

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES

February 25, 2021

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: 6:02 p.m. meeting called to order at Lecanto Government Complex, Room 166

Moment of Silence: Observed

Pledge of Allegiance: Led by Sonya Warden

Welcome: By President

Attendance/Quorum: Dave Ryan (DR), Debbie Ressler (DRe), William Dixon (WD), Ernesto Rubio (ER), Leonard Calodney (LC), Holly Davis (HD), Sonya Warden (SW)

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

Approval of Meeting Agenda:

- a. A motion to approve the meeting agenda was made by WDixon, 2nd by HDavis, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion
- b. No Conflicts of Interest.

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

Scott Baggerly with Faith Haven spoke on behalf of the Horses N' Healing Program and presented a letter of reconsideration for the Cycle 6 Grant Funds that were returned and discussed reinstatement of their agreement. He presented a formal letter addressing the terms of their proposed agreement to each Board member.

Minutes Approval:

- a. A motion to approve the January 28, 2021 minutes was made by WDixon, 2nd by LCalodney, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

Legal Notice: Published February 18, 2021

New Business:

DRessler commented on Pat Fitzpatrick's recent surgery outcome. CMcClure circulated a card for him and his family.

a. CMcClure presented the Amendment of the Resolution for Authorizing Direct Deposit of Employee Wages. The Amendment addressed the EFT of payroll taxes that are electronically deducted by the IRS per Law. CMcClure explained that according to the Citrus County Clerk's Office, the 2019-05 Annual Audit finding #1.b. referencing the Electronic Fund Transfer Policy and the 10/24/19 Resolution for Direct Deposit of Wages did not cover such EFT's of payroll taxes. Discussion ensued. JRey stated that obligatory EFT's do not normally require a Resolution. CMcClure reported that despite notifying the Clerk's Office of the Board's intent to amend the Resolution at this meeting and include language to ratify past EFT's related to such, the Clerk's Office indicated this would not cure the finding. DRyan asked if a letter of opinion from the Board could be drafted by JRey and sent to the Clerk's Office. JRey agreed. DRessler made a motion to approve the Resolution, 2nd by WDixon, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

b. CMcClure proposed a budget amendment to move \$6,000 from the Grant Awards to the Advertising-Other line item. Discussion ensued. DRessler suggested a line item specified as Grant-Advertising. WDixon made a motion to approve the Amendment to the Budget to include a line item specifying Grant-Advertising, 2nd by Swarden, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

c. CMcClure reported that Kelley DeMaio submitted a resignation letter on February 23, 2021. CMcClure presented the Letter of Vacancy-Request to Notify the CCHB of Public Seat #2 vacancy. A motion to approve made by WDixon, 2nd by Swarden, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed. CMcClure announced the vacancy that is now open up for the Audit Committee Chairperson. Discussion ensued. HDavis stated she would nominate herself for the position. DRessler clarified that the appointment may not be selected until April or May.

Treasurer's Report:

a. A motion to accept the Treasurers Report was made by WDixon, 2nd by Swarden, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

b. CMcClure referenced the excel chart with the invoices for authorization of payment. A motion to approve the payment of all invoices made by WDixon 2nd by HDavis, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

c. Banking Services- no report

d. A motion to approve the deposit of the \$100,000 charitable donation into the Investment Funds account, from the Staples Estate Fund, was made by Swarden, 2nd by ERubio, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

Unfinished/Old Business:

a. JRey reminded the Board to adhere to Sunshine Law regarding the Social Media accounts. A motion to approve the Social Media Policy made by HDavis, 2nd by WDixon, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

b. A motion to approve the Gift Acceptance Policy was made by WDixon, 2nd by DRessler, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

c. A motion was made by WDixon to accept the lowest from Bottomline Bookkeeping for the Annual Investment Audit, 2nd by DRyan, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

d. CMcClure invited Faith Haven to present their request for reinstatement of the Grant Agreement and remaining funds from their cycle 6 Grant. A letter from Faith Haven was distributed to the Board. Discussion ensued. A motion to approve the reinstatement of the Cycle 6 Faith Haven agreement and reimbursement of \$15,823.69, with the adherence of Faith Haven to the reporting measures and deadlines outlined in the letter made by DRyan, 2nd HDavis, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

Ad Hoc Committee Reports: *None currently*

Standing Committee Reports:

a. Investment Committee: WDixon referenced the TD Ameritrade statement and discussion of the rebalancing to be reviewed at the next Investment Committee Meeting.

b. Grant Committee:

1. Grant Cycle 10 Schedule motion to approve by DRyan, 2nd by HDavis, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

2. SWarden presented the Citrus Pregnancy Center 2-year report. The request for an extension of the remaining \$491.64 in grant funds was also presented. A motion was made by HDavis to approve the 2-year report and extension until September 1, 2021 to expend funds for advertising, 2nd by DRyan, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

3. SWarden presented the Childhood Development Services 2-year report. The request for an extension of the remaining \$1550.00 for SEN registration fees was also presented. A motion was made by HDavis to approve the 2-year report and extension until May 1, 2021 to expend funds for registration fees, 2nd by LCalodney, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

4. SWarden presented the 1-year report for HPH Hospice. Discussion was made regarding the remaining funds in the amount of \$122,659.66 and the concern that they would not be able to expend. HPH Hospice team members attended the meeting via Zoom and discussed their intentions to advertise more aggressively and in an expanded capacity; they mentioned the limitations of respite care only being utilized at the HPH facility. The discussion continued regarding expanding the scope to include in house respite care, if needed. JRey stated this would be possible and the following would be needed: amended details of the scope to be included in the exhibit of the grant agreement, detailed use of funds, and new budget. A motion was made by DRyan to accept the 1-year report and request for expanded scope with mentioned details to be submitted before the next Board meeting, 2nd by ERubio, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

5. SWarden presented a line item budget change request for Special Category Grant recipient Mid-Florida Homeless Coalition in the amount of \$100 from medications to eyeglasses. Motion to approve made by DRyan, 2nd by HDavis, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

c. Personnel Committee: JRey reported that 2 of the 3 Personnel Committee, Employee Annual Evals were received. Discussion ensued. DRessler inquired as to the last evaluation received and CMcClure replied it was the 6-month review back in April 2020. The current evaluation is the Annual Evaluation that was from her annual mark in October 2020 but the evaluation was late. Discussion ensued about the entire Board submitting evaluations. A motion was made by ERubio to have all the Board receive and complete and evaluation for Ms. McClure and send to Hogan Law Firm, and to table the discussion to the next Board meeting, 2nd by DRyan, (DR, DRe, WD, ER, LC, HD, SW), vote 7-0. Motion passed.

Legal Update:

Item A: Table until March

JRey mentioned she would work with C McClure on possibly revising the Agenda to be more of a Consent Agenda.

DRessler commented that she understands PFitzpatrick will be out for an extended time due to his medical circumstances so she would volunteer to rotate on the Audit Committee with HDavis.

DRessler reported on the HCA lease and release of funds. She stated that some funds would go to CCCCF, however there was concern over the current 80/20 pertaining to the Bylaws. CCHB will be working on a change to the Bylaws to allow leniency of funds received from the HCA lease. Once drafted, the CCHB will send to the CCCF to vote, and then return to CCHB for adoption.

Public Comment:

Dr. Wallis commented that the Board is moving in an extraordinary direction with positive changes.

ERubio reported on possible PODS for vaccinations with walk-up capability-looking at mid April.

Next Meeting/s:

Board Meeting: March 25th at 6 p.m. in the LGC, room 166

Grants Committee Meeting: March 4th and 5th (if needed) at 5:30 pm in room 280 of the LGC

Investment Committee Meeting: March 11th at 5:30 pm at the Lecanto DOH, downstairs conference

Personnel Committee Meeting: TBD

Audit Committee Meeting: TBD

Meeting Adjournment:

Motion to Adjourn at 8:20 p.m. by DRyan, 2nd by SWarden (DR, DRe, WD, ER, LC, HD, SW), vote 7-0.
Motion passed.

Respectfully Submitted by Crystal McClure