosby, motion seconded by Ms. Dayan and passed unanimously. Mr. Hanna agreed to discuss the Board recommendation with Secretary Crosby.

Mr. Bell made a motion to make immediate financial assistance available in the form of a \$25,000 donation from the Foundation to initiate disaster relief with the understanding the Foundation will be reimbursed 50% through casual day donations. A donation of \$12,500 will be the Foundation's contribution. Funds will be distributed through the Secretary's office which is compiling a list of employees in need.

Motion seconded by Ms. Dayan and passed unanimously.

EMPLOYEE ASSISTANCE

Employee Assistance criteria was discussed. Mr. Williams asked if we need to redefine how we give funds. Ms. Logue talked about the current process and mentioned that we always look at the circumstances involved in a request. Many times we must call the Warden or Circuit Administrator for clarification about a request and each case is considered on an individual basis. Sheri and Sheila really do not feel like we approve frivolous requests. Not every request is approved but one's that are go through 3 prior reviews before coming the Foundation for approval. The Warden or Circuit Administrator initiates the request, the Assistant Secretary approves or disapproves the request then the request goes to the Regional Director for approval and Secretary Crosby or his designee, Mr. Denman approves holding a casual day for requests.

If we need to be stricter, what can we legally ask of an employee? Can we ask if they have insurance or if they have taken all their leave? Ms. Dayan recommended a questionnaire for the warden's use to help them implement tighter restrictions and determine if they have exhausted all other resources. Details about whether they have insurance, leave, etc. could help the Foundation determine what amount of funds to give.

Mr. Hanna discussed the need to insulate the wardens so that they do not have to say no to an employee without being able to show that the circumstances do not fit Foundation criteria. Mr. Rush mentioned that from a marketing standpoint, we want their membership and we do say it's kind of like an insurance policy if a tragedy strikes you or your family.

Mr. Wainwright mentioned that changing the policy for employee assistance is a sensitive matter because of how we market membership to the field. He recommended that prior to making changes we meet with the Regional Directors and ask them for input regarding shortcomings of our program and how we can improve upon our current criteria. He recommended the Executive Committee discuss the criteria and arrange to attend a Regional Director's meeting.

Mr. Bell made a motion to follow Mr. Wainwright's suggestion that we have the Executive Committee address this and receive input from Warden's, Regional Director's and the Secretary. Ms. Ploumis-Devick seconded and motion passed unanimously. Item will be added to the next Executive Committee agenda.

Sheri Logue informed the Board that we have requested quotes for a life insurance policy to benefit our members. During the last 2 years the Foundation has assisted 60 employees in the event of either the employee or a family members death. We have distributed approximately \$90,000 a year in death benefits and were asked by Secretary Crosby to look into a life insurance policy that may be less expensive than our current practice. If this works out, these funds could be used to enhance a disaster assistance fund for unforeseen tragedies.

Mr. Bell and Ms. Ploumis-Devick recommended that we create a 5-year Financial Development Plan. Ms. Ploumis-Devick mentioned that we might want to add flexibility to the payment structure of Employee Assistance and give different amounts for different situations. Changing our flat fee structure may help reserve funds for disaster assistance.

Mr. Woolley recommended that the Executive Committee pursue revising the Employee Assistance criteria and then bring a recommendation to the full board for a vote.

PROGRAM COMMITTEE REPORT

Mr. Williams gave the Program Committee Report, which included 5 priorities for this year. Vocational training is still a priority with the Foundation involved in Computers for Florida's Kids, Dade CI's Automotive Training Program and Farmworker Housing. Ms. Ploumis-Devick and Mr. Bell continue to search for grants to benefit vocational programs. DC vocational programs have decreased however Secretary Crosby has given his full support of current Foundation vocational programs. The Foundation may become a larger part of providing vocational programs to inmates if grant funding is received, however prior to seeking additional grants, DC support of implementing projects would need to be solidified to ensure the success of additional programs. Mr. Williams recommended that we focus on strengthening our existing programs. He stressed the importance of continuing the Computers for Florida's Kids Program because of its positive impact on the community and as a vocational program for inmates.

Mr. Bell indicated that the Program Committee would speak with Mr. Bernard Cohen, Bureau Chief of Education and Programs, for support of current and future vocational programs.

The Foundation has also focused on and provided support in regards to literacy programs. During the last year, we assisted in the Governor's Just Read, Florida and mentoring initiatives and collected supplies for the back to school drive. Mr. Bell mentioned the Families section of the recent Compass newsletter and said that the focus on the family article was very good and wondered if the Foundation could take a larger role of providing information through the Compass to DC employees regarding family life and helping to relieve stress. We might even consider seeking a grant to allow us to provide family information to employees of DC.

Faith based programs have drawn a lot of attention this year with a faith based dorm opening at Tomoka CI. Six years ago the Foundation spearheaded this effort through a grant with the Ounce of Prevention Fund to implement faith based programs. Florida

now has the largest faith based program in the nation and the benefits of our initial work are being seen on a large scale.

Wellness programs have helped reduce inmate idleness and we have been fortunate to enhance wellness programs through private donations. We receive donations for the Chapel Fund at Polk CI, the wellness program at Columbia CI and various other inmate programs.

Mr. Williams mentioned that our challenge is finding funding sources. Ms. Ploumis-Devick spoke of the importance of tying grant development to DC's mission. We must working closely with DC to ensure implementation of programs that are grant funded. A working partnership is vital to writing a successful grant proposal and receiving grant funding. Funders place emphasis on organizational structure and accountability.

Mr. Bell mentioned that funds are available and the Foundation is now in a good position to seek grant funds. Our longevity is a selling point with the Foundation entering its 8th year and our accountability and track record are excellent. The possibility of receiving funding is great.

GOLF TOURNAMENTS - FUNDRAISING

Discussion turned to the 5th Annual Golf Tournament scheduled for September 27, 2004, at the SouthWood Golf Club in Tallahassee. We project raising \$20,000 through the golf tournament. Mr. Nimer informed the Board that Protec Monitoring would not be able to be our tournament sponsor this year due to the DC bid conference. He hoped Protec would be able to contribute for the spring tournament. The board discussed the spring tournament and the possibility of hosting it in Jacksonville in March. We will target this tournament at larger corporations for sponsorship and promote the tournament as a celebrity tournament inviting key government officials, pro football players such as Jaguar players and other celebrities. Mr. Rush suggested that we work around the legislative session to allow the Governor and Lt. Governor an opportunity to participate. Due to the session, the tournament may need to be hosted in Tallahassee. Mr. Rush mentioned that there is currently a lot of sensitivity toward vendors making contributions and suggested that we target outside DC vendors for support of the spring tournament.

Mr. Nimer, Mr. Rush and Mr. Williams will form a committee to plan the spring tournament. Ms. Ploumis-Devick suggested that the Board identify corporate contacts to solicit for golf tournament sponsorship. Mr. Rush suggested looking at past vendors the Foundation has used and research the demographics of who DC's 25,000 employees do business with. Home Depot, Lowes and Wal Mart are all large corporations that benefit from DC employees shopping. Maybe we can research providing coupons or other promotional materials in staff paychecks as a benefit to corporations for supporting the Foundation. Ms. Bennett suggested that banks where we have institutions should buy into supporting the Foundation since DC employees are a large part of their business.

PUBLIC AWARENESS AND MARKETING

It was recommended that the Foundation have an article in each addition of the Compass newsletter and for Board members to receive extra copies of the Compass to distribute to possible supporters.

Mr. Rush suggested that we work to inform legislators about what we do and then thank them for their involvement with the Foundation. Mr. Nimer cautioned how involved the Foundation becomes with politics. Mr. Woody mentioned that he had spoken with Secretary Crosby about having a Compass issue dedicated to the Foundation. This special issue would highlight the programs and accomplishments of the Foundation and what we can provide to members and employees of DC.

OPERATIONAL FUNDING

Mr. Nimer mentioned that grants for programs is an internal DC function because they are instrumental in program implementation and that to his knowledge grant writing within DC was not happening. Grant development through DC would help bring in operating funds to the Foundation, as fiduciary of funds.

Mr. Woody recommended that the Foundation anticipate the need for additional staff and seek grant funding to support growth. Ms. Ploumis-Devick suggested that everyone including DC, the Foundation board and staff be ready when grant development begins and she emphasized that grants are a building process and not a quick and easy solution to funding issues.

Mr. Woolley raised the possibility of the Farmworker Housing vocational programs being used to help aid in the hurricane rebuilding effort. We could approach FEMA and create a grant proposal that ties in inmate vocational training, disaster relief and highlight the financial benefits for FEMA. The administration portion of a large federal grant could supplement the Foundation's operating budget.

Mr. Wainwright mentioned that since discussion had begun about staffing needs and the need for an Executive Director, he wanted to mention a memo that Secretary Crosby had sent to staff regarding the Department and Foundation working together to hire an Executive Director. In this memo, Secretary Crosby also clarified allowable uses for funds collected by the Foundation. It was clarified that 100% of membership dues did not have to be utilized solely for employee assistance and he gave examples of other uses for funds, such as repairs to the monument at Wakulla CI.

Mr. Wainwright also indicated that the Executive Committee had discussed hiring our Board member, Evelyn Ploumis-Devick as the Foundation's Executive Director and hiring Sheila Logue part time once she retires in February 2005 to assist our Administrative Director in daily operations. Sheila and Sheri would share a full time position. We hope to make these hiring decisions in the near future.

Mr. Woody offered his approval of keeping Ms. Logue on the Foundation staff after she retires from DC in February saying, "For Sheila to leave would hurt the Foundation." She has the history and he highly supports keeping her on staff. His impression of her is that she is multitasked and a great asset to the Foundation.

Ms. Ploumis-Devick commented that it is very important there be a serious commitment by DC to the Foundation and that the two need to be intertwined. The Executive Director needs to report directly to the decision makers. She also mentioned the need for voice

mail to be available for the Foundation. When members, sponsors and potential donors reach an unattended phone number it lessens their impression of the Foundation.

Mr. Woody agreed on the importance of an active line for the Foundation and informed the Board that we had requested voice mail capability from Mr. Denman and would have a reply soon. He voiced his opinion that the partnership between the Foundation and DC is stronger now than ever and we can only expect this relationship to build and strengthen.

Mr. Bell made a motion to allow the Executive Committee to proceed as they see fit in hiring an Executive Director. We have a highly qualified candidate available to us and terms will need to be determined. We will also need to reorganize the existing management and administrative structure. Mr. Mecusker seconded the motion. Mr. Woolley asked that the Executive Committee make a recommendation to the full board via email and receive the Board's vote upon who to hire as the Executive Director. Mr. Bell made an amendment to the motion, seconded by Mr. Williams and unanimously approved.

CURRENT AND PROSPECTIVE FUNDING OPPORTUNITIES

Sheri Logue briefed the Board on a grant we recently received from the Dollar General Literacy Foundation for \$7,500. Funds were received to implement a literacy program with inmate tutors. Ms. Dayan mentioned that we already have a model program at many institutions and maybe these funds could supplement existing programs but that \$7,500 is not enough to implement a program. Mr. Bell agreed that this funding could support existing programs and suggested we contact Dollar General to determine if such use of funds would be allowable.

Another opportunity the Foundation is considering is a second memorandum of understanding with Everglades Community Association to build beds and tables for their Florida City project. Foundation staff is investigating the cost effectiveness and timeframe for completing such a project and will provide recommendations to the Executive Committee prior to proceeding.

CONCLUSION

Mr. Wainwright thanked the Board for a very intense and productive meeting. He asked members to let him know if they wish to serve on a committee. Our new officers will serve on the Executive Committee. Meeting was adjourned at 1:30 p.m.

Respectfully submitted by Sheri Logue, October 22, 2004.