

**Executive Committee Meeting Minutes**  
**July 26, 2004**

**Attendees:**

Mr. Louie L. Wainwright, President  
Mr. Wilson Bell  
Ms. Sheila Logue  
Mr. Dave Mecusker, Treasurer Candidate  
Mr. Jim Williams via phone

**Staff:**

Ms. Sheri Logue

Board Minutes Approval

The meeting was called to order by Mr. Louie Wainwright at 10:15. Mr. Wilson Bell recommended accepting the November board meeting minutes and provide to the full board for final approval.

Financial Report

Ms. Sheila Logue presented the financial report and explained undesignated and designated funds and bank balances. As part of the Farmworker Housing Project we have invoiced Collier County Housing Authority for \$114,000 and are awaiting payment. Their Director has shared they are having funding difficulties but should be able to pay us in August. It was recommended that we call our grant manager at the Department of Community Affairs and ask his advice on Collier's outstanding debt. A suggestion was also made that Mr. Dave Mecusker, as our Treasurer, contact Collier County Housing Authority to determine their credit worthiness. Mr. Wilson Bell made motion to accept the financial report, seconded and passed.

Board Appointments

Mr. Louie Wainwright made a motion to elect Mr. Dave Mecusker as board treasurer, pending approval by the Board. The Executive Committee discussed filling the Board's Vice President position but delayed that action until the regular board meeting.

Mr. Dave Mecusker asked if there was an attendance policy for board members. Mr. Louie Wainwright said that with the caliber of people appointed to the board that it wasn't necessary to make attendance mandatory, we assume everyone will make their best effort to attend and most do.

Annual Report

Ms. Sheri Logue presented the annual report, highlighting program success for 2003-2004. Mr. Dave Mecusker motioned to approve the annual report; motion was seconded by Ms. Sheila Logue and passed.

Employee Assistance Program

It was decided the Foundation would begin collecting a 5% charge for administration from funds previously used to 100% fund the Employee Assistance Program. The program takes time and administrative salaries to operate and it was **felt that 5% was a reasonable administrative fee for this program and all future funds that the Foundation receives.** Mr. Wilson Bell made a motion to implement the 5% administrative fee, Mr. Louie Wainwright seconded.

#### Program Donations

The Foundation recently received a \$25,000 donation from a private donor to support the Transition Program at Hillsborough CI. The donor intended for his donation to solely be used for this purpose and the Foundation was not involved in negotiations prior to receiving his check from DOC's legal department. It was recommended that inform the legal department staff that for future donations there will be a 5% administrative fee and that donors need to know this in advance. We considered contacting the donor and asking if 5% of his donation could be used for administration.

#### Membership

Ms. Sheri Logue mentioned there are still 400 or more members who donate .50 cent a pay period even though dues increased to \$1.00 a pay period in September of 2002. The Executive Committee agreed that we should wait until the next membership campaign and ask Wardens and Circuit Administrators to help us increase their staff's dues to the minimum of \$1.00 a pay period. We will provide a list of .50 cent members to Wardens and Circuit Administrators prior to the campaign.

Ms. Sheri Logue asked for clarification of benefits for contracted employees. **We have had an increase in contract members.** These members have been informed prior to joining that **their benefits do not include employee assistance.** It was agreed among Executive Committee members that employee assistance benefits are **solely for DOC employees and are not available to any member that joins.** Other members join to support the Foundation and its programs and they benefit from casual dress on special casual days.

#### Farmworker Housing Project

Ms. Sheri Logue presented that the contract with the Dept. of Community Affairs has ended and a final report is due in August. Production sites are completing final components for the memorandum of understanding (MOU) with Everglades Community Association. Project completion and delivery is expected by October 31, 2004.

We are exploring an opportunity with Everglades Community Association to enter into a new MOU to build beds and picnic tables. This would allow the Farmworker Housing Project to continue at Hardee CI. Costs and profits from this project are being investigated and will be reported at the next Executive Committee meeting.

#### Computers for Florida's Kids

Ms. Sheri Logue provided an update on the Computers for Florida's Kids Program which is currently operational at 3 institutions, Cross City, Sumter and Glades. She shared

concerns that the staffing for these programs is inadequate and poses security risks. Each of the programs is administered and supervised by one staff person who also teaches a computer electronics course. Sheri also mentioned that non-repairable computer components are being disposed of in the local landfill. Mr. Louie Wainwright asked that Sheri investigate the landfill's procedure for disposing of computer components and determine if they are being disposed of properly. Mr. Dave Mecusker recommended contacting Tri County Landfill and asking what their procedures are to discard electronics. If it is discovered that the landfill is not disposing of the components by EPA guidelines we will need to reconsider how components from the Computers for Kids Program are disposed of so that our disposal does not adversely effect the environment.

The committee discussed charging a nominal fee of \$25 per computer to help cover costs associated with the program. All agreed we should implement this practice. Sheila and Sheri will work on changing the request form and brochure and plan on implementing this practice by October 2004, if approved by the Board.

#### Other Business

Sheila Logue's retirement from DOC in February 2005 was discussed and it was recommended that the Foundation hire Sheila part-time to continue assisting our Administrative Director in the day to day operation of the Foundation. Together, their hours would equal a full time position. The Executive Committee was in agreement of this recommendation; however Mr. Louie Wainwright wanted to clear the idea with Secretary Crosby before moving forward. It was Secretary Crosby's recommendation that we hire a full time Executive Director to seek grant and community support. This position will have different responsibilities than the administration of the Foundation, which is not a part-time position. Sheri and Sheila feel confident they could work together a total of 40 hours a week to operate the Foundation. Mr. Louie Wainwright asked Sheri to create a proposal for hiring Sheila part time including cost, hours and responsibilities and report back to the Executive Committee.

The 04/05 Budget was reviewed and recommended for full board approval.

Ms. Sheri Logue asked for advice on placing \$100,000 into a 9 month no penalty CD. It was recommended that the funds we will receive through our Farmworker Housing MOU's be used for this purpose. The Executive Committee advised that we should wait until August when rates are expected to increase again and then deposit the funds. Mr. Jim Williams recommended researching a higher rate either in a money market fund or other CD. Sheri will investigate and deposit funds into an account offering the best interest rate. Currently Bank of America is offering 1.49% in the no penalty for withdrawal 9 month CD.

The Annual Golf Tournament was discussed and it was determined the price for golf would increase to \$60 a player. The concern of providing a bar at a weekday tournament was examined. It was determined that we will provide two drink tickets and a cash bar. We will remind everyone to drink responsibly and assign a designated driver sign.

Mr. Wainwright discussed with the Executive Committee about having a display booth for the Corrections Foundation at the FCCD meeting in St. Petersburg August 24-27. The FCCD President estimates that about 700 will be in attendance. The Executive Committee agreed it would be very beneficial for the Foundation and voted to proceed.

Dave Mecusker, Executive Director of FCCD, offered to try to get space at the Conference for the booth. After working through the FCCD President, Raul Banasco, Mr. Mecusker was successful in getting complimentary space authorized.

Mr. Wainwright cleared the project with Secretary Crosby. He also discussed the project with Mr. Woody, who offered his full cooperation. Mr. Wainwright then asked Ms. Evelyn Ploumis-Devick to assist Sherri and Shelia in developing a top notch display booth. They will advise the Board of their planning details later on the agenda.

Dates for the next board meeting were discussed. Dates considered included August 12 or 19<sup>th</sup>. August 17<sup>th</sup> was later determined to be the next meeting date.

The meeting was adjourned at 12:15 p.m.