

**Finance Committee  
Teleconference Meeting  
July 30, 2008  
11:00 a.m.**

**Attendees:**

Mr. Louie L. Wainwright, President  
Ms. Betty Bennett, Development Committee Chair  
Mr. Dave Mecusker, Treasurer  
Ms. Mary Ellen Dayan-Varnum

**Proxy vote:**

Mr. Tom Rush, Vice President  
Mr. Jim Williams, Finance and Membership Committees Chair

**Staff:**

Ms. Sheri Logue

President Louie Wainwright called the meeting to order at 11:00 a.m. Mr. Williams and Mr. Rush were unable to join us for the conference call however Ms. Logue spoke to each of them and will share their comments with the committee.

Ms. Logue was asked to share information about a certificate of deposit available from People's First Community bank. The CD rate is 4.35% which is a very good rate and the offer closes Friday, August 1. In our recent audit it was recommended that we diversify our funds so that we have increased FDIC insurance coverage. Currently the first \$100,000 is FDIC at our banking institutions. We have \$327,946 in Tallahassee State bank, \$105,548 earning 4.9% in a CD and \$222,398.35 in our money market account which is currently earning below 2% after it started at 4.5% a year and a half ago. It is recommended that we move \$100,000 to People's First Community bank to take advantage of this 13 month CD.

Mr. Rush recommended setting up 2 CD's, each for \$100,000 at separate banks, to further secure the funds. Wachovia is offering a 4.25 rate but it is not offered to businesses. Research is needed to find another bank offering a good business CD rate. If we move \$200,000 as suggested our balances at Tallahassee State bank would be \$105,548 in the CD and \$22,398 in the money market account. We would then have funds at 5 institutions with only \$27,946 being above the threshold for FDIC insurance. Ms. Bennett agreed that this move will allow us to protect all the money we can be having the CD's at two banks. Mr. Williams stated that while most banks are secure and there is not a need to worry about FDIC limits it is good business to secure your funds and he recommended establishing 2 CD's.

The CD can be opened at People's First Community Bank with 2 signatures to secure the rate by Friday and the remaining two signatures would be required in the near future.

Ms. Bennett concurred with the recommendation that we open 2 CD's. Mr. Mecusker made a motion to authorize Sheri Logue and Tom Rush to proceed in opening a \$100,000 CD with People's First Community Bank and that they find a comparable rate and open another \$100,000 CD without the committee having to reconvene. Seconded by Ms. Bennett and approved.

Mr. Wainwright thanked the committee for meeting and noted that it is important that these decisions are board decisions and not that of just the staff and him. Consensus of the board is important.

### **Central Office Food Pantry Request**

Discussed was a request from Ms. Tina Hayes in Central Office for the Foundation to support a food pantry/clothes closet initiative in Central Office. She requested that the Foundation provide \$1 per member, or near \$700, to buy needed supplies and food. The finance committee felt strongly that this is outside the realm of what we do and would create a problem if we provided this sort of assistance to Central Office employees and didn't open it up to every institution and circuit in the state.

Discussed was whether or not we would approve a request from an employee who asked for assistance because they were unable to buy groceries for their family and the answer was that this did not rise to the definition of "Emergency Critical Need" as defined in our Employee Assistance criteria so we would deny such a request. One concern is opening up the criteria too widely and then not being able to meet the need that arises. For this reason, financial hardships that are not caused by an emergency crisis or medical situation have not qualified for assistance in the past.

Mr. Mecusker stated that he doesn't think we need to get into the business of helping with financial hardships associated with the economy. Providing food, clothes, etc. could lead to requests to help with foreclosures and mortgage payments which we have denied in the past.

The committee supported the concept of this sort of support for Central Office employees but saw it more as an employee club function than something that the Foundation could support without appearing to be partial to CO staff vs. the rest of the state.

### **Staff Agreements and Compensation**

Mr. Wainwright asked Mr. Mecusker if he had had time to review the document prepared regarding staff pay increases. Mr. Mecusker stated that he thought he had replied and noted that while he felt our staff did deserve a raise in pay that he felt in these hard economic times when state employees had not received a raise that we should hold off and not issue raises this year.

In previous years the Corrections Foundation has given staff an annual bonus but staff has not received a raise in pay in 4 years. Mr. Mecusker suggested giving a bonus again this year and

waiting to see how the economy performs before issuing the 5% raise. Ms. Dayan-Varnum noted that we need to take care of our staff now and that the economy will not improve in the next six months and added that we are not putting our staff ahead by giving them a raise we are just helping them catch up after 4 years without an increase.

Mr. Mecusker asked Sheri Logue to discuss operating fund availability. Sheri Logue presented that for FY 08-09 we have operating funds for salaries, accounting, audit, insurance and other necessary operating expenses. As of July 2009, operating funds will be nearly depleted which allows for one year to find creative ways to raise funds so that we begin to build a reserve instead of struggling from year to year. We have plenty of money in the bank but the majority of our funding are program funds and go back to employees needing our assistance. We currently use 5% of membership dues for administration and 95% is distributed each year through the Employee Assistance Program.

Mr. Wainwright suggested approving staff raises now and then considering increasing the administrative portion of membership to 10% in December if necessary. It was noted that the United Way has high administrative fees that support their operating budget and that 10% is low in comparison with most organizations.

Mr. Mecusker made a motion to increase staff salaries by 5% with an effective date of August 1<sup>st</sup>. Seconded by Ms. Dayan-Varnum and unanimously approved.

### **Fundraising Ideas**

Mr. Wainwright mentioned that several events could be held this year to help with funding. One is a proposed motorcycle ride and another is a skeet shoot in the Starke area. We will also follow up on Mr. Williams' suggestion to send information to the top 100 companies in Florida and others who have an interest in Corrections.

Adjourned 11:30 a.m.

Respectfully submitted by Sheri Logue, July 31, 2008.