

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING Minutes

December 13, 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 – 5pm

Moment of Silence:

Pledge of Allegiance:

Welcome: President S. Diaz-Fonseca welcomed the new board members and the public.

Attendance/Quorum:

- a. Directors present: 7, P. Desai, J. Wallace, K. Hinkle, J. Smith, E. Rubio, K. DeMaio, S. Diaz-Fonseca, K. DeMaio took minutes for this meeting.
- b. Legal Counsel: Mrs. Rey was present
- c. Independent Consultant: None
- d. Public: 4
- e. Media: None
- f. Quorum: Yes

Legal Notice: Yes, published November 30th, 2018

Approval of Meeting Agenda:

A motion was made to approve the agenda by K. Hinkle and 2nd by J. Wallace, approval unanimous.

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

No public comment.

Minutes Approval:

Oct. 25, 2018 & Nov. 20, 2018 (J. Wallace made a motion to approve the minutes with a correction, 2nd J. Smith, approval unanimous)

New Business:

a. Mission Statement and Review for New Board Members: Only one new member was present and was given a board notebook. S. Diaz-Fonseca read the mission statement and had a quick review of how the CCCCCF was created, number of board members, duties and what being quasi-governmental implies.

b. Selection of Committee Chairs and Committee Members:

K. DeMaio was selected chair of the Audit Committee, Bylaws committee (ad hoc) was disbanded when J. Wallace resigned and was not reinstated (motion was made by J. Smith to not appoint new chair or to reinstate Bylaws Committee, 2nd by K. DeMaio, 6 yes, E. Rubio-no, motion passed).

S. Diaz-Fonseca was reappointed Grants Chair (motion was made to reappoint S. Diaz-Fonseca to Grants Chair. by J. Smith, 2nd by J. Hinkle, approval unanimous) and E. Rubio was reappointed Investment Chair (motion was made to reappoint E. Rubio to Investment Chair by Desai, 2nd by J. Hinkle, approval unanimous). K. Hinkle was reappointed Communications Chair, but because of term limit, appointment of Communications Chair was tabled for the January meeting. Appointment of the Personnel Committee was also tabled until January, (motion was made to table the Personnel Committee appointments until the January meeting. by J. Smith, 2nd by J. Wallace, approval unanimous).

c. Other:

S. Diaz-Fonseca opened the discussion on what a special meeting is (a forum is not a regular meeting) and that according to the Bylaws, special meetings can only be called by the president or 3 board members at a regular meeting. The attendance of contracted vendors should get board approval before members have them appear at meetings or events that are not committee meetings, because CCCCCF is charged for their services. Discussion ensued after S. Diaz-Fonseca presented receipts for color copying to the board by E. Rubio asking if that expense was approved. S. Diaz-Fonseca stated it was not, but that it was an out of pocket expense for a joint meeting that she could not shoulder. J. Smith suggested that we create a spending policy in the future in order to handle these concerns. All agreed.

Treasurer's Report:

a. Invoices:

J. Wallace presented checks for payment to Citrus Publishing check #1219 - \$48.00, Citrus Publishing check #1220 - \$31.35, Nature Coast Web Design check #1221 - \$100.00, Wells Business Solutions #1222 - \$1,075.75m, Hogan Law Firm check #1223 \$2,672.50, Hogan Law Firm check #1224 \$1,327.50. Checks were signed and given to K. DeMaio to mail.

b. Financial Report:

J. Wallace reported on finances for the Charitable Foundation (motion was made to approve report by K. Hinkle and 2nd by P. Desai, approval unanimous).

c. Other:

The Atty. J. Rey indicated that an incorrect motion was made to correct the minutes of October 25th, but the motion did not correct the budget separation of the grant funds into two earmarked allocations, (a motion was made by J. Smith to amend the 2018-2019 budget to reflect only one grant funding amount of \$272,085.00, 2nd by P. Desai, 6 voted to approve, E, Rubio voted no, motion passed).

P. Desai brought up the suggestion that we look for an interest-bearing checking account instead of what we have now.

Unfinished:

a. Website Design & Hosting RFP:

Atty. Rey asked S. Diaz-Fonseca if she was working on the RFP dates. S. Diaz-Fonseca stated she could not work on the website RFP and this function would have to be carried out by the Communications Committee once a chairman was appointed in January.

b. Part Time Staff RFP:

E. Rubio stated that this group has not been able to meet yet. There are no dates set for submitting the RFP. He stated that there is no Personnel Committee and a chairman should be appointed. This was tabled until the January meeting.

Board members asked that we cancel the January workshop. All members agreed.

Standing Committee Reports:

a. Investment Committee:

The investment performance review was presented by the representative of AndCo Consulting (Brendan) to the board and it covered the period ending September 30, 2018. The recommendation was to stay in the current investment plan (motion by E. Rubio to approve report and stay in current investment plan, 2nd by K. Hinkle, approval unanimous).

b. Grant Committee: Recommendations for Grant Funding, Other:

S. Diaz-Fonseca distributed a grant matrix of the non-profit organizations that were asked to submit grant applications with project over views and recommendations. E. Rubio was closely associated to one of the organizations and had to recused himself from voting by presenting a conflict declaration, abstaining from voting, and leaving the room. Catholic Charities withdrew their grant application and Nature Coast Ministries grant application was three days late, therefore the grant committee recommended funding \$10,000 for the Citrus Pregnancy Center program and \$21,000 for the Childhood Development Services program. K. Hinkle disclosed that he was a volunteer at the Pregnancy Center, but Atty. Rey stated there was no conflict, (a motion was made by K. Hinkle and 2nd by P. Desai to approve the recommendations for funding both the Citrus Pregnancy Center and the Childhood Development Services programs, 6 voted to approve, E. Rubio abstained).

Ad Hoc Committee Reports:

a. Bylaws Committee:

No report

b. Communication Committee:

K. Hinkle began his report by commenting on an inaccurate article and the County Commission's public misrepresentation of the Charitable Foundation. J. Smith suggested that we should send a press release to counter the misinformation. The board agreed that the President, S. Diaz-Fonseca, should send a press release and speak on behalf of the Charitable Foundation at the next County Commission meeting.

Legal Update:

a. Jennifer C. Rey, Esq. Board Attorney:

J. Rey stated that the End of the Year Review was written historically with the President, but should be given to the Communications Committee to complete. With no Communications Committee at present, the End of the Year Review was tabled for the January meeting. All board members need to attend Open Government and Ethics Training during the new year, the President must have her training before the end of the December 2018. Our Ethics Policy needs to be reviewed at the January meeting and all board members must submit a Conflict of Interest form this year. Term limits, re-appointments and feedback from the Hospital Board on the Bylaws will be discussed in January.

Public Comment: (guidelines as listed above):

No public comment.

J. Smith asked for board approval to speak to Rep. Massullo about the Charitable Foundation and the County Commission wanting to dissolve the Charitable Foundation, (motion for approval by J. Wallace, 2nd by K. DeMaio, approval unanimous).

K. Hinkle extended his gratitude to the board for his time as a member and stated that all the board members cared about the work they were doing for the community.

Next Meeting:

a. Anticipated # of Attendees:

E. Rubio questioned the process of asking who would attend the next meeting because everyone appointed is obliged to attend. S. Diaz-Fonseca responded that it was to help the secretary with future attendance. E. Rubio then raised his voice in objection again and was called out of order. 5 members in attendance stated that they would attend the next meeting, J. Wallace stated he may or may not attend.

b. Date, Time and Location of Board Meeting:

Next CCCC Board meeting, January 24th, 2019, 6pm, room 166 at the Lecanto Gov. Center

c. Investment Committee Meeting:

January 17th, 2019, 6pm at the Health Department

d. Grants Committee Meeting:

February 2019, dates and times to be announced at the January meeting

Meeting Adjournment

J. Smith moved to adjourn the meeting at 7:32pm, approved unanimous