

CORRECTIONS FOUNDATION, INC.
Executive Board Meeting
Monday, February 21, 2005

MINUTES

ATTENDANCE:

➤ **Executive Board Members:**

Louie L. Wainwright, President
Tom Rush, Vice President
Evelyn Ploumis-Devick, Ph.D., Executive Director
Wilson C. Bell, Chairman, Program Committee
Sheila Logue, Program Administrator/Department Liaison

➤ **Staff Members:**

Sheri Logue, Administrative Director

➤ **Other Guests:**

Les Dumas, Bureau of Staff Development
Bob MacMaster, Bureau of Internal Audit
Gail Snover, Office of Health Services (recording secretary)

WELCOME & OPENING REMARKS:

A quorum was determined by Vice President Tom Rush, and after welcoming all in attendance, President Louie L. Wainwright called the meeting of the Executive Board of the Corrections Foundation to order at 10:37 a.m.

MINUTES OF NOVEMBER 23, 2004, EXECUTIVE BOARD MEETING:

Mr. Wilson Bell made a motion to accept the minutes of the November 23, 2004, Foundation Executive Board meeting, with the correction of two minor typographical errors. Vice President Rush seconded the motion. The motion passed unanimously.

FINANCIAL REPORT:

In the absence of the Treasurer, Dave Mecusker, Ms. Sheri Logue presented and reviewed the financial report for the period of July 2, 2004, through February 3, 2005, explaining in detail the categories of Unrestricted and Designated Funds, which together, constitute the General Operating Account. She added that the Collier County MOU has come through for the amount of \$113,040. Ms. Logue went on to review the Grant Account bank balances in detail.

Dr. Evelyn Ploumis-Devick advised that, as Treasurer, Mr. Dave Mecusker has requested that he be provided a monthly organizational expenditure report so that the quarterly report can be tracked. She added that Mr. Bob MacMaster would elaborate on this area when he addressed the group later in the meeting. Ms. Sheri Logue advised that we can easily access the expenditure report information through our accounting program Quick Books. Dr. Ploumis-Devick added that Mr. Mecusker has recommended that those with signature authority for the Foundation become bonded both for their own, and the Foundation's protection. Mr. Bell made a motion that the Financial Report be approved and the motion was seconded by Mr. Rush. The motion passed unanimously.

o Automated Foundation Management & Information System:

Dr. Ploumis-Devick introduced Mr. Bob MacMaster of the Office of Internal Audit. Mr. MacMaster described an ACCESS software program that he had designed for the Florida Council on Crime and Delinquency. This program easily enables the tracking of membership payments and trends, status of contributions, generates membership renewal letters, etc. This database model could be modified to meet the needs of the Corrections Foundation.

Mr. Bell moved and Mr. Rush seconded the motion that Dr. Ploumis-Devick and Mr. Mecusker move forward to contract with Mr. MacMaster to develop this Automated Foundation Management & Information System. The motion was unanimously approved by the Board.

EXECUTIVE DIRECTOR'S STATUS REPORT:

Dr. Ploumis-Devick thanked the Executive Board members for their involvement in the Foundation. She asked that everyone familiarize themselves with the publication "*Encouraging Visionary Board Leadership*," which was included in their meeting notebooks. She mentioned that she had also included a list of the 7 Habits of Highly Effective People from the book by author Stephen Covey.

➤ EAP/Strategic Plan Drafts:

Dr. Ploumis-Devick reported on the meeting that she, Mr. Mecusker and Mr. Bell had in Gainesville recently to review the draft of the revised document for the Employee Assistance Program, a copy of which is included in the meeting notebooks. She added that she, Mr. Wainwright, and Mr. Mecusker had collaborated in the development of the 2005-08 Organizational Strategic Plan draft dated February 17, 2005, also included in the meeting notebooks. Mr. Bell added that the Strategic Plan focused on the next three years and includes the Foundation's five major goals. He added that the letter of May 3, 2004, from CPA Ron Mason, should be included as an attachment and referenced under Goal #1. Mr. Wainwright also felt the need to insert the letter as indication that we are within the guidelines of the Internal Revenue as an educational or charitable entity. Ms. Logue will see that this insertion is made. Mr. Bell also stressed that focus be placed on the strategy to build financial stability through dependable corporate sponsor revenues. He cited that the Foundation definitely needs to tap into grant opportunities, but not assume that grants are the "only way to go," and strive to meet the challenges made by Secretary Crosby at the November, 2004, Executive Board Meeting.

➤ **Foundation Staffing Issues:**

Dr. Ploumis-Devick further advised that the role of Treasurer will be further defined and that position descriptions for Foundation staff will be re-worked. She then expressed her appreciation to the staff to include, Sheri Logue, Staci Lilliston, and Sheila Logue, adding that Sheila will be retiring from the Department of Corrections on February 28, 2005, but continuing to work for the Foundation on a contractual basis. Dr. Ploumis-Devick also advised the group that Mr. Woody had given the Foundation the assistance of his Staff Assistant to ensure phone coverage. In the future, there will be staggered work hours among the Foundation staff in order to maintain phone coverage beginning at 8:30 a.m. each work day. She added that the Foundation staff works for the Foundation membership and as such, should be available to the membership by phone.

Dr. Ploumis-Devick reported that she had spoken at Madison Correctional Institution as well as the statewide Staff Development meeting to promote the Foundation in general, the Employee Assistance Program, and the upcoming membership drive. Presentations will be scheduled to brief the Regional Director's and Central Office Directors to kick-off the annual membership campaign.

FOUNDATION COMMITTEE REPORTS:

The members brainstormed the ideas of linking with other foundations and institutionalizing special events. Dr. Ploumis-Devick stressed that the Committee Chairs must have the vision that is truly embraced by the Foundation's membership. It is imperative that committee strategies and goals be tied directly to the Strategic Plan.

➤ **Membership Committee:**

Mr. Wainwright advised that Jim Williams has consented to serve as chairman of the Membership Committee with Dave Mecusker as co-chair. Mr. Mecusker can draw from and share his experience at building the membership of the Florida Council on Crime and Delinquency and their involvement with corporate memberships.

▪ **Orientation and Membership Development Video/Power Point Presentation:**

Dr. Ploumis-Devick introduced Mr. Les Dumas, of the Bureau of Staff Development, who is developing a PowerPoint presentation and video for the purpose of educating potential members on the mission and accomplishments of the Foundation with a strong message to encourage new membership. Mr. Dumas described in detail how these presentations will mirror the Foundation's current brochure, with the goal of reaching to the heart of the employee. They will be uplifting in content and will contain music and graphics and should be ready for review by the end of this week. Mr. Wainwright inquired as to whether or not the slides will depict all of the Foundation's many programs. He suggested that pictures of the cabinetry program definitely be included. Dr. Ploumis-Devick said that as soon as they are available, copies of the presentations would be delivered to each Executive Board member for their review and feedback.

▪ **2005 Employee Membership Campaign:**

Ms. Sheila Logue said that Secretary Crosby has approved the memorandum and packet of information that will be going out to all executive staff soliciting their active support of the Foundation's annual membership campaign slated to begin on Tuesday, March 1, 2005 and conclude on March 31, 2005. A letter will be distributed to all employees with their paychecks.

Corporate Membership Development

The corporate sponsor categories have been revised to reflect:

- Platinum
- Gold
- Silver
- Bronze

Discussion took place about corporate sponsors achieving one of the above levels automatically becomes a lifetime member. Mr. Rush suggested that Legislators be contacted about becoming lifetime members. They then would receive the Foundation newsletters and be notified of all Foundation events. It was also recommended that Corporations and Legislators receive a certificate of recognition when they donate to the Foundation.

When soliciting corporate funds, we need to differentiate between corporate, lifetime and honorary memberships.

➤ **Development Committee:**

Mr. Wainwright will appoint Ms. Betty Bennett as Chairperson, with Mr. Richard Nimer serving as Vice-Chair and Tom Rush assisting. These appointments will be made within the next few days.

Ms. Sheila Logue pointed out that we have had two resignations on the Board, those being Willie Floyd and Bill Woolley. Mr. Wainwright added that Mr. Denman doesn't recommend the filling of these two vacancies. If, however, replacements are named, it was the consensus of the Board that the person be a minority.

▪ **Celebrity Golf Tournament:**

Mr. Wainwright is meeting with Mr. Crosby and Mr. Denman on Wednesday, February 23, 2005, to further discuss a celebrity golf tournament to include the 22 Southern States' Correctional Administrators. In discussions between Mr. Wainwright and the Director of the Southern States Correctional Administrators Association, a target date of September, 2005, is being considered for the tournament, which would be held in Florida and hosted by the Foundation. There would be an attempt to assign one vendor for every three states involved. Mr. Wainwright will report to the Committee after his Wednesday meeting.

PROGRAM REVIEWS AND UPDATES:

➤ **Employee Assistance Program**

Ms. Sheri Logue reported that the Foundation has assisted 123 employees since July, 2004, for a total of \$209,051.

➤ **Farmworker Housing Project**

Ms. Sheri Logue advised that the Farm Worker Housing Project closed at Avon Park CI and has been moved to Hardee CI. Overdue funds for the Collier County MOU were received, yet we need to plan a site visit to determine the best way to repair bed and cabinet units that are damaged. During the construction of these components, our employee at Avon Park CI had no supervision, which apparently resulted in below satisfactory products and lack of accountability upon delivery. At this time we are not sure if the units were received damaged or vandalized at the construction site. If we decide to enter into future projects, supervision and oversight would be critical to the program's success. Since Mr. Woolley's departure from the Department, the project has had limited supervision.

Mr. Rush mentioned an opportunity that has arisen to possibly partake of approximately \$384 Million earmarked for low income housing, with \$20 Million designated to Farm Worker housing. Our involvement in such a project would depend upon the capacity of the vocational education programs within the institutions. Mr. Rush will follow-up on this matter.

➤ **Computers for Florida's Kids Program**

Ms. Logue reported on the Computers for Florida's Kids Program, stating that there are three sites active at this time with 520 computer requests and 350 of them filled.

➤ **Ford Motor Company Project**

Ms. Logue said that there is a little over \$4,000 in the Ford Motor Company Project account. Continuing education for program graduates has been requested and we are awaiting a formal request from Bob Shane at Dade CI. Apparently, Ford Motor Company is interested in providing more money for the Dade CI project.

➤ **Troop Assistance and Wall of Honor**

Ms. Logue further advised that the Troop Assistance and Wall of Honor project has generated \$66,653 from the sale of pins and special casual days, \$38,228 remains in this account. She suggested that action be

taken to get the \$11,000 plaque mounted and installed. Mr. Wainwright will mention this to the Secretary at their Wednesday meeting.

➤ **Hurricane Relief Effort**

Overview

During the 2004 hurricane season four hurricanes and several tropical storms impacted Florida. As we endured storm after storm, Department of Corrections employees were dedicated to ensuring public safety. More than 1,074 of these same employees received severe damage or complete loss of their homes but they remained committed to keeping their communities safe. The Corrections Foundation in cooperation with Secretary Crosby and Regional staff worked to assist employees quickly in order to provide immediate basic needs. Contributions were requested from employees, businesses and Department of Corrections nationwide. As of January 10, 2005 a total of \$86,377 had been contributed in support of this effort.

Hurricane Relief Initiatives

Casual Day Fundraiser

Secretary Crosby designated the months of September and October as casual dress days to raise funds for hurricane relief. This initiative received the full support of DC personnel statewide helping to raise **\$26,755** to assist employees affected by the four storms. Employees paid \$5 a day to dress casual and funds collected were distributed to regional committees who disbursed payment to needy staff. In addition to funds raised through casual days, the Corrections Foundation was proud to donate \$25,000 to this recovery effort.

Plea for Nationwide Support

Mr. Wainwright, President of the Corrections Foundation, issued a plea to members of ACA nationwide to help support the recovery effort. The support from Corrections personnel across the country was enormous and helped provide **\$14,205** for this special project. Donations from out of state continue to arrive even months after our initial request for assistance.

OTHER BUSINESS:

➤ **Foundation Logo Re-design:**

Ms. Sheri Logue presented the draft logo options. The Committee recommended the gold foil with the recommended change which was to delete the year established and move the word “member” into that space. Mr. Wainwright said that he wants to see a very nice formal letterhead stationary developed for the Foundation utilizing the gold foil logo.

Dr. Ploumis-Devick recommended the Board take a closer look at the Foundation brochure again to see if it needs to be re-designed to ensure it looks as professional as possible with the new logo design.

➤ **Legislative Day – April 7, 2005:**

As a follow-up to the discussion at the last Board meeting, Mr. Rush reported that space at the Capitol is available on Thursday, April 7, 2005, in which to set up a booth to bring the Foundation to the attention of Legislators and their staff. The booth would have to be staffed by either Foundation staff or, as discussed at the last Board meeting, uniformed officers who are familiar with the Foundation.

Mr. Rush added that Secretary Crosby would like to have the legislative reception that evening at the Antique Car Museum rather than downtown. A decision needs to be finalized to facilitate reserving that location, reserving a caterer, the mailing of invitations, etc. With the timeline involved, Mr. Rush suggested that the invitations could be hand delivered. Ms. Sheri Logue will contact the Greater Tallahassee Area Chamber of Commerce to schedule this event on the legislative social calendar. Funding for the reception would come from Foundation unrestricted funds.

➤ **Cabinet Resolution:**

Mr. Rush re-visited the idea of drafting either a cabinet resolution or an executive proclamation to gain recognition for the Foundation. He will proceed to draft the document for presentation at the next Board meeting.

➤ **Next Full Board Meeting:**

President Wainwright proposed the week of April 11, 2005, specifically targeting April 14th, as the date for the next full Board meeting.

Dr. Ploumis-Devick encouraged the group to make this meeting a retreat outside of Tallahassee. There was some discussion about having it in the Orlando area with Bishop Costantino making the arrangements. Mr. Wainwright will contact the Bishop to discuss this further.

➤ **Adjournment:**

There being no further business, President Wainwright thanked everyone for their attendance and input, and adjourned the meeting at 1:25 p.m.

Respectfully submitted,

Gail P. Snover
Recording Secretary
February 24, 2005

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