

**CORRECTIONS FOUNDATION BOARD MEETING
January 24, 2002 – Tallahassee, Florida**

MINUTES

ATTENDANCE:

**Louie L. Wainwright, President
Richard Nimer, Vice President
Sheila Logue, Foundation Director
Jillian Perez, Foundation Staff Assistant
Mary “Bunny” Hanley
Jim Williams, Board Member
Wilson C. Bell, Board Member
Doris Corbett, Board Member
Dr. Evelyn Ploumis-Devick, Board Member
Bill Janes, Board Member**

INTRODUCTION OF MR. WAINWRIGHT:

Vice President Richard Nimer introduced Louie L. Wainwright as the newly appointed President of the Foundation then turned the meeting over to President Wainwright.

President Wainwright shared his vision for the Board and emphasized his commitment to seeing that the group becomes team oriented.

FEDERAL GRANT (JDLC/SAFETYNET/FOUNDATION)

Vice President Nimer gave an overview of the Justice Distance Learning Consortium and Safety Net for the group. A wonderful opportunity has been presented to us to act as their fiduciary agent.

For serving in this capacity, the Foundation will receive 5% of all income generated from subscriptions to Safety-Net, as well as revenue from grants received to support Safety-Net. Safety-Net will also be applying for another \$10 million, five-year DOE grant later on this

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year, and if received the Foundation would also receive 5% for acting as the fiduciary agent. They have received approval to take Safety-Net outside of the three consortium states of Florida, Texas, and New York. All monies the Foundation receives will be considered unrestricted funds. If Safety-Net is able to get the award for the new \$10 million DOE grant, the Foundation will have to hire a full-time accounting person to handle the additional responsibilities that come with managing the grant.

A lengthy discussion occurred regarding the certification of expenditures by JDLC and the liability of the Foundation. A list of concerns from various board members was distributed and reviewed and resolved. An amendment will be made to the Memo of Understanding and then Sheila will re-distribute to the Board members.

Ms. Logue advised that all invoices would be certified for payment by Dawn Snedder and Robin Oliver of Phoebus and then sent to her to write the checks and forward them to the vendor. A separate bank account for the Safety-Net project has already been established at Bank of America. These monies will be kept separate from other Foundation monies.

It was asked that clarification be sought on whether funds received will all come through the Foundation, Safety-Net, or the JDLC Board.

It was suggested that Phoebus provide the Foundation a quarterly budget so that we don't let them overspend. Ms. Logue will discuss this with appropriate staff.

Mary Hanley made a motion that we develop accounting procedures for payment. It was decided that Mark Tallent would be tasked with putting together a very simple policy with clarifying language.

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Regarding the hiring of a staff person, Ms. Hanley inquired if the Board would be involved in the hiring process. After a lengthy discussion, it was decided that the Development Committee, Chaired by Bill Janes, would be responsible for developing the duties and responsibilities and the solicitation of applications for the filling of the position.

BUDGET CUTS IN PROGRAMS/LEGISLATIVE SESSION:

Mr. Nimer reviewed the recent budget cuts and loss of positions and the impact on our substance abuse and education programs, and he spoke on the implementation of SB-912. On the positive side, he advised that a bill has been introduced this year to purchase wellness equipment.

COMPUTERS FOR KIDS:

Ms. Logue gave a brief overview of the Computer for Kids program explaining that inmates repair and upgrade donated computers. The inmates benefit by learning a trade. Approximately 3000 to 4000 pieces of computer equipment were donated to schools and churches last year. We are very pleased at the success of this program. Sheila will ask Mr. Woolley to contact Ms. Hanley and advise how her organization can further enhance this program.

FINANCIAL REPORT:

Copies of the Profit and Loss Statement for last year (January-December 2001) were distributed and discussed very briefly. The Foundation has come a long way during that time period.

GOLF TOURNAMENT:

Mr. Nimer reported on the golf tournament and plans for next year's tournament. The Foundation's net profit from this event was \$13,023.

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MEMBERSHIP REPORT:

Ms. Logue reviewed the membership report and advised that we are currently receiving \$5,743.58 biweekly through payroll deduction. She also advised that we currently have 4,467 members utilizing payroll deduction, 158 members paying annual fees, and 75 lifetime members. Between January and December 2001 we provided emergency financial assistance to 113 DC employees/families totaling \$216,600. Board members were very impressed.

FY 2000 - 2001 AUDIT:

Copies of the audit report were passed out and reviewed. A motion was made and seconded to accept the report as written. All approved.

NAME CHANGE UPDATE:

Ms. Logue advised that after several months of trying to go through the proper channels to change the name of the Foundation to "Corrections Foundation," that it should be finalized the week of January 28 - February 1.

LETTER OF AGREEMENT:

Copies of the formal agreement between the Secretary and the Board of Directors were distributed. This agreement pledges the Secretary's support of the Foundation and thanks the Board members for serving in this capacity. This agreement is prepared each year and copies given to board members.

GRANT SEEKING ACTIVITIES:

Mr. Bell suggested we explore the Bureau of Justice Assistance to seek some pilot projects.

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ADJOURNMENT:

There being no further business, President Wainwright adjourned the meeting at 1:15 p.m.

Respectfully Submitted,

**Gail P. Snover
Personal Secretary I**

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