

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION
MEETING Minutes- Revised**

December 19, 2019

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: Lecanto Government Center, room 166, 6pm

Moment of Silence: Observed

Attendance/Quorum:

- a. Directors present: SDFonseca; KDemaio; ERubio; JTSmith; WDixon; DRYan; MMendizabal
- b. Legal Counsel: Yes – JRey Esq.
- c. Independent Consultant: Brad Hess
- d. Public: 1
- e. Media: No
- f. Quorum: Yes (7)

Legal Notice: Sep. 5th, 2019

Approval of Meeting Agenda: Motion to approve KDemaio, 2nd WDixon, vote Unanimous.

Minutes Approval: October 24th, 2019 Meeting Minutes- Motion to approve JTSmith, 2nd ERubio, vote Unanimous.

New Business:

- a. Mail Practices: JTSmith opened discussion on the current mail retrieval policy. Crystal McClure as the CCCCCF employee will continue to retrieve and distribute mail to appropriate parties, A motion was made to keep the CCCCCF PO Box 2706 Inverness, FL 34450 strictly for Grant correspondence and to have the physical office location 1245 E. Norvell Bryant Highway Hernando, FL 34442 for all other incoming mail. Motion by KDemaio, 2nd to the motion by WDixon, Unanimous vote.
- b. Cycle 6 award: JTSmith inquired about the cause for denial of the Letter of Inquiry submitted by the Friends of Friends of Citrus and the Nature Coast for Cycle 6. The organization was denied to go on to the grant proposal stage because they were not listed as a 501-c-3 group when a search was conducted by the grant committee during the review. JTSmith commented that moving forward such applicants should be marked as “tentative” until further research is conducted to confirm the organizations status. SDiaz-Fonseca stated that the volunteer grants committee worked very hard trying to find status proof during the 3-day review. Also, the board approved the grants committee recommendation on the Letters of Inquiry that were accepted to go on to the grant proposal stage. No objections were made when Friends of Citrus and the Nature Coast were not asked to continue to the grant’s proposal stage. She also stated that once she received a copy of 501 (c)(3) status from Nature Coast, she invited them to apply again during the next cycle and not wait a year. SDiaz-Fonseca also stated that the grants committee would discuss including the request for the EIN# and proof of status during the Letter of Inquiry period (no applicants will need to be marked “tentative” since all information will be available), as opposed to waiting until the Grant Proposal review period.

- c. Cycle 6 awards: SDiaz-Fonseca stated that the opportunity to post the Cycle 6 awardees photos and information on the website was missed. Also, press releases on the same awardees were not submitted to the newspaper. The question was posed to the Communications Committee as to why this was not done since all the information was provided to this committee before the Executive Director was hired. JTSmith stated that it was correct. JTSmith then made a motion to dissolve the Communications Committee with discussion of relinquishing the responsibilities of this committee to the new Executive Director. 2nd by WDixon, vote was Unanimous.

Treasurer's Report: KDemaio Reported (see attached Treasurers report for Period ending November 2019)

- a. Invoices: AndCo. \$6250.00; Brighthouse (Nov. \$128.99/ Dec. \$29.99/ Jan. \$29.99); Citrus Publishing \$13.30, \$13.30, \$13.90; Florida Wellcare Alliance (Nov. \$350/ Dec. \$350/ Jan. \$350); Nature Coast Web \$100; Hogan Law Firm \$2497.50; Wells Business Solutions \$1075.00; William Dixon \$339, \$69.99; Sophia Diaz-Fonseca \$1110.98, \$22.00; Crystal McClure \$120.15; KDemaio motion to ratify the mileage reimbursement rate for CCCC employee to follow County rate. 2nd WDixon. ERubio amended the motion to follow the Florida State rate. 2nd by WDixon, vote Unanimous. Motion to approve payment for invoices by WDixon, 2nd JTSmith, vote Unanimous.
- b. Banking Services- KDemaio initiated discussion on an outstanding check from Regency account for Citrus Publishing that is several months in standing. Tabitha Wells reported that she will investigate the status of this check and invoice with Citrus Publishing. Attorney JRey suggested closing the Regency account. ERubio made a motion to close the Regency account. 2nd by WDixon. ERubio amended the motion to close the Regency account pending clarification of the outstanding check to Citrus Publishing. 2nd by WDixon, vote Unanimous.
- c. KDemaio reported Tax Form 8879 has been completed and ready for signature then Tabitha Wells will E-File. Once completed it will be available on ShareFile. Motion to approve by WDixon. 2nd by JTSmith, vote Unanimous.
- d. KDemaio reported on a check received from Fidelity Charitable for \$250. Table this until the January 23, 2020 meeting under Old Business

Old Business

- a. Attorney JRey reviewed the Memorandum of Understanding for the Florida Department of Health-Citrus County with the updated reimbursement arrangement for \$37,385.00. Motion approve by WDixon and 2nd by KDemaio, vote Unanimous.
- b. SDiaz-Fonseca inquired on the attendance policy and moving forward with a representative to serve in lieu of Pat Fitzpatrick for the City of Crystal River if he is unable to serve in full capacity. Attorney JRey emphasized that the By-laws specify "position-specific" guidelines for replacements. SDiaz-Fonseca requested clarification and to table this matter for Old-Business on the January Agenda. ERubio remarked that he would like to have an upcoming discussion on opening the Board of Directors to members of the public.

Ad Hoc Committee Reports:

- a. Communications Committee: No report

Standing Committee Reports:

- a. Investment Committee:
 - a. AndCo. presentation by Brad Hess
 - b. WDixon reported of incoming proposals from custodians to replace Salem Trust. Discussion opened regarding the inability for the Investment Committee to achieve a quorum under the current policy with not enough volunteers on the committee. Current members include Sally Long, Ernesto Rubio, and William Dixon. Attorney JRey reported that a vote occurred at the October 24 Board Meeting which removed 1 limitation, confirming the quorum at 4 for the committee. SDiaz-Fonseca said she appoints KDemaio to the Investment Committee if needed for the January 16TH meeting. JRey suggested changing the policy to read “a simple majority of committee members present will be a quorum.” ERubio motioned to approve this change. 2nd by WDixon. Unanimous vote. WDixon continued Investment Committee discussion stating that as we move forward with a new Custodian, the portfolio allocation will incorporate more risk.

- b. Grants Committee:
 - a. Cycle 6: SDiaz-Fonseca reported that the committee reviewed the Cycle 6 Grantee reports and recommended they be sent to the Board of Directors for approval of the 25% disbursements. Motion to approve by SDFonseca, 2nd by ERubio, vote Unanimous.
 - b. Cycle 7: SDiaz-Fonseca reported on the grant applicants scores from the committee meeting, HPH Hospice and Homosassa Lions Club. HPH Hospice was recommended for approval to the Board of Directors with the amended/suggested grant amount of \$131,400.00. A motion to approve made by SDiaz-Fonseca. 2nd by WDixon. Unanimous vote.
 - c. SDiaz-Fonseca presented a Certificate of Appreciation submitted by the Citrus County Florida Department of Health on behalf of the Foundation for supporting the Hepatitis A program. This certificate along with the previous Certificate of Appreciation from the Habitat for Humanity will be on display in the office and on the website.

- c. Personnel Committee:
 - a. Executive Director CMcClure expressed the need for a software program to condense the Board of Directors Meeting Agenda packets. Attorney JRey suggested the free software Foxit. CMcClure will utilize this going forward.
 - b. ADP staffing submitted a W/C quote. Tabitha Wells commented on if the quote was for an unaudited premium. CMcClure will email the quotes to KDemaio and Tabitha Wells to review that it is stand alone. Motion to approve if the quote meets these terms and is under \$500 by WDixon. 2nd by KDemaio, vote Unanimous.

- d. Audit Committee: KDemaio reported the upcoming meeting will be on January 9th at 5 pm however a meeting location needs to be established. Tabitha Wells came forward as a vendor/guest and offered her place of business at Wells Business Solutions for the meeting. There was some discussion as to space needed and admittance of the public. KDemaio asked

SDiaz-Fonseca if the Masonic Ballroom could be utilized again. The meeting was set for the Masonic Ballroom in Inverness.

Legal Update:

- a. Yearly ethics training and signing COI documents need to be completed and submitted. Going forward, the management of these documents will be handed over to the Executive Director and should be submitted to ccccf2015@aol.com.
- b. Grant Agreement Amendments (review period changed from 3 years to 2 years): 6 of the amendments have been received so far.
- c. Social Media Policy has been drafted and will be submitted to C McClure for review.
- d. JRey reported she will begin drafting an Electronic Payments Policy.
- e. FY 18 Audit Response:
 - a. There are three items JRey will email the Investment Committee to address during their next meeting:
 1. Investment Portfolio appeared to be out of compliance with the Investment Policy Statement (IPS)
 2. The IPS did not specifically reference the Florida Uniform Prudent Management of Institutional Funds Act (UPMIFA)
 3. The Investment Portfolio persistently underperformed benchmark, as well as peer foundations/endowments.
 - b. The policies that are being edited for the Audit response are as follows:
 1. Meeting Notice- the draft will be submitted for approval at the next Board meeting
 2. Electronic Funds

Next Meeting/s:

- a. January 23rd at 6pm in the Lecanto Government Building, room 166
 - a. This meeting occurs during Legislative week so be aware of the count for a quorum as several Board of Directors will most likely be out of the County.
- b. Investment Committee Meeting: January 16th at 6pm Florida Department of Health in Lecanto
- c. Grants Committee Meeting: No January meeting. February 18th at CF room 105 at 5:30 pm
- d. Personnel Committee: None
- e. Audit Committee: January 9th at 5 pm at the Masonic Ballroom in Inverness, FL

Meeting Adjournment: Motion to approve meeting adjournment at 8:00 pm by JTSmith, 2nd KDemaio vote Unanimous.