

**CORRECTIONS FOUNDATION  
BOARD OF DIRECTORS MEETING  
March 25, 2003  
Tallahassee, Florida  
*MINUTES***

**Attendance:**

<b>Secretary Crosby</b>	<b>Tom Rush</b>
<b>Deputy Secretary Denman</b>	<b>Jim Williams</b>
<b>Chief of Staff Mike Hanna</b>	<b>Henry Alford</b>
<b>Louie L. Wainwright</b>	<b>Robert L. Woody</b>
<b>Frank Costantino</b>	<b>Betty Bennett</b>
<b>Mary Hanley</b>	<b>Wilson Bell</b>
<b>Mary Ellen Dayan</b>	<b>Sheila Logue</b>
<b>Bill Woolley</b>	<b>Gail Snover</b>
<b>Mark Tallent</b>	<b>Staci Lilliston</b>
<b>George Crady</b>	

**Welcome:**

The meeting was called to order by President Louie L. Wainwright at 11:30 am. Mr. Wainwright recognized Secretary Jimmy Crosby and Deputy Secretary George Denman as well as welcoming all of the attendees. He then asked that each person in attendance introduce themselves to the group.

**Historical Overview of the Foundation:**

Wilson Bell presented a detailed chronology of the history of the Foundation and copies were distributed to all in attendance. He emphasized that this is an organization created for the benefit of the employees of the Department of Corrections and that is statutorily authorized.

### **Remarks by Secretary Crosby:**

**Secretary Crosby began by praising President Wainwright and pointed out that his leadership has been pivotal in increasing the Foundation's membership. He has asked Deputy Secretary Denman to orchestrate recruitment of new members within the central office. He commented that DC can play a major role in the future growth of the Foundation and added that the department will be pro-active in justifying the provision of positions and office space/equipment for the Foundation staff.**

**Secretary Crosby expressed concern in the following areas:**

- That the Foundation use extreme precautions to prevent abuse of funds.**
- The need to develop a formal check-off form for financial assistance requests.**
- The need to provide training for Regional Directors and Wardens to make sure of consistency across the board with approval of requests for assistance.**
- A more aggressive approach by the Foundation in the area of community relations. Mr. Robert Woody, newly appointed Director of Community Relations, will work closely with the Foundation to pull under one umbrella the core processes of reading, families, mentoring and victim services.**

**Secretary Crosby indicated that he felt the most long-term, change-producing efforts for our inmates lies within faith based initiatives and that this area, too, can be tied in with the Foundation.**

**The Secretary indicated that he would like to have a special casual day program to honor and support our employees that are overseas. It is in the planning stages right now but he would like the Board's approval so that the funds come through the Foundation and be placed in a special account. Everyone that contributes to this event**

would receive a flag lapel pin. The pin could be purchased and worn by all officers, who are not permitted to participate in regular casual days for employee assistance because they cannot dress casual. The proceeds from the sale of these pins would assist our employees and their relatives currently serving overseas. The pins would be worn for the duration of the war and until our troops come home. He indicated that they would finalize their plans and get with Sheila Logue.

He closed his remarks by pledging his full support to the Foundation **and asked specifically that more information be provided to him on our different programs i.e. Reading Family Ties and faith based initiatives.**

#### Approval of Minutes from January 24, 2002 Board Meeting:

President Wainwright entertained a motion and second that the e-mailed minutes from the board meeting which was held January 24, 2002, be approved. Motion and seconded – Minutes approved.

#### Approval of Revision of Bylaws:

Mr. Bell indicated that the Executive Committee met a couple of weeks ago for the purpose of revising the bylaws, which had not been revised since they were initially written in 1997. The changes that the Executive Committee recommended are as follows:

- The name of the Foundation needed to be changed since the Board voted to change it back in 2001.
- The duties of the Executive Director changed and a new section was added for a program administrator/department liaison.
- A sentence was added to term and category of membership for payroll deduction membership.
- Under disbursements, we changed the procedure so that the program administrator could sign checks alone up to \$1,500 and anything over that amount required two signatures of authorized signers. Many times it is very difficult for the program administrator to find another authorized signer to sign checks with

he/she on short notice. Many emergency checks have to be written on very short notice.

Ms. Hanley moved and Mr. Woody seconded that the Bylaws be accepted as revised. Motion passed.

Mr. Hanna commented that we can provide office space and equipment should the board decide to hire a person for a financial position to support the Foundation.

### **Financial Statement:**

Mark Tallent reviewed in detail the financial statement that was provided to each board member. There was discussion on the need for development of policy that governs the running of miscellaneous funds through the Foundation, as this causes a tremendous increase in the workload of the two staff positions currently handling the work of the Foundation. Mr. Tallant suggested there should be a charge for indirect costs for this service.

Mr. Crady made a motion that the Executive Committee approve all pass through programs/grants and determine the percentage that we should charge. Mr. Williams said we should add 5% up front. Ms. Hanley said don't set amount and let the Executive Committee have the ability to access the amount. This percentage should be made known up front before committing to handle any special funds.

It was also suggested that when casual days are held that one check be written to the Foundation by the employees' clubs at the facilities which have one, in an effort to minimize the handling and entering of so many small sums of money by Foundation staff.

Motion was made and seconded. All approved.

### **Criteria for Receiving Employee Assistance:**

Ms. Logue reviewed the document detailing the criteria for receiving employee assistance through the Foundation. She pointed out that there have been cases where the issue of "legal guardianship" or "caretaker" has surfaced. In this criteria, it states that, in such cases,

it will be up to the warden or circuit administrator to ensure the legality of these positions before recommending to the Regional Director for the awarding of assistance. The Program Administrator/Department Liaison of the Foundation will consider these on a case by case basis.

Ms. Logue also reviewed the newly devised form *“Requests for Employee Assistance From the Corrections Foundation,”* which should efficiently and uniformly streamline all requests up through the chain of command.

### History and Update of Three Foundation Programs: Ford/Migrant Farmworker/Computers for Kids

Bill Woolley gave an overview of the Ford program at Dade CI as well as the grant for the Migrant Farmworker Housing and the Computers for Kids program. He cited the need for automobiles for the Ford Motor program at Dade CI.

He also briefed the board on the Agreement that the Foundation has with the Justice Distance Learning Consortium and the Safety-Net satellite learning system for youthful offenders in the consortium of, Texas, New York, and Florida. There is difficulty getting the program installed in other states.

### Employee Assistance Program and Membership Update

Ms. Logue reviewed the fact sheet provided to the board depicting the increase in the number of employees who have received employee assistance during 2002 as well as the increase in membership. There was much discussion of how to get the benefits of Foundation membership out to our correctional officers, since they do not have the opportunity to read e-mail messages. Mr. Alford advised that at Washington CI, the e-mail messages are posted on bulletin boards for correctional officers to view.

There was other discussion of making contact with presidents of all employees' clubs and getting their assistance in providing information to line employees.

**Mr. Wainwright indicated that he would meet with Mr. Denman and the Regional Directors to seek advise and assistance on how to get the word out to officers about the Foundation.**

### **Committee Assignments**

**Jim Williams, the chairman of the Development Committee, presented a list of activities that he anticipates for his committee:**

- **Developing strategies for fund raising**
- **Contacting business enterprises through Florida for contributions to the Foundation**
- **Utilizing the Compass and other means of mass communication to get the success stories of the Foundation out to line staff in order to increase membership.**

**Mr. Williams recommended that the Foundation board members' addresses be furnished for the Compass mailing list so that they are kept abreast of Foundation news in this publication.**

**As Chair of the Program Committee, Wilson Bell indicated what he envisioned for his committee, which mirrored the Governor and the Secretary's vision as follows:**

- ❑ **Literacy/Family ties and developing connectiveness**
- ❑ **Developing vocational skills**
- ❑ **Instilling values through faith-based programs**
- ❑ **Mentoring**
- ❑ **Wellness and family health – transitional programs**

**He also suggested seeking out opportunities for gaining more support for the Foundation.**

### **New Business**

**Mr. Bell moved that the board support Secretary Crosby's idea of a special casual day period to raise money for our employees/their families that are overseas. We would also support the event by purchasing the special flag pins to be worn until funds were collected to pay for them. The motion was seconded and approved.**

**Mr. Tom Rush suggested that Representative Beverly Kilmer and Senator Arginziano be recognized for their contributions at last year's Foundation golf tournament. Mr. Wainwright agreed that we would look into that.**

### **President's Closing Remarks**

**President Wainwright closed the meeting by thanking all for their attendance and expressed his hope for a very productive and outstanding year. He feels the Board has some enthusiastic new members and that it is "up and running" with the full support of Secretary Crosby and Deputy Secretary Denman.**

### **Adjournment**

**The meeting was adjourned by President Wainwright at 2:00 p.m.**

**Respectfully submitted,**

**Gail Snover  
Executive Secretary**

**/gs**