



Meeting Minutes

2015-2016 Third Quarter Board Meeting Hilton Resort and Spa at Daytona Beach

Friday, May 27, 2016 1:15 p.m. – Meeting called to order by President Gina Giacomo

President's Welcome & Call to Order

- President Gina Giacomo welcomed everyone to the 3rd Quarterly Board Meeting at the Hilton Resort/Ocean Walk Village, Daytona Beach, Florida.
- President Giacomo asked Rick Orzechowski to lead the Pledge of Allegiance. Rick requested a moment of silence in recognition of all military personnel.
- President Elect Linda Brooks led the prayer to commence the business meeting.
- State Secretary Mike Page called roll of the Chapter Presidents. A quorum was established with 18 Chapter Presidents and/or their official proxies present. President Giacomo called the meeting to order.

Introduction of Executive Board

President Giacomo introduced the State Executive Board:

Linda Brooks - President Elect

Tammy Marcus - Treasurer

Mike Page - Secretary

Karen Michael - Immediate Past President

Cornita Riley - Executive Director

Rob Lingis - Executive Secretary

Debbie Kissane – Administrative Assistant

- President Giacomo indicated meeting minutes for the last board meeting have been distributed for review by the attendees.
- President Giacomo also introduced the keynote speaker, Kristina Hartman, Florida Department of Corrections, Chief of Programs, who will be addressing the group later in the program.
- President Giacomo recognized the State Past Presidents in attendance to this board meeting; Maria DiBernardo, Jim King, Art Gormley, Rob Lingis, Gail Page, Cornita Riley, Karen Michael and Merrell Colchiski.
- Cindy Corrado was recognized by the President. Cindy reiterated the dates critical for publication of the Institute Program and information needed to be included. The second issue

of the Councilor is finished and preparations are being made for its mailing now. She provided a finished copy to the Executive Board and to each chapter present. She also advised that the Councilor went out and looks great. Cindy stated that April 18 is the deadline for articles for the next issue of the Councilor. Articles are to be in WORD format and any photographs should be submitted separately from the Word document. July 1st is the deadline for articles for the Institute Program. These articles are required for the chapters to meet the requirements of Chapter Effectiveness.

- Angela Gordon, Awards Committee Chair, advised that recommendations for state awards recipients were due to her by June 15.
- President Giacomo recognized Barbie Thorer, Executive Director of Treatment Centers. She also announced the attendance of Gina's sister from Baltimore, Maryland.
- Justine Patterson gave an update on the Palm Beach mural project being sponsored by the FCCD through a \$2,000 investment. Gina also updated everyone in attendance on the Stewart DJJ facility mural project of 40 feet and a hallway mural through Visionary Arts. Department of Juvenile Justice Chief of Staff Fred Schuknecht wanted to thank FCCD for the work being done on the murals. He offered pictures of the artwork for the attendees to see the progress.
- President Giacomo discussed statewide chapter goals and commended them for a job well done, with 162 community service projects being completed.
- President Giacomo reminded everyone to register for the conference early. The charge is \$150 before August 5th. She also reminded everyone needing a photograph for the program to see Dawn.
- President Giacomo addressed the membership competition and reminded everyone it closes on June 1st. All participants will be advised on June 10th.
- Executive Director Cornita Riley, who is also serving as the hotel liaison, advised that any issues with the hotel should be referred to her. She has met with the hotel staff to handle issues.

Treasurer's Report

- Provided by State Treasurer Tammy Marcus. The accounts have been transferred, per the previous approval by the Board, from Capital City Bank to First Florida Credit Union, with a balance of \$1,677.47. Balances of all accounts are reported at: \$102,570.40; \$10,067.55; and \$5.02. Upon calling for a motion by President Giacomo, a motion was offered by T.R. Page and seconded by Terrasa Wood. The Treasurer's Report was voted on and accepted.
- Fred Schuknecht gave a review of the fiscal standing of the organization and advised we are financially sound.

Secretary's Report

- The Secretary provided a status report regarding the training blocks for the Institute and advised we have filled most of the slots, with only fine tuning and some confirmations remaining to be accomplished. He advised we were able to secure a number of training blocks being provided by the National Institute of Corrections on various topics. Additionally, we will be offering medical CEU's for nurses and other medical practitioners at no additional cost beyond the Institute registration.

- Minutes from the February Board Meeting were provided by Secretary Michael F. Page. A motion to accept the minutes was offered by Miriam Martinez and seconded by Cornita Riley. A vote was called and the minutes from the February meeting were accepted.

Executive Secretary

- Executive Secretary Rob Lingis discussed the budget in depth. He also advised that the 2015 Councilor invoice, which arrived after the close of the last fiscal year, will need to be paid for in this fiscal year by increasing the expense budget for the exact amount. A check was also received in the amount of \$2,000 during this fiscal year that was not budgeted. This will offset the unexpected expense for the Councilor. The miscellaneous revenue column of the budget will need to be raised by the \$2,000. Rob made the motion to make the necessary changes to the budget and it was seconded by Miriam Martinez. The vote was called and the motion passed. Rob also indicated he will place the mural information on the FCCD website. He also reminded everyone the membership form has changed and directed that only the current version be used, which is located on the FCCD website. Rob indicated there is a slowdown in the processing of silver membership applications being forwarded to the FDC. A total of 109 applications have been submitted that have not been acted upon at this point. He is working with FCD post tax staff (who are not employees of the agency) to update the membership.
- President Giacomo advised that anyone needing to turn in chapter books for effectiveness consideration to please do so.
- Justine Patterson introduced the guest speaker, Kristina Hartman, Chief of Programs, FDC. Chief Hartman gave an overview of the Division of Development, Improvement and Readiness, formerly known as the Office of Reentry.
- Past State President Jim King proposed that a permanent committee comprised of past state presidents assist the current Executive Board in reviewing proposed Institute contracts. He also argued against the use of event/conference planners in preparing for the annual conference. Mr. King wants the proposed committee to be established in the By-Laws to ensure the committee remains viable in the future. After a spirited debate with Executive Board members and chapter presidents, arguing that we are currently required to review any pending contracts with the entire sitting Executive Board prior to presentation to the State Board for consideration, Mr. King withdrew his recommendation that a motion be made to amend the By-Laws.
- President Giacomo advised the hotel is offering a tour of the facilities to anyone interested, to be conducted at 4:30 pm. She also invited any chapters that have fundraisers they would like to conduct at this board meeting to please conduct their business now.
- Executive Director Riley announced that the hotel has a problem with handicap parking and will provide valet parking for handicapped individuals at the Institute at the cost of regular parking. She also advised everyone NOT TO USE A DEBIT CARD FOR PARKING AS THEY WILL PLACE A HOLD ON CASH ON THE HOLDER'S ACCOUNT.
- President Elect Brooks discussed Chapter Effectiveness successes this year.
- Chapter reports were provided by chapters 1, 2, 3, 5, 7, 8, 9, 10, 12, 14, 17, 18, 20, 23, 28 and 30.
- Marny Lewis advised that so far, the following chapters have turned in the recommendations

for Distinguished Service Awards: 4, 10, 20 and 30. The deadline for submissions is June 1st.

- President Giacomo recognized Andrea and Star & Shield for their continued financial support of the FCCD at board meetings and the annual institute.
- President Giacomo congratulated Shelly Liddle for getting the training hours from the last institute into the FDOC training database.
- President Giacomo discussed the possibility of raising annual membership dues. After some discussion, the issue was tabled to be addressed at the 1st quarter board meeting of next year.
- Michelle Jordan discussed vendor participation and requested assistance from chapter presidents with securing local vendors.
- Bill Brewer gave an update on the institute golf tournament. He advised we will be able to field a maximum of 144 players. He discussed the course and location and answered questions of the Board members.
- Sherri Cole discussed upcoming lifetime member awards.
- Christina Crews addressed institute preparation and this year's theme.
- Mark Danford discussed Long Range planning for FCCD. Mark explained what a long range plan is and how it is implemented using the FCCD Mission Statement. He also indicated we need to re-establish a Historian for FCCD to track events throughout the years.
- Carol Starling addressed the Louie L. Wainwright Award. She advised the following chapters have submitted nominations so far: 1, 4, 10, 20 and 30.
- Executive Director Riley recognized R.D. Jones and Primerica as board meeting sponsors.
- Miscellaneous business discussed addressed the Fun Run/Walk at the conference, with a registration of \$5, to be held on the beach Tuesday at 5:30 pm.
- Recommendations for the R. D. McCleese award need to be referred to Paulette Julian. Janet Worsham will be handling the Bill Bedingfield awards.

Unfinished Business

- President Giacomo called for unfinished business, and there was none.

New Business

- She then called for new business and Mark Danford advised to wear red on Friday to represent veteran's blood.

Adjournment

- President Giacomo called for a motion to adjourn. A motion was made by Cathy Aylstock and seconded by Josh Johnson. The motion carried and the meeting adjourned at 11 a.m.. May 28, 2016.