

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING AGENDA

July 26, 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** 6pm

**Moment of Silence:** Observed

**Pledge of Allegiance:** Led by MGudis

**Welcome:**

**Attendance/Quorum:**

- a. Directors present :
- b. Legal Counsel:
- c. Independent Consultant:
- d. Public:
- e. Media:
- f. Quorum: Yes

**Legal Notice:**

**Approval of Meeting Agenda:** Approval of meeting agenda with correction from Sofia Fonseca. Second page of grants meeting was motioned and approved for July 10th and should have showed on agenda, the grants meeting is August 9 at 9 am at cf.

Motion to approve Sofia, second Sondra voted unanimously

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

Mr. Otis Brown from citrus springs commented about the websites not having all information. Mr. Otis also commented on not getting a reply for agenda after emailing.

**Minutes Approval for July 26, 2018**

Sofia had correction, under meeting agenda, it should state meeting minutes and under legal update item B should say MGudis Suggest send a letter to HB should say send to Citrus memorial. Ask for corrections to be made.

Dr. Wallace states that there was supposed to be a bylaw executive meeting, Sofia informed that it was noticed in the minutes, Dr. Wallace informed that the attorney informed him that the BL meeting was not noticed and is why the BL meeting was cancelled. Next BL meeting is August 23 5pm.

**Treasurer's Report:** Presented by Dr. Wallis

**Invoices:** Andco \$6250, Salem \$1000, Hogan \$2070, Nature coast web \$100, Wells business \$1075

**Financial Report:**

In bank, cash May 31 \$298,316 which is approx. \$5,000 less than previous month.

Expenses were June \$3,472

Funds dispersed. \$48,210

Grant cycle 2017-18 \$20,917

Amount allotted as of September 30th \$90,532

Funds awarded \$64,280

Funds Contribution from HB July 18 \$84,888.91

Revisions from accounting from last year

We actually have a current amount as of June 30th 18. \$8,241,048 in account.

**Other:**

Motion for approval Dr. Wallis, second Smith voted unanimously

**Unfinished / New Business:**

1. Angela Vick – presentation & discussion of budget request and invoice for the annual audit

Clerk of courts Angela Vick is introduced to discuss annual audit as directed by state statute

Made suggestions, suggestions were given to board in written format.

Robin Bart chief audit officer present

Confirmation of no fraud, but there were departures from protocol.

Conflict of interest policy not followed. in reference to Mr. Rubio's conflict of interest statement (did appropriately recuse) the form should have stated certain information,

Checks not being signed by two people,

Password security protocols not established fully and password was not terminated upon departure of former officer,

Records retention policy is not properly established, with records in various areas, reporting obligations in reference to grant obligations was inconsistent

(Clerk of courts offered training only in operations).

Observation

Board stated in prior meeting that it would establish an ethics policy and still not formed, it is a recommendation.

Some information on website doesn't provide up-to-date information.

Chair comments.

Asks Ms. Ray if what she sent was what Ms. Ray concurred with, she stated what she sent to the chair only was suggestions only, Mrs. Bart clarification, it was a draft with an expectation for a member of this board with the attorney to formulate a response and in turn send the response to Clerk's office. Usually done expeditiously to be able to put into the final audit.

Ms. Rey discussed the suggestions she sent the chair.

Sofia spoke about the grants committee having discussed the changes needed.

Sondra discussed that most changes have already been started to be addressed.

Smith asked if since the chair and attorney already discussion was going that the chair should still work with Ms. Rey

Vice Chair moved Dr. Wallace second that chair and attorney are the entity to address the changes voted unanimously.

Mr. Rubio inquired about the conflict of interest form. Ms. Vick clarified his conflict is an indirect conflict.

Mrs. Vick also suggested that when doing minutes on an issue such as conflict of interest that the minutes give e details about actions taken, such as Mr. Rubio left the room.

Mrs. Vick explained it was a matter of transparency.

Ms. Rey asked that we place the target date for completion the 30th of September, with a draft submitted by August 6th.

Item was talked from prior meeting about hiring a position.

The issue of hiring either a part time or full time, with questions of information management and others.

Suggested an RFP be submitted for the position of assistant.

No action taken.

### **Standing Committee Reports:**

#### a. Investment Committee:

End of quarter /year report, Brendan Maverick

Talked about the year, with a focus on specialty income.

Investment window has only been 9 months

Documents provided for full report.

Generally market was strong.

Mr. Rubio clarified that it is because of the BL that we are restricted in the way we invest.

Other discussion follows.

Chair asked about rebalancing, Mr. Rubio stated that in the August investment committee, the accountant has been invited to come.

Mr. Rubio talked about only executing the sell order at the last possible moment.

Dr. Wallace asked to have the investment plan resent time him.

#### b. Grant Committee:

Grant committee report, grant score sheet, check list was reviewed and worked in making grant paperwork more transparent. Letter of inquiry are being sent out side of grant cycle, stated send to the website.

Chair discussed the minutes, issue of minutes; the minutes can't be posted until approved.

Grant cycle 5 and 6 are set up and the committee has set up the yearly cycle for future use and will be able to put it on line.

We currently have two grantees

### **Ad Hoc Committee Reports:**

#### a. Bylaws Committee:

#### b. Communication Committee:

Communication committee, Ken is not available, but attorney will ask for Sonya to submit the last approved minutes.

### **Legal Update:**

#### a. Report from Jennifer C. Rey, Esq.

BL meeting did not meet, still two issues, deferred to Dr. Wallis.

Dr. Wallace was concerned about the format of reporting the minutes from BL meeting, noted the last 3 of 4 meetings has been cancelled.

Stated the conclusion of HB affirmation of BL changes with a pending request for clarification of voting privilege.

5 items

Have review of attorney updated BL and decide if it accurately renders our BL

Possibly of funding of Mental Health facility and services in CC.

Consider striking out prohibition of supporting a building project

Consider comparable Issues that have been resolved by comparable board in Marion County.

Consider already agreed position of immediate past president.

Sofia made comments, stated asked for comment by attorney, sent comments to attorney. Ms. Rey said send to the BL committee and attendance of future meeting.

Sofia asked the committee to read the bill.

Stated that the hospital board has the right, Tito suggested that since the HB is the sole Member it's a grey line.

Sondra inquired as to the meaning of the statement that the HB is the sole member.

Attorney stated that the HB has established that the CCCCCF will be a single member.

Jimmie explained the intention of the CCCCCF generation revenue, that the HB would be the entity that would do the building if so expected.

Ms. Rey

The set of BL contain changes that will affect the grant cycle.

Dr. Wallis expects the board after the next meeting of the BL committee that the CCCCCF will approve.

Ms. Rey will recirculate the previous email.

Open to the public.

Mr. Citranelli (I couldn't tell exactly)

Commented about the previous investment briefing and the rates of return.

Rey stated that the investment committee has suggested changes to the BL committee to look at the policies.

Mr. Citranelli suggested a fixed withdraw rate.

**Public Comment: (guidelines as listed above)**

**Meeting Adjournment**

**Next Meeting: Sept. 27, 2018, 6:00 p.m., Lecanto Government Building, Room 166**