

# CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

## MEETING MINUTES

March 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:** 6:01 p.m. meeting called to order at Lecanto Government Complex, Room 166

**Oath:** Susan Jackson swore in Mr. Robert Holmes- City of Crystal River as a temporary appointment for Patrick Fitzpatrick.

**Pledge of Allegiance:** Led by Jimmie T. Smith

**Welcome:** By President

**Attendance/Quorum:** Dave Ryan (DR), William Dixon (WD), Ernesto Rubio (ER), Leonard Calodney (LC), Sonya Warden (SW), Jimmie T. Smith (JTS), Robert Holmes (RH)

- a. Directors roll call: By SWarden
- b. Legal Counsel: Y
- c. Staff: N
- 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 JTSmith, 2<sup>nd</sup> by WDixon, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.
- b. No Conflicts of Interest.

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

Larry Gamble came forward and introduced himself as a representative of The Church without Walls. He stated he was here to answer questions about the 6-month reporting.

### **Minutes Approval:**

- a. A motion to approve the February 25, 2021 minutes was made by WDixon, 2<sup>nd</sup> by LCalodney, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

**Legal Notice:** Published March 17, 2021

### **New Business:**

None

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

- a. A motion to accept the Treasurers Report was made by WDixon, 2<sup>nd</sup> by LCalodney, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

b. SWarden referenced the excel chart with the invoices for authorization of payment. A motion to approve the payment of all invoices made by WDixon 2<sup>nd</sup> by JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

c. Banking Services- no report

d. A motion to approve deposit of the RT6 Refund check for \$194 into the operational account was made by WDixon, 2<sup>nd</sup> JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

A motion to approve deposit of the Hartford Insurance Premium refund check for \$56.00 into the operational account was made by WDixon, 2<sup>nd</sup> JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

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

a. HPH Hospice -Grant Cycle-7 Change of Scope: WDixon stated the change of scope is a reasonable request and should be approved. Discussion opened. JRey stated the Grant Agreement Exhibit will need amended to include a specific date of when the scope will be effective. WDixon motioned to approve the Scope and use of funds, with a start date effective March 25<sup>th</sup>, 2<sup>nd</sup> made by RHolmes, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

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

### **Standing Committee Reports:**

a. Investment Committee: WDixon requested 3% sell equities be placed in bonds and rebalance 80/20. JTSmith motioned to approve, 2<sup>nd</sup> by ERubio, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

WDixon asked for board consensus to continue with the current IPS. Discussion ensued. DRyan asked for a poll on consensus, all seven board members in attendance agreed. (DR,WD, ER, LC, SW, RH).

b. Grant Committee:

1. **Special Category Grant 6-month reports:** SWarden presented and asked board if its ok to report out of order for efficiency. Board was in agreeance.

2. **Citrus United Basket** – The grants committee needed clarification on the “public support received directly” portion of the budget breakdown. They had listed \$140,104.00 but was not clear if the Foundations funds were included in that. This information is required for the one-year report. The grants committee approved the 6-month report with request for clarification to be submitted in their 1-year report.

3. **CC Family Resource Center** - There is a request for a line item change from \$1500 in baby items to transfer to toiletries. The grants committee approved the 6-month report and line item change.

4. **CC Blessings** – This was recognized as a very organized report. High income balance noted but they are spending accordingly so no concern there. Grants committee approved their 6-month report.

5. **Pregnancy Family Life Center** - Discussion was made that the PFLC needs to increase spending. Grants committee approved their 6-month report.

6. **CASA** - Discussion was made that spending needs to occur more quickly for the funds. Grants committee approved 6-month report.

7. **Citrus Pregnancy Center** - Need to encourage the spending of this grant and attendees in this program. Mr. Teaster who sits on our Grant committee mentioned he would reach out to DCF for partnership as there is a need amongst the group that they service. Grants committee approved their 6-month report.

8. **Homosassa Seventh Day Adventist** - The pantry specific accounting needs to be separate from the Church. The CCHB funds were lumped in with the CCCCCF Grant in the reporting. Inquiry was made as to where the improved facilities funding came from. A balance sheet/income statement separate from the Church was requested; needs to show revenue sources from September to December 2020 broken down for the pantry. Grant report was approved with the above-mentioned items. Their response to our request is questionable – Referred to email. WDixon stated they should be confronted with the unwillingness to comply and should they apply for another grant they must comply to reporting. WDixon motion to not accept 6mo. Report and for Executive Director to kindly approach organization to discuss budget items in 6mo reporting and resolve any deficiencies. Come back to board next meeting. JTSmith 2<sup>nd</sup>. (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

9. **We Care** - Discussion was made regarding the expense of \$1,3714.16 spent to date but the lack of detailed food expense reporting. A motion to move the report to the full board with the requested detailed expense report of the \$15,000 grant. This was received Food purchased on Boxed.com = \$1,693.83 and deposit on food order to Oasis Food Co. on Feb. 22 was made in the amount of \$6,283.80. Move to the full board. Items were received prior to board meeting. Motion to accept We Care 6mo report WDixon, 2<sup>nd</sup> JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

10. **Mid-Florida Homeless Coalition** - Discussion was made over the lack of accounting and expense reporting to move the report to the full board with the requested reporting. The information was not sent; therefore, the report is incomplete. A motion to send a letter of default requiring a 15-day compliance made by SWarden, 2<sup>nd</sup> WDixon, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

11. **CC Food Bank** - The expense report and balance need to be provided with a breakdown of the items on the expense report. Grants committee moves to the full board for approval with the request of the reporting items. CC Food Bank provided the requested information. Move for approval WDixon, 2<sup>nd</sup> JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

12. **The New Church Without Walls** - There were concerns over the following: the frequent mention of funding a start-up of a school which is not in the approved budget for this grant, Proof of compliance with Section 5, a – i, no financial statements, and no expense reporting. A motion was made to not approve the report and to move to the full board to address the grantee, in attendance. Response received from grantee included bank statement that shows what is in the Church without walls Metropolitan ministries bank account. \$10,000 dollar grant and \$20,000 dollar grant funds as of Feb. 23<sup>rd</sup>. It was move to a separate account and they held up on spending until after the board decision on the 27<sup>th</sup>. Do not have a 990 as of yet. Larry Gamble was asked to come forward to answer any questions from the board. SWarden asked if there was any thought to accommodate current climate and during COVID to continue their services as other organizations did, as oppose to holding funds. Response from Larry Gamble no because this was

all new to them. He was not involved in the spending of grant previously and now he is. He stated we are asking so much. WDixon stated we have a fiduciary duty to citrus county citizen to ensure the money is going back to help the community. Larry Gamble said they will move forward with spending them money as stated in their grant request letter. He acknowledges there was bad reporting. WDixon stated he can reach out to our Executive Director for guidance if needed. Motion to approve 6mo. report made by SWarden, 2<sup>nd</sup> WDixon 7-0, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

**Motion to approve 6-month grant reports made by WDixon, 2<sup>nd</sup> JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.**

c. Personnel Committee: WDixon reported on the excellent responses for Executive Director's evaluation. Evaluation was averaged high. WDixon made motion to a \$7000.00 increase, effective beginning today, to be in the next pay cycle; with evaluations every 6 months over the course of 2 years, 2<sup>nd</sup> by JTSmith. Discussion opened with JTSmith. He stated he would like to see an increase in skillset to coincide with increase in pay and should provide her with tools to increase her skills. JRey mentioned adding line item in budget for training. Motion amended by WDixon to offer Executive Director an increase in \$7,000.00 to begin 1<sup>st</sup> pay period after today and add line item to budget to include training for ED. 2<sup>nd</sup> JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.

**Legal Update:**

None

**Public Comment:**

Dr. Wallis approached the podium and stated he is dropping the Bylaws change proposal which offered a change in language regarding the CCCC Board members who fail to attend meetings. See attachment.

Sondra Moylan came forward and stated she is glad to hear we have an Executive Director and are paying her a living salary wage that is comparable to other non-profits.

**Next Meeting/s:**

Board Meeting: April 22<sup>nd</sup> at 6 p.m. in the LGC, room 166

Grants Committee Meeting: April 20<sup>th</sup> and 21<sup>st</sup> if needed at 6 p.m. in the LGC, ROOM 280

Investment Committee Meeting: TBD

Personnel Committee Meeting: TBD

Audit Committee Meeting: TBD

**Meeting Adjournment:**

Motion to Adjourn at 7:46 p.m. by WDixon, 2<sup>nd</sup> by JTSmith, (DR,WD, ER, LC, SW, JTS, RH), vote 7-0. Motion passed.