

**Corrections Foundation
Board Meeting Minutes
July 28, 2005**

Executive Committee Members:

Mr. Louie Wainwright, President
Mr. Tom Rush, Vice President
Mr. Dave Mecusker, Treasurer
Mr. Jim Williams, Membership Chair
Mr. Wilson Bell, Programs and Planning Chair
Ms. Betty Bennett, Development Chair

Foundation Staff:

Ms. Sheri Logue
Ms. Sheila Logue

The meeting was called to order by President, Mr. Louie Wainwright at 11:00 a.m. Wilson Bell joined us by teleconference. Vice President, Mr. Tom Rush recognized a quorum for the meeting. Mr. Wainwright announced that Evelyn Ploumis-Devick had resigned as Executive Director and submitted a letter of resignation to the Board effective July 18, 2005. Sheri Logue presented a card from Evelyn, expressing her appreciation to the Board, to Mr. Wainwright who read it to the Executive Committee. Evelyn has accepted another position within the Department of Corrections working closely with the Deputy Secretary in resource development. This position will remain vacant until available funding is determined and a candidate is found who can network with potential donors and write operating and program grant proposals for the Foundation. The OPS position available to the Foundation through the Department is vacant but may be filled as soon as a qualified candidate is identified.

April 14, 2005 Board Minutes

Motion was made by Mr. Williams and seconded by Mr. Bell to approve the meeting minutes from April 14, 2005 and recommend them for approval by the full Board.

Financial Report

Treasurer, Mr. Mecusker gave the financial report which described general operating and grant accounts and bank balances as well as 04-05 Fiscal Year Revenue and Expenditures. The unrestricted fund balance of \$183,813.27 was specifically addressed, noting that these funds, which are available for general operating and administration, are declining. The funding in this area is from past grants and is not reoccurring funds. Although we are financially sound, we will need to watch the unrestricted revenue figure closely. He expressed that there are currently no new grant sources determined and aggressive development needs to take place in this area.

Mr. Bell asked Mr. Rush about his contact with the Florida Finance Corporation and the possibility of the Farmworker Housing Program continuing through partnership with them. Mr. Rush responded that he would be meeting with his contact at the Florida Finance Corporation over the weekend and would report back to the Executive Committee what he discovers. The Florida Finance Corporation administers the low income housing budget and there may be possibilities of a partnership, however if funds

are available to us we will need someone who can follow up to make a partnership a reality.

Mr. Mecusker informed the Board that Ford Motor Company has made a \$15,000 donation designated for the automotive training program at Homestead CI.

The 2004-05 Budget was discussed, including a range of hours for Foundation staff based on workload, and recommended for full Board approval.

A motion to approve the Financial Report was made by Mr. Williams and seconded by Mr. Rush and passed unanimously.

Ford Motor Company Meeting Update

Mr. Wainwright introduced that there had been a meeting with Lee Cork, National Program Manager from Ford Motor Company on Tuesday July 26th and that it was a very productive meeting. The Program and Education Office of the Department did an excellent job highlighting the Homestead CI program as well as other transition programs available to offenders. Deputy Secretary, Dr. Bedard, Assistant Secretary of Programs, Fran Barber, Chief of Programs, Bernard Cohen, Program Administrator, Alan Tudor, Corrections Consultant, Mike Manguso and Research and Training Specialist, Les Dumas as well as Foundation Board members and staff were in attendance.

Mr. Wainwright expressed that there was an excellent exchange of ideas and obstacles and asked Tom Rush to expand upon the meeting.

Mr. Rush explained that our program, which has been in existence since 2002, is only a small portion of Ford Motor Company's corporate community involvement to help at risk youth and adults, although we are the only prison-based program. Ford is interested not only in educating technicians but in producing service writers in the industry as well. The funds Ford donates to the Youth and Adult Automotive Training Center are from their operating budget. Mr. Rush mentioned that the program nationwide had 136 graduates and a rather positive placement rating. He inquired how our placement rating compares to the national rate.

Mr. Wainwright expanded that the major request from Mr. Lee Cork at this meeting was for the Department to show some initiative in placement of the programs graduates, whether they be with a Ford dealership or other automotive repair facility.

Ms. Sheri Logue explained that Ford Motors and the instructor at Homestead CI, Mr. Bob Shane has been frustrated with the obstacles encountered in placement. The program at Homestead CI has had a 0% placement rate, with 29 graduates since 2002.

Ms. Sheila Logue explained that the Department's transition and work release programs had not benefited this program and that Mr. Cork has been frustrated for some time. This program has been disjointed since Mr. Woolley and Mr. Nimer left the Department. Adequate staff resources have not been dedicated to this program's success.

Mr. Rush expressed concern and dismay at the obstacles of placement, stating there are huge dealerships in South Florida and an extreme shortage of qualified technicians. He questioned whether work release was part of the transition process? Ms. Bennett echoed his concern and stated that offenders can be bonded so that the risk to the employer is reduced.

Mr. Rush noted that maybe searching for entry level technician jobs is not the right avenue to take, but if offenders sought an entry level position such as a porter or car detailer they could get their foot in the door and have a chance to prove their work ethic. This could be an area our new grants position could work closely with the institutions to improve placement opportunities.

Mr. Williams noted that we need at least one person at the institution to get in touch with the area dealerships to make them aware of the program. Ford Motor Company should be able to provide us with a list of contacts for the dealerships. Contact from the institution advising the dealerships that workers are available through this program should help provide placement.

Mr. Bell inquired whether the Transition Specialist's position was involved with this program. Sheri Logue advised that these 42 positions were deleted by budget cuts a few years ago.

Mr. Bell recommended that we work with community supervision and work release units to increase the success of this program. Marta Villacorta and Joyce Haley in Region IV have always been supportive of Foundation programs and they may not be aware of the difficulties this program is experiencing.

Mr. Wainwright asked that Mr. Alan Tudor, Program Administrator join us to answer some of the questions being raised.

Mr. Tudor joined us and explained the type of certification graduates of the YAATC program earn. They can earn certificates of achievement in 5 program areas including A/C, front end, brakes, and electrical as well as a certificate from the Department of Education. If they enter the Ford Motors Light Maintenance Program they may also receive a certificate from Ford. Their certification is not ASE certified as this is a certification that takes years to acquire and is typically earned as on the job training increases. The YAATC program can take 2-3 years to complete based upon a student's abilities and initiative.

Mr. Tudor expressed that most graduates are prepared for an entry level position upon release, but most lose touch with the program after they transition from Homestead CI to Work Release. Informing the program of success or obstacles encountered is voluntary.

Mr. Mecusker inquired whether Ford dealerships are being contacted as work release assignments or are students entering a different line of work for work release? He advised that it would be best for these students to remain in the automotive industry during work release to have greater success rather than having a break in exposure during work release.

Mr. Tudor explained that the first inmate to graduate had the highest success and actually entered the Sheridan Automobile Institute for further training; however she encountered many obstacles including economic hardships and inability to find placement for an internship at a dealership and therefore dropped out of the program. Florida statutes prohibit study release and therefore there was a time interval between the training she received from the program at Homestead to the time of release.

Students are not finished with their education once they leave the program at Homestead CI. Further training is encouraged and recommended. Project Reconnect can assist some of these students if they are within a certain age range.

Mr. Wainwright asked if Ford Motors would provide support for graduates to continue their education after work release. The funds received by the Foundation can and have been used for this purpose.

Mr. Rush mentioned that based on the student's certification which is not worth that of ASE certification, the program may need to refocus what type of jobs are trying to be acquired for graduates. Expecting dealerships to hire students based on a Department of Education certificate is not reasonable. They may however, hire them at entry level positions as described earlier, porters, etc. to give them an opportunity to prove themselves. A partnership with ASE to further training opportunities may be an avenue to explore.

Mr. Wainwright suggested that we find a way to overcome these obstacles by working with the Department staff to explore work release opportunities for these students. He recognized that Ford Motor Company is not getting a return on their investment and that we should be able to get authorization from Secretary Crosby and Dr. Bedard to work with Alan Tudor and key staff in Region IV such as Marta Villacorta and Joyce Haley to heighten awareness of this program among dealerships in South Florida.

Staffing

Our Administrative Director, Sheri Logue's contract ends today. Mr. Bell made a motion, seconded by Mr. Mecusker, to extend the contract for 6 months and approve the range of work hours of 30-35 hours a week depending on workload and special events.

Ms. Sheri Logue introduced for discussion Sheila Logue's contractor status and recommended employment status effective this pay period. As a contractor Sheila is limited to special events and projects and is unable, under Workers Compensation definitions, to assist in the day to day operations of the Foundation. Prior to Sheila's retirement from the Department of Corrections in February, she and Sheri along with our staff assistant worked as a team to fulfill the daily administration requirements. Since March when Ms. Logue's contract began, we have had changes in our staff assistant which has resulted in 100% of the operational and program duties falling to Sheri to accomplish in a 25-30 hour work week. Ms. Bennett stressed that the staff need stability and having Sheila as a contractor is not adding to this stability. Mr. Bell mentioned that

the staff study that was completed by the Department's Personnel Department could help us determine what positions we need.

Mr. Rush suggested that the new position that is hired for resource development be given a title that allows them to be most productive on behalf of the Foundation. Executive Director may be the most effective title. Other suggestions from Board members were Grant Administrator, Grant Technician however their role will be clearly defined for resource development. We are fortunate to have an administrative staff that is as efficient as they are which is often deficient in organizations. Our next candidate for our open position needs to be an outside sales person who is experienced and can show a successful track record. It is important we find someone who can network and also write and administer grants. We may even want to consider hiring grant writers on commission, but we need someone to aggressively seek funding to make up for the lack of movement in this area over the past year.

Mr. Bell recommended that we extend Sheila's contract for 60 days while the staff study is reviewed and then determine whether Sheila should be a contractor or employee.

Mr. Mecusker shared that in the last 5 months he has sensed the level of frustration staff have experienced as a result of Sheila being a contractor vs. the alternative of her being an employee. As an employee the Foundation pays payroll taxes for Sheri and other staff, but as a contractor Sheila is responsible for the entire 15.3% of Social Security and Medicaid tax. The employer portion of SS and Med tax is 7.65%. In this sense there is an inequality between employee and contract status.

Ms. Logue reminded the Board that the reason we had to make her a contractor was that Workers Compensation insurance would be required if we had more than 3 employees and at the time our employees consisted of Sheri, Evelyn and Donald Gavoni at the Farmworker Housing Project in Hardee. Since that time Donald's employment has ended and Evelyn has resigned.

Future grants for the Farmworker Housing Project can be written to include contract positions; however we will need to be careful how we define "Contractor" and the terms of their agreement. For example we will not pay a contractor by the hour or dictate when they will report to work. Based on the Workers Compensation definition of a contractor they will be hired to complete a project and invoice us in stages as the project progresses.

Mr. Williams mentioned that Dr. Bedard had hired Evelyn as a grant writer and if she is successful, the Foundation can expect many grants to run through the Foundation as fiduciary. He questioned whether we could rely on 5% of these future funds to provide operating support and focus on our staff being full time instead of cutting corners to save money.

Ms. Bennett agreed that some grant funds are only available to non-profits and that for the Department to take advantage of many of these opportunities the Foundation will need to be utilized as the fiduciary.

Mr. Wainwright asked how changing from contractor to employee would effect the budget. Sheri advised that payroll expenses would increase by 7.65% to cover Social Security and Medicaid taxes, (FICA).

Mr. Mecusker made a motion to move Sheila to employment status at the end of her contract, seconded by Mr. Bell and passed unanimously.

Annual Foundation Highlights

Sheri Logue presented the year's accomplishments based on the Foundation's Annual Goals and Objectives. (see attached document)

Planning and Program Committee Report

Strategic Plan Revision

Changes and additions to the Strategic Plan were reviewed. Changes were made to replace "Executive Director" with "Foundation Staff" throughout the document and Goal six was added to direct how we partner with the Department of Corrections and external community organizations to further the enhance the goals and mission of the Department. Mr. Bell made a motion to accept the Strategic Plan as revised, seconded by Mr. Williams and passed unanimously.

Employee Assistance Program Procedures Revisions

In response to Secretary Crosby's request for modifications to the Employee Assistance Program, Foundation staff has developed procedures that include Foundation Review Committees to help determine the level of need of employee requests and recommend a level of financial assistance to the Foundation. Sheri Logue asked for suggestions and comments regarding the draft of the new procedures.

Mr. Bell commented that this is a solid draft to present to Secretary Crosby. He asked whether we should add the word "Assistance" to the name. Mr. Williams suggested we keep the name simple and that Foundation Review Committee seemed to explain the purpose of the committee's.

Ms. Bennett asked about the definition of "dependent child" and recommended that we add language that requires documentation of guardianship to this definition as we have in the definition of "Immediate family". She questioned whether an employee would be eligible for assistance if their niece or nephew resided with them or if they were a foster parent and whether we need to further define "Dependent Children". Mr. Mecusker recommended that we consider these situations on a case by case basis as they arise.

Mr. Wainwright asked if the Secretary would have to appoint or authorize the members of each committee. Sheri explained that the idea was for the Secretary to authorize the establishment of the Committee's but that the Regional Director's or their designee would appoint the members of the committee. The wording in this section will be changed to more clearly reflect the chain of command within the committee's. Mr. Williams made a motion to accept changes as discussed, and recommend that Mr.

Wainwright present this draft to Secretary Crosby, seconded by Mr. Bell and unanimously approved.

Motion was made by Mr. Williams and seconded by Mr. Rush to implement the new procedures effective January 1, 2006 to allow efficient time to write the Foundation Review Committee Procedure Guide and to develop the committee's through training.

Mr. Bell, due to another engagement, exited the meeting and assigned his proxy vote to Mr. Wainwright.

Program Report

Sheri Logue presented the annual program report for the Executive Committee to review. (see attached report)

Development Committee Report

Ms. Bennett reported on the activities of the Development Committee which included recommending members to serve on this committee. Members will include Ms. Bennett, Mr. Rush, Mr. Nimer and Mr. Woody.

In June Ms. Bennett met with Evelyn Ploumis-Devick, Executive Director and Adam Hume, Staff Assistant to determine an action plan for resource development. It was decided a grants database would be created to track possible donors and grant proposal due dates. They felt it was important to determine the Department's needs before moving forward to develop grants to ensure that the grants we are successful receiving are programs the Department is interested in implementing.

Mr. Williams noted that areas of great need are recreation, wellness equipment and chaplaincy. Sheri added that the Computers for Florida's Kids Program and Farmworker Housing Project are other areas of potential.

Ms. Sheila Logue cautioned the Board about linking ourselves to raising funds for inmate programs with the concern of employee perception. Though funds raised through membership are never used for inmate programs, we must be careful what is perceived by our membership.

Ms. Bennett mentioned now that Evelyn is in a grants position with the Department of Corrections, she foresees continuing to work closely with Evelyn to identify grants that can run through the Foundation with a 5% administrative fee.

Ms. Bennett mentioned that work had begun to identify the Department's top vendors addresses, contacts and telephone numbers. This list may be used for the Golf Tournament as well as for corporate solicitation. Mr. Williams recommended that we create a corporate packet to promote the Foundation and the celebration of our 10 year anniversary to include the video, brochure and fact sheet and prepare to send to all vendors in October.

Ms. Sheila Logue informed the Board that we plan on sending packets to golf tournament sponsors by the second week of August to solicit funds for the October 6th Golf Tournament. Staff will also begin soliciting silent auction items, door prizes and goody bag items.

Mr. Wainwright spoke of the golf tournament registration fee being \$65 this year to help make this an affordable and enjoyable event for DC staff. He described how the Marine Institute offers the sponsorship of a team for \$500 and suggested that we explore doing this as well instead of offering hole sponsorship for \$100 and above.

Ms. Bennett continued with the Development Committee's idea to develop a recognition plan for our sponsors and others who support us. She also introduced the idea of a Foundation Ball as a fundraiser and annual Foundation event. Mr. Raul Banasco, in Staff Development, has expressed an interest in assisting with this event. An annual leadership or scholarship award could be given to an employee of the Department at this event.

Mr. Mecusker suggested that this could be an excellent fund raiser and noted that we offer the golf tournament as an annual event but are lacking in other awareness and recognition events for DC staff. This could be an annual one night event, charging \$25 each or \$50 a couple. We could recognize our sponsors at the Ball and even invite legislators. It could be a black tie and blue jeans event, possibly held around Valentines Day or Mother's Day.

It was agreed that the Development Committee and staff would work on a date for the event in early 2006 and report back to the Executive Committee.

FCCD Annual Institute

The need for exposure at the FCCD conference was discussed and it was determined that it is important for the Corrections Foundation to be present. Mr. Mecusker has secured a booth free of charge for the Foundation and will inquire about a hotel room for our staff.

Unity Ride

This fundraising event hosted by Union CI has been rescheduled for August 26th at Cross Creek Place on Mahan Drive. The question of whether or not the bronze casting will be displayed at the motorcycle rally has been raised and Deputy Secretary, Dr. Bedard recommended that we provide a replica handout of the "Wall of Honor" instead of transporting the bronze casting to the rally site. Foundation staff will work to prepare the documents needed for this event. Secretary Crosby expressed a desire to wait to add names or additional plaques honoring our soldiers until the war has ended. He will make the determination of when the "Wall of Honor" will be displayed, possibly after the Unity Ride.

Membership Committee

Mr. Williams reported that it had been an excellent year for membership with an increase of 2,019 members between March and May 2005. Mr. Williams and Mr. Wainwright visited many institutions during the membership campaign to raise awareness of the Foundation and the Employee Assistance Program. Mr. Wainwright informed us that during the campaign they were able to speak to 4 institutions gathered together at Lancaster CI where they were honored to accept a donation from Warden Phillips at Lancaster CI to become a \$500 Silver Level Member. As a result of Lancaster's generosity, Warden Farcas of Cross City CI contacted his employee's club and presented Mr. Wainwright with a donation of \$1000 becoming a Gold Level Member. Due to the success of this meeting, it is hoped that more meetings can be scheduled to speak to multiple groups at FCCD Chapter meeting to address multiple staff in one location.

Mr. Williams and Mr. Wainwright plan on beginning their membership awareness presentations in August at Lawtey CI and plan on presenting to every institution during the next 6 months to prepare for the 2006, 10 Year Anniversary Membership Campaign.

Mr. Mecusker noted that FCCD offers a training trust fund for chapters who come together for presentations from quality speakers and that there is a possibility they could access these funds and provide them to the Foundation as a donation for the presentation.

Mr. Williams asked that we prepare to send each institution an orientation packet to include our DVD or video and our current fact sheet. Mr. Williams also inquired whether uniform staff had been authorized to wear our membership pin on their lapel.

Ms. Sheila Logue thanked Mr. Williams and Mr. Wainwright for the presentations they gave to promote the membership campaign. It was very clear that their presence made a positive impact on membership. We continue to receive 5-10 membership forms daily and many institutions are actively recruiting all new employees to join the Foundation.

Mr. Mecusker contacted Region I and Region IV Community Corrections during the campaign and offered to present to their staff. In reviewing the membership award winners, most of which are from institutions, Mr. Mecusker asked why more Community Corrections personnel did not win. Sheri explained that the majority of our membership is from institutions since the Department employs roughly 22,000 institution staff and 4,000 Community Corrections staff. We have a larger increase in membership each year from Institutions; however 79% of Community Corrections staff are active members in the Foundation, so they are very supportive.

Ms. Bennett noted that the Strategic Plan mentions establishing a Regional Speakers Bureau and wondered if this bureau could help promote the Foundation to staff. This will be a goal to implement by 2008. She inquired whether or not the Regional Directors are members of their local Chamber of Commerce, Rotary or Civitan groups and many of them are. This could be an excellent platform for Regional Directors to speak on behalf of the Foundation.

Mr. Williams mentioned that he had asked staff to send 50 of our new lapel pins with \$5 price tags to all wardens. Ms. Logue asked for clarification regarding the April 14th minutes when we discussed providing all members with a new pin as part of the 10 Year Anniversary celebration. Mr. Williams asked why we would charge now for pins when we will give them away 6 months from now. Clarification on how to proceed will be discussed and determined.

Mr. Rush exited the meeting and assigned his proxy vote to Mr. Williams.

Other Business

After further review, Ms. Sheri Logue presented to the Board that Sheila Logue's contract was set to expire on September 2, 2005 and asked that we make Sheila's employment effective sooner than her contract expiration. Motion made by Mr. Williams and seconded by Mr. Mecusker to make her employment date effective July 29, 2005.

No action was taken today to appoint a Secretary to the Board. Responsibilities for this position are outlined in the Bylaws and include taking minutes and record keeping. We may need to consider revising the duties of this position and at a future meeting.

The next meeting of the entire Board of Directors is scheduled for October 20, 2005 at 10 a.m. at Lawtey CI and will be followed by a tour of the faith based prison there. Mr. Wainwright and Mr. Williams will arrange the details of this meeting with Warden Max Denson when they visit Lawtey CI on August 18th.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted by Sheri Logue, Administrative Director
July 29, 2005