



**Board of Directors Meeting  
Florida Department of Corrections  
August 31, 2017**

**Lake Buena Vista, FL**

**Attendees:**

Mr. Louie Wainwright  
Mr. Tom Rush  
Mr. Dave Mecusker  
Ms. Lisa Miller  
Mr. Erich Hummel  
Mr. Brian Riedl  
Ms. Justine Patterson  
Mr. Bryan Wynns

**Absent:**

Mr. Jim Williams  
Mr. Mark Redd  
Mr. Sam Culpepper

**Staff Attendees:**

Mr. Chris Akins  
Ms. Sheri Logue

**Special Guests:**

Ms. Lori Nassofer, Animal Welfare Foundation  
Ms. Barbara Joyner, P.A.  
Mr. Michael McCauley, State Board of  
Administration

The meeting was called to order by Mr. Wainwright at 10:50 a.m. Ms. Miller asked us to remember those affected in Texas by Hurricane Harvey and pray for them during the lengthy recovery. Mr. Rush established a quorum.

Mr. Wainwright welcomed everyone and thanked them for their participation and support of the Corrections Foundation. We thank FCCD for the meeting accommodations in Lake Buena Vista and for allowing us to present our membership awards last night at their Distinguished Service Awards Banquet. Mr. Rush introduced Ms. Lori Nassofer with the Animal Welfare Foundation and asked her to share a little about her mission to support law enforcement K-9. Ms. Nassofer presented at \$50,000 check in support of the Florida Department of Corrections Dog Obedience Programs.

**Committee Assignments**

Committee assignments from the previous board meeting were confirmed by Mr. Wainwright. (see attachment)

## **Budget Review and Approval**

Mr. Mecusker reviewed the budget mentioning that it is based upon the previous fiscal year actual income and expenses and will be adjusted as needed throughout the year. He reviewed the budget line by line and asked for questions and input.

He pointed out that we can reduce expenses for the FCCD conference next year by board member involvement at the Corrections Foundation booth and he offered to man the booth during the conference.

Ms. Sheri Logue mentioned that income and expenses for the Dog Training Programs are tentative on applying for and receiving a grant from Capital City Bank. Additional fundraising will be necessary to meet the match requirement of this grant. With Ms. Nassofer's generous donation today we are well on our way to raising the funds for this project.

Ms. Patterson made a motion to approve the budget, 2<sup>nd</sup> by Mr. Riedl and all approved.

## **Profit and Loss Statement and Audit Report**

Mr. Mecusker reviewed the Profit and Loss Statements, one for last fiscal year which our audit is based upon and another for the current fiscal year to date. For the year ending June 30, 2017 expenses outpaced income by \$44,000. This is due to funds received in previous years being used in the past fiscal year, examples include expenses for K-9 Tracking Teams, K-9 Drug Interdiction Units and the Dog Obedience Training Programs. A detailed report of these expenses is included in our audit report. Our Quickbooks file, balance sheet reflects our current financial standing and we are not running a deficit. Ms. Logue will send a copy of the balance sheet to board members.

The Employee Assistance Administrative fee of 15% was explained. This figure is arrived at by calculating 15% of the previous fiscal year's membership income. The 15% provides operating funding for administration of the Employee Assistance Program which is the Foundation's largest and most time consuming program for staff.

Mr. Riedl made a motion, seconded by Mr. Wynns to approve the Profit and Loss Statements and Audit Report.

## **Investment Options**

Ms. Lisa Miller introduced guest Michael McCauley from the State Board of Administration to talk to the board about investment options through a product they offer, FL PRIME. FL PRIME has been around since the late 1970's and pools assets from a variety of governmental agencies including school boards, city, county, university funds and various trustee accounts. FL PRIME offers a competitive yield of 1.31 daily and is a money market product allowing liquidity and availability to funds. This is a low risk, short term investment product, investing only in First Tier securities, A1 Plus

and AAA securities. It is not a stock/bond fund and is stable and not volatile. Mr. McCauley mentioned that CD's will have a higher rate of return due to locking into a multiple year term so it's important to decide when and if the funds will need to be accessed.

We currently are receiving .25% interest on \$200,821 in a Money Market account with Hancock Bank. We can move from .25% to 1.31% with minimal risk.

Mr. Mecusker noted that the Corrections Foundation investments have historically been conservative. The State of Florida has a healthy financial standing and 1.31% interest tracks the federal short term interest rates but added that our funds through FL PRIME would not be FDIC insured.

Mr. McCauley added that if the Board wanted to explore investment options with a higher return an outside investment manager with Blackrock could provide additional information. There is a higher risk associated with their stock/bond products but a comfortable balance of safety and liquidity could be obtained.

Mr. Akins asked Ms. Nassofer with the Animal Welfare Foundation if she had any investment advice for us. She advised that she is more of a real estate investor but is interested in learning more about investment options.

Mr. Akins asked Mr. McCauley how high he expects interest rates to rise in the coming year. Mr. McCauley said it is possible to see 2% by the end of next year, interest in FL PRIME updates daily and is a floating rate. He suggested the board consider putting a portion of reserve funds in FL PRIME and a portion in longer term CD's to earn a higher interest rate and provide FDIC coverage.

Ms. Logue mentioned that a grant we are applying for requires an endowment fund and asked if that is something FL PRIME can offer. Mr. McCauley said that FL PRIME couldn't offer an endowment but the Blackrock fund adviser could set up an endowment.

Mr. Mecusker made a motion that the staff look into all investment options, including CD's and other Money Market Funds to see what is available and report back to the board in 30 days for a vote. Ms. Miller accepted the motion, seconded by Mr. Hummel.

### **Capital City Bank Tipping Points Grant**

We were approached by the President of Capital City Bank in Bradford County regarding a grant opportunity to support FDC dog training programs. The Capital City Bank Tipping Points grant will provide 20% of a project's budget and gives two \$25,000 grants each year. The grant proposal is due by November. With Ms. Nassofer's donation today of \$50,000 this leaves us needing to raise \$50,000 for this project. Motion made by Ms. Miller to complete application for Capital City Bank Grant of \$25,000 and to explore other donations to raise \$50,000 for the required match. Motion to earmark

\$10,000 in endowment to be able to qualify for CCBG grant. Motion seconded by Mr. Hummel and approved.

It was advised that we speak to Ms. Nassofer about possible contacts who may support this project and help us raise additional funds. It was also recommended that we approach pet care corporations such as Petsmart, dog food manufacturers, vendors and K-9 Equipment companies.

### **Sponsor/Donor Information**

Mr. Wynns requested a fact sheet, short tip sheet for Board members. This will assist in soliciting sponsors and make it easier to promote the great work the Corrections Foundation is doing. A document or palm card with bullet points would be helpful and sharing stories of those we assisted would show the personal side of the Foundation.

### **Legislative Update**

Mr. Akins gave an overview of the Statute regarding establishment of DSO's in the State of Florida. The Statute states that all DSO's must come into compliance and have their statute renewed by the Legislature by October 1, 2018, or they will cease to exist. With the Legislature meeting earlier this year the Department of Corrections has requested information to submit and everything is going smoothly. DSO's who were up for renewal last session were renewed and we do not foresee an issue with our statute either but will keep the board apprised of the process and needs as they arise.

### **Membership Campaign**

Ms. Logue reported that the membership campaign was one of the most successful in years and that it has continued far after the campaign due to new employee orientation and recruitment efforts by the Department of Corrections. She asked board members to please thank their staff for their efforts. Mr. Wynns noted that the Corrections Foundation is being promoted at NEO year round and he is glad to see there is a noticeable increase.

### **Golf Tournament - October**

Southwood Golf Tournament, October 26, 2017. Sponsor requests will go out in early September. Assistance is needed to reach out to all past sponsors by telephone and let them know of the event, sponsor opportunities and thank them for their past support. We send a letter and sponsorship packet but the personal touch of a phone call is something we would like to add this year. Board members requested a list of contacts and phone numbers so that they can assist. A handout with bullet points would be helpful prior to making these calls. This event is our largest benefit of the year and registration will fill up quickly.

## **Corrections Foundation Program Report – August 2017**

### **Employee Assistance Program**

During Fiscal Year 2016-2017 to date we assisted 409 employees and provided \$528,200.00 to FDC officer and staff. Since 1999, the Employee Assistance Program has provided more than \$6.8 million to 6,061 employees in need. Over the years 1 in 4 FDC employees have received assistance from the Corrections Foundation during the toughest times in their lives.

### **Inspector General's Office K-9 Unit, K-9 Tracking Teams and Dog Training Programs**

A recent donation of \$10,000 from the Animal Welfare Foundation in Winter Garden has allowed for continued support of the Inspector General's Office K-9 units, K-9 Tracking Dogs and 21 Prison Dog Obedience Training Programs. 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. We recently purchased K-9 Alf, a drug interdiction dog for the FDC Office of Intelligence. Since 2008 the Animal Welfare Foundation has donated more than \$450,000 in support of the K-9 Units and Dog Obedience 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 9 private facility programs and Sheriff's Offices. Of programs reporting, 3,800 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.

### **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. Since that time, a total of 868 computers and 272 printers have been donated to the Foundation for the program. Of these donations 452 computers and 22 printers have been donated to schools and various organizations serving children. We have also provided much needed items to DC such as printers, scanners, fax machines and computers. So far, this fiscal

year (July 1, 2016 to current) this program has donated 55 computers to six different organizations. We have a lot of computers, monitors, and printers on hand at Cross City CI and have advertised that we have computers to donate to private organizations serving children but we just haven't received many requests this fiscal year.

Cross City Correctional Institution is currently our only location that has a Computer for Florida's Kids Program. However, the contract was renewed several years ago to provide a program at Sumter CI but it has never gotten off the ground.

### **FDC Logo Promotional Items**

Our current store offers a small selection including FDC padfolios and badge pulleys. Polos and uniform shirts are now available through P.R.I.D.E and are not being offered by the Corrections Foundation.

### **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. Also, through a generous donation, Hardee CI has started a seminary.

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 and Education 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 including RMC and Zephyrhills. Sumter CI has started a chapel roof repair account funded by community volunteers at The Villages in FL and many other worthwhile projects are taking place throughout the state.

### **RMC Honor Guard**

We are proud to serve as the fiduciary for donations received for the RMC Honor Guard.

### **Goals and Objectives**

Ms. Sheri Logue called attention to the Goals and Objectives section of the book which is an overview of what we foresee for 2017-18.

## **Strategic Planning**

A separate board retreat was recommended for board planning and details will follow. Board members were asked to review S.W.O.T. Analysis documents and to brain storm where they'd like to see the Corrections Foundation in 3-5 years. Mr. Wynns noted that we need to better promote the good works of the Corrections Foundation. Facts speak for themselves but we need to get the word out. Mr. Hummel mentioned the possibility of a PSA or commercial about what we do and how the general public can support us and Corrections. Encourage positive articles on Corrections and include feel good stories on people we have helped.

## **New Business**

### **Current FDC Project – Donor Funds**

Ms. Logue asked if there was anything we could do to check on a project at Sumter CI to repair the roof of the chapel. A generous donor raised over \$10,000 two years ago for this project and the Corrections Foundation accepted the funds, however no repairs have been made. The donor has recently started using the funds for other chapel needs such as books and a golf cart for volunteers, because the chapel roof is in such disrepair that Warden DeBell advised that the institution will likely relocate the chapel before repairing the roof. Mr. Riedl confirmed that there are many buildings in disrepair and that repairing dorm roofs has taken priority. He offered to check on the status and anything that may be done to help at the Sumter CI Chapel so that we can satisfy the donor's initial intent.

### **Disaster Relief Preparedness**

Discussion arose about raising funds for disaster relief. We could ask Secretary Jones to approve casual days to raise funds for future disasters but raising money for something that hasn't occurred yet will be difficult.

Ms. Logue referenced the current Employee Assistance Program Criteria and mentioned that Disaster Relief is currently excluded from the criteria but that could be amended if needed. Mr. Mecusker noted that if membership were to increase from \$1 to \$2 minimum that this could raise the needed funds to handle disaster relief when needed. Mr. Wynns asked if there was any concern about having too much money in reserves. Mr. Akins said that we had asked our auditors that in that past and there isn't a concern about our current level of reserves for the Employee Assistance Program. Mr. Wynns commented that he has reservations of increasing the membership dues and recommended that we keep it low to allow everyone a chance to join. Mr. Riedl agreed that he has concerns and believes it may hurt the Foundation membership more than it will help the bottom line. Mr. Williams

had shared the same concern in an email prior to the meeting. Membership seems to have gained momentum and if we can continue to seek new members through NEO and recruitment we may not need to increase the minimum donation amount.

Mr. Riedl made a motion to adjourn. Ms. Patterson 2<sup>nd</sup> the motion and all approved.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Sheri Logue

Secretary/Administrative Director