

Board of Directors Meeting
August 22, 2013
Florida Department of Corrections
Tallahassee, FL

Attendees:

Mr. Louie Wainwright
Mr. Tom Rush
Mr. Dave Mecusker
Ms. Gail Reddick
Mr. Jim Williams
Mr. Dick Pearce
Ms. Betty Bennett
Mr. Jason Clinger
Mr. Mark Redd
Mr. John Palmer

Special Guests:

Mr. Michael Crews, Secretary, Florida Department of Corrections
Mr. Tim Cannon, Deputy Secretary

Staff:

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

Meeting was called to order by Mr. Wainwright at 11 a.m., Mr. Williams gave the invocation and Mr. Rush established a quorum. All 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 of the Corrections Foundation. Mr. Wainwright introduced Mr. John Palmer, Warden at Florida State Prison. Mr. Palmer is being recommended as a board member and has joined us today to learn more about what we do. Mr. Palmer thanked the board for the opportunity to serve as a member adding that it is an honor to be considered.

Finance Report

Mr. Mecusker gave the financial report beginning with a review of last year's budget. Ms. Logue explained the budget and areas where it varied from the beginning year projection including the Employee Assistance Program income and expenses and various other program funds that were donated throughout the year. Mr. Mecusker noted that membership fell this year which is reflected in the decrease in revenue for the Employee Assistance Program.

We were joined by Secretary Crews and Mr. Tim Cannon, Deputy Secretary of the Department of Corrections. Mr. Wainwright thanked them for their strong support of the Corrections

Foundation mission, projects and programs. Secretary Crews offered his continued support and mentioned it is hard to put a value on what the Corrections Foundation does for the Department of Corrections. Mr. Cannon mentioned that it is amazing how many people the Corrections Foundation assists and noted that they recognize the value the Foundation adds to the agency. They both offered that if there is anything they can do to support us that they are happy to assist.

Mr. Pearce invited Secretary Crews to join us for our golf tournament on October 24th noting it will be a good opportunity to speak to staff. Secretary Crews thanked us for the invitation and said he would try his best to attend.

Ms. Logue continued financial report noting that Employee Assistance expenses are expected to rise this year and membership is expected to decrease. The 2013-2014 budget reflects these expectations. We have many pending fundraisers that we are relying on for operating expenses for the year; nearly \$65,000 needs to be raised to meet operating needs.

The audit report was reviewed and it was noted that the auditor made recommendations for us to have an accountant on staff to create financial statements and that the Executive Director review and initial all journal entries in QuickBooks. The audit went very smoothly and James Moore and Company did a thorough job.

Mr. Williams made a motion and Ms. Bennett seconded to approve the budget for the year and accept the financial report and audit report.

Membership Report

Mr. Williams gave the membership report. Membership is currently down due to staff reductions and the privatization of medical services within the Department of Corrections. One reason is a lack of confidence among staff in job security but there are institutions and circuits who continue to increase their membership. Warden Palmer's experience is an example of how to strive toward 100% participation at a location. He personally has spoken to his staff about the benefits and reasons for joining the Corrections Foundation. By taking this first hand approach he has been able to reach nearly 100% at the 3 institutions he has been at in the last few years.

It would be helpful to continue visits to institutions to speak to staff year round. Mr. Williams, Mr. Redd and Mr. Pearce have presented to staff during the last year and continuing membership recruitment year round, especially for new employees is important.

Mr. Mecusker asked about privatization and how it is impacting DC. Mr. Palmer said many of his medical staff are losing their jobs, and he said we could expect to see a 5-7% reduction in membership due to health services privatization. Mr. Clinger added that the private company is keeping fewer than the earlier promised 90% of the workforce, in Mr. Clinger's area they are employing closer to 45% retention rate of current medical personnel. He mentioned that the new companies are also reducing benefits so while rate of pay may increase for some, the total employment package is less for most. A lot of people are in transition right now, making less

money or losing their jobs so membership is a tough sell for people in the medical field.

Mr. Palmer mentioned that through his experience if the administration takes an interest in increasing membership we can expect 80% or better involvement at every institution. Mr. Redd noted that there is a push to hire correctional officers and asked if there is a way for them to receive information about us upon hire. Mr. Palmer added that FSP is advertising for officers and that the Foundation is part of new employee orientation.

Mr. Pearce's office is located in a central location where new employee orientation is held in Central Florida and he has been fortunate to speak to each new group of employees for about 20 minutes, shows our video and talks a little about how the Corrections Foundation benefits employees during life's most difficult times. He encouraged other board members to speak at orientations near them. Ms. Sheila Logue will look into how board members can take an active role in promoting awareness about the Foundation.

Ms. McNaughton asked if we could identify liaisons within the regions and circuits to speak to staff for us. Secretary Crews offered to assist us in any way and perhaps he could identify people to be our liaisons in the field. Mr. Mecusker added that it would be good to have our information in front of staff at both orientation and in service training. Ms. Reddick agreed it is an excellent idea to have a representation in the field and added that Circuit Administrators could speak about the Foundation more often if provided the tools to do so.

Mr. Akins explained that he had approached Mr. Upchurch regarding the board's idea of having institutional membership that would have a benefit of allowing each warden the discretion to assist a staff member at a higher level even if they were not a member. Mr. Upchurch said that membership is so affordable and available that anyone can join if they wish so he didn't see the need to offer this level of membership. Mr. Mecusker noted that we do need to reinforce that we are not an insurance policy and that there is still a need for staff to plan and prepare for emergencies. Mr. Palmer noted that while this is true he has never seen anyone turned away that truly needed assistance whose situation met our criteria. He said he presents membership in the Foundation as something that helps others around you and something that will be there for you should you ever need it, but something he hopes staff will never have to turn to for assistance. Management's involvement is the key to success and friendly competition among the institutions helps too.

Fund-raising Update

Mr. Akins gave an update on the US Legal Infinity Agreement whereby .50 cents of each policy per month is paid to the Corrections Foundation. We began this agreement in February 2013 and currently have received \$300 from US Legal. We have inquired about additional funds and whether payment is going to be monthly or quarterly.

Ms. Bennett asked how the agreement works and if US Legal solicits our membership or if they have access to our database. Mr. Akins clarified that all promotion is done by us through our

email newsletter or website and that our membership data is kept strictly confidential and not provided to any outside party.

Ms. McNaughton asked how we know who signs up and how much is owed to us. Do we receive a list of members within Corrections? Mr. Akins responded that we do not but it may be possible to find out through DC Personnel how many sign up so we can have a process of checks and balances. Ms. McNaughton noted that it would be good to include a stipulation in our next agreement with them that they provide a report of who signs up.

Mr. Akins reported on the Star & Shield Season of Giving Campaign that donated \$10 per quote received during December – January. This campaign raised more than \$2500. Star & Shield has also supported our golf tournaments and the Legends and Lace Gala.

DC Doggie Dash was held in March. We need to do an analysis of what this event truly costs us in staff time and direct costs. Ms. Logue explained that while this fundraiser is a money maker, we spend everything raised on the K-9 teams, Drug Interdiction units and the dog obedience programs. The event is really a negative producer for the Foundation once 3 months of staff time were factored in. Mr. Palmer mentioned that it has been nice to provide prizes to all K-9 units the last few years but now that most have GPS collars; we should only award prizes to the top 3 finishers. Mr. Mecusker said we should take 10% of funds raised and back out our direct costs associated with the event so that it is not a drain on Foundation resources. Mr. Williams made a motion that in order to keep up with the current operating expenses we should increase our administration fee to 15% plus direct costs for events. Motion seconded by Mr. Mecusker and passed unanimously.

Dog programs are a great public service and the Doggie Dash highlights the impact DC K-9 teams have in every community. There was agreement to continue the Doggie Dash in March 2014. The Doggie Dash will be March 15, 2014 and all board members are encouraged to attend and volunteer

The Legends and Lace Gala was held in June to showcase the history of Corrections and honor those who have dedicated their lives to the field of Corrections. Our special guests were Mr. Louie Wainwright and Ms. Anabel Mitchell-Wainwright. It was a lovely evening, with more than 260 in attendance, which served as a reunion of sorts for DC employees both past and present. Mr. Wainwright said he and Ms. Anabel Mitchell-Wainwright were greatly honored this evening and appreciated the hard work that went into planning and hosting this special evening.

Casual Days for Disaster Relief were recently held and raised \$7500. More needs to be raised on an ongoing basis in anticipation of a busy hurricane season.

Mr. Akins noted that most of our fund-raising is online, which saves a lot of administrative time. Our online provider, Pyrix, charges 4% to administer donations but that is a cost savings in comparison to depositing hundreds of checks.

There has been a fund-raising policy update within the Dept. of Corrections. If a cause is not Department of Corrections Foundation related it cannot take place on DMS property. This will impact many good organizations doing work to support our communities and we will look at ways to involve or align the Corrections Foundation with these good works whenever possible. DC is still figuring out all the details but the Corrections Foundation is cleared to fund-raise as we have statutory authority to do so. Mr. Williams noted that as the DSO for Corrections we are an umbrella and we can do a lot for the Department because we are unique and we can use our statute to the benefit of DC.

Toys for Tots is continuing probably because of the vocational training aspect. Mr. Palmer mentioned that it is important that the Department build partnerships within the community. With an emphasis on re-entry we ask a lot of the communities and in return the Department would like to continue their support of the community. It makes for a difficult situation when the Department is the one asking for help but we are unable to provide it in return.

Golf Tournament Report

Mr. Pearce gave the golf tournament report noting that both tournaments were successful; however the Tallahassee tournament in October is our most successful fundraiser. He noted that we should add what it costs in personnel and direct costs so that we see a true representation of expenses.

After each golf tournament we ask the golfers for feedback and following last year's October tournament at SouthWood it was recommended we search elsewhere to try to lower the cost to officers. We have negotiated with SouthWood for a better rate and lowered some other costs so that we are able to offer golf for \$75 a golfer instead of \$85 as in the past.

Secretary Crews' involvement will increase participation and we expect a full field for the 14th annual golf tournament on October 24th.

Mr. Pearce discussed that board member involvement is needed to call previous sponsors, thank them and ask if they have received information about the upcoming event. This personal attention makes a difference and a call from a board member is a nice way to let our donors know how much we appreciate them and rely on them for support. Ms. Logue will acquire a new list and divide it for the board members. Ms. Bennett mentioned that she would be glad to make some calls.

In May we had our 6th Charity Golf Tournament for Central Florida at Falcon's Fire Golf Club in Kissimmee, FL. It was a great course, beautiful accommodations but sponsorship could improve for this event and participation will likely increase if we can change the start time to 9 or 10. Currently we register at 7 and tee off at 8 to avoid the summer heat but that affects a lot of our golfers who would travel from other parts of Florida to participate. Ms. Logue will check with the course to see if a later start time is available.

Program Report

Ms. Logue presented the program report highlighting the Employee Assistance Program, Inspector General Office K-9 Units and Tracking Teams, Dog Obedience Programs and other programs serving DC.

Employee Assistance Program

This past Fiscal Year we served more DC employees than ever before through the EAP program. We assisted 346 employees from July 2012 – June 2013 and provided more than \$333,650 to DC employees in need. The need decreased this year after we changed the criteria to require a minimum of \$1000 in medical bills or a combination of factors creating a medical emergency or crisis. Last fiscal year, 2011-2012, we have assisted 575 employees with \$613,000.

Inspector General's Office K-9 Unit and K-9 Tracking Teams

A recent donation of \$20,000 from the Animal Welfare Foundation in Winter Garden has allowed for continued support of the Inspector General's Office K-9 unit. The Foundation is serving as the fiduciary of the donation and has purchased items to enhance the care and training of the dogs in DC's care. This donation included \$4500 for the Inspector General K-9, \$4500 for the K-9 Tracking dogs and \$9000 for the dog training programs at 14 institutions.

Dog Obedience and Service Dog Programs

Through the dog training programs at Wakulla CI, Taylor CI, Gulf CI, Gainesville CI Work Camp, Sago Palm Work Release, Lowell CI, Polk CI, Lawtey CI, SFRC, Martin CI, Baker CI, Marion CI, Hardee CI and Tomoka CI inmates train dogs from local animal shelters in basic obedience, train service dogs for disabled veterans, and rehabilitate dogs who are heartworm positive. Depending on the program, there is a graduating class of dogs every 8-12 weeks. These programs have been very successful in finding dogs forever homes. We hosted the 3rd Annual DC Doggie Dash 5K/1 Mile Fun Run in March 2012 to benefit these programs and DC's K-9 Tracking Units. The Animal Welfare Foundation is a top sponsor of these programs and there are now 14 programs statewide.

Troop Project

The Flags for Freedom Troop Project began in 2003 with \$81,460 being collected from the sale of Flags for Freedom pins. Throughout the years these funds have been used to support the families of our DC employees serving overseas. The Corrections Foundation has sent phone cards, Visa cards and Wal-Mart gift cards each Thanksgiving and Christmas for the last 10 years.

Currently 25 DC employees are serving our nation overseas; another 44 employees are serving state side. Flags for Freedom pins are on sale for \$5 each through each institutional canteen and on our website, www.correctionsfoundation.org, however sales have slowed dramatically.

Computers for Florida's Kids

The Computers for Florida's Kids program was re-introduced in July 2011 and is now in full

swing at Cross City Correctional Institution. C4FK has recently distributed 74 computers to 4 organizations serving children and also provided much needed items to DC such as printers, scanners, fax machines and computers. We have requested computers from state agencies, corporations, DC staff, schools, and computer recyclers. Cross City Correctional Institution is currently our only location.

The DC Store

In July we moved the back in house from Seacoast Embroidery where it had been an online store for the last 2 years. The online store was not very successful due to cost of apparel, embroidery and shipping. With the store in house we are able to provide a more affordable product and our customer service is held to a higher quality, with orders being shipped within a day or two of placement. In our first month we have seen an increase in sales and expect the interest to continue. Currently we offer only the DC logo and we may expand to offer other badges as the need increases.

Mr. Palmer mentioned that officers would love to have the performance technology shirts to wear as uniform shirts. We will look into whether or not the colors allowed for officers are available in a dri-wick shirt and get approval to sell the shirt to officers.

Chaplaincy

The Corrections Foundation serves as the fiduciary for private donations that allow for the purchase of literature, equipment, supplies, and curriculum for several institutional chaplaincy programs in the state including Dade CI, SFRC, Cross City CI, Polk CI, Okaloosa CI and Hernando CI. As the non-profit organization to the Florida Department of Corrections we are in a position to accept donations that the Department could not accept as a standalone state agency. We have coordinated the building and repair of chapels, purchased baptistry's and band equipment, literature and fulfilled other needs as set forth by donors to the Chaplaincy programs. One important goal of our fiduciary role is to assist in providing programming that promotes the safety of officers by lessening idle time of offenders.

Re-Entry/Vocational Programs

The Corrections Foundation serves as the fiduciary for private donations that allow for the purchase of supplies for re-entry and vocational programs. We assist donors in their support of a Beekeeper Program and Culinary Arts Program at Lowell CI and various education efforts at several institutions.

New Business

The California Staff Assault Task Force recently met with Mr. Wainwright and Mr. Akins about whether or not the Corrections Foundation could assist with promotion of their services. They provide assistance to officers when they are assaulted by inmates by providing guidance through the court system so that officers can sue the inmate in civil court.

Ms. McNaughton said that in Florida Workers Compensation covered those injured on the job therefore this service is not needed. In theory it sounds fine but from a legal standpoint it is not

needed in Florida. In order to sue an employee has to have uncompensated damages. Mr. Williams suggested that this is not something the Foundation needs to promote. Mr. Wainwright asked that this matter be tabled to a future meeting.

Board Appointment Recommendations

Mr. Wainwright asked the board to consider the appointment of two new board members, Warden John Palmer and Mrs. Lisa Miller of Lisa Miller and Associates, a consultant in the insurance industry and lobbyist at the Capital. Mr. Palmer was able to join us today and comes highly recommended by Mr. Williams for his membership involvement throughout the years. Mr. Rush and Ms. McNaughton agreed Ms. Miller will be a great addition and resource to the organization. Mr. Wainwright thanked the board for their recommendations. These members will be recommended to the Secretary or appointment.

The board was presented the 2012-13 Annual report and asked to review their bios for changes. Ms. Logue mentioned that is time to renew our signature cards at our banks and credit union and asked the account signers, Mr. Wainwright, Mr. Mecusker, Mr. Rush and Mrs. Rosa McNaughton to remain after the meeting so that the documents could be completed.

There was a motion to adjourn. Meeting adjourned at 1:27 p.m.

Minutes submitted by Sheri Logue on September 27, 2013.