

Corrections Foundation Board of Director's Meeting

September 20, 2022

10:00 a.m.

Reception and Medical Center
Lake Butler, FL

Attendees:

Mr. Mark Redd
Ms. Jenny Nimer
Ms. Justine Patterson
Mr. Brian Wynns
Mr. Brian Riedl
Ms. Lisa Miller

Absent:

Mr. Dave Mecusker–
Proxy to Mr. Redd
Mr. Tom Rush
Mr. Jim Williams

Staff:

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

Guest:

Brian Urban, Capital City Bank

Call to Order

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

Invocation

Mr. Redd gave the invocation.

Consent Agenda

The consent agenda of previously provided material was approved by the Board. Motion by Mr. Riedl, seconded by Mr. Wynns. Ms. Miller commented that wanted to complement staff for their work and accuracy of the minutes from previous meetings.

Approval of minutes from April 28th and May 24th, 2022

Budget Update

Financial Report

Profit and Loss Statement

Database Update Status

Membership Pin Project Update Status

Investment Presentation

Mr. Akins summarized that the staff and Jim Williams have been working with Capital City Bank Group since earlier in the year to explore consolidating to one bank and having investment options to make banking more efficient. The board previously received a finance report and report on recommended actions. Mr. Akins introduced Mr. Brian Urban from Capital City Bank in Tallahassee to give a presentation on investment options available to the Corrections Foundation.

Mr. Urban thanked the board for the opportunity to present. He added that he has been a financial advisor with Capital City Bank for over 9 years and likes to look outside the box to see

how he can best assist organizations. He's worked with Staff and the Foundation's Finance Chairman, Jim Williams to see what we are currently doing and what can be done to increase revenue while also protecting money that is entrusted to the organization.

He stressed the importance of an Investment Policy and is happy to help as the board develops a policy for the future. Today Mr. Urban presented the board with a 3 year ladder strategy including a 1 year, 2 year CD and 3 year annuity. Rates continue to rise and will likely be higher by the time we make any changes, but his example gives the board a clear picture of what interest could be earned while still protecting the principle. For example, on \$1,000,000 principle over 9 years \$346,200 would be earned in interest, compared with \$12,000 a year interest currently being earned.

Mr. Redd advised that he had reviewed the materials provided by staff and wants us to do the best we can to use donations to benefit staff and also be good stewards of the funds. He likes the idea of having funds in one central location and one bank contact that can assist us. There are risks to everything, but this CD and annuity approach is very low risk with rising interest rates giving us an opportunity.

Ms. Miller added that she is a Capital City Bank customer both personally and professionally for her business and that the caliber of professionals at the bank are exceptional. She fully approves choice to use Capital City Bank.

Mr. Wynns asked why we originally distributed funds to so many banks. Mr. Akins explained that to ensure FDIC protection, whenever we had funds available, we would seek the best CD rate and set up an account. So we ended up with many accounts with the maximum FDIC insured amounts in them. It is the consensus of bank professionals that while FDIC is nice to have, it is rarely used to bail out banks. When banks failed in 2008 most were acquired by other banks and FDIC had very little involvement. Looking at the loan-to-asset ratio of a bank to determine its health and risk of failure is important. Capital City Bank has a 76% loan-to-asset ratio; been around since 1895; Leon County has so many branches you can't throw a rock without hitting one. Also, investing in CD's is through Capital City Investments, through LPL Financial. The CD's will be \$250,000 a piece and will be with other banks offering the highest rates, but will be held under one umbrella of LPL Financial with our contact being Brian Urban of Capital City Investments.

Mr. Akins noted that an Investment Committee needs to be established. Mr. Redd said he wants to closely align to the business norm and what other foundations like ours do. He likes the idea of having a team of professionals at a reputable bank help us do that. We need to keep enough in checking to operate and cover unexpected events such as hurricanes, etc. but funds that are not needed can benefit the program by being invested in CD's.

Mr. Akins noted that while CD rates do continue to rise, rates are the highest they have been since 2007.

Ms. Miller made a motion to accept the proposal presented by Mr. Urban. Motion seconded by Justine Patterson and unanimously passed. Mr. Riedl added that it makes good sense to go with

the proposal and raise funds for the Foundation while protecting assets. The board of directors investment committee will determine how much to put in each avenue presented.

Ms. Logue noted that the recommendations had several options and asked Mr. Urban to explain the difference of CDARS CD's and Market Rate CD's.

Mr. Urban explained that through LPL Financial he is able to shop the market of CD's and purchase CD's from many A rated top banks offering the best interest rates. CDARS is a program offering CD's through Capital City Bank that are shorter term, lower interest CD's but offer more flexibility to access funds quickly. Also, the annuity option presented for the 3 year investment, 10% can be used after a year, allowing flexibility there as well. The CD's and Annuity are fixed rate market CD's meaning that they are bought at % rate, if that rate goes up and we needed those funds we could lose money because now that CD is selling at a higher rate and who would want our CD at 3% if they can now get it at 5%. Important that we invest and leave money alone for the term of CD's and/or annuity. Treasury bills are also a good option. Rates are 2.5% on a 2 month T bill. A fixed annuity is also an option. It would be with an A rated company, protected for the term agreed and typically pays higher interest. It was noted that an annuity is not FDIC insured.

Mr. Akins noted that Ms. Logue created a spreadsheet planning for transferring funds, included in the board book.

Mr. Urban was asked about fees for CD's. He said that a managed account would be 1.2% but that at this time he recommends a fee based account that will incur a small transaction fee based on amount. Example could be on \$250,000 a fee of \$50-\$75 but that the fee could be negotiated. Mr. Wynns suggested that with the amount of money we are moving to CCB that the fee be waived.

Membership Update

The membership campaign was very successful with more than 1,300 new members. With staff turnover the statistics don't show how hard the field worked to increase awareness of the Foundation and how we serve staff but they did very well and continue to promote the Corrections Foundation at new employee orientation around the state. Membership forms continue to come in. Mr. Akins noted that even though the membership numbers appear stagnant the amount of donations has increased putting the Employee Assistance Program and Disaster Relief Programs in very good shape to assist when disaster strikes. Mr. Wynns asked if we could get a comparison report showing how this year compares with past years membership campaigns.

Ms. Miller added that in locations where membership is not as robust as we would like, maybe board members could "own" a location and go present to staff to bring awareness on what we do and give testimonials on how the Foundation assists staff. Mr. Redd said this is a great idea but has its limitations. Mr. Wynns noted that there aren't enough board members to reach out and

present to staff, however if we could recruit staff to speak to their co-workers, their testimony would go a long way.

Mr. Redd recognized that we have the support of wardens and circuit administrators but so much goes on at the administrative level for community corrections and institutions. Raising awareness of membership importance isn't near the top of those responsibilities. We really need officers and staff to speak to each other about the importance of joining. In the past when coworkers were more closely connected it was easier to share but with turnover these days we need to get more personal and share stories with staff. We do have support from the top down and the best testimonials come from those we have been able to assist throughout the years.

Secretary Dixon and Mr. Comerford have given the Foundation great support and made it a priority for Institutions and Circuits. Our statistics are presented on the monthly tracker and a part of the warden's meetings.

Ms. Miller asked if we could present Foundation information at recruitment fairs?

Ms. Patterson said information about the Corrections Foundation is standard in new employee orientation and that is probably the best place to introduce us vs. recruitment. Their goal is to get staff on board then once they are employed they can receive information on benefits such as ours.

Mr. Wynns said that we could expect to see an uptick in membership as staffing remains steady. With raises and new positions there is a positive trend to retain staff.

Mr. Riedl noted that wardens and directors meet with their staff and this could be a good place to present the CF. Also, with 8.5 shifts the shift briefing is another opportunity to reach staff.

It would be a benefit to share how much we assist staff. We know we cannot disclose who received assistance because we respect staff privacy, but we could provide the amount of assistance and number of employees assisted at each location and share with members what their donations allow us to do to help their fellow officers and staff.

Ms. Patterson asked if private institutions can join the Foundation? Mr. Akins said this question was presented to MTC years ago and they were not interested because they have their own Foundation, however it could be looked into again.

Ms. Miller added that as board members they are proud to be a part of the Corrections Foundation and reminded staff that anything they can do to help let them know and give assignments.

Mr. Redd said that ever since he first became involved with the Corrections Foundation our goal has always been to better serve staff. Mr. Wynns suggested that we get involved in other ways to provide support other than only in catastrophic times and let members know we are there at other times too.

Program Report

Mr. Redd suggested that we could do more to support programs through the Department. While our main focus is and will always be staff, supporting programs does support staff and adds a level of safety for officers by reducing idle time. Programs are very important, and he'd like to see us expand how we serve the Department through programs, grants, etc. Programs are often hard to raise money for and membership dues are not used for programs but anything that we can do to increase safety for staff is important.

Below is a summary of current programs the Corrections Foundation serves as the fiduciary for.

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 2021-2022 fiscal year, the Corrections Foundation assisted 336 FDC officers and staff through our EAP with \$389,900.

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 2021-22 we provided \$12,300 to 21 FDC employees who received severe damage to homes or vehicles due to natural disasters, tornados and floods.

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 - a record for which we're proud.

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-three 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, including the programs below:

Chapel Funds at various institutions
Dade Correctional Institution-Chapel/Education/Wellness
Okeechobee CI Wellness
Madison CI Culinary Arts
Madison CI Veterans
Madison CI Incentives/Band, Music, Art
Madison CI Catholic Services
Hernando Correctional Institution
Sumter CI Chapel
Lawtey Lawn Maintenance/Equipment
Charlotte Education Project
Everglades CI Wellness
Century CI Peer2Peer
Gavel Clubs
Community Corrections – Mobile Command Center

Board discussion of how we could expand programs by serving as the fiduciary for grants and donations. Ms. Miller suggested that with the interest and passion people have for dogs that we partner with the Humane Society to fund dog programs. While the Corrections Foundation doesn't lobby the legislature, the Humane Society does and having more prison programs would be a win win for both the Humane Society and FDC. She asked if staff could create a one page on success stories of the dog

training programs.

Ms. Patterson noted how successful the mobile command center bus has been in her Region and happy to see that the Foundation is involved in helping the Sarasota Circuit receive one. Expanding these mobile command centers reduces technical violations and add to successful probation outcomes. Mr. Wynns mentioned that GA has gone to all mobile units, removing the cost of office leases and adding convenience for offenders to check in. The Foundation could seek additional grant funding to expand mobile command centers to every Community Corrections region. The Macarthur Foundation provided the grant for Region IV's bus, the Barancik Foundation donated for Circuit 12 Sarasota's bus.

Another need for Community Corrections is assisting offenders with receiving their driver's license and identification. If a donor could be secured for this need the Foundation could pay the tax collector directly for needs presented by the Circuit Administrator.

First Step programs are set up in 10 or so Circuits and they provide a service to help offenders get their license and documentation. They are operated by a board of directors and their Circuits are set up for offenders to pay \$1 a month to this fund so that they can assist upon release. There are different guidelines for them to help offenders. How could we promote for all circuits to have a 1st Step program? Judges have to put it on the probation order in order to collect \$1 a month. It is an involved process but once set up they can help offenders. How could we accept donations or grants to help in this capacity so that a pot of money is available when there is a need identified by Community Corrections?

[Louie L. Wainwright Scholarship](#)

Mr. Akins presented the option of expanding the LLW Scholarship to each region of Community Corrections and Institutions and Central Office, a total of 9 \$1,000 awards presented each year. Ms. Patterson noted this would go a long way in positive promotion of the Foundation and is another benefit that employee membership makes possible. It will be easier to give more scholarships than to pick one from the entire state. Mr. Redd asked if \$9000 a year in awards was sustainable. Mr. Akins suggested that the funding come from Membership dues adding that funds for the program are adequate to sustain this level of scholarship each year. We will solicit donations for the LLW Scholarship as well.

Mr. Wynns agreed saying it is something that promotes the Foundation as not just for bad times, but something positive the Foundation does for staff. You don't have to be going through a

difficult time or medical crisis to benefit from the Corrections Foundation. Being able to apply for the scholarship and having one in every region is a great benefit to staff. The more we can do to help staff the better.

Mr. Riedl made a motion to expand to 9 scholarships, one in each region of Community Corrections and Institutions and 1 for Central Office. Ms. Patterson seconded motion which passed unanimously.

Employee Assistance Program

It was suggested that we revise the Employee Assistance Criteria to remove the \$1,000 requirement of medical bills due to sometimes staff do not know yet their medical bills or the situation is such that asking staff for medical bills at that time is insensitive. Think of a employee in ICU or an infant death, asking for medical bills of family at that time is insensitive to the situation they are in. The Foundation staff review the situation they are in is dire and ensure that it fits our criteria for emergency need.

It was also suggested to change the waiting period between requests from 18 months to 12 months. It is rare that we have requests from the same employee this quickly, maybe 4 a year, but this would allow us to assist staff who are going through extreme hardship.

Ms. Patterson made a motion to accept these changes to the Employee Assistance Program Criteria. Motion seconded by Mr. Riedl and unanimously approved.

Sponsorship Vetting

Ms. Miller provided a draft for sponsorship vetting. Mr. Redd agreed with having such a document so that we do our due diligence to make sure that companies that donate to us are reputable. Of course, we cannot know or discover all things that may be a conflict, but we will strive to only accept donations from reputable companies that will not put the Corrections Foundation in a bad light. Ms. Miller asked if Chris Akins could contact FDLE and ask them for guidance or suggestions. How could we best vet potential sponsors? Is there a database that shows whether there are charges or criminal activity?

Mr. Riedl agreed with vetting sponsors closely and noted it will give us some coverage if a sponsor isn't the best representation of what we stand for.

Mr. Wynns asked if this would be moving forward or considering past sponsors too? Mr. Akins noted that it would be moving forward and that we should focus our time and energy on those who donate more than \$1,000.

A committee will be assigned to serve to complete the policy and present back to the board. It needs to incorporate how we solicit sponsorship for our annual golf tournament and the levels of sponsorship.

Committee Assignments

Mr. Redd suggested of Mr. Williams, Mr. Mecusker and Ms. Miller on the Investment/Finance Committee and Mr. Wynns and Ms. Patterson to the Sponsorship Vetting Committee.

New Business

Succession should be something the Foundation is prepared for. An Operations Manual has been drafted detailing daily operations and specifics of both Chris and Sheri's job duties. An OPS Staff Assistant is needed so that they may be cross trained in daily duties so that the Foundation is never in a position where no one knows how things are done. It was recommended that we pursue the staff assistant position not only to lift the load of current staff but also to cross train and be prepared for succession.

Meeting adjourned at 1:26 p.m.

Minutes submitted on September 22, 2022, by Sheri Logue