

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

MEETING MINUTES, Rev. 1

January 28, 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: 6:10 p.m. meeting called to order at Lecanto Government Complex, Room 166

Moment of Silence: Observed

Pledge of Allegiance: Led by Jimmie Smith

Welcome: By President

Attendance/Quorum: Dave Ryan (DR), Ernesto Rubio (ER), Leonard Calodney (LC), Holly Davis (HD), Jimmie Smith (JS), Pat Fitzpatrick (PF), Sonya Warden (SW- dialed in)

- a. Directors roll call: By **Crystal McClure (CMcClure)**
- b. Legal Counsel: Y (Dial-In)
- c. Staff: Y
- d. Independent Consultants: Y
- 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 PFitzpatrick, 2nd by JSmith, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.
- b. No Conflicts of Interest.

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

Minutes Approval:

- a. A motion to approve the December 10, 2020 minutes was made by HDavis, 2nd by PFitzpatrick. Discussion ensued as ERubio mentioned the needed correction to the minutes: insert the vote under the “Minutes Approval” motion for November 19th minutes. An amended motion to approve the December 10th meeting minutes with the said changes was made by PFitzpatrick, 2nd by JSmith, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

Legal Notice: January 13, 2021

New Business:

- a. Grant Cycle 9 Agreement was presented for signature to the Inverness Lions Club. They accepted the 75% award in the amount of \$32,497.50.
- b. CMcClure reported on the Citrus County Clerk’s #2020-05 Audit Follow-up deadline of January 31, 2021. She indicated that she has been working closely with the Clerk’s Office to submit all needed

documents by the deadline. However, the By-Laws and Record of Amendment findings would have to be completed by Hogan Law Firm.

c. CMcClure reviewed the three quotes received for the Investment Audit: Bottom Line Bookkeeping, Wardlow & Cash, and Purvis & Grey. Discussion ensued. A motion to table the vote until February to request a professional quote from Wardlow & Cash detailing audit, hours, cost, etc., was made by Pfitzpatrick, 2nd by JSmith, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

d. CMcClure reported on the Charitable Donation of \$100,000 from the David b. Staples Revocable Trust Fund. The letter and waiver was received from the Attorney of the Estate. Discussion ensued. JRey stated the three items to address regarding this donation: a release and waiver provided by Cleveland, Water, and Bass, P.A. needs to be signed by the President, Dave Ryan 2) we are under exemption regarding this donation 3) the need for a Gift Acceptance Policy. A motion was made to have a Gift Acceptance Policy created. JRey stated she will write a Gift Acceptance Policy to be presented at February's Board meeting. A motion was made by Pfitzpatrick to accept the check by signing the release and waiver, 2nd by HDavis, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

Treasurer's Report:

a. A motion to accept the Treasurers Report was made by HDavis, 2nd by JSmith, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

b. CMcClure referenced the excel chart with the invoices for authorization of payment of invoices and a ratification of the payment of the Spectrum Invoice and Hartford Insurance by Firstbank Visa as she reported the due date for these fell between meetings. A motion to approve the payment of all invoices and the ratification of two payments was made by HDavis, 2nd by LC, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

c. Fidelity Charitable Donation in the amount of \$250 was presented for approval for deposit. Motion to approve was made by JSmith, 2nd by Pfitzpatrick, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

Unfinished/Old Business:

a. All policies and revisions (1-12) were presented for approval; and the Website Policy Draft was presented for approval of adoption. A motion was made by HDavis, 2nd by Pfitzpatrick, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

Ad Hoc Committee Reports: *None currently*

Standing Committee Reports:

a. Investment Committee: CMcClure reported on the two sales made in the TD Ameritrade Account, 150 VCSH and 250 VGSH, done in December to free up cash to cover Grants and operations. She clarified that WDixon made the trades but a Buy/Sell Order form was not signed so a ratification is needed. ERubio explained that the Foundation will move money only when needed from TD Ameritrade to Cadence; in this situation stock was liquidated from the investment account and moved to the operational

account. He further stated that the approved budget already approves the amount of funds, we are fulfilling the obligations. A motion to approve the ratification of trades made by HDavis, 2nd by Pfitzpatrick, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

b. Grants Committee: Grant Cycle 10:

1. Swarden reported on the schedule of the upcoming grant cycle will be presented at the Grant Committee Meeting on February 11th. Once approved, then the next step is approval by Board at February 25th Board Meeting. Afterwards, the schedule will be posted to the website. C McClure stated she received the advertising information from ERubio, and has been actively reaching out to non-profits in Citrus County to make them aware of the upcoming Grant Cycle 10. She would like to move forward with a Social Media Policy draft to be approved at the next meeting so she can advertise the upcoming grant cycle in March.

2. C McClure reported that a certified letter and reimbursement check in the amount of \$15,823.69 was received from Faith Haven on December 29th. The letter indicated that the difference in amount requested of remaining funds (\$16,405.01) and the \$15,823.69 check were due to services that were charged before the notice was received. Discussion ensued. JRey outlined the sequence of events that occurred from August to December. Discussion ensued. A motion was made by ERubio to accept the funds with the noted deduction, 2nd by LCalodney, (DR, ER, LC, HD, JS, PF, SW), vote 7-0. Motion passed.

c. Personnel Committee: C McClure reported that the Personnel Committee is completing the Annual Reviews and submitting to Hogan Law Firm. Pfitzpatrick requested a public Personnel Committee meeting to formally address C McClure's review, salary, etc. C McClure stated she would coordinate the scheduling and publication of legal notice for the meeting. The Personnel Committee will report in February to the full board on the outcome.

d. Audit Committee: no report.

Legal Update:

a. Discussion was made regarding the procedure for Board members that are missing consecutively. Further clarification was requested regarding the procedure for members of elected seats to potentially be dismissed due to absenteeism. JRey stated she will research this further and report to C McClure. C McClure stated she would reach out to KDemaio regarding the number of current consecutive absences.

b. Discussion regarding the nomination of committee members arose from the submission of a resume and cover letter from a public individual to join the Grant Committee. JRey stated the public can serve on a committee in a volunteer capacity, and the request should be sent to the Committee for approval. C McClure stated she would forward the candidate to the Grant Committee and put on their meeting agenda for February 11th.

Public Comment:

Dr. Wallis commented on C McClure's review. He stated that the Foundation need keep an open mind about the definition health and medical care. He discussed the ongoing need for a Communications Committee and By-Laws Committee. He commented that the Faith Haven decision needs to be reconsidered and revoked.

DRyan opened discussion regarding Faith Haven. JRey clarified that the Agreement has been terminated. However a reinstatement of the agreement is allowed, but would need to be documented as an exception to the Grant Policy and include the rationale behind the Board's decision. Discussion ensued. CMcClure stated she would reach out to Faith Haven to explain the Board's decision to reconsider their request and then present to the Board.

Next Meeting/s:

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

Grants Committee Meeting: TBD

Investment Committee Meeting: TBD

Personnel Committee Meeting: TBD

Audit Committee Meeting: TBD

Meeting Adjournment:

Motion to Adjourn at 7:55 p.m. by JSmith, 2nd by Pfitzpatrick (DR, ER, LC, HD, JS, PF, SW), vote 7-0.
Motion passed.

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Respectfully Submitted by Crystal McClure

Approved: