

Board of Directors Meeting
March 1, 2017
Florida Department of Corrections
Tallahassee, Florida

Attendees:

Mr. Tom Rush
Mr. Dave Mecusker
Mr. Mark Redd
Ms. Lisa Miller
Mr. Eric Hummel
Ms. Justine Patterson
Mr. Brian Wynns
Mr. Sam Culpepper

Absent:

Mr. Louie Wainwright
Mr. Jim Williams
Ms. Rosa McNaughton
Mr. Brian Riedl

Staff:

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

The meeting was called to order by Mr. Dave Mecusker at 10:10 a.m. Mr. Mecusker gave the invocation and established a quorum.

Mr. Mecusker welcomed everyone and introduced each board member and gave a brief bio about each. He recognized our newly reappointed board member, Mr. Sam Culpepper, and indicated that he was now working in the central office in the Office of Intelligence and that we were happy to have him back on the board. Mr. Culpepper stated that in his new position as Director, the Canine Interdiction Unit is now under his office, which is the Office of Intelligence. Mr. Kevin Dean is the supervisor of the unit. He indicated that he sends out a newsletter each month and he will copy Ms. Sheri Logue so that we can share these updates with the board.

Budget Review and Approval

Mr. Mecusker reviewed the budget and discussion took place.

Interest From All Accounts:

Currently only a portion of reserve funds are invested in Certificate of Deposit's earning 2.5%. Other funds are in Money Market Accounts that do not earn much interest. A conversation took place regarding investing our money in different ways that earn us more interest than we currently receive.

Action: Defer this to the Finance Committee to discuss and bring to the board for a vote.

Employee Assistance:

Mr. Mecusker indicated that for the Employee Assistance Program, employee need was surpassing the amount we are bringing in. He indicated we may need to establish a safety cap, or an amount that we would consider making changes to the program if we exceed.

Ms. Sheri Logue stated that although we have funds in reserve specifically for the Employee Assistance Program, to overspend during the fiscal year appears on our audit as expenses exceeding income for the year. Currently the need in this program is outpacing income by \$34,262.00. She asked for suggestions on what could be done to keep pace with the need. We could tighten up the program criteria, requiring additional documentation to establish an emergency need or ask wardens to more carefully review requests before sending them to us. Mr. Hummel stated that the annual membership campaign is good

but turnover among employees is so great that it probably outpaces new members whose donations support the Employee Assistance Program. He suggested incorporating membership into new employee orientation statewide.

Mr. Culpepper asked if we needed to raise the membership from \$1.00 to \$2.00 and whether the increase would help curb the annual deficit in the Employee Assistance Program. Will the increase deter some members? He stated that this may be good time to increase since staff were expected to get a pay increase this year. Mr. Wynns commented that we should be careful about perception and not tie membership increase to staff pay increases. Increasing membership could double our income for the Employee Assistance Program and make more funding available for employees in need. They can choose to opt out or remain a member at the increased minimum of \$2. In planning for the future he advised against continuing to utilize reserves for annual program needs and spoke of the importance of keeping reserves for unexpected events that may occur. There has not been an increase in membership dues since 2002. At that time dues went from .50 cents to \$1.00 a pay period.

Mr. Redd indicated that he thought it was a necessity for us to increase the membership from \$1.00 to \$2.00. He asked if staff had to re-up before when we increased from \$.50 to \$1.00 or did it automatically increase? Mr. Mecusker suggested that the board make a decision today and direct staff on next steps.

We need to consider how we would implement the increase. Would staff have to rejoin at the \$2.00? It was suggested that we talk to Mr. Shively in Personnel and find out the best way to do this. After implementation we would request that the warden's help spread the word.

Ms. Miller asked whether businesses in the communities, such as restaurants and stores could be asked to support the Corrections Foundation. We could present them with a sign for display showing them as Corrections and law enforcement friendly business. Something to consider.

Motion by Ms. Miller: To determine the process and then raise membership dues from \$1.00 to \$2.00 effective July 1st.

2nd: Ms. Patterson

Approved

Action: Draft a letter signed by board directors to present to the Secretary about our intention to increase the minimum to join from \$1.00 to \$2.00. Explain in it our need to increase because we are giving out more in Employee Assistance than we are bringing in from membership. Make it effective July 1st. Seek Secretary Jones' approval before proceeding.

We need a mechanism in place for staff to let us know if they do not want to re-join and can create an online form to opt out. Otherwise, it will automatically increase from \$1.00 to \$2.00. Ms. Miller indicated that we need to state our cause about how much need has increased over the past years in our letter. Talk to Personnel about the best way to handle the process.

Disaster Relief:

Ms. Sheri Logue indicated that we are running a deficit of \$10,500 in the Disaster Relief Fund because of recent storms and hurricanes and the reserves for this fund have been depleted. We need a way to raise money to put replenish funds spent and plan for upcoming natural disasters.

Mr. Akins asked if we did raise membership could we possibly take a percentage of that and put it in the disaster relief fund or consider including disaster relief in the Employee Assistance Program Criteria.

Mr. Wynns stated that due to a dress code procedure update you don't have to be a member of the Foundation anymore to dress casual on Fridays so we could ask the Secretary to approve another day of the week to raise funds for future natural disasters.

Ms. Miller asked how many employees the \$10,500 deficit would help. Ms. Logue noted that employees affected were given \$250 so approximately 42 employees were assisted with these funds. Ms. Miller also wondered if our request form asks if they have home owners insurance. She indicated that there was a free hot-line service for insurance through the state of Florida CFO's Office. We could add that to our website as a resource for staff. She also indicated that CFO's office would send a team to work with employees on their insurance. She stated that the Financial Planners Association was a non-profit we could use to help provide education to staff. Mr. Akins said that was a great idea.

Mr. Akins stated that we need to educate staff about insurance and that they needed to have it. Mr. Wynns stated that many times staff make bad decisions and do not plan for the unseen. Insurance is one of those areas.

Motion to approve the budget: Mr. Redd.

2nd: Mr. Hummel

All approved

Motion to approve Financial Report: Ms. Miller

2nd: Mr. Redd

Approved

Legislative Update

Mr. Akins briefed the board directors about the Legislative Proposal to remove the sunset provision which would repeal the statute authorizing the DSO for the Department of Corrections. This proposal would be effective October 1, 2018. He indicated that he had talked to the Department of Corrections Legislative Office staff and was told no action needed to be taken until next year. Ms. Miller asked who would submit the proposal. In past years we were told FDC had to submit the proposal, this year we were told that the Legislature had it on their radar to address next year and were assured that it was being looked at. Mr. Akins noted that as time draws near he will be in touch with decision makers to find out what needs to be done and ensure it is done. Ms. Miller acknowledged that we need to keep it on the agenda and to let the Board know how they can assist as time draws near to reinstate our statute.

2017 Membership Campaign

Membership Campaign packets were sent out to regional directors, wardens and circuit administrators on February 1st. Ms. Sheri Logue indicated that we were getting in a lot of forms – 600 new members so far.

Community Corrections – Ms. Patterson indicated that all the information packets for community corrections had been sent out with a personal note from her.

Mr. Wynns stated that the Region III Office had changed from Orlando to Tampa. Their packet was sent there and it was delayed. We need to change their address.

Institutions – Mr. Culpepper requested that membership statistics by location be sent to him electronically. He asked how new recruits had received information about the Foundation in the past. It

was indicated that the Business Managers run the NEO. Good idea to send updated information on the Foundation to them.

Mr. Hummel stated that Region III Institutions had sent in about 350 and he wants to verify names and numbers with Ms. Sheri Logue.

Ms. Sheri Logue indicated that our next update from Personnel would be available on March 17th and that she would provide an update then.

Events: Golf Tournament and Future Planning

May Tournament

Ms. Sheri Logue indicated that the May golf tournament has never been the best fundraiser. It is a good event for comradery among Central Florida staff but sponsors have fell off, with only two last year and the benefits of continuing or discontinuing the event should be discussed. After discussion she suggested that the board consider not having the tournament. The amount of money we profit is not worth all the time that Foundation staff put into it.

Motion to not have the May Tournament: Ms. Miller

2nd: Ms. Patterson

Approved

October Tournament

Ms. Sheri Logue indicated that this tournament had always been our biggest fundraiser but this past year has decreased. We need to reach out ahead of time to all past sponsors and could use the board members help in thanking sponsors. We can also consider how to reduce costs. For several years Mr. Williams has recommended that we not provide polo shirts. Discussion concluded in agreement that shirts were not necessary and that golfers probably have more than they need after 16 tournaments. Ms. Miller asked how we get the list of sponsors. We use a list of previous sponsors and supporters that has been built over the years from businesses that support Corrections and/or are involved in the corrections field. It was suggested that we invite past contractors to sponsor.

Action: Ask board directors for help getting sponsors ahead of time.

Not give shirts as part of the goody bags.

Tails and Trails – May 6, 2017

Ms. Sheri Logue stated that Tails and Trails was being held on May 6th. Many of our K-9 Tracking teams will be there. Ms. Sheri Logue asked Mr. Culpepper if he would coordinate registration at the event again this year. He indicated that he and his wife would be glad to. Over 100 K-9 Officers attended last year and Tails and Trails has been a great event for training and camaraderie.

We are also planning a 5K run in Sebring to support this event so that Central and South FL K-9 Teams do not have to travel so far to participate. This limits their drive time and expense.

Program Reports

Ms. Sheila Logue briefly went over each section on the program report.

Employee Assistance Program

Ms. Logue stated that as indicated before the need is great and so far this FY we have assisted 303 DC employees by providing \$356,200 in assistance. And, that since our creation in 1999 we have provided more than \$6.5 million to 5,822 employees in need.

Action: Mr. Mecusker asked Ms. Sheri Logue if we could print a report or graph indicating a trend on how much has been given to staff and how much has been received in membership dues. Ms. Logue indicated she would do that and provide a copy to the board.

Ms. Sheri Logue brought up a recent incident of a Department employee that had life insurance and the person died and their last paycheck was rolled into their benefit package which meant his spouse had to wait until all benefits were processed to receive his expected check. Providing assistance to the spouse of an employee who passes away provides immediate funds when often they lose the spouses income until the benefits package is processed.

Ms. Lisa Miller recommended checking with the Department of Management Services to make sure this was standard practice.

2016-2017 Regional Dog Program Summits and other K-9 Unit and Dog Program News

Ms. Sheri Logue briefed the directors about the various regional dog summits and the various training programs we have at 21 DC institutions. Ms. Logue stated that the inmate dog trainers are now issued State of Florida certificates for their training and that the dog training programs have become vocational programs. She has attended several of the graduations and encouraged all board members to attend any chance they can. The institutions really are doing a phenomenal job with these programs.

She talked a little about our major donor, Ms. Lori Nassofer with the Animal Welfare Foundation in Winter Garden, and how much money she has donated to the dog program in the past several years. Her support has allowed for continued support of the Inspector General's Office K-9 units, K-9 tracking dogs and the 21 prison dog training programs. Dog Obedience and Service Dog Programs

There are dog training programs at 21 DC Institutions including Wakulla CI, Taylor CI, Gulf CI, Gainesville CI Work Camp, Sago Palm Work Release, Lowell CI, Lawtey CI, SFRC, Martin CI, Baker CI, Hardee CI, Tomoka CI, Walton CI, Charlotte CI, Ft. Myers Work Camp, Homestead CI, Union CI, CFRC, Okaloosa CI, Hernando CI, Okeechobee CI and Marion CI. Inmates train dogs from local animal shelters in basic obedience, train service dogs for disabled veterans, and rehabilitate dogs that 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. The Animal Welfare Foundation is a top sponsor of these programs and there are now 21 DC programs statewide, plus 10 private facility programs and Sheriff's Offices. Of programs reporting, 3,696 dogs have been trained and have found forever homes. More than 3,350 Inmates have been involved in the dog training programs as caretaker, handler, and trainers.

The Foundation serves as the fiduciary of the donations and has purchased many items to enhance the care and training of the dogs in DC's care. We recently purchased a new K-9 dog named Alf, who is a drug interdiction dog for the FDC Office of Intelligence.

Computers for Kids

Ms. Sheila Logue briefly talked about computers donated to the program since it was re-introduced in July 2011. And, that Cross City CI was the only institution with the Computers for Kids program. Ms. Sheri stated that Sumter CI had a contract to participate but that problems surfaced such as roof damage that prevented them from starting. Mr. Culpepper requested that we contact John Smith about the status of the program. So far, 868 computers and 272 printers have been donated to the program and of that 452 computers and 22 printers have donated to schools and various organizations serving children. She indicated how the requests for computers had fell off dramatically during the last year or so. Mr. Mecusker indicated that computers used to be more expensive and many cities/counties are able to budget for them. He also said that a lot of schools were going to tablets and laptops and that desktop models that are refurbished through the program may become obsolete so the need may be limited. Let staff know if you have any suggestions of ways to promote the program. The MOA for this program is scheduled to renew in August 2017.

FDC Logo Promotional Items

Our store only offers a small selection now including pad folios and badge pulleys. Polos and uniform shirts are now offered by PRIDE through the Department of Corrections.

Chaplaincy

The Foundation serves as the fiduciary for private donations to be made for the Chaplaincy programs at many institutions that otherwise would not be able to be received by these programs. Since the Foundation is the non-profit organization to the Department of Corrections we are able to accept donations that the department cannot accept as a standalone state agency. The Corrections Foundation has accepted 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. Also, through a generous donation, Hardee CI has started a seminary.

Re-Entry/Vocational and Educational 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 Madison CI and various education efforts at several institutions. Sumter CI has started a roof repair account funded by community volunteers at The Villages in FL and many other worthwhile projects are taking place throughout the state.

Goals and Objectives 2016-2017

Membership Campaign – February and March 2017

Ms. Sheri Logue stated that our goal this year was to increase membership by 2,000 from 14,500 members to 16,500 by April 2017 and to increase awareness among DC employees about the existence of the Foundation and to assist DC employees in times of crisis.

Ms. Sheri Logue asked about the possibility of recognizing the membership campaign winners at the FCCD Annual Institute in August in Orlando. With banquet tickets costing \$65 and hotel \$100, ten to twelve staff would be recognized at the banquet at a cost of approximately \$1,650 - \$2,000.

Motion: Ms. Lisa Miller – for a one-night hotel stay and a banquet ticket for 10-12 staff.

2nd: Mr. Erich Hummel
Approved

Website Development

Mr. Akins recently updated the website and is more secure. He asked if it was helpful to have membership reports and information on the website and the board directors said yes.

Topics for Future Board Planning

Ms. Lisa Miller stated that the board needed to coincide our Strategic Plan with the Department of Corrections Strategic Plan. She would like to meet with each board member and ask planning questions. What are our dreams and how can we accomplish them? This will be a six-month project and the S.W.O.T analysis, Strengths, Weaknesses, Opportunities and Threats will allow the board and staff to explore options for future growth and programs.

Ms. Miller stated that as part of our planning strategy we need to delegate the Board to oversee where to invest our money. Mr. Redd indicated that in the past Mr. Williams, Finance Committee Chairman, has maintained a more conservative approach to investing because of needing funds to be accessible and also showing that we are good stewards of the money entrusted to us. There are options that will allow up to take a conservative approach but also earn more than current money market rates, which are dismal. The Finance Committee will meet, research interest rates and investment options and bring a proposal back to the board. Ms. Miller, Mr. Rush, and Mr. Mecusker volunteered to serve on this committee with Mr. Williams as Chairman. The finance committee will plan on meeting soon.

Committee Assignments

Copies of duties of each committee's responsibility was included in the board books. Board directors indicated where they would like to serve and a list will be presented to President Mr. Wainwright for final assignments.

Future Board Meetings

Mr. Culpepper stated that we need to meet at least twice a year and that quarterly was preferred.

Ms. Sheri stated that the Annual FCCD Institute in August in Orlando would be a perfect time to have our next board meeting. It's scheduled for August 28-31, 2017. All agreed.

There being no further business Ms. Miller made a motion to adjourn.

Meeting adjourned at 1:10 p.m.

Respectfully Submitted,

Sheila Logue
Program Coordinator