

**Corrections Foundation**  
**Board of Director's Conference Call**  
**May 18, 2018**

**Attendees:**

Mr. Louie Wainwright  
Mr. Tom Rush  
Mr. Dave Mecusker  
Mr. Sam Culpepper  
Mr. Erich Hummel  
Mr. Brian Riedl  
Ms. Justine Patterson  
Mr. Brian Wynns

**Absent:**

Mr. Jim Williams  
Ms. Lisa Miller  
Mr. Mark Redd

**Staff:**

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

Mr. Wainwright called the meeting to order at 10:10 a.m.. Mr. Mecusker gave the invocation. Mr. Akins took attendance and Mr. Rush confirmed we had a quorum. Ms. Miller gave her proxy vote to Mr. Rush.

Mr. Wainwright asked for approval of the January 17, 2018, minutes. There being no discussion, Mr. Culpepper made a motion to approve the minutes. Mr. Mecusker seconded the motion and they were unanimously approved.

Mr. Mecusker gave an overview of the budget. He indicated that the increase in the minimum membership donation from \$1.00 to \$2.00 had made a positive impact on the Employee Assistance Program. The Finance Report shows revenue and expenses that are expected into the next fiscal year. These figures are provided to show the impact of raising membership and the availability of funds for a disaster relief reserve to be established.

He noted that there was a typo on the second column on the budget and the date should be May 16, 2018, not December 31, 2017. Under "Other Expense" on page three Mr. Mecusker explained about any checks that are not cashed have to be reported to the State of Florida Unclaimed Property Office once they are dormant for 5 years, the \$507 on the budget and finance report are for voided checks. These funds were turned over to the State of Florida, Unclaimed Property after multiple attempts to contact and locate the people they were issued to. He stated that our books were in good shape.

**Membership Campaign Review**

Mr. Culpepper stated that he wanted to thank all of the Regional Directors for their help during the campaign. He further indicated that he wanted to talk to Chris Hendry in Staff

Development and Jenny Nimer in Community Corrections about presenting to Academy Recruits and Orientation. Providing information at new employee orientation to let them know about the Foundation and what we do will make the membership campaign easier each year because fewer employees will be non-members.

Ms. Sheri Logue indicated that she had just received the membership numbers from Payroll/Research on Monday and that all the annual members were not in the system yet but a report will be available soon. Also, with employee turnover the database is not representing the hard work each location did during the campaign. But based on the Payroll/Research Office report we can ensure that the final report will show the membership increase for each location, not just where they stand after staff turnover, which is pretty high in some areas of the state.

From February 1<sup>st</sup> through April 30<sup>th</sup> approximately 1,589 FDC officers and staff joined the Foundation and we are expecting one more update from Payroll. During that same time period 749 members became inactive, meaning they either left FDC or cancelled their membership. We know for a fact that 260 of that number cancelled directly as a result of the increase from \$1.00 to \$2.00. Our current membership is 16,191.

### **Employee Assistance Program Review**

Mr. Mecusker indicated that during our last meeting on January 17<sup>th</sup> we stated that after the Membership Campaign was over we would schedule a meeting to work out the specifics of the Disaster Relief Fund and decide on a percentage of the increase from \$1.00 to \$2.00 to earmark for this fund based on the \$280,000 that was spent on Hurricane Irma last year. He stated that we can't predict the future but we can reestablish a baseline of reserve funds for what we distributed in response to Irma.

Of this \$280,000, \$250,000 in our money market was reserved for EAP and used for Disaster Relief and \$30,000 came from our golf tournament fundraiser. Mr. Mecusker suggested that we take 45% (90 cent) of the \$2.00 and put it back in our Money Market account bi-weekly to build that fund back up for disaster relief this year. Putting it in a money market account gives us more flexibility and allows it to be available in an emergency. Mr. Akins indicated that we would bring in \$14,591 biweekly based on 16,191 members and .90 cents a member. Mr. Wynns noted that would be about \$378,869 a year, considering we had no pay out.

Mr. Akins asked at what level we cap the fund. Mr. Wynns said we could reassess at a certain amount once the fund is strong. Mr. Mecusker asked what about \$500,000 max but what if we are hit multiple times in a year. Mr. Culpepper stated that we were going to see storms impact our state and employees multiple times.

Mr. Mecusker asked once the Disaster Relief Fund reaches a certain amount do we want to stop funding the Disaster Relief Fund and put reserve into the Employee Assistance Program for other emergencies? He suggested using the money market to fund disaster relief and let it be indefinite for 3 years and then reassess, as long as we have no disasters this year the funds

reserves will be re-established. Mr. Culpepper agreed. Ms. Logue indicated we have multiple accounts in different banks because FDIC insurance is capped at \$250,000. She further stated that once we have \$250,000 in an account we should put it in a CD so it will earn interest.

Mr. Riedl made a motion to put 90 cents of every \$2.00 received into the Disaster Relief money market account every two weeks for 3 years. Ms. Patterson seconded the motion and it was unanimously agreed upon.

### **Employee Assistance Criteria**

Mr. Wynns brought up the question of changing the age of dependent children from 18 to 21. Ms. Patterson stated the standard insurance is up to 26. Lots of children are living at home now as dependents. Some may be in school but many are still 100% dependent on their parents beyond age 18. Mr. Mecusker said to remember that the criteria is not insurance and doesn't think we need to change the age. Many adult children are out on their own and responsible for their own expenses at 18-21 too. Ms. Patterson mentioned that if they are in college they are probably still listed as dependents on their parents' tax return. Ms. Logue mentioned that some requests we receive are for over 18 children who are suffering from a critical illness, such as cancer, and they still live at home, the medical bills are their parents' responsibility. We've also recently received a request to assist after a 21 year committed suicide while still living at home. The hardship of emergency transport and other things that follow a tragedy like this fall to the parents (the FDC employee), even though the child is over 18. Mr. Mecusker stated that we needed to consider tragic events on a case-by-case basis. He thinks we need to table this until we know funds are available for expansion.

Mr. Wynns thinks we need to create a specific Disaster Relief heading and explanation in our criteria. He also wondered about the guideline that employees can only receive assistance once every 18 months and 3 times maximum in a lifetime. Does this include natural disasters, or are requests to the Disaster Relief Fund outside of the 18 month and 3 times in a lifetime limitation. For example, what if there is a natural disaster and that person also needs help for a medical emergency during that time period. There was discussion and it was agreed that Disaster relief is different and should help with both if they occur in the same 18 month time-frame.

Mr. Wynns recommended that we include in our criteria that a disaster doesn't have to be a major named storm, it could be a no-named storm or a tornado.

Mr. Riedl noted that we remind that the Corrections Foundation is not the only avenue for assistance following a natural disaster. We also need to add a clause that states requests have to be received within a certain time-frame since we are still receiving requests asking for assistance from Hurricane Irma. We need to establish a criteria for assisting members and non-members. For disaster relief we assisted everyone at the same level whether a member or not and moving forward non-members will not receive the same as members.

Mr. Mecusker made a motion that we meet face-to-face to go over the whole guideline criteria line-by-line somewhere in central Florida. Ms. Patterson seconded the motion and all agreed.

Mr. Riedl indicated that we could meet at CFRC in the Training Building. All agreed and the date decided upon was June 12<sup>th</sup>. Thanks to Mr. Riedl for agreeing to host this meeting in Region III.

Mr. Akins stated that we would have a “working draft” with all ideas included. Everyone was asked to review the document and send Mr. Akins their ideas and opinions before the meeting so that he can incorporate them into our document.

### **Capital City Bank Grant and Endowment**

Funding for this grant would be \$25,000 however it requires us to set up an endowment of at least \$10,000 that would not be allowed to be touched. This grant, if received, could enhance and support FDC’s dog training programs. The funds for the endowment would come from the Animal Welfare Foundation donation.

Mr. Riedl suggested that since we have never applied for the grant before and there are no guarantees we would be a recipient that we leave our money where it is and do not apply.

Mr. Mecusker made a motion to not apply for the grant at this time. Mr. Culpepper seconded the motion and it was unanimously approved.

### **New Business**

Ms. Sheri Logue indicated that our annual audit was coming up in mid-July and that a final year end budget would need to be approved by the board prior to that time.

There being no new business Mr. Wainwright made a motion to adjourn the meeting. Mr. Culpepper seconded the motion and all agreed.

The meeting adjourned at 11:22 a.m.