

Board of Directors Meeting
July 25, 2007
Reception and Medical Center

Attendees:

Mr. Louie L. Wainwright, President
Mr. Tom Rush, Vice President
Ms. Betty Bennett, Development Committee Chair
Mr. Dave Mecusker, Treasurer
Mr. Jim Williams, Finance and Membership Committee Chair
Ms. Rosa McNaughton
Ms. Mary Ellen Dayan-Varnum

Absent:

Mr. Robert Woody
Mr. Dick Pearce
Mr. Jason Clinger

Staff:

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

Guests:

Mr. Mark Redd, Region I Director
Ms. Martha Humphries, Warden RMC
Mr. Wilson Bell, Former Board Member

The meeting was called to order by President Wainwright at 10:10 a.m. and Mr. Rush established a quorum. Mr. Jim Williams led the meeting with an opening prayer and Warden Martha Humphries welcomed us to RMC.

The minutes from the February 9, 2007 Executive Committee Meeting were reviewed and a motion was made by Mr. Rush and seconded by Mr. Williams to approve the minutes as presented.

Board Member Recognition

Mr. Wainwright recognized Mr. Wilson Bell for his 10 years of dedicated service to the Corrections Foundation. Mr. Bell was one of the founding board members of the Foundation and continued to be a major part of the Foundation's successes. Sheri Logue was asked to present a plaque of recognition to Mr. Bell. Ms. Logue further mentioned that the program success the Foundation has experienced is due largely to the foresight and hard work of Mr. Bell, both when he worked for the Department of Corrections and after he retired and served on the Corrections Foundation Board of Directors. Farmworker Housing, Computers for Florida's Kids and the Ford Motor Program all find their roots in the foundation Mr. Bell helped create early in the Foundation's history.

Treasurer's Report

Mr. Mecusker presented the current financial report and noted that we are in good financial shape. He summarized the bank account balances and program balances and annual budget. (see attached) He noted that the Spring Golf Tournament was a roaring success raising \$18,570 and netting \$10,173.69 after expenses. He discussed our need to increase operational funding and decrease operational expenses and noted that we have sent requests for proposals (rfp's) to many CPA firms in Tallahassee in hopes of receiving a lower audit price to help decrease our operating costs. The only response we have received has given us a quote of \$5,500 to perform our audit. Our current auditors, James Moore and Co, CPA have quoted \$6,000. We have asked Mr. Don Tucker, who is retired from the Dept. of Corrections and a CPA for a quote and expect his quote to be around \$2,000 based on previous audits he has performed for the Florida Council on Crime and Delinquency.

Mr. Williams asked if there would be a conflict of interest in Mr. Tucker performing our audit and FCCD's audit. We need to make sure his former employment with DC is not an issue or a conflict of interest.

Mr. Rosa McNaughton commented that there is no conflict of interest that she is aware of however she advised us to ask Mr. Tucker if he foresees any conflict and that as a CPA he would be more aware of issues that may exist.

Mr. Wainwright mentioned that all FCCD accounts were audited when the new Secretary began in February 2006 and that the audit passed.

Ms. Sheri Logue will contact Mr. Tucker and provide him with the rfp so that he may provide us with a price quote.

Mr. Mecusker distributed the Finance Committee's Job Description to the Board. Mr. Wainwright asked that it be reviewed for acceptance and voted upon at the upcoming Executive Committee Meeting.

Mr. Wainwright asked if there were any questions about the financial report. Sheri Logue asked the Board for suggestions in raising Operating funds. Ms. Betty Bennett responded that we have long discussed an opportunity to sell inmate art at auction. The art would be donated to us and we would sell it and return a portion of the income to the institutions in the form of art supplies for programs. Mr. Akins mentioned that Dr. Bedard is currently working on a similar project in conjunction with Florida State University and how selling artwork can benefit the hobby craft programs.

Mr. Wainwright commented that he has reservations about getting involved in inmate hobby work. For many years things were sold through the visiting parks and the money would be placed in the inmates account to buy items from the canteen. He assumes this program is no longer in existence. Mr. Dave Mecusker confirmed that the sale of inmate items is no longer in existence since the Employees Clubs have closed.

Mr. Rush echoed Mr. Wainwright's reservations and questioned how we would keep up with hobby craft items and art supplies. Plus it would be important to make sure the art supplies were allowed inside the institution.

Mr. Bell presented a historical perspective and said that hobby craft was always a thorny issue. Close oversight of supply inventory and storage was always an issue and provided numerous hassles. He commented that there were a lot of complicated issues and advised that the Foundation stay distanced from such a project.

Mr. Wainwright suggested tabling the issue and allow Dr. Bedard to pursue the project with FSU. We will not get involved unless Dr. Bedard asks us too in the future at which time this issue can be considered by the Executive Committee.

Mr. Mecusker made a motion to accept the financial report and Ms. McNaughton seconded the motion. The motion passed unanimously.

Program Report

Ms. Sheila Logue presented the Program Report noting that the Employee Assistance Program has assisted 290 employees and distributed \$344,500 so far in FY 2006-07 and has given nearly \$2 million in assistance since the programs inception in 1999.

The Farmworker Housing Project

Rosa suggested rewording a section of the agreement to specify who will make delivery. Reword the agreement to read, "DC will make timely delivery" instead of coordinate timely delivery.

The MOA to extend our project with Everglades Community Association was approved as revised. Ms. Sheri Logue will work with all the parties to have the MOA signed and implemented in the near future.

Ford Motor Program

Ford Motor Company has recently donated a projector to the program at Homestead CI valued at \$2,000 and online courses now being taught through the projector allowing students to be Ford certified and take tests provided by Ford Motor Company. Mr. Williams asked if anyone has been placed in the automotive field yet. Mr. Akins reported that no one has been successfully placed beyond program completion. However DC resources such as transition and work release are not being made available to this program.

Mr. Wainwright asked Ms. Rosa McNaughton to chair a committee with Mr. Rush and himself to assure the proper coordination from the program office including classification. Ms. McNaughton said she was happy to serve on this committee to encourage more cooperation among the Department's offices of transition and programs.

Mr. Akins announced that Lee Cork is no longer with Ford Motor Company and that his successor has visited the program at Homestead CI and was very impressed with their operation. However it is likely she is unaware of the 0% placement problem.

Mr. Bell asked if the inmate release assistance program is still available. Mr. Wainwright said that he believes these programs were cut but that we have asked for assistance through Transition and Programs and that we really need to clarify how we need their help.

Mr. Bell suggested that we contact Ms. Marta Villacorta, Regional Director in Region IV and ask her assistance in addressing the issues with this program.

Ms. Dayan-Varnum noted that the work release programs could assist in job placement. Mr. Rush asked if we can get involved unilaterally without stepping on anyone's toes. Mr. Williams noted that we need to get involved. Ford has had a 0% return on a very large investment. We owe it to ourselves to make a better effort at placement.

Specialty Tag Project

Mr. Akins presented the legislation that recently passed. The bill was a "train of plates" with 14 specialty tags for various causes being presented. Our tag passed with broad language allowing us to use funds from the sale of tags for purposes within our existing bylaws. Proposed use of funds after the original \$75,000 loan is paid back includes:

- 15% - Administrative Fee
- 10% - Disaster Relief

5% - Scholarship for children/dependents of DC officers/employees killed or injured in the line of duty

70% - Employee Assistance Program

Mr. Akins asked the Board if they had any other ideas and suggestions for the use of funds. Discussion ensued about providing a benefit fund for officers who are injured in the line of duty. There are more than 550 injuries to officers a year. We could begin a fund to assist these officers.

Mr. Akins presented the checklist and marketing plan for the Specialty Tag. We are about half way through the process. Currently we are awaiting a prototype from 3M and then the Florida Highway Patrol will review the tag for legibility on the road. We should have the design in August and the tag will likely be available to the public in January or February.

Mr. Mecusker asked if our tag is in the same package of the other tags. Or if they were being sent to the DMV one at a time? Mr. Akins said he would check into it, but if our tag is being considered separately the process would be faster than if the tags are all together.

Mr. Wainwright complemented Mr. Akins for being extremely involved in bringing the specialty tag into reality. Mr. Rush is also recognized for providing legislative support to this initiative. This has been a very sensitive project that many felt could not succeed, but it has and we are excited about the opportunity to raise awareness for Corrections. The point of the tag is more than to raise funds for the Corrections Foundation. The ultimate goal of the license plate is to raise the level of recognition of Corrections and the importance of their law enforcement responsibilities in the criminal justice community. We will be educating the public about the importance of Corrections and the impact Corrections has in their local communities. Thousands of Corrections employees are benefiting their local communities on a daily basis and their communities provide less cooperation and support to the institutions.

There has been some concern raised by a couple individuals about putting the Corrections Foundation tag on their cars and possibly making their cars targets for vandalism. The risks of this are very minimal. The Police Benevolent Association does not experience problems and they are clearly promoting support of police.

Mr. Wainwright further explained that Florida was the first state in the nation to become accredited and that we have a lot to be proud of. Our focus will be to raise the level of recognition and prestige of the brave men and women who work for Corrections is a field that they should be proud to work in. Their service to their communities is unmatched by any other law enforcement and public service agency.

He asked the Board members to talk to civic clubs and community organizations and point out the influence and impact Corrections has in their communities. Millions of dollars of work is being done to benefit communities through inmate work squads, not to mention the public protection provided by institutional and probation and parole officers and other DC staff. The license plate will give communities a chance to give back to corrections.

During Hurricane Katrina and the hurricanes that impacted Florida in 2004 Corrections was instrumental in rebuilding communities throughout the state. The Dept. of Corrections deserves the support and recognition for all that they contribute.

It is of importance to raise the level of salaries and recognition of corrections personnel to that of others in the law enforcement community. With added recognition about Corrections perhaps the Legislatures interest in increasing salaries will improve.

Membership Committee Report

The membership campaign held from March – May 2007 was very successful raising recognition for the Corrections Foundation and gaining 1200 new members.

Charlotte Correctional Institution had the highest increase throughout the state. Region IV has a lower membership rate than other parts of the state however this is likely due to a very high turn over rate among staff.

Mr. Williams noted that the Board will be asked to begin promoting the Corrections Foundation to meetings that address the level of officers. These meetings will take place in January and February and lead up to the March and April membership committee. These meetings will be a prime opportunity to promote the specialty plate too. He suggested that we begin in Region IV and work our way back to Region I. We need to exercise a real effort to promote membership and the tag. The next step is to ask Regional Directors for meeting places and dates so that we can ask to present at these meetings.

Ms. Bennett suggested that we also incorporate Chamber of Commerce, County Commissioners into these meetings so they can see first hand what is at work within Corrections. We also need to work closely with every warden and circuit administrator to gain their support in promoting membership.

Mr. Mecusker announced that the FCCD Annual Institute would be a great place to highlight the license plate and membership and suggested that the Foundation present at one of the workshops. He further mentioned that there are 35 chapters within FCCD and they would welcome a presentation from the Foundation.

Mr. Mecusker will check with Mike Willis to see if the Foundation can have a free booth. The CPOF is present there and there is a need for us to be present to.

Mr. Wainwright commented on the membership campaign and expressed his appreciation to Secretary McDonough for his support. We owe him a debt of gratitude for his encouragement and support and asked that we send him a letter of thanks for all he has done this year.

Employee Assistance Program

Discussion began about the current EAP amounts given in the event of an employee or immediate family member death. More requests for deaths are being submitted and we are spending more than we take in each pay period due to paying a death benefit of \$3000 for many of these requests. The Foundation was never intended to be a life insurance policy and we can not afford to allocate funds to everyone for reasonable normal deaths. Everyone will be faced with a death in the family eventually as part of life.

Ms. McNaughton suggested that we review our bylaws and incorporate the purpose of the Employee Assistance Program not being a death benefit. However the Employee Assistance Program is not outlined in our bylaws but by their own policies and procedures where an amount of assistance is not included but rather set by the board and can be revised by the board as well.

Mr. Mecusker noted that one issue is that nobody wants to say no to an employee in need so this is the reason we receive so many requests from well meaning wardens and circuit administrators. Often time the need is not as severe as the request initiator may feel. For instance we received a request where the husband of an employee had a heart attack mowing the lawn. His spouse would receive \$180,000 in assistance through his life insurance policy yet we were still asked to assist the employee with funeral expenses. We denied this request based on a critical emergency need not being established.

It was noted that we have a lot of new wardens and circuit administrators who we need to educate about the processes and procedures of the Employee Assistance Program. We need to ask them to let us know exactly what the employee is in greatest need for.

Discussion about the amounts of assistance we should provide for a death related request ensued. Suggestions were made that we could provide \$1500 for illness and other \$500 if death occurred after a lengthy illness, or we could provide \$2000 for a

death in the line of duty or we could provide differing amounts on a case by case basis and level of need.

Mr. Williams suggested lowering the death amount to \$1500 thus the maximum we will give in any situation will be \$1500. Non members will still receive a maximum of \$250 and members will receive a maximum of \$500 for fire and out of state travel hardships related to a family crisis. It was clarified that an employee could only request assistance once in 18 months and only once per situation.

Ms. Bennett suggested that we look into offering life insurance for our members so that we can eliminate death related benefits from the Employee Assistance Program but still provide a benefit to all members in the case of death. The Florida Peace Officers Association offers accidental death policy to all members. Mr. Wainwright offered to consult with the FPOA to see how this is done and whether or not it is something we want to pursue.

It was also clarified that the Employee Assistance Program is limited to existing employees of the Florida Department of Corrections and that once an employee retires the benefits of membership cease. If we wish to make retired employees eligible we will need to approach this with the Florida Legislature and request a change in our statute.

Mr. Williams made a motion and Ms. Dayan-Varnum seconded the motion to make this change to our Employee Assistance Guidelines limiting assistance to \$1500 whether the situation is medical or death related.

Motion passed unanimously.

DC Apparel Sales

Ms. Sheila Logue presented a request that we received by a DC employee to provide apparel such as polo shirts, hats, etc. for sale via our website. Deputy Secretary Dr. Bedard and Chief of Staff Mr. Prudom have been approached for their thoughts on this idea and both felt it was a good idea.

We plan on starting small with 3 or 4 items on our online store and see how sales go. If the project is a big success we will order more inventory. DCCAN, Dept. of Corrections Community Action Network, used to sell items in Central Office and raised nearly \$3,000 a year. We would like to purchase two kinds of shirts one with a decorative collar and one a solid color with 2 or 3 color choices.

Ms. Dayan-Varnum asked if this would mean employees could order directly from our website and that the Employee Benefit Trust Fund would no longer need to be involved and it was confirmed that this is would be the case.

It was suggested that we personalize the shirts with the work location for an extra charge. The board believed they would sell better personalized. Ms. Logue mentioned she would check with Specialty Sportswear to find out how this would be possible.

It was recommended that we do not sell hats or mugs which have a poor selling history since many organizations just give them away as promotional items.

Mr. Wainwright suggested that we proceed and keep the Finance Committee informed on the progress.

Ms. Logue asked if there were suggestions of other items we could sell besides shirts and badge pulleys. It was recommended that we also check prices on portfolios with the DC logo embroidered or embossed on the front.

Ms. Dayan-Varnum made a motion to proceed with online sales and Mr. Mecusker seconded the motion. Passed unanimously.

Fall Golf Tournament

Mr. Williams suggested that we either increase the price to golf or shop around for a golf course willing to give us a price that will allow us to make money from registration. We were advised to check prices in town including SouthWood, Wildwood and SummerBrooke and book a date with the course that offers us the best price.

Ms. Sheri Logue suggested that we could survey golfers who have previously golfed with us and ask their thoughts about golfing at Wildwood to help determine if our participation rate would be as high there as it is at SouthWood. Mr. Wainwright mentioned that during the last award ceremony at SouthWood the golfers were asked if they wanted to golf there again in 2007 and they agreed it was a great place for the tournament.

After further discussion it was determined we would go with the best price for this year's tournament.

Troop Project

Ms. Sheila Logue presented that there is \$16,032 remaining in the Flags for Freedom project account. She presented three possibilities for utilizing these funds to recognize DC personnel who are serving our country. We could present each of the 200 troops who have served since the initial deployment of 310 in 2003 a leather bound certificate recognizing their service. These leather bound certificates have already been provided to the original 310 troops and costs around \$7.50 each. Another option is to send care packages to each of the currently deployed soldiers. This would require us to ask for their overseas address and would cost approximately \$30 a box for items and shipping. Or another option would be to provide Visa Gift Cards to the families of those serving during Thanksgiving and Christmas times as we have for the previous 3 years.

The board voted to provide Visa Gift Cards to the troops and keep the remaining funds in the account. They also suggested that we increase PR for this project and encourage DC employees to purchase the remaining pins we have for sale so that we can recognize troops and their families for years to come. Mr. Williams noted that the war is not over and many of our men and women are bravely serving our country. We need to show them our support for as long as the war may continue. He suggested that we write an article for the Correctional Compass to encourage participation.

It was also suggested that we check into free shipping for care packages. If shipping is free we can further explore this option and ask Central Office to help us fill care packages by donating items for the troops.

A motion was made by Mr. Williams and seconded by Ms. Dayan-Varnum to provide \$50 phone cards to the families of deployed employees at Thanksgiving and Christmas time this year.
Motion passed unanimously.

Staff Employment Agreements

Mr. Wainwright presented the staff agreements for Board Review. Mr. Williams made a motion seconded by Ms. McNaughton to extend the staff agreements for another year. Motion passed unanimously.

Motion to adjourn, 1:30.

Respectfully submitted by Sheri Logue on July 12, 2007.