

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING AGENDA

April 26, 2018

**CCCCF Mission Statement:** The CCCCCF, 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.

**Call to Order** 6:06pm

**Moment of Silence:** Observed

**Pledge of Allegiance:** Led by Chair Gudis

**Welcome:**

**Attendance/Quorum:**

- a. Directors present : PDesai, SDiaz-Fonseca, MGudis, KHinkle, ERubio, JWallis, SWarden, JGrace, SMoylan
- b. Legal Counsel: JRey Esq.
- c. Independent Consultant:
- d. Public: 7
- e. Media: 1
- f. Quorum: yes

**Legal Notice:** March 8<sup>th</sup>, 2018

**Approval of Meeting Agenda:** Motion KHinkle, 2<sup>nd</sup> SD-Fonseca

**Public Comment:** (3 minutes for an individual; 5 minutes for organization/group representation) Bill Grant General Council CCHB – explained to the committee that every document from the Citrus County Hospital Board is available to anyone who wishes to see them. CCHB believes in transparency. The HB appreciates what the Foundation does with the grants. The idea of “new” or “old” is for the Foundation to resolve. Investment committee, the HB is stuck on 80/20. Invites board to HB meeting. Every document is available to the Foundation upon request.

**Minutes Approval for March 22, 2018 April 2, 2018**

Approved with adjustments - Motion SD-Fonseca, 2<sup>nd</sup> SMoylan

**Treasurer’s Report:** Presented by JWallis

**Invoices:** AndCo \$6250 PastDue; AndCo\$6250; Salem Trust Company \$1000; Wells Business Solutions LLC \$1000; Wells Business Solutions \$35.00; Nature Coast Web design \$100.00; Hogan Law Firm \$120.00; Citrus Publishing \$35.51.

**Financial Report:** Cash as of 2/28/18 \$254,418; Expenses Pd March 2018 \$7,201; Cash as of 3/31/18 \$247,217; Investment as of 3/31/18: \$7,921,352 cost (Market= \$7,830,214)

**Grant Allocation:**

2016/2018 Grant Cycle – amount allotted at 9/30/16 \$106,917; amt awarded and disbursed Grant Cycle #1 \$76,000; amt awarded and disbursed Grant cycle #2 \$10,000. Amt remaining at 9/30/17 \$20,917.

2017/2018 Grant Cycle – amt allotted at 9/30/17 \$140,426 (two years to use)

Balance after April 2018 checks approval \$232,426.

**Other:** Report from AndCo on Investment Performance Review Period ending March 31, 2018.

**Unfinished / New Business:**

1. Discussion on hiring Assistant – things to consider is salary range, how many hours needed to fulfill the job, education level (associates degree), connect with Career Source to advertise position, consider cost of equipment (KHinkle), consider where data is stored and backed up – think about ramifications (ERubio), contemplate approved budget for payroll & workers comp discussion & consider policies on personnel (JRey Esq). Proposal to have ad hoc committee made by MGudis. Volunteers for committee SWarden, ERubio, SMoylan. MGudis made motion to approve ad hoc committee for the hiring of Administrative Assistant, 2<sup>nd</sup> JWallis.
2. Grant Funding Matters JRey Esq. discussion of concerns with inconsistencies in bylaws with what grants we could and could not give. Developed terms and definitions for feedback and discussion. Looking for feedback on revisions in the bylaws.
  - a. Articles of Incorporation Changes
  - b. Bylaws Changes
  - c. Grant Funding PolicyDiscussion was on Grant funding policy inconsistencies with bylaws and Articles of Incorporation. The board is requesting for the terminology to consistent and clarity of terminology throughout documents. Board came to the conclusion to review grant funding policy and send recommendations to bylaws committee.
3. Bylaw Change – Investment Earnings Definition
4. New Policy – Conduct and Decorum of Meetings; Public Input – JRey Esq presented new policy. Motion to approve new policy on Conduct & Decorum of meetings KHinkle, 2<sup>nd</sup> SD-Fonseca

**Standing Committee Reports:**

Audit Committee: None

Compensation/Personnel Committee: None

Investment Committee:

- i. Report from Committee Chair, Ernesto Rubio – recommendation for custodian services to continue and request for approval for the agreement with AndCo. Motion ERubio, 2<sup>nd</sup> SD-Fonseca
- ii. Resolution – direct transfer of assets intended as principle still getting interest payment from HB. This eliminates administrative step. Motion to approve resolution SD-Fonseca, 2<sup>nd</sup> KHinkle

Next Hospital Board Meeting May 21<sup>st</sup>

iii. Grant Committee:

- i. Review of the two 5<sup>th</sup> Grant Cycle Calendars:
  - A. If June 25th, 2018 is selected the 25% would pay out in the next fiscal year and we would have to continue granting with our current language. We also have no equipment policy or percentage we would pay if we grant a program that requires equipment.
  - B. If we wait and start the October 1st, 2018, one, we would have enough time to resolve the difference between the bylaws and incorporation language, we would have the new grant funding language online and in our paperwork. Ken would have more time to get the word out to non-profits and we would have more money to grant out.
- ii. Grant spreadsheets are for information only. Third cycle is not included because we only had one out of county applicant.  
Motion to change 5<sup>th</sup> grant cycle to start at the beginning of the next fiscal year Oct. 1, 2018 Motion SD-Fonseca, 2<sup>nd</sup> SMoylan

**Ad Hoc Committee Reports:**

- a. Bylaws Committee: Do not meet
- b. Communication Committee: KHinkle – getting information out there to public through Community Alliance and received recommendation to speak to United Way

**Legal Update:**

- a. Report from Jennifer C. Rey, Esq.
  - Notice of Forthcoming Contract Renewal – Wells Business Solutions
  - Notice of Forthcoming Contract Renewal – Nature Coast
  - Notice of Contract Renewal – Andco Consulting
  - Motion to approve contract renewals SD-Fonseca, 2<sup>nd</sup> KHinkle

**Public Comment: (guidelines as listed above)**

**Meeting Adjournment** 8:44pm

**Next Meeting:** May 24<sup>th</sup> 2018, 6:00 p.m., Lecanto Government Building, Room 166

Bylaws Committee meeting: May 24, 2018 5pm LGB room 166

Investment Committee Meeting: May 17<sup>th</sup>, 2018 5pm Citrus County Health Department – meeting CANCELED on May 10<sup>th</sup> 2018.

Grants Committee Meeting: May 22th 9am College of Central Florida Learning & Conference Center at 3800 S Lecanto Hwy, Lecanto, FL 34461 Bldg C4 Rm 105