

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION, INC.
ANNUAL MEETING MINUTES
October 23, 2024

Mission Statement: The CCCCF, Inc., is a non-profit 501(C)(3) entity, whose purpose is to award grants to groups and organizations that establish programs, research, or initiatives that promote the health or satisfy the medical needs of the residents of Citrus County, FL.

- I. Call to Order : 6:00 pm
 - I.
- II. Welcome
 - a. Moment of Silence
 - b. Pledge of Allegiance
 - II.
- III. Attendance/Quorum
 - c. Directors Present/Absent: *WDixon, RHolmes, CLizanich, PThomas, SWarden, ERubio, JWade, LCalodney*
 - d. Quorum: Yes
 - e. Legal Counsel: JRey
 - f. Staff/Independent Consultants: CBarton
 - III.
- IV. Legal Notice
 - IV. Published on August 30, 2024 *(I)*
- V. Approval of Meeting Agenda
 - g. Changes or Modifications to Agenda (if any): *Executive Directors Yearly Evaluation and*
 - h. Poll / Disclosure of Conflicts of Interest (if any): *None*

Motion to Accept the Meeting Agenda with the Addition of the Executive Directors Yearly Evaluation and the SOS Request under new business brought by WDixon with a 2nd by SWarden and the vote being 8 for and 0 against the Motion.

- VI. Public Comment
 - V. (3 minutes for an individual; 5 minutes for organization/group representation)
- MTringali spoke regarding the whistleblower policy to bring our Policies a notch higher. JRey spoke about this matter and how they pertain to the Foundation.

VII. Executive Director's Report

- VI.
- VIII. Appointment, Election and Confirmation of Directors/Officers
 - i. Election of Directors/Confirmation of Appointments
 - i. Dr. Leonard Calodney, Citrus County Medical Society

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- ii. Dr. William Dixon, Florida Well Care Alliance
- iii. Crystal Lizanich, City of Inverness
- iv. Robert Holmes, City of Crystal River
- v. Sonya Warden, College of Central Florida
- vi. Janora Wade, Florida Department of Health Citrus County
- vii. Ernesto Rubio, Public Representative Seat #1
- viii. Patricia Thomas, Public Representative Seat #2
- ix. Holly Davis, Citrus County Commission
- x. Rotating Members of the Citrus County Hospital Board
- xi. Vacant, Tampa General Hospital

Motion to Accept the Appointment, Elections, and Confirmations of the Directors/ Officers (Gaile, ERubio, Linda) brought by SWarden with a 2nd by RHolmes and the vote being 8 for and 0 against the Motion.

- j. Swearing In and Administration of Oath of Office to all new Board members and alternates
- k. Election of Officers:
 - i. Chair- PThomas
 - ii. Vice President- CLizanich
 - iii. Treasurer- LCalodney
 - iv. Secretary- SWarden

Motion to Appoint Election of Officers effective December 14, 2024 brought by WDixon and the 2nd brought by LCalodney with the vote being 8 for and 0 against the Motion.

- l. Committee Assignments:
 - v. Investment Committee: MTringali Chair, ERubio, SLong
 - vi. Grants Committee: SWarden Chair, LCalodney, CLizanich, STeaster, RObenauf, JWade
 - vii. Personnel Committee: RHolmes, LCalodney, JWade
 - viii. Audit Committee: PThomas, ERubio

IX. Consent Agenda

- m. Approval of August 22, 2024 Meeting Minutes (2)
- n. 2024-2025 Meeting Schedule (For Approval)(3)
- o. Contracts and Agreements Schedule (For Information Only)(3)
- p. September 2024 Statement of Financial Position (For Acceptance)(4)

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- q. September 2024 Statement of Activities (For Approval)
- r. September 2024 Treasurer's Report (For Acceptance)
- s. September 2024 Budget v. Actual (For Acceptance)
- t. September 2024 Check Register (For Acceptance)
- u. Authorization of Payments (For Approval)

Motion to Accept the Consent Agenda brought by WDixon with a 2nd by CLizanich and the vote being 8 for and 0 against the Motion.

X. Unfinished

- v. Final Budget Amendment for FY 2023-2024 – To account for final figures of reversionary funds or adjustment in expenses (if any) (5)

Motion to Accept the Final Budget Amendment and 2024-2025 Budget brought by CLizanich with a 2nd by SWarden and the vote being 8 for and 0 against the Motion.

- w. Approved Budget for 2024-2025 (For Approval) (Only required if there were changes from the Budget Approved in September. (6)

VII.

XI. New Business

- x. Policy and Procedure Review (For Approval)
 - ix. Record Retention and Management of Destruction Policy (7)
 - x. Code of Ethics (8)
 - xi. Conduct of Meetings, Decorum, and Public Input Policy (9)
 - xii. Board Expenditure Policy and Procedure (10)
 - xiii. Meeting Notice Policy and Procedure (11)
 - xiv. Gift Acceptance Policy (12)
 - xv. Investment Policy Statement (13)
 - xvi. Electronic Access Policy (14)
 - xvii. Personnel Committee Policy (15)
 - xviii. Information and Technology Acceptable Use Policy (16)
 - xix. Grant Funding Policy (17)
 - xx. Conflict of Interest Policy (18)

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- xxi. Expenditure and Procedure for Executive Director Policy (19).
- xxii. Financial Obligations Policy (20).
- xxiii. Prohibiting Electronic Funds Transfer Policy (21).

Motion to Approve Policy Review XI. A. i.-xv to include the modification of any clerical errors brought by ERubio with a 2nd by WDixon and the vote being 8 for and 0 against the Motion.

Addition: Board requested that JRey put together a Whistleblower policy.

Addition: SOS request-

Motion to fund the request brought by ERubio with a 2nd by CLizanich with the vote being 8 for and 0 against the Motion.

- y. Conflict of Interest Policy and Execution of Conflict-of-Interest Forms (For Review and Completion)(22).
- z. Sunshine Law and Public Records Training Requirements (23).

XII. Committee Reports

aa. Investment Committee

- xxiv. August 2024 Schwab Statement (24).
- xxv. September 2024 Schwab Statement (25).

Motion to Accept the Statements brought by RHolmes and a 2nd

Motion to Approve and Ratify the sale of VCSH in the amount of \$34,991.66 and the transfer of the aforementioned funds from the Investment to the operations account on September 9, 2024 brought by CLizanich with a 2nd by and the vote being ERubio for and 0 against the Motion.

Motion to Approve the sale and or transfer of funds from the investment account to operations in the amount of approximately \$51,000 to include operations and the funding of SOS on or

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around October 23, 2024 to be ratified at a later date brought by CLizanich with a 2nd by ERubio and the vote being 8 for and 0 against the Motion.

Motion to Approve the sale and or transfer of funds from the investment account to operations in the amount of approximately \$90,000 on or around December 10, 2024 to be ratified at a later date brought by WDixon with a 2nd by ERubio and the vote being 8 for and 0 against the Motion.

ab. Grants Committee

xxvi. Grant Cycle 15 Schedule ~~(3)~~

ac. Personnel Committee

ad. Audit Committee

XIII. Legal Counsel

VIII.

XIV. Public Comment

IX. (3 minutes for an individual; 5 minutes for organization/group representation)

XV. Next Meeting Dates

ae. Regular Meeting of the Board, December 12, 2024

af. Grants Committee

ag. Investment Committee November 8, 2024

ah. Personnel Committee

ai. Audit Committee

XVI. Adjourn: Motion to Adjourn brought by WDixon with a 2nd by SWarden and the vote being 8 for and 0 against the Motion.

X.

XI.