

**CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION, INC.**  
**ANNUAL MEETING MINUTES**  
**October 22, 2025**

**Mission Statement:** The CCCCFF, 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. Directors Present/Absent: *MFallows, FDiPiazza, RHolmes, CLizanich, PThomas, ERubio, HDavis, LCalodney*
- b. Quorum: *Yes*
- c. Legal Counsel: *JRey*
- d. Staff/Independent Consultants: *CBarton*

IV. Legal Notice

Published on October 9, 2025 *(1)*

V. Approval of Meeting Agenda

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

**Motion to Approve the Agenda brought by HDavis with a 2<sup>nd</sup> by CLizanich and the vote being 9 for a 0 against the Motion.**

VI. Public Comment

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

VII. Executive Director's Report

VIII. Appointment, Election and Confirmation of Directors/Officers

- a. Election of Directors/Confirmation of Appointments
  - i. Dr. Leonard Calodney, Citrus County Medical Society- **Treasurer by unanimous vote**
  - ii. Frank DiPiazza, Florida Well Care Alliance
  - iii. Crystal Lizanich, City of Inverness—**Nominated for Board Chair by herself with a 2<sup>nd</sup> by RHolmes- unanimous vote for Board Chair**
  - iv. Robert Holmes, City of Crystal River- **Vice Chair by unanimous vote**
  - v. Sonya Warden, College of Central Florida- **Secretary by unanimous vote**
  - vi. Janora Wade, Florida Department of Health Citrus County
  - vii. Ernesto Rubio, Public Representative Seat #1

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- viii. Patricia Thomas, Public Representative Seat #2
- ix. Holly Davis, Citrus County Commission
- x. Rotating Members of the Citrus County Hospital Board
- xi. Marci Holder, Tampa General Hospital

- b. Election of Officers
- c. Committee Assignments

IX. Consent Agenda

- a. Approval of September 25, 2025 Meeting Minutes (2)
- b. 2025-2026 Meeting Schedule (For Approval)(3)
- c. Contracts and Agreements Schedule (For Information Only)(3)
- d. September 2025 Statement of Financial Position (For Acceptance)(4)
- e. September 2025 Statement of Activities (For Approval)
- f. September 2025 Budget v. Actual (For Acceptance)
- g. September 2025 Check Register (For Acceptance)- ***October 2024- September 2025 Check Registers as well***
- h. Authorization of Payments (For Approval)

**Motion to Approve the Consent Agenda items a-h brought by HDavis with a 2<sup>nd</sup> by SWarden and the vote being 9 for a 0 against the Motion.**

X. Unfinished

- a. Final Budget Amendment for FY 2024-2025 – To account for final figures of reversionary funds or adjustment in expenses (if any)(5)

**Motion to Approve the Final Budget Amendment for FY2024-2025 brought by ERubio with a 2<sup>nd</sup> by PThomas and the vote being 9 for a 0 against the Motion.**

- b. Approved Budget for 2025-2026 (For Approval) (Only required if there were changes from the Budget Approved in September. (6)

**Motion to Approve the Budget for 2025-2026 brought by HDavis with a 2<sup>nd</sup> by SWarden and the vote being 9 for a 0 against the Motion.**

XI. New Business

- a. Policy and Procedure Review (For Approval)
  - i. Record Retention and Management of Destruction Policy (A)
  - ii. Code of Ethics (B)
  - iii. Conduct of Meetings, Decorum, and Public Input Policy (C)
  - iv. Board Expenditure Policy and Procedure (D)
  - v. Meeting Notice Policy and Procedure (E)
  - vi. Gift Acceptance Policy (F)
  - vii. Investment Policy Statement (G)

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- viii. Electronic Access Policy **(H)**
- ix. Personnel Committee Policy **(I)**
- x. Information and Technology Acceptable Use Policy **(J)**
- xi. Grant Funding Policy **(K)**
- xii. Conflict of Interest Policy **(L)**
- xiii. Expenditure and Procedure for Executive Director Policy **(M)**
- xiv. Financial Obligations Policy **(N)**
- xv. Social Media Policy **(O)**

**Motion to approve policies and procedures as brought by PThomas with a 2<sup>nd</sup> by FDiPiazza and the vote being 9 for and 0 against the Motion.**

- b. Sunshine Law and Public Records Training Requirements **(7)**

XII. Committee Reports

- a. Investment Committee
  - i. September 2025 Schwab Statement **(8)**
  - ii. Fourth Quarter Investment Report **(9)**

**Motion to Approve the Investment Committee Statement and Fourth Quarter Investment Report brought by PThomas with a 2<sup>nd</sup> by Rholmes and the vote being 9 for a 0 against the Motion.**

**Motion to Approve Read only access to Tabitha, Crystal Barton, Brad Hess with Mariner brought by PThomas with a 2<sup>nd</sup> by SWarden and the vote being 9 for a 0 against the Motion.**

- b. Grants Committee
  - i. Grant Cycle 16 Schedule **(3)- This was approved during the consent agenda.**
- c. Ad Hoc Fund Raising Committee

XIII. Legal Counsel

XIV. Public Comment

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

XV. Next Meeting Dates

- a. Regular Meeting of the Board, November 20, 2025
- b. Grants Committee
- c. Investment Committee
- d. Personnel Committee
- e. Ad Hoc Fund Raising Committee

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XVI. Adjourn: 6:56 pm