

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING MINUTES (Rev. 1)

December 10, 2020

**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:** 6:03 p.m. meeting called to order at Lecanto Government Complex, Room 166

**Moment of Silence:** Observed

**Pledge of Allegiance:** Led by Dave Ryan

**Welcome:** By President

**Attendance/Quorum:** Dave Ryan (DR), William Dixon (WD), Sonya Warden (SW), Ernesto Rubio (ER), Leonard Calodney (LC), Holly Davis (HD), Jimmie Smith (JS via dial in)

- a. Directors roll call: By Crystal McClure (CMcClure)
- b. Legal Counsel: Y
- c. Staff: Y
- d. Independent Consultants: Y (Tabitha Wells via Dial-In)
- e. Public: Y
- f. Media: 0
- g. Quorum: Y - 7

### **Approval of Meeting Agenda:**

- a. DRyan stated that the following changes be made to the Agenda: Under “New Business” item “b” would be table until January 28<sup>th</sup>; also, item “c” would be tabled until January 28<sup>th</sup>. A motion to approve the Agenda with the changes was made by HDavis, 2<sup>nd</sup> by LCalodney, (DR, WD, SW, JS, ER, LC, HD). Motion passed, vote 7-0.
- b. No conflicts of interests were disclosed

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

Dr. Wallis reported on discussions had by the CCHB regarding the restrictions on brick and mortar related to grant funding. He further commented that such restrictions lower the number of grant requests and awards. The CCHB will meet in January and he will report further on the matter.

Sophia Diaz-Fonseca commented that funding structures and roads would not be in the best interest of spending public funds. She stated that funding a building that can be vacated or abandoned, or later accommodated by someone other than the grantee is not ethical for using the funds. Mrs. Diaz-Fonseca further reported that the years of research she has done on this matter revealed very few numbers of Foundations that fund brick and mortar. She cautions the CCCCCF, Inc. leaning in this direction for funding.

Dr. Wallis commented that he is neutral in his position on the topic. He commented that the CCHB is working on a bricks & mortar project and researching the legalities behind ensuring a way to not lose any structure that is funded.

**Minutes Approval:**

a. Motion to approve the November 19<sup>th</sup> minutes made by WDixon, 2<sup>nd</sup> by Swarden, (DR, WD, SW, JS, ER, LC, HD). Motion passed, vote 7-0.

**Legal Notice:** November 26, 2020

**New Business:**

a. WDixon presented a speech and recognition plaque for CCCCCF Past President and Past Grants Committee Chairperson Sophia Diaz-Fonseca for her years and hours of dedication to the success and mission of the Foundation.

~~b. CCHB discussion on Capital Funding~~

~~c. Annual investment Audit Feedback from Clerk's Office~~

d. JRey reported on the Form 990 suggested changes:

Part I – Mission

Replace the word “incentives” with the word “initiatives” to be consistent with the mission statement as reflected in the bylaws.

Strike the word “Health” to be consistent with the mission statement as reflected in the bylaws.

Part III – Mission

Replace the word “incentives” with the word “initiatives” to be consistent with the mission statement as reflected in the bylaws.

Strike the word “Health” to be consistent with the mission statement as reflected in the bylaws.

Part VI.B.14 should be marked “Yes.” The Board adopted a Record Retention and Destruction policy on April 25, 2019.

Part VI.C.20 Add “Executive Director” after Crystal McClure – to designate her official position with the organization.

Schedule O

Part VI, Line 7b: Replace “The” with the phrase “Certain specified”, insert “the Organization’s Sole Member” after “Citrus County Hospital Board”

The statement is recommended to read: Certain specified governing decisions of the Organization are subject to approval of the Citrus County Hospital Board, the Organization’s Sole Member, and a related organization.

Tabitha Wells concurred with the suggestions. Her only change would be to Part VI.C.20 to use “E.D.” in place of Executive Director. WDixon made a motion to approve the Form 990 with the stated revisions, 2<sup>nd</sup> by LCalodney, (DR, WD, SW, JS, ER, LC, HD) vote 7-0. Motion passed.

### **Treasurer's Report:**

- a. A motion to accept the Treasurers Report was made by WDixon, 2<sup>nd</sup> by SWarden, (DR, WD, SW, JS, ER, LC, HD) Motion passed, vote 7-0.
- b. CMcClure referenced the excel chart with the invoices for authorization of payment. A motion to approve the payment of invoices was made by WDixon, 2<sup>nd</sup> by SWarden, (DR, WD, SW, JS, ER, LC, HD) Motion passed, vote 7-0.
- c. CMcClure reported there was error in the Banking Resolution, and it was being rerouted for signatures. She further reported on the status of the Cadence Bank and TD Ameritrade signature authorization forms were finalized.
- d. Other: CMcClure reported on check #3042 as being lost in the mail and never received by TD Ameritrade from CCHB. She contacted CCHB and requested the cancellation and reissuing of the check; CCHB stated it would have to be presented at their January meeting and would be distributed thereafter in January.

### **Unfinished/Old Business:**

a. Policy and Procedure Reviews: DRyan commented that thinks the Board should approve as is and do not continue to table. JRey stated that the background behind issuing these for review in October is so that the new board members may have a chance to read and review the policies; additionally, so that the board can make any necessary revisions. CMcClure commented that she noticed some of the policies were out of date on the sharefile provided. Also, that the website management policy had not been drafted. JRey stated the website management policy never went further than discussion when there was a Communications Committee. CMcClure stated she would read through the policies again to find any language that needs changed, or policy action, as well as develop a draft of the website management policy. DRyan commented he would like to participate in the drafting of the website policy.

A motion to approve the policies was made by JSmith, 2<sup>nd</sup> by WDixon, (DR, WD, SW, JS, ER, LC, HD) Motion passed, vote 7-0.

b. Discussion about the Ad Hoc Bylaws Committee was brought forth by WDixon. He stated that he moves to suggest the Committee remain on an Ad Hoc basis, especially as the Grant Funds increase and the uses may change. DRyan commented he would like to serve. JRey stated that DRessler made mention of wanting to volunteer on this Committee as well.

### **Ad Hoc Committee Reports:** *None currently*

### **Standing Committee Reports:**

a. Investment Committee:

1. WDixon reported that the Quarterly Report that was received from AndCo will presented to the Investment Committee for further review on December 14<sup>th</sup>. He further stated that the action will be reviewed to keep \$120,000 in cash value or reinvest. ERubio stated that the cash may be needed for the operation account Jan-Feb. LCalodney inquired as to whom makes the investment decisions. WDixon replied that the Advisor makes the suggested investment actions, then the Investment Committee reviews the suggestions for approval, disapproval, or modification. Then it is presented before the Board for final approval.

b. Grants Committee

1. Cycle 9 Proposal/s: SWarden reported on the Grants Committee's recommendation to approve the Lion's Club Expansion of Vision Care grant proposal for \$43,330. Motion approve was made by WDixon, 2<sup>nd</sup> by HDavis, (DR, WD, SW, JS, ER, LC, HD) Motion passed, vote 7-0. SWarden further commented that the STEaster indicated the Lions Club LOI and Grant Proposal should be sued as a model for future grant applicants. ERubio concurred and stated all we need to do is have it sanitized. DRYan commented of how there was only one applicant that moved on to the Proposal step. SWarden reply about the Grant Applicants for Cycle 9 were either outside of Citrus County, did not align with Bylaws restrictions on Capital Funding, or had applied within the 1-year period already. CMcClure commented that the Grants Committee will bring this for further discussion in their next meeting. ERubio volunteered to provide information on an advertising campaign to assist in marketing of the Grant Funds available.

c. Personnel Committee: ERubio commented that CMcClure is due for her Annual Review. CMcClure confirmed that the 1-year period of employment passed in October. She said she would reach out to the Personnel Committee to schedule a review.

d. Audit Committee: CMcClure reported that she has been working with the Clerk's Office to cure findings. The Audit Committee is scheduled to meet on Monday, December 21<sup>st</sup> at 6 pm to review the status.

**Legal Update:**

a. No report.

**Public Comment:**

Dr. Wallis commented that he feels the Lions Club Grant Proposal would be excellent for the website as long as it is sanitized.

**Next Meeting/s:**

Board Meeting: January 28<sup>th</sup> at 6 p.m. in the LGC, room 166

Grants Committee Meeting: TBD

Investment Committee Meeting: December 19<sup>th</sup> at 5:30 pm at the Lecanto Health Department, Downstairs Conference Room

Personnel Committee Meeting: TBD

Audit Committee Meeting: December 21<sup>st</sup> at 6 p.m. in the LGC, room 280

**Meeting Adjournment:**

Motion to Adjourn at 6:54 p.m. by WDixon, 2<sup>nd</sup> by HDavis, (DR, WD, SW, JS, ER, LC, HD) Motion passed, vote 7-0.

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Respectfully Submitted by Crystal McClure

Approved: January 28, 2021