

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION
MEETING Minutes
September 26, 2019

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: Lecanto Government Center, room 166 – 6:00p

Moment of Silence: Observed

Pledge of Allegiance: Led by SD-Fonseca

Welcome:

Attendance/Quorum:

- a. Directors present: (9) PFitzpatrick, DRessler, KDeMaio, SD-Fonseca, SWarden, JTSmith, ERubio, DRyan, WDixon
- b. Legal Counsel: JRey Esq.
- c. Independent Consultant: None
- d. Public: 9
- e. Media: yes
- f. Quorum: yes

Legal Notice: Published Sept. 5, 2019

Approval of Meeting Agenda: ERubio requested to add discussion regarding Health Dept. to New Business **Motion to approve WDixon, 2nd KDeMaio unanimous (9-0)**

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

ERubio reported on the status of Hep A in Citrus County. Hep A is on the rise with 67 cases as of today Sept. 26th. Health department sees 6-9 cases a week and offers not cost vaccines.

Jeff Wallis is in support of Health Department request.

Ken Hinkle here in support of Health Department request.

Minutes Approval: Aug. 22nd, 2019 Meeting Minutes – **Motion to approve with correction to include Audit invoice and adding number of voting directors on each motion JTSmith 2nd DRessler unanimous (9-0)**

New Business:

- a. Candidate interviews for Executive Director – WDixon reported there was an ad placed in the Chronicle, 20 plus resumes PFitzpatrick & WDixon along with a community volunteer reviewed and interviewed. Leaving them with 3 finalists. Each of the 3 finalists presented for 10 min a brief description of their background and why they feel they are the best candidate for the position. They answered questions from the board. Discussion was on salary and evaluations. **Motion to offer Crystal McClure position for Executive Assistant KDeMaio 2nd JTSmith unanimous (9-0)**

Discussion on sick and vacation leave. **DRessler Motioned to hire Crystal McClure with a salary of \$37,000 with an re-evaluation at 6 months with 3-5% increase in salary and instead of bonuses have increases yearly commensurate with service and decision of the board approval, 5 PTO & 8 Holidays (New Year's Day, Christmas Day, Thanksgiving Day and day after, Memorial Day, 4th of July, Veterans Day, & Labor Day) no insurance coverage 2nd KDeMaio (5-4) motion passes**

Motion made by DRyan to allow Personnel committee to negotiate contract with Crystal McClure 2nd P Fitzpatrick (9-0) unanimous

Motion made by DRessler to offer the contract mentioned previously to Kimberly Davis if McClure declines 2nd PFitzpatrick (9-0) unanimous

ERubio recommends workers compensation

TWells will investigate

ERubio offered for the Health Department to perform the Level II background check.

JRey mentioned new hire becoming bonded – TWells is equipped to do that.

b. Office rental discussion for new Executive Director – **WDixon motion to rent office space from FL WellCare Alliance for \$350/month for 6 months or less 2nd JTSmith– Discussion** JRey we do not have a formal process for request. Vote with condition to request add'l quotes for office space. There must be comparable quotes. **(9-0) unanimous**

d. President's letter of need addressing office space to CCHB – **DRyan made a motion to authorize SD-Fonseca to represent Foundation Board @ meeting on Sept. 30th 2nd KDeMaio (6-3) vote**

c. Other – Health Department Discussion – Health Department is asking for \$45,000 in funding to set up Pods around Citrus County to provide more convenient locations for residents to get Hep A vaccination. Tabled until after treasurers report.

d. Nominate Secretary – SD-Fonseca nominated DRyan for Secretary he approved nomination **KDemaio motion to approve DRyan as Board Secretary 2nd ERubio (9-0) unanimous**

Treasurer's Report: TWells Reported (see attached Treasurers report for Period ending Aug 2019)

a. Invoices: AndCo. \$6,250; Wells Business Solutions \$1,075; USPS Annual PO box fee \$134; Hogan Law Firm \$1,650; Nature Coast \$100; Citrus Publishing \$38.50; reimbursement to SD-Fonseca \$144.14 **Motion to approve payment for invoices WDixon 2nd DRessler (9-0) unanimous**

b. Financial Report: Presented by TWells- presented Budget overview for Oct. 2019 – Sept. 2020 and Profit and Loss Budget vs. Actual for Oct. 2018 – Aug. 2019, presented Reconciliation summary for Cadence Period ending 8/31/2019 and Regions for Period ending 8/31/2019. TWells recommended increasing investment fees by \$563 and decrease payroll by \$563 due to line item budget was overspent and this will zero it out. **Motion KDemaio to amend current budget to increase investment fees by \$563 and decrease payroll by \$563, 2nd JTSmith (9-0) unanimous**

c. Banking Services – Cadence- Exempt from FDIC due to being a quasi-governmental org.

d. Other – **Motion to amend minutes from last month Aug. 22nd 2019 to include audit invoice and add voting number KDemaio 2nd JTSmith (9-0) unanimous**

Revisited Health Department Request for \$45,000 funding for the Pods to distribute Hep A vaccinations to the Citrus County Community.

Discussion: JTSmith – emergency situation other organizations to do not serve the community in this capacity.

WDixon – not an annual thing. This is a demonstrated thing.

KDemaio – blessed to have funds to help citrus county citizens.

SD-Fonseca – there are other organizations that do not have funds such as the DOH

DRESSLER – since we have the excess \$49,000 we should help the health department.

ERubio – the Health Department will provide invoices, provide credit to CCCC, and updates while days in operation.

JRey- come back with basic funding proposal.

SD-Fonseca - press release requirement.

Motion to approve Citrus County Health Department Request for \$45,000 to fund Pods to distribute Hep A vaccinations to Citrus County citizens. KDemaio 2nd JTSmith (8-1)

Unfinished Old Business:

a. Responses to Findings and Recommendations – Audit – see draft letter to Robin Barclay at clerk of courts. **Motion by DRESSLER to accept audit report and authorize BOD President to sign 2nd KDemaio (9-0) unanimous**

1. Review the Fulfilling Financial Obligations Policy in comparison to the bookkeeper's agreement
2. Creating a formal procedure for authorizing/generating electronic fund transfers
3. Best practices for setting up an agenda and taking minutes in regards to *Sunshine Rules/F.S. 286.011 as it relates to recording of votes cast and recorded within the Board minutes.*
4. Yearly ethics training and signing COI documents – **Table until Oct. 2019 meeting Motion ERubio 2nd JTSmith (9-0) vote**

Ad Hoc Committee Reports:

a. Communications Committee: No report – did not meet in Aug. 2019

Standing Committee Reports:

a. Investment Committee: See attached minutes – tabled until Oct. meeting

b. Grants Committee:

1. Committee recommends reducing reporting to two years – **Motion to approve DRESSLER 2nd ERubio (9-0) unanimous**
2. Committee recommends making two year reporting retroactive and sending agreement amendments to all grantees (Attorney's advice needed)
3. Cycle 7 dates posted to website

c. Personnel Committee: nothing more to report

d. Audit: KDemaio presented

Legal Update: JRey reported annual meeting in Oct. appointments presented, letter to reconfirm appointees needs to be done.

Public Comment: (guidelines as listed above)

Next Meeting/s:

- a. Anticipated # of Attendees – 9
- b. October 24th 2019 at 6pm in the Lecanto Government Building, room 166

Investment Committee Meeting: Oct. 17th, 2019 6p Citrus County Health Dept.

Grants Committee Meeting: Oct. 21st & 22 5:30p CF Citrus Campus Rm 105, and Oct. 24th 5p LGB Rm166

Personnel Committee:

Audit Committee:

Communications Committee:

Meeting Adjournment: Motion to adjourn KDemaio 2nd DRyan (9-0) 10:26pm