

Corrections Foundation Board of Director's Meeting

March 28, 2023

10:00 a.m.

Conference Call

Attendees:

Mr. Mark Redd
Ms. Jenny Nimer
Mr. Tom Rush
Mr. Brian Wynns
Mr. Brian Riedl
Ms. Lisa Miller
Mr. Jose Colon

Absent:

Mr. Dave Mecusker–
Proxy to Mr. Redd
Ms. Justine Patterson
Mr. Jim Williams

Staff:

Mr. Chris Akins
Ms. Sheri Logue
Ms. Sheila Logue

Call to Order

The meeting was called to order and roll was taken. A quorum was established.

Invocation

Mr. Redd gave the invocation asking protection among all those serving in Corrections and blessings on the meeting of the board as we make decisions to best serve the organization and its members.

Mr. Redd addressed the board and thanked everyone for their support and service to the organization. This will be his last board meeting as he is passing the position of President to Mr. Brian Wynns. He has appreciated Secretary Dixon's appointment for the last two years and has so many fond memories of his association with Corrections since 1978. From being a CO 1 to Warden and Regional Director he has seen many changes in corrections. The Corrections Foundation has his full support and he is confident that the current board and organization will continue to flourish under the leadership of Secretary Dixon and President Brian Wynns.

Mr. Akins thanked Mr. Redd for his support and for providing stability in a time of transition and leadership change. He noted Mr. Redd is a "Legend in Corrections" in his own right and his leadership and direction but especially his friendship and support has been appreciated.

Mr. Redd noted that the staff do a wonderful job and that he appreciates them for holding it all together and their commitment to excellence is recognized and appreciated.

Consent Agenda

The consent agenda of previously provided material was approved by the Board. Motion by Mr. Riedl, seconded by Mr. Redd

Approval of board minutes from September 20, 2023

Budget Update

Financial Report

Profit and Loss Statement

Database Update Status
Program Report

Projects in Support of Department of Corrections Officers and Staff

Employee Assistance Program: The Corrections Foundation supports FDC employees by giving them direct financial assistance in times of fire, critical illness or accident, or other tragic circumstances through the Employee Assistance Program (EAP). In the 2022-2023 fiscal year, the Corrections Foundation assisted 204 FDC officers and staff through our EAP with \$246,300.

Disaster Relief Fund: The Corrections Foundation has a stand-alone Disaster Relief Fund (DRF) to provide assistance to FDC officers, staff, and contractors during times of natural disasters and we stand by ready to assist this hurricane season. During FY 2022-23 we have provided \$227,883 to 450 FDC employees who received severe damage to homes or vehicles due to natural disasters, tornados and floods, including Hurricane Ian and Nicole.

Since 1999, between our EAP and Disaster Relief Programs, we've assisted over 10,435 of FDC's 19,233 employees - essentially 53% of FDC employees.

Support of Department of Corrections Programs

FDC Office of Intelligence K-9 Support - The Corrections Foundation supports the Office of Intelligence K-9 teams by accepting donations and purchasing much needed supplies and equipment such as K-9 vehicles, K-9 cell phone and drug detection dogs, and equipment for the K-9 officers.

Department of Corrections K-9 Tracking Units - The Department of Corrections has 35 K-9 tracking units statewide. These officers and tracking K-9's were called out 792 times in FY 2021-2022 for searches and to support local law enforcement. The Foundation has provided GPS tracking collars and other equipment for these K-9 teams.

Dog Obedience Prison Programs - Twenty-two dog training programs receive funding through the Corrections Foundation thanks to sponsors and donations that support these programs. These programs are partnerships between the Department of Corrections, local humane societies and animal shelters, and donors who contribute through the Corrections Foundation.

Other Programs - The Corrections Foundation serves as the fiduciary for many different programs within the Department of Corrections by accepting community donations and grants for programs, education, chaplaincy, culinary, band, art, Toastmasters and more.

Membership Update

The campaign runs March 1-April 30th and it takes about 4 weeks for new membership forms to post. We expect final stats on the successful campaign by early June. To date 600+ members have joined during the campaign and approximately 2,000 are expected by the end of April.

One issue that has been brought to our attention is that Central Office has moved to online employee orientation in which new staff sign up for the Corrections Foundation, however their forms have not been submitted to us so their payroll deduction to become a member never starts. We have asked Personnel to remove our form in new employee orientation materials until we can figure out a way for us to receive the forms for processing. Mr. Akins has reached out to new employees to let them know that if they signed up during new employee orientation and their deduction hasn't started that we need them to resubmit, and many have responded to his message.

Mr. Wynns asked if the current process for the membership campaign is working? Mr. Akins noted that yes, with Secretary Dixon's support the membership campaign has been very successful.

Motion made by Mr. Riedl and seconded by Ms. Nimer to accept the Membership Report. Approved unanimously.

Banking and Investment Update

Ms. Logue gave an update on moving funds to Capital City Bank Group. Most new accounts have been set up. We now have 2 checking accounts, 3 CD's, an Annuity and FICA account through CCBG. Other accounts include our operating account at a credit union that will remain open while outstanding checks clear and a CD with US Bank that matures in 2024. We may look into moving this CD for a better rate once we determine the penalty for early withdrawal.

The banking changes will increase our interest income from around \$12,000 a year to \$67,875 and we have a laddered CD approach that will provide higher CD rates for up to 5 years. We were able to lock in rates from 4.25% to 5.5% compared to previous return rates of .25%.

Louie L. Wainwright Scholarship Update

Friday at midnight is the deadline for scholarship submissions. We have received a lot of great submissions this year from all regions of the state. The board will have 24 submissions to review. 5 were rejected because they were too short, not a FDC employee or had too low of a GPA.

A book will be sent to board members to review submissions. The identifying information has been redacted so that decisions can be made with the applicant being anonymous. Mr. Akins presented a ranking system for education and essay to make it easier to determine a winner in each region. We will present 9 scholarships of \$1,000 each, one in each region of Community Corrections and Institutions and 1 for Central Office.

Mr. Wynns commented that he likes the ranking sheet because it provides conformity so that all board members will approach the submissions in the same way and that receiving a preprinted book will be a big help.

The Board will meet in person in June to choose the winners. Winners will be announced by June 30th.

Customer Management Database

Mr. Akins asked the board for permission to explore a customer management database that will be used to manage long-term donors and contacts, a sort of tracking database so that all information is in one location. Currently we keep a spreadsheet of golf tournament donors and update it each year but there are more effective ways to keep track of sponsors and potential donors. We currently have a potential sponsor, a retired dentist, who is interested in supporting the dog programs that serve Veterans and children with disabilities. He is working with an attorney to list the Corrections Foundation in his will.

Mr. Akins has reviewed a product called Sales Force as an option but wasn't happy with it so he will explore other options and report back to the board on cost, etc.

New Business

Bylaw Review and Committee Assignments

Mr. Akins presented on changing our bylaws, which haven't been reviewed since 2012. A few things to consider are board member and president terms and starting all terms consistent so that renewals are simplified.

A subcommittee has been appointed to review the bylaws and provide changes to the board for approval. Tom Rush, Lisa Miller and Bryan Wynns will be on this committee. Mr. Riedl noted it was a good idea to review the bylaws every few years.

IRS Classification – 509 (a) 3 – Supporting Organization of an Unknown Type

Mr. Akins explained that it was recently brought to our attention that in order to qualify for some grant funds we must be listed as a public charity. Since our incorporation in 1996 we have been a 501(c)3, classified as a 509 (a) 3 by the IRS. 509 (a) 3 – Supporting Organization of an Unknown Type designation is given to organizations who serve another exempt organization or

charity. This designation is something the IRS rarely gives now. We would like to look into changing this to a public charity instead of “supporting organization.” Changing our designation would open us up to accept additional donations.

Staff were instructed to find the original paperwork and filing of form 1023 with the IRS. The CPA or law firm that assisted with the filing may be able to help us determine why we are listed as a 509 (a) 3. Also, it was advised that we contact James Moore and Company, CPA, our current auditors, and ask for a professional opinion on our classification and also for past 941 tax returns and whether 509 (a) 3 designation should have been chosen on our tax returns.

Upon receiving an opinion from our auditors, we will determine whether to submit a request to redesignate the Foundation as a public charity or whether the current designation fits the organization.

Mr. Redd noted that we use extreme due diligence to ensure this is done correctly, even if it needs a second opinion from a CPA or tax attorney. Mr. Wynns asked if perhaps we are classified correctly because we only serve one entity, the FL Department of Corrections. Mr. Akins noted that other Direct Support Organizations, such as DJJ and the newest Foundation with Corrections are listed as Public Charities.

Mr. Rush commented that we need to be sure to review the statute and that we stay consistent with our governing FL Statute. Would changing our IRS designation change our status in the eyes of Florida who see us as a direct support organization? Will changing our designation mean that we must help anyone outside the Dept. of Corrections? Is this why we are a 509 (a)3?

Mr. Akins noted that each year we provide FDC with information to provide to the Legislature and the Secretary of FDC requests that we be able to continue as a direct support organization.

Mr. Wynns agreed we should move forward, explore options and report back to the board.

Ms. Miller made a motion that we should ask Sr. level management at James Moore and Company for a written opinion and then pursue reclassification with the IRS if that is determined to be the best course of action. 2nd by Jenny Nimer, approved unanimously.

Next Meeting

Next meeting will be June 8th at either FWRC or Marion Correctional Institution to review scholarship submissions and pick winners.

Mr. Wynns expressed his appreciation to Mr. Redd for his service to the Department throughout his career and also by serving on the board. We wish him well. We'll miss him and appreciate the confidence he has in Mr. Wynns appointment as President of the Board.

Motion to adjourn by Mr. Riedl, seconded by Mr. Wynns, approved unanimously.

Meeting adjourned at 11:02 a.m.

Minutes submitted on May 16, 2023 by Sheri Logue