

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION  
MONTHLY MEETING MINUTES  
July 28, 2022**

**CCCF Mission Statement:** The CCCC, 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.

**I. Call to Order:**

**II. Welcome**

- a. Moment of Silence
- b. Pledge of Allegiance

**III. Attendance/Quorum:**

- a. Director's roll call: MFallows, WDixon, HDavis, DRyan, ERubio, PThomas
- b. Quorum: Yes
- c. Legal Counsel: JRey
- d. Staff/ Independent Consultants: CBarton

**IV. Legal Notice:** Published July 6, 2022 (1)

**V. Approval of Meeting Agenda:**

**Motion to approve agenda brought by MFallows and 2<sup>nd</sup> by WDixon with the vote being 6 for and 0 against the Motion.**

- a. Changes or Modifications to Agenda (if any):
- b. Poll/Disclosure of Conflicts of Interest (if any):

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

**VII. Consent Agenda (2)**

- a. Board of Directors Meeting Minutes June 23, 2022
- b. June 2022 Statement of Financial Position (For Acceptance)
- c. June 2022 Statement of Activities (For Approval)
- d. June 2022 Treasurer's Report (For Acceptance)
- e. June 2022 Budget v. Actual (For Acceptance)
- f. June 2022 Check Register (For Acceptance)
- g. Authorization of Payments (For Approval)

**Motion to Accept the Consent Agenda brought by HDavis with a 2<sup>nd</sup> by WDixon and the vote being 6 for and 0 against the Motion.**

**VIII. STAFF RECOMMENDATION:**

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**IX. Unfinished**

- a. RFP Update and approval of Contract (3)

**Motion to Accept the Contract for the WellFlorida with specific provisions brought by WDixon and with a 2<sup>nd</sup> by PThomas and the vote being 6 for and 0 against the Motion.**

**X. New Business**

- a. Grant Checks and photos  
b. Budget Amendment and Resolution (4)

**Motion to amend the budget and move 3k from Facilities to Operations brought by WDixon and a 2<sup>nd</sup> by MFallows with the vote being 6 for and 0 against the Motion.**

- b. Record Retention, Management, and Destruction Policy (5)

**Conesus to make changes to the Record Retention Management and Destruction and present them to the board in Redline suggestions including changing secretary to director, changing email address, and electronic changes.**

- c. Tabitha Contract Renewal (6)

**Motion to Accept the Amendment to the Contract with an increase in the fee and increase in the hourly rate for Wells Business Solutions brought by PThomas with a 2<sup>nd</sup> by WDixon and the vote being 6 for and 0 against.**

- d. Nature Coast Web Design Contract Renewal (7)

**Motion to Accept the Amendent to the Contract for Nature Coast Web Design brought by WDixon and a 2<sup>nd</sup> by MFallows with the vote being 6 for and 0 against.**

- e. Hospital Board ByLaws Committee Request

**Motion to move forward with creating a Committee to discuss the ByLaws limitations as it pertains to Grant Funds and Investment Funds brought by HDavis with a 2<sup>nd</sup> by WDixon and the vote being 6 for and 0 against the Motion.**

- f. Audit Invoice (8)

**Motion to approve the Invoice and budget for the Audit Invoice brought by MFallows and a 2<sup>nd</sup> by WDixon and the vote being 6 for and 0 against the Motion.**

**XI. Committee Items and Reports:**

- a. Investment Committee (9)

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**Motion to Authorize the Investment Committee Chair the Transfer of \$211,109.00 from the Investment Account to Checking Account brought by HDavis with a 2<sup>nd</sup> by PThomas and the vote being 6 for and 0 against the Motion.**

- b. Grants Committee
  - a. Grant Biannual Cycle Change

**Consensus to allow the change to move to a singular annual Cycle and to postpone the Cycle 13 to January 2023.**

- b. Grant Cycle 12 Contracts

**Motion to Approve the Grant Contracts brought by hDavis and a 2<sup>nd</sup> by PThomas with the vote being 6-0.**

- c. Grant Cycle 13 Proposed Schedule (**10**)
- d. Grant Application Fillable Online Form
- e. 120 day Reports

**Motion to Accept the 120 day Reports brought by MFallows and a 2<sup>nd</sup> by PThomas with the vote being 6 for and 0 against the Motion.**

- c. Bylaws Committee

**XII. Legal Counsel:**

**Consensus regarding PThomas stayng on the Foundation Board.**

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

**XIV. Next Meeting Dates:**

- a. Regular Meeting of the Board August 25, 2022
- b. Grants Committee TBD
- c. Investment Committee August 11, 2022
- d. Bylaws Committee August 25, 2022

**XV. Adjourn: 7:27 pm**