

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION**  
**BOARD MEETING Minutes**  
**November 18, 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.

- I. Call to Order:** 6:11 pm
- II. Welcome**
  - a. Moment of Silence
  - b. Pledge of Allegiance
- III. Attendance/Quorum:**
  - a. Directors roll call: WDixon, RHolmes, SWarden, Coladney (left at 7:10 pm), DRyan, DRessler (by phone) and JTSmith (arrived at 6:30 pm)
  - b. Quorum: Yes
  - c. Legal Counsel: Jennifer Rey
  - d. Staff/ Independent Consultants: Tabitha Wells
- IV. Legal Notice:** Published October 27, 2021
- V. Approval of Meeting Agenda:**
  - a. Changes or Modifications to Agenda (if any): Motion for Correction to Agenda to Interview first on Agenda. Motion brought by William Dixon and 2<sup>nd</sup> by DRessler 6 -0.
  - b. Poll/Disclosure of Conflicts of Interest (if any):
- VI. Public Comment (3 minutes for an individual; 5 minutes for an organization/ group representation):** None.
- VII. Consent Agenda:** Motion JTSmith and 2<sup>nd</sup> ERubio 6-0 Discussion
  - a. Board of Directors Meeting Minutes October 21, 2021
  - b. Personnel Committee Meeting Minutes November 2, 2021 and November 9, 2021- Dressler expected JRey was no but was needed in absence of Executive Director.
  - c. October 2021 Statement of Financial Position (For Acceptance)
  - d. October 2021 Statement of Activities (For Approval)
  - e. October 2021 Treasurer's Report (For Acceptance)
  - f. October 2021 Budget v. Actual (For Acceptance)
  - g. October 2021 Check Register (For Acceptance)

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- h. Authorization of Payments (For a Approval)

**VIII. STAFF RECOMMENDATION:**

- a. Motion to approve the consent agenda, to accept the financial reports ad to authorize payments of invoices as presented.
- b. WDixon- There are 2 candidates; 1 showed up-Crystal Barton. Highly qualified, bright, and motivated. WDixon moves to extend offer to \$46,000.00  
2<sup>nd</sup> Dr. Calodney 6-0.

**IX. Unfinished**

- a. Approved Amended Budget for 2020-2021 (For Approval): Motion by WDixon 2<sup>nd</sup> by DRessler Vote: 6-0
- b. Grant Policy Change- Wording of 1 year apply/ Guidelines
- c. The Grants Committee cannot recommend grants that do not meet the criteria.
- d. Credit Card Payment

**X. New Business**

- a. Presentation of the FY 19-20 Audit by Robin Barclay
  - i. Audit
  - ii. Management Response: Motion to accept as presented Dressler, 2<sup>nd</sup> by WDixon 6 in favor, 0 objections.
- b. RFP for Community Health Needs Assessment ERubio presented. JTSmith- outside of what we do facilitating medical needs. Scope of RFP- Board does not have to use all of the assessment. Approval to over forward with draft RFP to make adjustments and advertising costs only. January 27 dates- proposals do come after release date. JRey January 27 will be modified at least four (4) weeks from issuance. Motion to authorize to move forward /RFP and process include RFP and advertising brought by WDixon and 2<sup>nd</sup> by RHolmes; 6 in favor, 0 objections.
- c. Storage Unit: Need copy of lease- Tabled until office space is available.
- d. Office Space Lease Agreement: WDixon presented Wellcare Alliance Office is still available at \$400.00 per month plus internet. WDixon Motion to rent FL Wellcare Alliance Office Space on Norvell Bryant Highway, 2<sup>nd</sup> DRessler. ERubio inquired as to if it will be rented month to month. 6 in favor, 0 objections. TWells will contact bank to cancel credit card.

**XI. Committee Items and Reports:**

- a. Investment Committee: WDixon reported. Recommended selling \$1.4 million of VOO and purchasing \$1.4 million of VNQ as recommended by advisor Hess. Also recommended splitting excess cash between our two bond

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funds. Motion to Approve Committee Recommendation brought by WDixon and 2<sup>nd</sup> by JTSmith. 6 in favor, 0 objections.

- b. Grants Committee
  - a. Letters of Intent
    - i. Pregnancy and Family Life Center (Recommend)
    - ii. Dementia Education (Recommend)
    - iii. Aspire (Recommend)

COMMITTEE RECOMMENDATION: Motion to approve Committee Recommendations for invitation to proceed with Grant Application brought by WDixon and 2<sup>nd</sup> by JTSmith. 6 in favor, 0 objections.

- b. Grant Policy Modifications

COMMITTEE RECOMMENDATION: Motion to approve Committee Recommendations for Grant Policy Amended.

- c. Personnel Committee
  - a. WDixon brought Motion to Approve Executive Director with a 2<sup>nd</sup> by JTSmith. 6 in favor, 0 objections.

COMMITTEE RECOMMENDATION: Motion to Approve Executive Director Position.

- d. Audit Committee: No meeting

**XII. Legal Counsel:** None

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

- a. TWells- Doing work next month add footnotes to transactions.
- b. Dr. Wallis

**XIV. Next Meeting Dates:**

- a. Regular Meeting of the Board- December 16, 2021
- b. Grants Committee- To be determined
- c. Investment Committee- To be determined
- d. Personnel Committee- To be determined
- e. Audit Committee- To be determined

**XV. Adjourned:** by Dixon and 2<sup>nd</sup> by DRessler at 8:45 pm