

Corrections Foundation Board of Director's Meeting

February 17, 2022

Marion Correctional Institution Training Building

Attendees:

Mr. Mark Redd
Mr. Tom Rush
Mr. Dave Mecusker
Ms. Justine Patterson
Ms. Lisa Miller
Ms. Jenny Nimer

Mr. Brian Wynns
Ms. Justine Patterson

Absent:

Mr. Brian Riedl
Mr. Jim Williams

Guest:

Christopher Hodgson,
Assistant Regional
Director, Region III

Staff:

Mr. Chris Akins
Ms. Sheri Logue

Call to Order

Mr. Redd called the meeting to order at 11 a.m. and established a quorum. Mr. Mecusker gave the invocation. A quorum was established.

Consent Agenda

The following housekeeping items were presented before the meeting for review. They were presented in the meeting for discussion or approval under the Consent Agenda below. Mr. Wynns asked about the June minutes and discussion about vetting sponsors and inquired whether Ms. Miller had provided an example of a sponsor policy. Ms. Logue commented that yes, she did provide a draft that was more directed toward sponsors for conferences but that it gives us a good starting point to developing a sponsor policy.

Motion made by Ms. Nimer and seconded by Ms. Patterson to approve all consent agenda items. Motion passed unanimously.

- Approval of Minutes – June 1, 2021, and January 14, 2022
- Louie L. Wainwright Scholarship Update
- Membership Video Update with Ricky Dixon
- 990 Tax Return

Officer Elections for Vice President and Treasurer

Mr. Redd presented that it is time for officer elections and that the current Vice President, Tom Rush and Treasurer, Dave Mecusker are glad to remain in their positions unless someone else would like to serve in those capacities. There was a vote of acclamation for current officers.

Treasurers Report

Mr. Dave Mecusker gave the treasurer report noting our annual audit was very good and James Moore and Company were pleased with our processes and financial records. We are in very strong financial shape. We have been fortunate to not have hurricanes the last few years, so we have generous reserve for the Employee Assistance Program and Disaster Relief Program.

We currently have 6 financial institutions, operating accounts, money market accounts and certificates of deposit. The finance report lists each, a balance and how the funds are distributed among programs, or what they are available for use. Main areas are Employee Assistance and Disaster Relief, and we are in solid financial shape and prepared for catastrophic event should it occur. We also accept donations for programs and serve the Department of Corrections in this capacity.

We are very protective of the funds entrusted to us and have three CD's earning between .25 to 2.57% for the Employee Assistance Program. Interest rates may increase by the end of the year and if they do, we will look at moving funds to higher interest rates. FDIC coverage is \$250,000 per institution and we are looking at options for ensuring protection of funds but also increasing the return on deposits. Mr. Williams has consulted with his CPA and will share details of that meeting with staff as they explore options, and we can discuss further at the next board meeting.

Mr. Mecusker went over our year-to-date income and expenses, and we are on track with 62% of the year completed. The golf tournament was very successful in October. Expenses for the year are less than revenue and everything looks very good.

Ms. Logue requested that the board vote to approve the 990, which was in the consent agenda. This is a requirement of our annual audit.

Motion to approve the financial report, budget and the 990 tax return by Dave Mecusker and seconded by Tom Rush. Motion passed unanimously.

Membership Campaign

Mr. Sam Culpepper discussed redesigning the membership pin to recognize long time givers with a service pin in increments of 5, 10, 15, and 20 years. We could consider a tie clip type pin for administrative staff also. It has been confirmed that the Uniform Code allows officers to wear the pin and having something that represents their years of support would be a nice way

to show our appreciation. Mr. Culpepper understands this may be quite a project to determine who is at each level and encouraged staff to reach out to OIT staff for help. Our current database collects this data, but we just need someone skilled in Access to run new queries and reports for us because these reports aren't currently available, but it is possible. Ms. Logue will work with OIT to pull the information needed. Ms. Patterson and Ms. Miller offered their staff to help as well.

Mr. Culpepper commented that he has been asked to be the Membership Chairman but in no way replaces the expertise of Mr. Williams in that role. He'd like to have a committee of people statewide who can encourage membership and bring ideas to the Foundation from their locations on to best serve our membership. He noted that Secretary Dixon is fully supportive of the Corrections Foundation and is willing to help promote membership. He is working on a membership video for the field. It will go a long way if he encourages staff to wear their membership pin and share what the Foundation does with their coworkers.

Mr. Akins noted that a video script has been provided to the Secretary's office and a final product will be available by the end of the month.

Mr. Redd mentioned that we are fortunate to have a secretary who has grown up in Corrections, understands the difficulties of the job and fully supports us and his Corrections staff.

It was suggested that the Foundation present their service pins along with institution and circuit service pin recognition, typically in the month of May. Ms. Nimer noted that this would be easier because an event is already being planned and we can thank them from the CF at that time too.

Mr. Redd commented that Corrections staff have been through so much during the last few years that we can't fail to recognize them and appreciate them.

Mr. Culpepper agreed and said, "It makes you feel good about who you are working for and/or supporting when you get recognized for your efforts." Mr. Redd noted that even after retirement, he remembers the grind of the job, but mostly he remembers the people who made a difference and looked out for him.

It was suggested that we recognize all longtime donors with a letter and a pin. Some members have been donating since 2004 or earlier and they received a welcome letter and pin, our weekly E-news, but otherwise rarely hear from the Corrections Foundation. We need to do a better job recognizing them. Perhaps board members could attend events to recognize staff for employee appreciate week.

Ms. Nimer noted that even better than staff and board presenting is when someone who has been impacted by the Corrections Foundation gives their testimony. Hearing firsthand how someone was helped and how quickly assistance was provided goes a long way.

Other board members agreed and noted that the times we assisted immediately following a tornado at Calhoun CI where 20 cars were destroyed and right after Hurricane Michael assisting hundreds of staff within a week, those are the times that really show our membership what their donations allow us to do.

It was decided that staff would inquire about different designs and pins available and a determination on how to recognize could be made at a future board meeting. Our membership campaign is in March and April so we would want to have new pins for presentation by May.

Membership winners are usually recognized with a plaque for their facility, but we'd like to recognize the winning institutions and those who worked hard to make it happen. The Warden's and Circuit Administrators will know who these staff are, and we could acknowledge their hard work with a challenge coin. That way the challenge coin is special and isn't given to everyone but recognizes effort above and beyond. Ms. Patterson shared that she has ordered stands from Amazon for challenge coins, and they make for a very nice presentation. She will share that information with Ms. Logue to investigate ordering for the Corrections Foundation challenge coin.

Mr. Wynns noted that it is important to present the opportunity to join the Corrections Foundation at all New Employees and make it part of the process for every location, institutions and circuits. And, also add the Foundation as a bullet point in materials that HR presents.

Mr. Mecusker asked if real-time records could be available so that the field can see their membership at any time. This is currently not available through our database, but a monthly report could be easily run and made available on our website for wardens and circuit administrators to view.

Mr. Culpepper suggested that we ask to have Corrections Foundation membership as part of the monthly tracker that institutions go over at warden's meetings. This puts us front and center every month instead of just during the membership campaign. He will ask Secretary Dixon if this is a possibility.

The board meeting took a break for lunch and a membership presentation for the staff of Marion Correctional Institution. The staff of Marion Correctional Institution decorated beautifully for our luncheon and even had a nice memorial tribute to Mr. Wainwright displayed.

Upon reconvening, the board continued the discussion on recognizing leadership and protector level members. One option presented was a Tervis tumbler with our logo in it. The board preferred to provide challenge coins to leadership and protector members along with a letter of thanks for their generosity explaining what their donations allow us to do for fellow staff. We have 750 members giving at this level, \$25 and \$15 a pay period.

Ms. Patterson said many staff are collecting challenge coins and displaying them in a shadow box. They are very popular, and she believes will be appreciated. Mr. Wynns shared that the

challenge coin started with the military and has spread to law enforcement. The board approved ordering challenge coins for membership recognition.

Ms. Logue asked which level of membership we will be awarding after the membership campaign so that we know how many challenge coins to order.

Typically, we give plaques for the following:

- Highest # of Members in the Region
- Highest increase in members during the campaign
- Highest % membership participation

This allows us to recognize those who work hard during the campaign but also those who remain at high membership throughout the year. It was acknowledged that the regions are different, and it is much more difficult to recruit and retain membership in regions 3 and 4 compared with regions 1 and 2.

Mr. Wynns likes the idea of recognizing an increase in membership during the campaign but felt that plaques are not the best way to recognize staff. We can ask the wardens and circuit administrators who at their locations were most helpful during the campaign and let them recognize their staff with a challenge coin. They can let us know who they recognize so that we can acknowledge them with a thank you letter.

It was suggested that the membership committee that Mr. Culpepper will meet with should determine award level and report back to the board.

Mr. Hodgson made a good suggestion that we keep current levels of recognition and thank them on paper, but it isn't necessary to send a plaque. Recognition for a job well done is enough.

With no new business to discuss the board noted the next board meeting will be on April 28, 2022 at which time they will review all submissions for the Louie L. Wainwright Scholarship. Location to be determined.

Mr. Wynns asked if we needed to increase promotion of the scholarship. Mr. Akins noted that it will be included in the FDC weekly news, on our website, on FDC's staff website and the Corrections Foundation E-news which goes out weekly. Mr. Culpepper suggested that Mr. Akins be included on the Regional Director Teams meeting once a month to give the Corrections Foundation news. Regions for institutions meets every Monday and Circuits meet on Tuesdays via Teams.

After a motion to adjourn, the meeting ended at 2 p.m.

Minutes submitted on February 24, 2022, by Sheri Logue