

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING Minutes

August 23, 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** 6:03pm

**Moment of Silence:** Observed

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

**Welcome:**

**Attendance/Quorum:**

- a. Directors present :
- b. Legal Counsel: JRey
- c. Independent Consultant:
- d. Public: Mike Tringali
- e. Media: Ottis from Chronicle
- f. Quorum: yes

**Legal Notice:** Published Aug. 2<sup>nd</sup> 2018

**Approval of Meeting Agenda:** Approved no discussion

**Public Comment:** (3 minutes for an individual; 5 minutes for organization/group representation)

**Minutes Approval for July 26, 2018** Tabled until next meeting

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

**Invoices:** Hogan Law Firm \$1,807.50; Nature Coast Web Design \$100.00; Wells Business Solutions \$1075; Citrus Publishing \$117.07

**Financial Report:** Presented by JWallis – contributions made by the Hospital Board entirely interest \$84,889, July 2018 \$10,495 expended, amount of money disbursed as grant funds is \$0. Consequences of contributions cash as of July 31st \$321,028. Balance Regions after checks \$317,928.

Motion to approve JWallis 2<sup>nd</sup> KHinkle

**Other:**

**Unfinished / New Business:**

1. Angela Vick – presentation & discussion of budget request and invoice for the annual audit  
Compliment regarding the response of the board for requirements needed for the audit. The first bill was \$6729 for annual audit. The second amount is an estimate for next year's audit \$8791.75 attached to both documents is a detailed listing of actions taken in this audit and the actions that will be conducted for the next audit.

JWallis last year we were quoted \$3625 for this audit so why so much?

Clerk – when quoted last year it was stated it was just an estimate and that it could be more. Original quote was \$6729.80 which was quote for 220 hrs and it was brought down to an estimated 120 hrs. Actual hours spent on audit was 278hrs. Next year's estimate is going to be 275hrs.

SD-Fonseca what can we do to reduce the cost? Maybe think about it and let us know so we can do our best to keep the cost down.

Motion to pay Clerk of Courts to pay \$6729.80 for Annual Audit JWallis 2<sup>nd</sup> KHinkle

Motion to amend budget for last year to include amount owed to Clerk of Courts

ERubio, 2<sup>nd</sup> JTSmith

2. JRey presented Budget Worksheet for Hogan Law Firm to assist with predicting costs.
3. TWells requested we clarify who is going to send the checks out in the mail.

Board consensus on designating Treasurer to mail out the checks and verifying two signatures are on the checks to be mailed.

TWells we need to address banking access. Bookkeeper should have view only access to online banking access.

JRey will recirculate email on Online Banking Access. Another thing to consider is we will need to address individual access as positions change on the board each Oct.

**Standing Committee Reports:**

a. Investment Committee: ERubio presented

Met last Thursday for discuss dollar amt to move over to operation acct. End of year report June 30 2018 earnings of 80/20 split \$371,662. Available funds \$298,658. It would not be prudent for us to take this money put it in investment fund and then turn around and take it back out. We will come up with real numbers instead of estimates for next meeting.

Total revenue available \$371,662.

TWells wanted board consensus to make change to financial report to add line item to include Interest and dividends.

Motion SD-Fonseca 2<sup>nd</sup> KHinkle

b. Grant Committee: Presented by SD-Fonseca

Audit Recommendation to make corrections on website to correct application process to include 6mo report language. Yearly report for 3 year period and clarified language per auditor. Motion to approve corrections to application process online SD-Fonseca 2<sup>nd</sup> ERubio.

Motion to approve corrections to Q&A SD-Fonseca 2<sup>nd</sup> JWallis

SD-Fonseca provided group with copy of Guide to Sunshine Amendment. Also, asked for better communication from HB of their expectations for us.

JRey suggestion the BOD work into their schedule a join meeting with the HB.

**Ad Hoc Committee Reports:**

a. Bylaws Committee: JWallis

Received 4 pages of changes to Bylaws sent by SD-Fonseca. Bylaws committee will table these changes for discussion at their next meeting.

Bylaws next meeting Sept. 12<sup>th</sup> CC Health Dept. 5pm.

JRey changes made by Bylaws will be presented to board at next meeting to be voted on.

b. Communication Committee: KHinkle presented

JRey announced the ADA requirements the webmaster sent which included an additional charge to the Foundation.

Motion to do RFP for a new webmaster and authorize JRey to present @ next mtg  
JWallis 2<sup>nd</sup> JGrace

JRey need to know what expectations you have for the website before creating RFP

SD-Fonseca volunteered to work on revising original RFP to incorporate website expectations.

**Legal Update:**

a. Report from Jennifer C. Rey, Esq. presented summary of fees to the board. Joint mtg need to coordinate with Mr. Grant will wait for direction from board. Audit responses working on drafting those and will present next meeting 5 policies for approval on next month meeting agenda.

- Code of Ethics
- Records Retention
- Web Content Management
- Access to Account
- Conflict of Interest Amendment to current policy

Working on contracted services RFP and letters to respective entities for reappointment. Sept. mtg Officer slates & community members. JRey will do ethics training this year if requested put schedule out for Oct mtg.

ERubio announced CCHD is working with JGrace on a free mental health clinic

JWallis announced JGrace is organizing a Med. Marijuana Symposium for Sept. 13<sup>th</sup> @ The College of Central Florida Citrus Campus 6-9pm.

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

**Meeting Adjournment** 7:42pm

**Next Meeting:** Sept. 27, 2018, 6:00 p.m., Lecanto Government Building, Room 166

Investment Committee Meeting: Sept. 20<sup>th</sup> 2018, 6pm Citrus County Health Department

Bylaws Committee Meeting: Sept. 27, 2018, 5pm LGB, Rm 166

Grants Committee Meeting: Oct. 23<sup>rd</sup> 9:00am College of Central Florida